Programme Boards Terms of Reference and Procedures

Document Reference and Version No	Version 4
Purpose	These are the terms of reference and procedures for programme boards at the Institute
Commencement Date	November 2019
Date of Next Review	November 2022
Approved by Academic Council	2nd December 2019
Who needs to know about this document	Registrar, Heads of School, Heads of Department, Programme Co-ordinators, all academic staff.
Revision History	Revision of version 3, 2016
Policy Author	Office of the Registrar
Policy Owner	Registrar

Framework

A Programme Board will be set up in the case of every Programme of study at IADT leading to an award. Each Programme Board is a Sub-Committee of Academic Council, and reports annually to Academic Council. The Programme Board is responsible for the effective management, operation and review of the Programme, within the wider context of the Institute academic plan. The Programme Board operates within the framework of regulations set down by Academic Council and quality assurance procedures. The Standing Orders for programme boards are outlined in Appendix A.

Terms of Reference

The functions of a Programme Board shall be:

Monitoring and Review:

- To monitor the implementation of programmes of study as defined in the Programme document and Approved Programme Schedule;
- To review annually the structure, content, entry requirements, curriculum and assessment strategies of the programme of study as per Appendix C to ensure:
    - the maintenance of academic and professional standards for the programmes/disciplines concerned, ensuring they conform to benchmarks and sectoral conventions determined by QQI and the criteria contained in the National Framework of Qualifications
    - that all proposed major changes to Programmes are submitted to and approved by the Programme Validation Committee & Academic Council
    - that minor changes are recorded in the Minutes of the Programme Board meeting at which they were agreed, and sent to the Programme Validation Committee for approval, prior to being incorporated into the Programme Schedule
- To update the Approved Course Schedule annually and maintain a record of the evolution of the programme of study since its approval by IADT. The Programme Board must review the Approved Course Schedule at the first programme board of the year.

Quality Assurance

- To participate in the Quality Assurance Procedures as defined and agreed by Academic Council in relation to internal evaluation of programmes and to participate in such external peer review exercises as may be required from time to time, e.g. Programmatic Reviews, and Institutional Reviews.
- To contribute as appropriate to the definition, implementation and ongoing review of Quality Assurance policy and procedures within the Institute, including, inter alia, those relating to:
    - evaluation of student experience;
    - optimising student retention;

- admission of non-standard categories of applicants, including transfer applicants entitled to apply directly to the Institute for admission or applications from students seeking internal transfer from their existing programme of study

Operational Matters:

- To ensure that adequate consultative mechanisms are in place and to support Faculty Management in dealing effectively with matters of a routine and operational nature throughout the academic year, including where appropriate, liaison with the Registrar and the Office for Student and Academic Affairs.

- Providing the Head of Faculty on a regular basis with sufficient information on the resourcing, accommodation and staffing needs, identified as being required for the programme to be run in a cost –effective and efficient manner but to note, in the provision of such information, that the Heads of Faculty have responsibility for the management of staffing, accommodation and other resources, which must be taken into account, particularly where additional resources are being sought, and that the prior agreement of the Head of Faculty to the provision of such resources must be obtained.

- Monitoring and recording student performance on each stage of the programme in line with the assessment strategies approved for the programme as a whole, and providing the Faculty Office (Programme Coordinator and/or Faculty Administrator), with the necessary information to keep and maintain formal records of assessment for each student; this will include grades for all work assessed in each year of study and in addition any other relevant information pertinent to an individual student e.g. warnings, medical certificates etc.

Membership

The membership of a Programme Board shall consist of:

- The Head(s) of Faculty responsible for the programme [ex-officio];
- The Head(s) of Department(s) responsible for the programme [ex-officio];
- Programme Co-ordinator[1]
- Each full-time member of academic staff teaching on the programme;
- Part-time members of academic staff teaching on the programme – co-opted as appropriate;
- Student representative(s) from within each academic programme, the number being determined by individual Faculty, subject to the requirements of each programme and subject to: -
  - the selection of such student members by democratic election by their class group with due respect to gender balance;
  - the exclusion of such student members during discussion of reserved confidential items, e.g. matters relating to individual students.

[1] In the case of joint School programmes, a Primary Programme Co-ordinator and Secondary Programme Co-ordinator(s) will be nominated by agreement between the Schools concerned.

The Chairperson of the Programme Board shall vary according to the needs to be determined within each Faculty.

The Chairperson of the Programme Board may issue invitations to others to attend, without voting rights, where such attendance is considered to be beneficial to the Board.

Sub-committees

The Programme Board may establish appropriate sub-committee(s). The composition, terms of reference and chair of any sub-committee of the Programme Board will be determined by the Programme Board.

Procedures:

1. The general provisions of Academic Council apply to all sub-committees of Academic Council, including Programme Boards and their sub-committees.
2. A schedule of meetings of the Programme Board and of any sub-committee(s) should be agreed at the commencement of the academic year. Programme Board meet three times per year; Autumn, Spring and Summer, and business is conducted as per the Programme Board Agenda Template, per Appendix B. Possible suggested items for these meetings are provided for programme boards' consideration in Appendix C.
3. It will be the responsibility of the relevant Faculty to maintain complete records of the Programme Board activities, including agreed minutes of meetings of the Programme Board and of any sub-committee(s).
4. The Programme Board will prepare an annual report for Academic Council. An annual report is prepared for the programme, considered at the Summer Programme Board Meeting and submitted to Academic Council for consideration at the first Academic Council of the subsequent year. The report should focus on the following:

    - Programme design, content and organisation;
    - student progression and achievement;
    - student feedback
    - quality management and enhancement including External Examiner feedback

Duties and Responsibilities of Programme Board Chairperson

The chairperson will:

1. Convene and chair meetings of the Programme Board;
2. Be fully conversant with the remit and Standing Orders for the Board and will ensure that the Board fulfils its remit;
3. Ensure that the Board monitors programme implementation and student progress;

4. Liaise with the Faculty Office and the Registrar's Office at appropriate times in terms of provision of documentation referred to in the Terms of Reference for the Board;
5. Make such recommendations on the requirements for staffing and other resources to the appropriate Head of Department[2] as are required for the proper conduct of the Programme;
6. Ensure that the Annual Report of the Board is prepared in a timely fashion for presentation to Academic Council through the Head of Faculty;
7. Ensure that adequate records of the business of the Board are maintained

Programme Board updates to Management Team

Each Head of Department is requested to provide a short annual update to the Management Team, on issues raised at programme boards under their direction.

Programme Board Support for Head of Department

Communication and Information:

- Programme Boards will support the relevant Head of Department and provide input into areas such as the student handbooks and provision of such general information relating to the programme as may be required by the Registrar for the preparation of Institute publications e.g. prospectus, information leaflets, promotional and advertising material.

Co-operation in relation to:

Programme Boards will support the relevant Head of Department in addressing issues such as:

- Recognition of the programme, as appropriate, by professional bodies, e.g. where exemption may be sought on foot of IADT Programmes/modules.
- Policy definition and implementation of procedures designed to optimise student retention.
- Policy definition and implementation of Institute-wide policy and procedures in relation to admissions, particularly cases of non-standard applicants.

[2] Through the Programme Co-ordinator in the event that the Chairperson is not also the Programme Co-ordinator. If a Head of Department is acting as Chairperson, then communication is to the Head of School.

APPENDIX A

Standing Orders for Programme Boards

1. There are three programme boards meetings a year – in November, February/March and June – these are the autumn, spring and summer meetings. The summer meeting takes place after the issue of the assessment results, it is noted that the student reps may not be able to attend.
2. Membership of the programme board:
    - Programme co-ordinator
    - Lecturers teaching on the programme
    - Student representatives generally 2 per year group
    - Technical staff as appropriate
    - Head of Faculty and Head of Department (ex officio)
    - External members co-opted as appropriate
3. The meetings are organised by the Programme Coordinator through the Faculty Office. The meeting is chaired by the Programme Coordinator.
4. Each meeting has a specific agenda and considers the minutes of the previous programme board meeting. The agendas are below.

    Where possible the Programme Coordinator meets with the Head of Department to review the agenda for the meeting.

    Students representatives are briefed before the first meeting of the year, the student briefing is below.
5. Minutes of the meeting are taken by another member of the programme team in rotation. The minutes record attendance, apologies and key items of discussion and action items under each item of the agenda. They are not verbatim records of the meeting and no names are recorded unless requested. Minutes are circulated to all in attendance within 2 months of the meeting.

6. Programme board minutes are stored in the document store. Please make sure that the Faculty administrators are sent the minutes.
7. An annual report is prepared for the programme, considered at the Summer Programme Board Meeting and submitted to Academic Council for consideration at the first Academic Council of the subsequent year.

    The report is generally prepared by the Programme Coordinator and reviewed by the Head of Department before consideration by the programme team and programme board.

Programme Boards Student Briefing

Each programme at is managed by a Programme Board which comprises lecturers who teach on the programme, student representative from each year and external representatives as well as the Head of Department and Head of Faculty.

The Programme Board meets three times a year to review the programme and reports annually to Academic Council.

The meeting is chaired by the Programme Co-ordinator.

There is a standard agenda for each meeting. However members of the programme board (including students) can request items to be added to the agenda.

This is an ideal opportunity for all students through their representatives to provide feedback that will influence the operation and future development of the programme. Feedback is welcome on items such as:

- Module titles, learning outcomes
- Assessment and assessment schedules
- Induction
- ICT
- Library
- Student support

IADT Relevant Policies and Procedures for Programme Boards

- IADT Quality Manual
- IADT Marks and Standards
- IADT Examination Procedures
- IADT Learning, Teaching and Assessment Strategy
- IADT Student Complaints Procedure
- IADT External Examiner Procedures
- IADT Assessment Appeals Procedures
- IADT Plagiarism Policy
- IADT Learner Charter
- IADT Student Handbook

APPENDIX B

Autumn - Sample Programme Board Report

Agenda

1. Minutes of the Summer Programme Board Meeting and Matters Arising

Autumn	✓	Spring		Summer	
Date		Time		Venue	
Programme					
Membership					
Chair					
Apologies					

Part A: Review of Previous Academic Year

2. Programme Review
- **Programme Board Reports to Academic Council**
- **External Examiner Reports**
- **QA report from Head of Department**
- **Review approved course schedule**

3. Student Performance
- **Examination Results**
- **Progression and retention**

Part B: Current Academic Year

4. Programme Overview
- **Modules and credits**
- **Any changes to programme in the current year**
- **Programme timetables**
- **Programme assessment – programme assessment strategy and assessment schedule**

5. Current Students
- **CAO statistics and admission to year 1 and direct entry to other years**
- **Programme handbook**
- **Induction review**
  - **First years**
  - **Other years**
- **Update on programme**
- **Relevant institute policies and procedures**

6. Student feedback on current year

7. Any other business

Spring - Sample Programme Board Report

Agenda

1. Minutes of the Autumn Programme Board Meeting and Matters Arising

Autumn		Spring	✓	Summer	
Date		Time		Venue	
Programme					
Membership					
Chair					
Apologies					

2. Review of programme

- **Programme assessment strategy/assessment schedule/assessment workload**
- **Response to the external examiner reports and recommended actions**
- **Student guidance and participation**
- **Graduate destination survey and feedback from employers**
- **Any amendments to the programme**

3. Student Feedback

- **Programme structure and learning outcomes**
- **Assessment**
- **Resources**
- **Overall response to the programme**

4. Programme review and evaluation

- **Improvements to programme proposed for submission to PVC**

5. Any other business

Please note this meeting should take 1 hour.

Summer - Sample Programme Board Report

Agenda

1. Minutes of the Spring Programme Board Meeting and Matters Arising

Autumn		Spring		Summer	✓
Date		Time		Venue	
Programme					
Membership					
Chair					
Apologies					
2. Annual programme board report for Academic Council					
3. Student Feedback • **Review of the year**					
4. Summary of changes and developments for coming academic year					
5. Any other business					

Please note this meeting should take 1 hour.

Appendix C

ANNUAL PROGRAMME BOARD REPORT TO ACADEMIC COUNCIL

PROGRAMME NAME	
PROGRAMME CODE	
DATE	

Overview:

Key accomplishments:

Student Achievements:

Student Performance

Examination Results:

****Progression and retention figures:**

Student Feedback

Programme Overview

Details of any changes to programme:

External Examiners

Recommendations

Response to recommendations

Priorities for coming year

Areas for improvement

Head of Department Signature: _____

Student Representative Signature: _____

*__Examination results data__ to include the total number of students & number of students who successfully completed year.
**__Progression & retention figures__ to include figures for 1st to 2nd year and figures for completion year
This information is available from Academic Affairs Manager

APPENDIX D

Programme Board Template/Suggested Agendas

Autumn Programme Board – completion by the end of the period

The year just completed

- Review Approved Course Schedule
- Review programme board report to Academic Council
- Review progression retention and success statistics
- Review examination and continuous assessment results: note strategies for QUAE of results, including strategies for combating grade inflation
- Read the External Examiner's reports and discuss implementation of any suggested actions
- Review the exam process, including adherence to the Institute's Marks and Standards.
- Review QA3 Programme Appraisal by Learners from the Head of Department's summary
- Consider student attendance issues and set attendance guidelines for the programme.
- Student feedback and issues from student reps.

The year ahead

- Review the CAO stats, admissions, and consider impact on programme of any change in numbers recruited
- Review the timetables in the context of adherence to the approved course schedule (as per most recent validation) and programme learning outcomes
- Review induction processes
- Review the Programme Handbook and Information Pack, including Assessment Regulations, Academic Appeals Procedure, Complaints Procedures, Learner Charter, Plagiarism policy, and codes of practice.
- Ensure adherence to any conditions of programme approval.
- Review the Assessment plan, taking care to ensure an appropriate mix of learning modes and associated assessment methods and to monitor workloads and work management issues.

- Student feedback on on-going operation
- Review any new policies/procedures in place since start of year

Spring Programme Board – completion by the end of the period

- Review retention statistics
- Monitor the on-going operation of programmes.
- Introduce improvements in programmes arising out of the monitoring and review process, and submit changes to Program Validation Committee.
- Review programme board academic risk register
- Collect review material from Student Reps
- Review input from an External Expert Group where appropriate.
- Consider student attendance issues and set attendance guidelines for the programme.
- Examine the effectiveness of support services such as administrative services, computer services and library services.
- Identify risks arising out of resource issues
- Ensure adherence to the operation of the Institute's Assessment Regulations.

Summer Programme Board - completion by the end of the period

- Review retention statistics
- Produce the Programme Board report for presentation to the Academic Council.
- Consider student attendance issues and set attendance guidelines for the programme.
- Review Graduate Destination Survey/ and Feedback from Employers.
- Student feedback
- Review academic risk issues arising out of resources
- Suggest appropriate external experts, to the Academic Council, to play a role in designing, monitoring and reviewing programmes.
- Consider Induction issues for September