

CCNME Blended Learning Committee: Terms of Reference

Purpose

The purpose of the Blended Learning Committee is to oversee the development, implementation, monitoring and review of the CCNME Blended Learning strategy. Within the next 2 years, it is anticipated that the CCNME will have the required technology, learner and staff supports in place, to expand the scope of provision by submitting an application to QQI for the inclusion of Blended Learning

Roles & responsibilities

The Blended Learning Committee is responsible for reporting to and is subject to oversight and review by Academic Council. Members of the Blended Learning Committee are responsible for the delivery of the following functions:

- Oversee the development, implementation, monitoring and review of blended learning aligned to the Blended Learning strategy ensuring compliance with legislation, statutory and regulatory external stakeholder requirements;
- Monitor, review and advise academic council on the implications of national initiatives/legislation as they pertain to blended learning;
- Report, make recommendations to and advise the Academic Council on all matters to do with the CCNME strategic objectives in relation to blended learning as it applies to Level 5-8 QQI programmes of education;
- Promote best practice, innovation and excellence within the CCNME pertaining to blended learning;
- Provides advice and supports to the Programme Boards and Director of Division on issues pertaining to blended learning;
- Collaborate with all sub-committees on matters relevant to blended learning;
- Collaborates and consults with the Quality Enhancement committee on policies and procedures relevant to blended learning;
- Ensure that blended learning policies and practices continue in line with best practice and regulatory Standards & Requirements of QQI;
- Make submissions to the Academic Council for additional resources required to deliver on the Strategy not included in the MOU
- Considers such other issues related to blended learning as may be referred to it by the Academic Council;
- Contribute to the Programme Monitoring Review and Evaluation Report;
- Act with integrity to ensure the principles set out in the Terms of Reference are adhered to.

Role of the Chairperson

The role of the Chairperson is to:

- Ensure all Blended Learning Committee activities are in line with the Academic councils Written Constitution and Standing Orders.
- Lead the group including presiding over Blended Learning Committee Meetings and directing Committee discussions to ensure the time is used effectively.
- Ensure minutes accurately reflect Blended Learning Committee discussions.
- Provide reports of Blended Learning Committee activities to the Academic Council.
- Review the Blended Learning Terms of Reference annually with Academic Council members and amend as required.
- Inform the Academic Council of any conflict of interest that may impact on their function.

Role of the Vice Chairperson

The Chairperson will nominate the Vice Chairperson, whose role is to:

- Deputise in the absence of the Chairperson
- Contribute to Blended Learning activities.
- Inform the Chairperson of any conflict of interest that may impact on their function.

Role of the Secretary

The role of the Blended Learning Committee Secretary is to:

- Co-ordinate the development of the administrative function to support the Blended Learning Committee.
- Ensure that reports for the Academic Council are developed in a timely and effective manner.
- Schedule Blended Learning Committee meetings and distribute relevant documents 14 days in advance
- Attend and document minutes of the Blended Learning Committee meetings.

Membership

Position	Member	Voting Rights
Chairperson (nominated by the Academic Council)	Ex-officio	Yes
Vice Chairperson	Ex-officio	Yes
Secretary	Ex-officio	No
Education Lead	Ex-officio	Yes
Chairperson of Teaching, Learning and Assessment Committee	Elected/Nominated	Yes
Chairperson of Quality Enhancement Committee	Elected/Nominated	Yes
HSeLanD representative	Elected/Nominated	Yes
Chairperson of Programme Board	Elected/Nominated	Yes
Chairperson of Programme Development Committee	Elected/Nominated	Yes

Learner Representative from Higher Education Programmes	Elected/Nominated	Yes
Learner Representative from Further Education & Training Programmes	Elected/Nominated	Yes
Tutorial Staff Representative(s)	Co-opted	No

Conduct of Business – Meetings

Notice of meetings

The Chairperson shall ensure that the Blended Learning Committee will have 14 days' notice of the date, time and place of scheduled meetings. Agenda items and/or documents for circulation to the members must be submitted to the Secretary of the Blended Learning Committee. Agenda and supporting documentation will be forwarded to each member 5 days prior to the scheduled meeting. The Chairperson of the Blended Learning Committee may in an emergency situation at his/her discretion call a Special Meeting without 14 days prior notice.

Frequency of meetings

Ordinary meetings of the Blended Learning Committee shall be held quarterly. Dates, times and venues will be agreed in advance. Virtual meeting facilities such as Cisco Webex or Microsoft Teams will also be available.

Quorum

A quorum for meetings of the Blended Learning Committee will consist of 50% of the membership + 1, and must include the Chairperson or Vice Chairperson. If a quorum is not reached the Chairperson will close the meeting and not allow any business to be discussed and will reconvene a meeting at the earliest opportunity.

Decisions

The Committee will normally operate on the basis of consensus. In the event of a vote being required on any matter a majority of all members present, including the Chairperson, will carry the motion with the Chairperson of the meeting having a casting vote in the event of a tie.

Review of Terms of Reference

The Blended Learning Committee will review its Terms of Reference annually with CCNME Academic Council members and amend as required.