

## CCNME Programme Board: Terms of Reference

### Purpose

The purpose of the CCNME Programme Board is to oversee, maintain and enhance the academic quality of QQI accredited programmes of education. This includes the strategic review and criteria based decision making to select Programme Proposals for progression to the CCNME Management Team, ongoing monitoring and review of validated programme provision ensuring equitable learning opportunities are provided for learners in a supportive setting.

To enable the Programme Board to fulfil its function, the Academic Council (AC) will establish:

- A Further Education and Training (FET) Programme Committee;
- Higher Education and Training (HET) Programme Committees to include General, Intellectual Disability, Mental Health, Children's and Midwifery;
- Board of Examiners subcommittee for both FET and HET Programmes;

The Chairperson of the Programme Board informs Academic Council of formation of additional Programme Subcommittees as is required to fulfil its function.

### Roles & Responsibilities

The Programme Board is responsible to

- Undertake a review of each Programme Proposal submitted by the Education Lead;
- Approve or decline to approve (with rationale) each proposed Programme of education for progression to the CCNME Management Team;
- Determine the order of prioritisation for each proposed Programme of education to progress to the CCNME Management Team.
- Submit agreed Programmes Proposals to the CCNME Management Team for consideration;
- Oversee the delivery and review of validated programmes by Programme Committees to assure compliance with relevant strategies and quality assurance standards in determining the overall effectiveness and quality of programmes;
- Schedule QQI HET programmes of education and Board of Examiners to ensure appropriate and timely scheduling of CCNME activities;
- Monitor attrition and completion rates of learners and inform Academic Council regarding the admission, continuation and graduation of learners;
- Monitor academic supports and resources to meet the overall wellbeing needs of learners;
- Submit all proposed changes to validated programmes for consideration of the Academic Council and maintain a record of the evolution of the programme of education since its approval by QQI;
- Consider matters referred by Academic Council;

- Promote effectiveness and fairness in the review of programme proposals, decision making to progress, delivery and governance of programmes in the development of appropriate policies, procedures and guidelines;
- Contribute as appropriate to the implementation and ongoing review of Quality Assurance policies and procedures within the CCNME, including evaluation of learner experience and how this feedback can support continuous programme improvement;
- Emphasise examples of good practice and ensure effective dissemination of practices;
- Contribute to the Programme Monitoring Review and Evaluation Report;
- Circulate the Programme Monitoring Review and Evaluation Report to Academic Committees;
- Collaborate with the Quality Enhancement Committee in collating and analysing data from Report;
- Prepare and provide an annual report of Programme Board activity to the Academic Council.

### **Role of the Chairperson**

The Chairperson of the Programme Board will be nominated by the Academic Council. The role of the Chairperson is to:

- Ensure all Programme Board activities are in line with the Academic Councils Written Constitution and Standing Orders;
- Convene and chair Programme Board Meetings and directing discussions to ensure the time is used effectively;
- Ensure minutes accurately reflect Programme Board discussions;
- Compile reports on Programme Board activities and submit to the Academic Council in a timely and effective manner;
- 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 CCNME Programme Committee activities.
- Inform the Chairperson of any conflict of interest that may impact on their function.

### **Role of the Secretary**

The role of the Programme Board Secretary is to:

- Co-ordinate the development of the administrative function to support the Programme Board;
- Schedule Programme Board meetings and distribute relevant documents 14 days in advance;
- Attend and document minutes of the Programme Board meetings.

## Membership

Position	Member	Voting Rights
Chairperson	Ex-officio	Yes
Vice Chairperson	Ex-officio	Yes
ONMSD Education Lead	Ex-officio	Yes
Secretary	Ex-officio	No
Chairperson of Teaching Learning & Assessment Committee	Ex-officio	Yes
Chairpersons of Programme Committees	Ex-officio	Yes
Chairperson of Blended Learning Committee	Ex-officio	Yes
Chairperson of Quality Enhancement Committee	Ex-officio	Yes
Chairperson(s) of Appeals, Complaints & Academic Integrity Committees	Ex-officio	Yes
HET Programmes Learner representative(s)	Elected	Yes
FET Programmes Learner Representative(s)	Elected	Yes
HET Tutorial Staff Representative(s)	Nominated	Yes
FET Tutorial Staff Representative(s)	Nominated	Yes
Lead Programme Co-ordinator	Nominated	Yes
Librarian Representative	Nominated	Yes
Representation of Subject Matter Experts	Nominated	Yes
External expert from Higher Education and Training	Nominated	Yes
External expert from Further Education and Training	Nominated	Yes

## Conduct of Business – Meetings

### Notice of Meetings

The Chairperson shall ensure that the Programme Board 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 Programme Board. Agenda and supporting documentation will be forwarded to each member 5 days prior to the scheduled meeting. The Chairperson of the Programme Board may in an emergency situation at his/her discretion call a Special Meeting without 14 days prior notice.

### Frequency

Ordinary meetings of the Programme Board 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. Meetings will be scheduled to align with QQI Validation Process

### Quorum

A quorum for meetings of the Programme Board will consist of 50% of the membership + 1, and must include the 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 Programme Board 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. Voting by proxy is not permitted.

### Subcommittee(s)

The Programme Board may establish appropriate subcommittee(s). The composition, Terms of reference and Chairperson of any subcommittee will be determined by the Programme Board.

### **Review of Terms of Reference**

The Chairperson of the CCNME Programme Board Committee will review the Terms of Reference annually with CCNME Academic Council members and amend as required.