CCNME Programme Committees: Terms of Reference

Purpose

The purpose of each of the following Programme Committees is to oversee the implementation, monitoring and delivery of the relevant programmes within their remit, ensuring a consistent and standardised approach to the CCNME quality assurance standards, QQI validation and approved programme schedule.

Higher Education and Training (HET) Programme Committees

- General Programmes
- Maternity Programmes
- Mental Health Programmes
- Intellectual Disability Programmes
- Children's Programmes

Further Education and Training (FET) Programme Committee

- Further Education and Training Programmes

Roles & Responsibilities

The established HET and FET Programme Committees are responsible to:

- Undertake a collaborative planning and communication process with CCNME Programme Teams, agreeing timeframes with programme schedule and planning with due regard to QQI Certification process;
- Maintain programme coherence and consistency of the curriculum as validated by QQI;
- Monitor application of QQI Standards Policies and Procedures in particular Teaching Learning and Assessment and Academic Integrity;
- Monitor programme implementation and learner progress;
- Together with Programme Board identify External Examiner/External Authenticator from Panel to examine/authenticate the programme across all CNME Teams ;
- Together with Programme Board appoint a chief External Examiner/External Authenticator to coordinate feedback where more than one External Examiner/External Authenticator examines/authenticates results;
- Arrange induction for the External Examiner/External Authenticator to be familiar with the CCNME, its policies on external examining, including reporting requirements and the structure, MIPLOS and assessment procedures of relevant HET programme(s) of education and determine any further requirements;
- Agree with the External Examiner/External Authenticator a schedule for review and submission of assessment material;

- Submit to the External Examiner for review, all draft assessments tasks, including marking schemes, examination papers, assignments, guidelines, answer plans etc, prior to circulation to learners.
- Amend assessment tasks, based on the External Examiners recommendations/ feedback;
- Provide the External Examiner with a sample of graded learner assessment, previously agreed with the Programme Co-ordinator at induction;
- Formally communicates with the External Examiner/External Authenticator identifying date(s) and agreed time(s) and venue(s) for visit(s);
- Identify a sample of learners who have completed the programme and relevant staff to be available to meet with the External Examiner/External Authenticator on the date(s) of the External Examination if requested;
- Ensure that the External Examination process is adhered to and when complete prepares for the Pre-Board of Examiners and the Board of Examiners meetings;
- Monitor the necessary programme learning supports and resources are implemented;
- Initiate Programme Monitoring Review and Evaluation report with Programme Teams before programme completion and to be completed within one month after certification;
- Collate report from Programme Teams and submit to the chair of the Programme Board;
- Contribute to Programme Monitoring Review and Evaluation report;
- Communicate signed off Report from Academic Council and oversee implementation of recommendations and action plans.

Role of the Chairperson
The Chairperson of the Programme Board will nominate a Director of Centre as Chairperson to chair each Programme Committee.
The role of the Chairperson is to:
- Convene and chair meetings of the relevant Programme committee;
- In collaboration with Programme Board, appoint a Programme Coordinator as a point of contact for support and advice to Programme Teams;
- Ensure accurate records of the business of the Programme Committee are maintained to reflect discussions and actions;
- Ensure programme evaluation report of the Programme Committee is prepared in a timely manner for presentation to the Programme Board;
- Ensure all Programme Committee activities are in line with the Academic councils Written Constitution and Standing Orders.
- Lead the group including presiding over Programme Committee Meetings and directing Committee discussions to ensure the time is used effectively.
- Provide reports of Programme Committee activities to the Programme Board.
- Review the Programme Committee 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.

Membership

Position	Member	Voting Rights
Chairperson	Ex-officio	Yes
Lead Programme Coordinator	Ex-officio	Yes
Programme Coordinators	Ex-officio	Yes
Learner Representatives	nominated	Yes
Administrator Officer	nominated	No

Conduct of Business – Meetings

Notice of Meetings

The Chairperson shall ensure that the Programme 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 Committee. Agenda and supporting documentation will be forwarded to each member 5 days prior to the scheduled meeting.

Frequency of Meetings

A schedule of meetings will be agreed per programme (minimum of three). 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 Programme Committee will consist of 50% of the membership +1 and must include the Chairperson.

Decisions

The Committee will normally operate on the basis of consensus. In the event of a vote being required on any matter the 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 Chairpersons(s) of Programme Committee(s) will collectively review its Terms of Reference annually with the Chairperson of the Programme Board and amend as required, prior to approval by Academic Council.