

CCNME Programme Development Committee: Terms of Reference

Purpose

The purpose of the Programme Development Committee (PDC) is to oversee progression of new programme development within the CCNME.

Roles and Responsibilities

The CCNME Programme Development Committee is a committee of the CCNME Academic Council (AC) and is accountable to the AC. It has responsibility to:

- Oversee the establishment of a Curriculum Development Team (CDT) for approved programme development;
- Undertake a consultative process with the CDT informing them of timeframes for completion of programme design and approval processes with regard to internal and external consultation and review requirements and organise and coordinate internal and external processes where required;
- Be a point of contact for CDT for support and guidance;
- Obtain alternate arrangements with two other CCNME Programme teams within the CCNME or with two external providers, if required, to facilitate the transfer of learners to similar programmes to allow a learner to complete their studies;
- Identifies a potential External Examiner who meets the selection criteria for the programme being developed;
- In the event of more than one nomination, the Programme Development Committee will forward to the Quality Enhancement Committee who will determine suitability of the potential External Examiner against the selection criteria;
- Receive from the Quality Enhancement Committee, confirmation of the appointment of the External Examiner(s) for the programme;
- Agree the External Examiners scope of operation at the outset, along with supporting documentation that assists them in their role;
- Monitor and review programme development making fair, impartial, consistent and reliable decisions in respect of programme(s) progression;
- Recommend programme for consideration by Quality Enhancement Committee for final review prior to approval by the AC;
- Submit completed programme documentation to AC for approval and subsequent submission to QQI;
- Compile an annual report on activities and submit to AC;
- Contribute to the Programme Monitoring Review and Evaluation Report.

Role of the Chairperson

The Chairperson of the CCNME Programme Development Committee will be nominated by the Academic Council. In so far as possible committees/sub committees should appoint a Vice Chairperson.

The role of the Chairperson is to:

- Ensure all Programme Development Committee activities are in line with the Academic Councils Written Constitution and Standing Orders;
- Lead the group including presiding over Programme Development Committee Meetings and directing Committee discussions to ensure the time is used effectively;
- Ensure minutes accurately reflect Programme development discussions;
- Provide reports of Programme Development Committee activities to the Academic Council;
- Review the Programme Development Committee Terms of Reference annually with CCNME 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 Secretary

The role of the Secretary is to:

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

Membership

Position	Member	Voting Rights
Chairperson	Ex-officio	Yes
Vice Chairperson	Ex-officio	Yes
Secretary	Ex-officio	No
Chairperson of Relevant Programme Committee	Ex-officio	Yes
Chairperson of Teaching Learning & Assessment Committee	Ex-officio	Yes
Chairperson of Blended Learning Committee	Ex-officio	Yes
Chairperson of Quality Enhancement Committee	Ex-officio	Yes
Lead Programme Co-ordinator (Curriculum Development Team)	Nominated	No

Conduct of Business – Meetings

Notice of Meetings

The Chairperson shall ensure that the Programme Development Committee will have 14 days' notice of the date, time and place of scheduled meetings. Agenda and supporting documentation will be forwarded to each member five days prior to the scheduled meeting. The Chairperson may in an emergency situation at his/her discretion call a Special Meeting without 14 days prior notice. Meetings are held face-to face, by telephone, videoconference or other electronic means

Frequency of Meetings

Meetings 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 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 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 Programme Development Committee will review its Terms of Reference annually with CCNME Academic Council members and amend as required.