

## **CCNME Teaching, Learning and Assessment Committee: Terms of Reference**

### **Purpose**

The purpose of the Teaching, Learning and Assessment Committee is to oversee the development, implementation, monitoring and review of the CCNME teaching, learning and assessment strategy.

### **Roles & responsibilities**

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

- Oversee the development, implementation, monitoring and review of teaching, learning and assessment aligned to the Teaching, Learning and Assessment 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 teaching, learning and assessment;
- Report, make recommendations to and advise the Academic Council on all matters to do with the CCNME strategic objectives in relation to teaching, learning and assessment as it applies to Level 5-8 QQI programmes of education;
- Promote best practice, innovation and excellence within the CCNME pertaining to teaching, learning and assessment;
- Provides advice and supports to the Programme Boards and Programme Committees on issues pertaining to teaching, learning and assessment;
- Analyse and benchmark CCNME programmes of education against national and international academic standards;
- Collaborate with all sub committees on matters relevant to teaching, learning and assessment
- Collaborates and consults with the Quality Enhancement Committee on policies and procedures relevant to Teaching, Learning and Assessment;
- Ensure that teaching, learning and assessment policies and practices continue in line with best practice and regulatory Standards & Requirements of QQI;
- Considers such other issues related to teaching learning & assessment 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 Teaching, Learning and Assessment Committee activities are in line with the Academic Council written Constitution and Standing Orders.
- Lead the group including presiding over Teaching, Learning and Assessment Committee Meetings and directing Committee discussions to ensure the time is used effectively.
- Ensure minutes accurately reflect Teaching Learning and Assessment Committee discussions.
- Provide reports of Teaching, Learning and Assessment Committee activities to the Academic Council.
- Review the Teaching, Learning and Assessment 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 Teaching, Learning and Assessment activities.
- Inform the Chairperson of any conflict of interest that may impact on their function.

## Role of the Secretary

The role of the Teaching, Learning and Assessment Committee Secretary is to:

- Co-ordinate the development of the administrative function to support the Teaching, Learning and Assessment Committee.
- Ensure that reports for the Academic Council are developed in a timely and effective manner.
- Schedule Teaching, Learning and Assessment Committee meetings and distribute relevant documents 14 days in advance.
- Attend and document minutes of the Teaching, Learning and Assessment Committee 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 Blended Learning Committee	Elected/Nominated	Yes
Chairperson of Quality Enhancement Committee	Elected/Nominated	Yes

Chairperson of Programme Board	Elected/Nominated	Yes
Chairperson of Programme Development Committee	Elected/Nominated	Yes
Learner Representative from Higher Education & Training 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 CCNME Teaching, learning and Assessment 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 Teaching, Learning and Assessment Committee. Agenda and supporting documentation will be forwarded to each member 5 days prior to the scheduled meeting. The Chairperson of the Teaching, Learning and Assessment Committee may in an emergency situation at their discretion call a Special Meeting without 14 days prior notice.

### Frequency of meetings

Ordinary meetings of the CCNME Teaching, Learning and Assessment 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 Teaching, Learning and Assessment 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 Teaching, Learning and Assessment Committee will review its Terms of Reference annually with CCNME Academic Council members and amend as required