

3.8 Programme Development Subcommittee

The programme development subcommittee is the college's forum for the strategic development and evaluation of its portfolio of academic programmes. It has delegated authority from academic council to consider proposals for new and major modifications to the college's undergraduate and postgraduate taught programmes. Where directed by academic council, the committee will evaluate proposals for new programmes – or amendments to existing provision – and make recommendations regarding the functional areas of programme and curricular development.

3.8.1 Functions

The programme development committee, acting under the direction of academic council, have responsibility for:

1. Evaluating proposals for new academic programmes, approving proposals in terms of their thematic content and broadly define structure, and bringing recommendations to academic council regarding validation proposals for new programmes. This must include comparison of ICD's (proposed) offering with the offerings of other providers
2. Periodically reviewing existing programmes and bringing recommendations on opportunities for their reorganisation or development to academic council (review evidence must incorporate reports on enrolment, learner feedback, staff feedback, and resources [human, financial, and physical]). This must include comparison of ICD's offering with the offerings of other providers
3. Considering the resource implications and sustainability of any new programme or proposed changes to existing programme. This must include comparison of ICD's proposed offering with the offerings of other providers
4. Actively promoting the development of new programmes consistent with the college's strategic objectives. This must include comparison of ICD's proposed new programmes with the offerings of other providers
5. Considering proposals for major modifications to the curriculum, structure, content and delivery of existing programmes, and proposals for their withdrawal. This must include comparison of ICD's programme(s) with the offerings of other providers
6. Evaluating any proposed case for collaborative provision
7. Overseeing the approval process and any related programme development activity, in collaboration with academic council

8. Assisting academic council with the redevelopment of existing programmes for revalidation. This must include comparison of ICD's programmes with the offerings of other providers
9. Soliciting external and independent consultation (e.g. from employers) on the quality of new programme proposals, where required
10. Reviewing the premises, facilities, technological, and human resources across the organisation to ensure they are adequate for the continued delivery and improvement of delivery of programmes (including reviewing resource needs and availability for proposed new programmes or changes to existing programmes).
11. Ensuring programmes are approved and developed fully in line with the college's documented QA policies and procedures. This must include comparison of ICD's (proposed) offering with the offerings of other providers
12. Evaluating any proposal for the sole or collaborative provision by the college of short courses and training outside of its validated NFQ programmes

3.8.2 Membership & Reporting

The programme development committee is constituted as an *ad-hoc* committee, convening for a specified period at the direction of academic council in order to undertake a defined activity or task. Its membership shall vary but will typically comprise:

1. The head of academic development
2. At least one programme director
3. Several (two or more) academic staff members (determined by the complexity of the committee's work)

The Head of Academic Development shall fulfil the functions of chair and secretary and is responsible for reporting to academic council on the work of the subcommittee.

3.8.3 Schedule of meetings

When convened, the programme development subcommittee shall propose a schedule of meetings and consistent with the complexity of its work and permitted timescale. In order to be quorate, at least 50% of members must attend each meeting.

3.8.4 Submission form for amendments to programmes and modules

Academic staff are required to work with their programme director to complete a 'programme amendment form' for any changes they propose to make to an existing programme of learning or module. These forms are submitted to the chair of academic council, who will judge whether the proposed changes are 'major' or 'minor'.

'Minor' changes – such as a change to the assessment strategy or weighting of an individual module – will typically be referred directly to academic council for review. Any proposed change that is judged to be 'major'* will be referred by the chair of academic council to the programme development subcommittee.

Defining Major changes

A 'major' change is defined as any proposal that will have a significant impact on an existing programme in terms of its structure, content, and delivery. By default, the following 'major' changes shall always be referred to the programme development subcommittee:

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| New programme proposals | Changes in programme title | The addition of a minor award or exit route |
| Proposals for collaborative provision | Any proposal to broaden the college's scope of provision | Proposals for training or short courses outside of the NFQ |
| Proposals for new modes or sites of delivery | Any change in the overall credits or credit weighting for a programme | Any change to a programme's entry, RPEL/APEL, or English language requirements |
| Substantive changes in the structure of a programme, its content, or learning outcomes | An appreciable change in a programme's intake | Any change that would have significant resourcing implications for the college |

Defining Minor changes

'Minor' changes, that do not require referral to the programme development committee, and can be approved at an ordinary meeting of academic council, include:

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|---------------------------|---|--|
| Changes to module titles | Changes in the credit weighting of a module | The addition or removal of modules from a programme (where this does not have significant implications for its structure, delivery, or resourcing) |
| Changes to module content | Changes to module learning outcomes (where these do not deviate appreciably from programme learning outcomes) | Changes to module assessment |

3.8.5 Module/Programme amendment form

(please submit to the secretary or chair of academic council)

| Date | | Programme/module code | | Stage | |
|---|--|-----------------------|---------------------------|-------|--|
| Proposer(s) | | | Programme director | | |
| Short description of proposed change (e.g. weighting change, new module, new programme*) | <p><i>* for new programme proposals, this form shall function as a cover sheet for a document which provides a rationale for the programme and a detailed overview of its thematic content, assessment strategy, and broadly defined structure.</i></p> | | | | |
| Timeframe | <p><i>Does your proposed change need to be implemented within a particular timeframe? i.e. before the next academic year.</i></p> | | | | |
| Summary/Reasons for proposed change | <p><i>If applicable, please provide a more detailed account of, and rationale for, your proposed change.</i></p> <ol style="list-style-type: none"> <i>1. Provide a full description of the proposed change</i> <i>2. Explain the reason for your request and provide background information and context</i> <i>3. List any supplemental documentation that you would like to have considered as part of your request (make sure to attach it to this form)</i> | | | | |

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| For completion by the chair of academic council | | | |
| Significance of proposal? | Minor | | Major |
| Refer to | Academic council | | Prog D. Board |
| Comments | | | |
| Signature | | Date | |

