

## 3.9 Programme Boards

Programme boards are subcommittees of Academic Council established to oversee and continually review the implementation of programmes of study in terms of their operation, delivery and curricula. They have responsibility for maintaining academic and professional standards for the programmes concerned and for improving and enhancing the student experience - and quality of teaching and learning – for each programme.

### 3.9.1 Functions

The responsibilities of each programme board include:

1. Overseeing any and all matters related to the operation, delivery, and content of the college's academic programmes
2. Planning the schedule, nature, and sequence of assessments for each semester and academic year
3. Periodically reviewing learner workload to ensure that it is optimally distributed across each semester and stage
4. Considering and proposing any amendments to the programme curriculum and, where appropriate, referring these to the Academic Council using the programme/module amendment request form
5. Reviewing and implementing any programme-related policies or actions referred by Academic Council
6. Advising on the development of the programme assessment strategy and ensuring that all module and programme learning outcomes are suitable aligned
7. Monitoring the lecturers' use of the college LMS and fielding proposals for its enhancement
8. Periodically reviewing programme design and delivery 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)
9. Advising Academic Council, via the Programme Director, on the resources required to support a programme
10. Considering external examiner reports and ensuring that appropriate interventions/actions are taken to address key issues
11. Considering and recommending solutions to any matters – academic and non-academic - impacting negatively on learners' overall experience of the college's academic programmes

12. Developing programme content and delivery to align with the requirements of all relevant professional, statutory and regulatory bodies
13. Ensuring all staff are informed about quality assurance policies, programmes, and changes to programmes and the quality assurance policy
14. Ensuring learners are included fully and meaningfully in all programme board meetings to deliberate on programme design, planning, and delivery

### **3.9.2 Membership**

Programme boards comprise the following members:

1. The Programme Director (acting as secretary and chair)
2. The academic staff involved in the delivery of a programme
3. One student representative per programme (as elected by the Student Representative Committee)

The elected SRC member of the Programme Board shall hold a term of office of one academic year and will be eligible for reappointment/re-election by the SRC.

All members of the Programme Board must be invited to attend all Programme Board meetings.

### **3.9.3 Quoracy**

Quorum will require the attendance of at least 40% of programme board. The Programme Director *must* be in attendance or nominate a suitably qualified member of academic staff to chair in their absence.

### **3.9.4 Schedule of meetings & Agenda**

Programme boards shall meet no less than twice per academic year (once per semester, at the beginning of the semester), though they may convene extraordinary meetings when necessary (through the Programme Director). The Programme Director will act as secretary and chair and be

responsible for the preparation of its agenda. The agenda should reflect the functions laid out in its terms of reference, and any member wishing to have a matter placed on the agenda shall be given the opportunity to do so by the Chair. Members may request an agenda item in writing by sending an email to the Programme Director. The board's agenda may also be shaped by work and feedback referred to it by Academic Council, the Programme Development Committee, or External Examiner.

All members of the board shall receive notice of scheduled ordinary meetings at the beginning of each academic year. The agenda and supporting information/documentation must be circulated at least five days before each meeting. Extraordinary meetings also require a minimum of five days' notice.

### **3.9.5 Reporting**

Programme boards report, via the Programme Director, to Academic Council and – where applicable – the Programme Development Subcommittee. All action points from programme board meetings are to be recorded by the Programme Director and shared with Academic Council, either by requesting its addition to the Academic Council agenda, or through its annual report (depending on the urgency of the matter).