

STANDARD **OPERATING** **PROCEDURE**

Organisation:	Institute of Technology Tallaght.
Section:	Academic Departments
Procedure Name:	SOP for Programme Board
Procedure No:	DR006
Revision:	A
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Approved By:	Columb Collins
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REVISION HISTORY					
Re v	Reason for change	Effective from	Prepared date/by	Approved date/by	Description of change
A	-	Immediate	30/04/04 JV	4/05/04 CC	Initial Release

1.0 POLICY

It is the policy of the Institute of Technology Tallaght that all HETAC approved programmes will have a Programme Board which is a sub-committee of Academic Council.

Terms of Reference for a Programme Board (PB).

- 1.1 Monitoring the quality and delivery of the programme.
- 1.2 Maintaining the accreditation and development of the programme.
- 1.3 Planning a timetable of assessment to ensure that there is a reasonable balance and spread of work throughout the semester.
- 1.4 Monitoring examination and continuous assessment results and taking or recommending appropriate action when required.
- 1.5 Reviewing the programme metrics such as, programme uptake, withdrawals, performance, progression, transfer and attendance.
- 1.6 Managing the student induction programme.
- 1.7 Providing information to students about the programme of study and continuous assessment requirements.
- 1.8 Mentoring and supporting students.
- 1.9 Assessing the resource requirements for the programme including equipment, software and library texts to be acquired and making recommendations to the Institute.
- 1.10 Analysing the programme questionnaires.
- 1.11 Monitoring general issues that relate to students and the delivery of the programme.
- 1.12 Referring appropriate matters to Head of Department, Head of School, Registrar or Academic Council.
- 1.13 Identifying training needs.
- 1.14 Identifying action items for continuous assessment.
- 1.15 Producing the Annual Programme Board Report for Academic Council

2.0 PURPOSE

This procedure details the terms of reference and composition of Programme Boards.

3.0 ORGANISATIONAL UNITS AFFECTED

Academic Departments.

4.0 DEFINITIONS

Programme Leader: Where a programme has a lecturer who is defined as programme leader this person is responsible for ongoing monitoring of student overall performance, identifying issues, problems and resource requirements.

Course Coordinator: Where a programme has lecturers who act as coordinators these lecturers will co-ordinate the updating of information relating to the programme including continuous assessment requirements.

Project Coordinator: Where a programme has a lecturer who acts as a project coordinator this lecturer will organize the collation of project proposals, allocate projects to students, and arrange the schedule for project presentations.

Class Tutor: Where a class has a lecturer who acts as a class tutor, this lecturer will monitor the progress of students and the delivery of the programme and report to the Programme Leader and Head of Department on these matters.

5.0 RESPONSIBILITY

It is the responsibility of the Head of Department and Head of School to ensure compliance with this procedure.

6.0 DESCRIPTION OF PROCEDURE

- 6.1 The Programme Board is a sub-committee of Academic Council.
- 6.2 The Head of Department is responsible for convening a Programme Board at least once a semester for each programme under his/her responsibility.
- 6.3 Composition of Programme Board will be.
 - 6.3.1 Chairperson - Head of Department or Head of School
 - 6.3.2 Academic staff lecturing on the programme
 - 6.3.3 Support staff representative where appropriate
 - 6.3.4 Student representative (See Notes A and B below)
 - 6.3.5 Ex officio members
 - 6.3.6 Others where appropriate.A recording secretary may attend.
- 6.4 The Chairperson will ensure that the following inputs to these meetings may be available:
 - 6.4.1 Minutes of previous meetings.
 - 6.4.2 Follow up actions from previous Programme Boards
 - 6.4.3 Information and referrals from Academic Council
 - 6.4.4 Statistical examination information from the academic information system
 - 6.4.5 Programme metrics such as CAO numbers and Leaving Certificate information where applicable, student withdrawals, attendance issues, student performance and feedback
 - 6.4.6 External Examiners reports
 - 6.4.7 Information from students regarding the programme

- 6.4.8 Reports where applicable from Programme Leader, Course Co-ordinators and Project Co-ordinators.
 - 6.4.9 Student mentoring and support activities
 - 6.4.10 Status of prevention and corrective actions
 - 6.4.11 Changes that may affect the quality management system
 - 6.4.12 Recommendations for improvement
 - 6.4.13 Other documents as required
- 6.5 Outputs from the Programme Board may include decisions and actions relating to
- 6.5.1 Minutes of the meeting which will be available to Academic Council
 - 6.5.2 Actions required
 - 6.5.3 Improvements to the programme
 - 6.5.4 Recommendations to Academic Council regarding issues referred to PB.
 - 6.5.5 An analysis of examination results and taking or recommending appropriate action when required.
 - 6.5.7 Timetable of assessments
 - 6.5.8 General recommendations relating to group of students or the academic year e.g. issues relating to learner practice, attendance, assessment and general behaviour.
 - 6.5.9 Provision of information to students and others regarding the programme
 - 6.5.10 Maintenance of the accreditation and changes to the programme
 - 6.5.11 Referral of appropriate matters to Head of Department, Head of School, Registrar or Academic Council
 - 6.5.12 Recommending and advising the Institute on the physical, staff, text, software and equipment requirement and issues relating to the provision of the programme.
 - 6.5.13 Produce the Annual Programme Board Report.

Note A. Student Representatives on Programme Boards.

- 1 The student representatives shall be registered on the programme in question for the academic year and shall be either a full or part-time student.
- 2 The term of representation will last for an academic year (September to August). This term may be renewed but subject to 1 above.
- 3 Student representatives will be nominated from and by class representatives duly elected by their student colleagues.
- 4 Student representatives will put in place procedures to gather and represent the views of all class representatives - both full and part-time at Programme Board meetings.
- 5 Representation to be as follows:

National Certificate Programmes (Higher Certificates).

Year 1 Year 2 and ACCS.

Two registered students preferably with one representative from Year 1 and one from Year 2 cohort. Where the programme runs in both full and ACCS mode one student will be a full-time student.

National Diploma Programmes. (Ordinary Bachelor Degrees)

One year add on diploma full-time and part-time.

Where there is only one programme option available there should be two student representatives preferably one from full time and one from ACCS.

Where there is more than one programme option there should be one student representative from each of the options to a maximum of three representatives. No distinction to be made between full and part-time students.

Three year ab initio Diploma. (Ordinary Bachelor Degrees)

Total of three registered students. Normally one from each year of the programme and preferably at least one part-time student.

Degree Programmes. (Add on degrees) Bachelor Degrees (Hons)

One year add on degree: Two registered students.

Two year add on degree: Two registered students one from each year of the programme.

Four Year ab initio Degree. Bachelor Degrees (Hons)

Total four registered students. Normally one from each year of the programme and preferably at least one from the part-time programme.

Note B Student Representative

Where discussions take place referencing individual students, the Student Representative will absent him / herself from that part of the meeting.