

Procedure on Committee Membership & Terms of Reference

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| Purpose | This is the Institute's Procedure on Academic Council and its various Sub-Committees and includes details of membership, terms of reference and quorum numbers for each committee |
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1 Introduction

Dún Laoghaire Institute of Art, Design and Technology (IADT) was established on 1 April 1997. It is a State Institute and one of the publicly funded Institutes of Technology in Ireland operating under the Institutes of Technology Acts 1992 to 2006. Under the Qualifications and Quality Assurance (Education and Training) (Amendment) Act 2019 (Commencement) (No. 2) Order 2019 (S.I. No. 540 of 2019), made 5 November 2019, IADT may make awards up to Level 9 of the National Framework of Qualifications, and became a designated awarding body, on 1 January 2020.

The aim of this procedure is to create a reference document that gives clear and concise information for all regarding IADT's Committees and their operation. The procedure will be scheduled for review every three years, which is designed to coincide with the Terms of Office for each Committee.

The following sections list all Committees and details the:

- Terms of Reference – these outline the duties, responsibility and functions of the Committee
- Membership by role
- Number required for a quorum – the number of members who must be present in order for the meeting to proceed

1.1 Terms of Office

Members of all committees are appointed for a period of three years and the membership composition of each committee will fulfil IADT's commitment to best practises of equality, diversity & inclusion (EDI).

As many staff and students as is practical should have the opportunity to contribute to IADT through Academic Council and its subcommittees.

Members of the Institute Executive are circulated with the membership spreadsheet in September each year to confirm any adjustments necessitated by staffing changes. Members of the Institute Executive should ensure that the workload of committee membership is fairly spread amongst their staff and as many as is practical have the opportunity to contribute.

2 Academic Council

Academic Council is appointed by the Governing Body and assists in the planning, co-ordination, development and overseeing of the educational work of the Institute and to protect, maintain and develop the academic standards of the programmes and the activities of the college.

There are six sub-committees of Academic Council and each must report their activities to the Academic Council, via the minutes of their meetings. Sub-committees meet as required but no less than four times per academic year. Each sub-committee also prepares an annual report which is discussed at the first Academic Council at the start of the academic year.

Programme Boards are also sub-committees of Academic Council and have been noted in this Procedure. Please refer to the [Programme Boards Terms of Reference](#) and Procedures document.

2.1 Terms of Reference

The duties and responsibilities of Academic Council, on behalf of the Governing Body, are to:

- Uphold the standards of knowledge, skill or competence to be acquired by the learners. These standards have been stated in the National Qualification Framework and adopted by Quality and Qualifications Ireland (QQI). On becoming a designated awarding body in 2020, IADT then adopted QQI standards as their own.
- Ensure that procedures established for the assessment of learners are fair, consistent and compliant with the standards approved by QQI.
- Monitor and evaluate the quality of programmes of education in the Institute.

2.2 Functions

The functions of Academic Council are as described in the Qualifications and Quality Assurance (Education and Training) (Amendment) Act 2019 Section 36.

Academic Council has the following functions:

- To design, develop and assist in the implementation of programmes of study consistent with the functions of the college
- To make recommendations to the Governing Body:
 - For the establishment of appropriate structures to implement the programmes of study referred to above
 - For research and development work
 - For the selection, admission, retention and exclusion of students
 - For the award of scholarships, prizes or other awards
 - To make general arrangements for tutorial or other academic counselling
- To be responsible, subject to the approval of the Governing Body, for making the academic regulations of the college

- To assist in implementing any regulations which may be made by the Governing Body concerning any of the matters aforesaid.

Academic Council, with the approval of the Governing Body may:

- Establish committees, consisting either wholly or partly of persons who are not members of the college, as it thinks proper to assist the Academic Council to discharge its duties and responsibilities as well as functions

In order to fulfil its duties, responsibilities and functions under the relevant Acts of the Oireachtas, Academic Council will review all matters of academic business, including reports and recommendation of:

- Programme Boards and other committees of Academic Council
- The Appeals Board as constituted by Academic Council
- The Disciplinary Committee as constituted by Academic Council

Subject to the provisions of the appropriate legislation and to the directions of the Governing Body, Academic Council may regulate its own procedure.

2.3 Membership

The President and Registrar are members of the Academic Council and all of its Sub-Committees. The Office of the Registrar will provide administrative support for all Sub-Committees.

The membership of Academic Council is:

| Role | Number |
|--|---------------------|
| President – Chair | 1 |
| Registrar – Deputy Chair | 1 |
| Director of RDI or nominee | 1 |
| Head of Faculty or nominee | 2 |
| Head of Department, one per Faculty | 2 |
| Staff reporting to Registrar | 1 |
| Institute Librarian | 1 |
| Head of Academic & Student Affairs | 1 |
| Academics, three full-time and one part-time per Faculty | 8 |
| Student Union representative | 2 |
| Student Body representative, one full-time and one part-time | 2 |
| Total | 22 |
| Administrator/Minute Taker | Office of Registrar |

2.3 Quorum

| | |
|---|----|
| Chair or nominee, plus nine other members | 10 |
|---|----|

3 Programme Validation Sub-Committee

The role of the Programme Validation Committee, or PVC, is related to ensuring quality within the suite of programmes offered by the Institute. It deals with reports from Programme Board meetings (see [Section 9](#)), reviews recommendations for new programmes via internal validation, and proposals for minor changes in programmes, i.e. change of module credit weighting etc, to continue to refine the programme offering.

3.1 Terms of Reference

The Committee will meet to consider and reach decisions with regard to:

- Changes to existing programmes
- Recommendations for new programmes
- Draft programme documentation, prior panel review
- Reports and recommendations from Programme Boards if relevant to programme changes
- Any other matters referred to the Committee by the Academic Council for consideration and recommendation

3.2 Membership

| Role | Number |
|---|-------------------------|
| Registrar – Chair | 1 |
| President (ex-officio) | 1 |
| Heads of Faculty or nominee | 2 |
| Academic staff members, two per Faculty | 4 |
| Academic & Student Affairs Manager | 1 |
| Faculty Administrators, one per Faculty | 2 |
| Admissions Officer or Postgraduate Admissions Officer | 1 |
| Representative of Marketing Office | 1 |
| Student Union Representative | 1 |
| Total | 14 |
| Administrator/Minute Taker | Office of the Registrar |

3.3 Quorum

| | |
|--|---|
| Chair or nominee of the Registrar plus six other members | 7 |
|--|---|

4 Academic Planning, Co-ordination and Review Sub-Committee

The Committee deals with all relevant matters of a cross-Institutional nature to ensure the effective and efficient provision of programmes and academic support services. It also reports and makes recommendations, as appropriate, to Academic Council.

4.1 Terms of Reference

The Committee will meet to consider and reach decisions with regard to:

- Planning the annual calendar of academic and related events
- Portfolio and Project Day assessment/interviews
- CAO process
- Examinations and Examination Board co-ordination
- Graduation
- Support to Marketing for the prospectus, student handbook, and other publications
- Support also for open days, exhibitions, visits to schools etc

4.2 Membership

| Role | Number |
|---|-------------------------|
| Academic & Student Affairs Manager – Chair | 1 |
| President (ex-officio) | 1 |
| Registrar (ex-officio) | 1 |
| Heads of Faculty or academic nominee | 2 |
| Academic staff members, one per Faculty | 2 |
| Administrators, one per Faculty | 2 |
| Admissions Officer or Postgraduate Admissions Officer | 1 |
| Examinations Officer | 1 |
| Marketing Manager | 1 |
| Student Union Representative | 1 |
| Total | 13 |
| Administrator/Minute Taker | Office of the Registrar |

4.3 Quorum

| | |
|---|---|
| Chair or nominee of the Registrar plus five other members | 6 |
|---|---|

5 Teaching and Learning Sub-Committee

The Committee's remit includes the upholding of the standards of knowledge, skill and competences to be acquired by our learners, to ensure that the Institutional procedures that are established for students are fair, consistent and compliant with Higher Education standards. With an overall responsibility in the areas of teaching, learning and assessment, the Committee aims to document and review existing practice, develop staff training and research and disseminate best practice.

5.1 Terms of Reference

The Committee will meet consider and reach decisions with regard to:

- Documentation/review of existing practice in teaching, learning and assessment
- Research and dissemination of best practice in teaching, learning and assessment
- Co-ordination and leading of teaching and learning efforts across the Institute
- Advice on the appropriateness (or otherwise) of the learning environment
- Investigation of teaching and learning methodologies and make recommendations, as appropriate
- Supporting tutorial and other academic counselling
- Advice on staff training and development in the teaching and learning area
- Linking to wider teaching, learning and assessment initiatives, internally and externally

5.2 Membership

| Role | Number |
|--|-------------------------|
| Head Department of Entrepreneurship – Chair | 1 |
| President (ex-officio) | 1 |
| Registrar (ex-officio) | 1 |
| Academic staff members, three per Faculty | 6 |
| Student Experience Manager or nominee | 1 |
| Librarian or nominee | 1 |
| ICT/eLearning representative | 1 |
| Access Officer | 1 |
| Head of Teaching + Learning | 1 |
| Staff Training, Learning & Development Officer | 1 |
| Student Union representative | 1 |
| Student Body representative | 1 |
| Total | 17 |
| Administrator/Minute Taker | Office of the Registrar |

5.3 Quorum

| | |
|--|---|
| Chair or nominee of the Registrar plus six other members | 8 |
|--|---|

6 Quality Enhancement Sub-Committee

The main role of the Quality Enhancement Committee is to facilitate an integrated approach to academic quality, including Institutional policies, procedures and systems. The Committee is central to both Programmatic and Institutional reviews, including the CINNTE institutional review. The Committee is the central forum for monitoring and improving standards of academic quality and is guided by the approach outlined in the Institute's Quality Framework and by relevant policies and procedures.

6.1 Terms of Reference

The Committee will meet to consider and reach decisions with regard to:

- Guidance to the Academic Council on issues of quality
- Provision of a forum for reviewing quality processes and procedures
- Input to the Annual Quality Review (AQR)
- Provision of an advisory audit function of the academic quality systems of the Institute, to ensure compliance with standards
- Monitoring the review cycles within IADT to ensure compliance
- Revision of good practice for third level institutions and other similar organizations

6.2 Membership

| Role | Number |
|--|-------------------------|
| Head of Department of Humanities and Arts Management – Chair | 1 |
| President (ex-officio) | 1 |
| Registrar (ex-officio) | 1 |
| Heads of Department, one per Faculty | 2 |
| Academic staff members, three per Faculty | 6 |
| Senior Quality Officer | 1 |
| Faculty Administrators, one per Faculty | 2 |
| Student Union Representative | 2 |
| Total | 16 |
| Administrator/Minute Taker | Office of the Registrar |

6.3 Quorum

| | |
|--|---|
| Chair or nominee of the Registrar plus six other members | 7 |
|--|---|

7 Research and Development Sub-Committee

The role of the Research and Development Committee is to foster a culture of collaborative research and development, innovation and technology transfer in the context of the Institute’s strategic plan.

7.1 Terms of Reference

The Committee will meet to consider and reach decisions with regard to:

- Development of a research strategy for the Institute in collaboration with the Faculties to ensure the Institute’s strategic goals are met
- Revision, on an annual basis, the effectiveness of the Institute’s research strategy and to make recommendations on amendments which inform both the research strategy and the overall strategic plan for the Institute
- Formulation, monitoring and review of a Research and Development policy for adoption by the Governing Body
- Determination of appropriate performance indicators in relation to the Institute’s research and development activities
- Advice to the Institute Executive on the necessary infrastructure and environment required to underpin a vibrant research culture
- Preparation of an annual Research Report on all such activities within the Institute
- Carrying out such other functions as may be assigned to it from time to time by Academic Council
- Oversight of the Ethics Committee (ref Section 10).

7.2 Membership

| Role | Number |
|--|-------------------------|
| Director of Research, Development and Innovation (Chair) | 1 |
| President (ex-officio) | 1 |
| Registrar (ex-officio) | 1 |
| Head of Research | 1 |
| Heads of Faculty or nominee | 2 |
| Secretary/Financial Controller or nominee | 1 |
| Enterprise + Innovation manager | 1 |
| Academic staff members, two per Faculty | 4 |
| Librarian | 1 |
| EDI Manager | 1 |
| Research supervisor representative | 1 |
| Research student representative | 1 |
| Students Union representative | 1 |
| Total | 17 |
| Administrator/Minute Taker | Office of the Registrar |

7.3 Quorum

| | |
|--|---|
| Chair or nominee of the Registrar plus six other members | 7 |
|--|---|

8 Student Experience Sub-Committee

The Committee role is to provide institutional oversight of student wellbeing and student administrative policy issues.

8.1 Terms of Reference

- Develop and advise on policy and procedure relating to overall student well-being with specific reference to, but not limited to, the following:
 - Student contribution to campus community
 - Initiatives to promote a professional, respectful and creative diverse environment
 - Student ambassadors, e.g. mentor, buddy schemes, ICT and Library student support
 - Learner Charter, e.g. participation and interaction in the learning environment
 - Student conduct, e.g. discipline, complaints, transitional learning and well being
 - Supporting students with particular needs, e.g. establishing appropriate communication networks
 - Interactions/communication between specific services/units and academic departments
 - General Institute environment and its impact on students
- Input into the Institutional strategy for Student Supports and suggest key performance indicators for same
- Establish and review appropriate standards for student services in collaboration with Health Services, Estates and Facilities, ICT and Library. For example, optimal library service delivery in a digital environment with changing student profile/diversity requires increased accessibility and availability of information resources to satisfy learning needs. The respective services will provide where necessary regular updates, information proposals, statistics, standards and summary reports to inform members.
- Receive and consider an annual report from the Student Services unit (to cover access, student counselling, careers, health, disability, learning supports) and make recommendations to Academic Council arising from same, as appropriate
- Monitor and review, in general terms, issues arising from students' grievance/complaints and disciplinary matters which are of concern to the student experience overall and advise Academic Council as appropriate
- Establish or promote initiatives that support the creation of an environment which enhances the students' experience of the Institute

8.2 Membership

| Role | Number |
|--|-------------------------|
| Student Experience Manager – Chair | 1 |
| President (ex-officio) | 1 |
| Registrar (ex-officio) | 1 |
| Academic & Student Affairs Manager | 1 |
| Heads of Faculty or nominee | 2 |
| Nominees of the Registrar | 2 |
| Examinations Officer | 1 |
| Estates & Facilities manager or representative | 1 |
| ICT Representative | 1 |
| Student Representatives to include Students Union officers | 4 |
| Total | 15 |
| Administrator/Minute Taker | Office of the Registrar |

8.3 Quorum

| | |
|--|---|
| Chair or nominee of the Registrar plus six other members | 7 |
|--|---|

9 Programme Boards

Each programme of study in the Institute has a Programme Board and these are also formally Sub-Committees of Academic Council and report annually to Academic Council.

The Programme Board is responsible for the effective management, operation and review of the Programme, within the wider context of the Faculties/Institute academic plan. It operates within the framework of regulations set down by Academic Council and quality assurance procedures.

The current Terms of Reference for Programme Boards includes monitoring and review, quality assurance and dealing with operational matters.

Membership includes Head of Department, Programme Chair, and every full-time member of academic staff teaching on the programme along with student representatives chosen by democratic election. Part-time lecturing staff and external members can be co-opted, as appropriate.

Full information on Programme Boards is available through the [Programme Boards Terms of Reference and Procedures document](#).

10 Other IADT Committees

10.1 Ethics Committee

The Institute Research Ethics Committee (IREC) is a subcommittee of the Research + Development committee and oversees good practice in ethical research and develops the Institute's ethics policies and procedures. It is responsible for reviewing and approving postgraduate research and staff research proposals and also hears appeals from Faculty/Departmental Research Ethics Committees.

It is IREC's responsibility to develop detailed Ethics policies and to oversee and refine procedures. The policies will sit within the internationally accepted norms on ethical research and will promote the welfare of all human and animal participants while at the same time respecting academic freedom. These may include:

- The confidentiality of information provided by those taking part in the research
- The anonymity of the respondents
- Any consent which may be required
- The transparency to both researchers and those taking part in the research as to the purpose, methods, application of the research and any risks involved
- Arrangements for the publication of the results, including issues of co-authorship
- Legal restrictions governing access to or the use of research resources and data

Membership

| Role | Number |
|--|----------|
| Nominee of the President – Chair | 1 |
| Head of Research | 1 |
| SU President, or nominee | 1 |
| Research active members of academic staff, one from each Faculty | 2 |
| Research student | 1 |
| Total | 6 |

Quorum

| | |
|---|---|
| Chair or nominee plus two other members | 3 |
|---|---|

The following are **not** Sub-Committees of Academic Council but are Institute Committees.

10.2 Partnership Oversight Committee

The Committee reports to the President and has a specific role in advising Academic Council and the President on decisions to be made in respect of partnerships and collaborative programme development. The President appoints members.

The Committee is responsible for:

- Liaising with the Secretary/Financial Controller on the Institute Risk Register and the standing heading therein on Partnerships and Collaborative Provision
- Preparing an annual summary report for the President on IADT partnerships and work associated with them. This report will be shared with Executive Management Team, Academic Council and the Governing Body
- Determining the extent of the due diligence enquiries required in respect of prospective partners, or a new programme type under an existing partnership with reference to the policy and procedure for the Quality Assurance of Collaborative Provision
- Establishing a Memorandum of Understanding between the Institute and its potential partners, to govern the full due diligence enquiries to be undertaken, if such an MOU is not already in place
- Appointing a Due Diligence Team (where relevant, utilising the Institute [Procurement Policy](#))
- Assessing the findings of the Due Diligence Team and conducting a Risk-Opportunities Assessment
- Advising the President and Executive Management Team of the outcome of the Risk-Opportunities Assessment and making a recommendation as to whether the proposal should, or should not, be progressed further
- Recommending to the President and Executive Management Team the approval/ or not of a financial plan for new collaborative programme.
- Reviewing annual reports from the respective Relationship Management Teams as outlined in our policy and procedure for the Quality Assurance of Collaborative Provision and acting or advising relevant authority of action required, or information relevant authorities of relevant updates.
- Establishing monitoring groups as relevant for various projects or partnerships

Indicative Membership

| Role | Number |
|---|----------|
| Director of RDI – Chair | 1 |
| Academic & Student Affairs Manager | 1 |
| Secretary/Financial Controller | 1 |
| Academic staff members, two from each Faculty | 4 |
| Finance Manager | 1 |
| Students Union Representative | 1 |
| Total | 9 |

Quorum

| | |
|--|---|
| Chair or nominee plus four other members | 5 |
|--|---|

10.3 The Library Forum

The Committee reports to the Registrar and has a specific role in advising Academic Council and the President on decisions to be made in respect of the IADT Library. The purpose of the Committee is to provide academic staff and students with a forum for engaging with the Library.

Terms of Reference:

- Provide a forum for students and staff to discuss issues regarding all Library services including but not limited to facilities in the Library; print and online collections; services and supports; Library communications
- Facilitate collaboration between the Library, student body and academic community including joint initiatives, projects and events
- Provide a forum for the Library to seek consultation and feedback
- Provide a framework to inform the collection and analysis of both qualitative and quantitative data in relation to Library resources, facilities and services
- Provide a forum for students and staff to suggest new library services and/or further develop current services and resources
- Play an active role in ongoing collection development in the Library, recommending new resources

Membership

| Role | Number |
|---|-----------|
| Institute Librarian – Chair | 1 |
| Deputy Librarian | 1 |
| Senior Library Assistant | 1 |
| Student’s Union VP Education | 1 |
| Student representatives from Faculty of Film, Art & Creative Design | 2 |
| Academic staff representative from Faculty of Film, Art & Creative Design | 1 |
| Student Representatives from Faculty of Enterprise & Humanities | 2 |
| Academic staff representative from Faculty of Enterprise & Humanities | 1 |
| Education Technologist | 1 |
| Post graduate student representative | 1 |
| Total | 12 |

Quorum

| | |
|--|---|
| Chair or nominee plus five other members | 6 |
|--|---|