

Course Boards Terms of Reference and Membership

Course Boards have responsibility for the maintenance of academic standards and quality. To oversee the effective implementation of academic policy and regulation as determined by AD&Q Committee;

1. To encourage good practice and to oversee the establishment and effective operation of key policies;
2. To engage with the student body, through representation and consideration of feedback;
3. To oversee student progression and award by:
 - 3.1. Reviewing the outcomes of decisions made by Assessment Boards, including data on student progression and award;
4. To approve explore and investigate and make recommendations to the Student Education Sub-Committee for curriculum development and new courses;
5. Student Development and Achievement;
 - 5.1. Student Attendance, Retention and Progression;
 - 5.2. Arrangement's for Assessment and External Examining;
 - 5.3. Arrangements for visits and external activities incl placement;
6. To approve the following;
 - 6.1. Proposals for changes on course content and curriculum;
 - 6.2. Special schemes of study for individual students;
 - 6.3. The appointment of a Chair for special assessment arrangements and viva voce examinations;
 - 6.4. Proposals to open or close units/modules or courses.
7. To oversee engagement with Professional Bodies or other external agencies.
 - 7.1. To ensure systematic Engagement with the Student Body
 - 7.2. Student feedback – formal student representation report
 - 7.3. Specific matters for discussion for student body
 - 7.4. Module/Unit Feedback summary
8. To review and recommend to ADQ Committee the following documentation:
 - 8.1. Annual Programme Reviews;
 - 8.2. Summaries of outcomes from module evaluation;
 - 8.3. Full data on Student Voice and NSS;
 - 8.4. External Examiner reports and draft responses;

- 8.5. Data on assessment feedback turnaround times;
- 8.6. Minutes from Cross College Committees;
- 8.7. all matters relating to the organisation of teaching, including curricula and examinations, in the course(s);
- 8.8. the adequacy, effective and efficient use of resources for the course(s) including library resources – incl formal update from the library;
- 8.9. the progress and conduct of students on the course(s);
- 8.10. such other matters as may be determined by the HESB.

Membership

Full Members:

- The Chair of the Board (Quorate)
- Student Representation (Quorate)
- The Course Leader or nominee (Quorate)
- Library and Learning Resources Staff (Quorate)
- Student Services (Quorate)
- Director of Quality and Standards HE
- Director of the Curriculum Area
- All teachers of the modules specific to the course, as indicated by the module code, for which marks have been submitted
- The External Examiner(s) for the course (reports)

Associate Members:

- The Course Leader of another course into which modules specific to the course are currently cross-listed
- Teachers responsible for modules cross-listed into the course from other courses

Rights of Attendance:

- CEO and Executive Principal of College
- Deputy Principal
- Member(s) of CIS Staff