



**CARLOW
COLLEGE**
ST. PATRICK'S

2021/2022

Committees

TERMS OF REFERENCE
QUALITY ASSURANCE OFFICER

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Learner Resources Committee



Terms of Reference Learner Resources Committee

Section 1: Remit

Carlow College, St. Patrick's endeavours to support students' academic success by providing a variety of learner resources, professional services and supports to enhance the student experience and to assist students in meeting the many demands of both their personal and academic lives.

The significant contribution of learner resources and supports in fostering a positive learning environment which supports the well-being and integration of diverse learner cohorts into the college community is recognised internationally in *Standards and Guidelines for Quality Assurance in the European Higher Education Area* (2015), standard 1.6. The importance of adopting an integrated approach, from the perspective of the learner, to the overall provision of supports and services to the student body is emphasised in section 7.1 of the *QQI Core Statutory Quality Assurance (QA) Guidelines* (2016). Further, section 3.4 of the *Code of Practice for Provision of Programmes of Education and Training to International Learners* (2015) sets out specific requirements which relate to the pastoral care, which includes support services and information provision, to international learners.

The role of the Learner Resources Committee is to oversee the promotion, co-ordination, monitoring and development of the learning resources, services and supports available to the student body.

Section 2: Membership

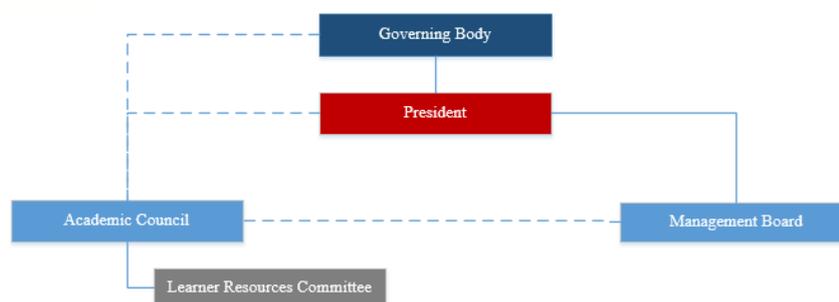
Function	Mode of Selection
Head of Student Services	<i>Ex Officio</i>
Librarian / Library Representative to Academic Council	<i>Ex Officio</i>
International Officer	<i>Ex Officio</i>
IT Manager	<i>Ex Officio</i>
Facilities Manager	<i>Ex Officio</i>

Learner Retention and Information Officer	<i>Ex Officio</i>
Students' Union VP for Welfare	<i>Ex Officio</i>
Students' Union Mature Student Officer	<i>Ex Officio</i>
Academic Representative	Appointed by Academic Council for a period of 3 years
Administration Representative	Appointed by Academic Council for a period of 3 years
Library Representative	Nominated by Library Staff for a period of 3 years
Student Services Representative	Appointed by Academic Council for a period of 3 years

Section 3: Reporting Structure



Committee Structure – Learner Resources Committee



The Learner Resource Committee is a representative sub-committee of the Academic Council and draws its membership from across the college community. The Learner Resource Committee lead will report directly to the Office of the Registrar and will have Ex Officio status on Academic Council.

Section 4: Terms of Reference

- To develop the decision-making process within the Learner Resources Committee.
- To develop and maintain records of meetings adhering to the *Guidelines Regarding Keeping Records of Meetings*.
- To ensure that a coherent and integrated range of learning resources, services and supports exist within the college.
- To monitor the promotion, adequacy and effectiveness of the support services and resources available to learners.
- To facilitate systematic learner feedback on the sufficiency and quality of the non-programme-related professional learning resources, services and supports provided.
- To ensure that learner resources and supports are in line with national and international best practice and are responsive to the needs of learners and academic programmes.
- To identify gaps within the system in relation to learner resources and develop non-academic policies and guidelines as required.
- To contribute to the on-going development of a supportive student-centred learning environment which acknowledges learner diversity and supports the well-being and integration of all learners into the Carlow College community.
- To identify opportunities to enhance the student experience and to increase student engagement.

Section 5: Frequency of Meetings

The Learner Resource Committee shall meet as required by its work, but at a minimum of four times during the academic year.

Terms of Reference

Quality Assurance Committee

Section 1: Remit

The Quality Assurance Committee is responsible for the development and maintenance of the *Quality Assurance Policy* at Carlow College, St. Patrick's (hereafter Carlow College) by ensuring that this Policy is compliant with both national and international benchmarks. Nationally, the Committee will ensure that the *Quality Assurance Policy* is compliant with the *Qualifications and Quality Assurance (Education and Training) Act 2012¹* and the complementary guidelines created by Quality and Qualification Ireland (QQI), *Core Statutory Quality Assurance (QA) Guidelines* (2016). Internationally, this Committee will ensure that the *Quality Assurance Policy* is compliant with the *Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG)* (2015). In addition to the *Quality Assurance Policy*, the Quality Assurance Committee is responsible for the development / implementation of quality processes and quality assurance / quality improvement activities across academic and administrative areas of the College.

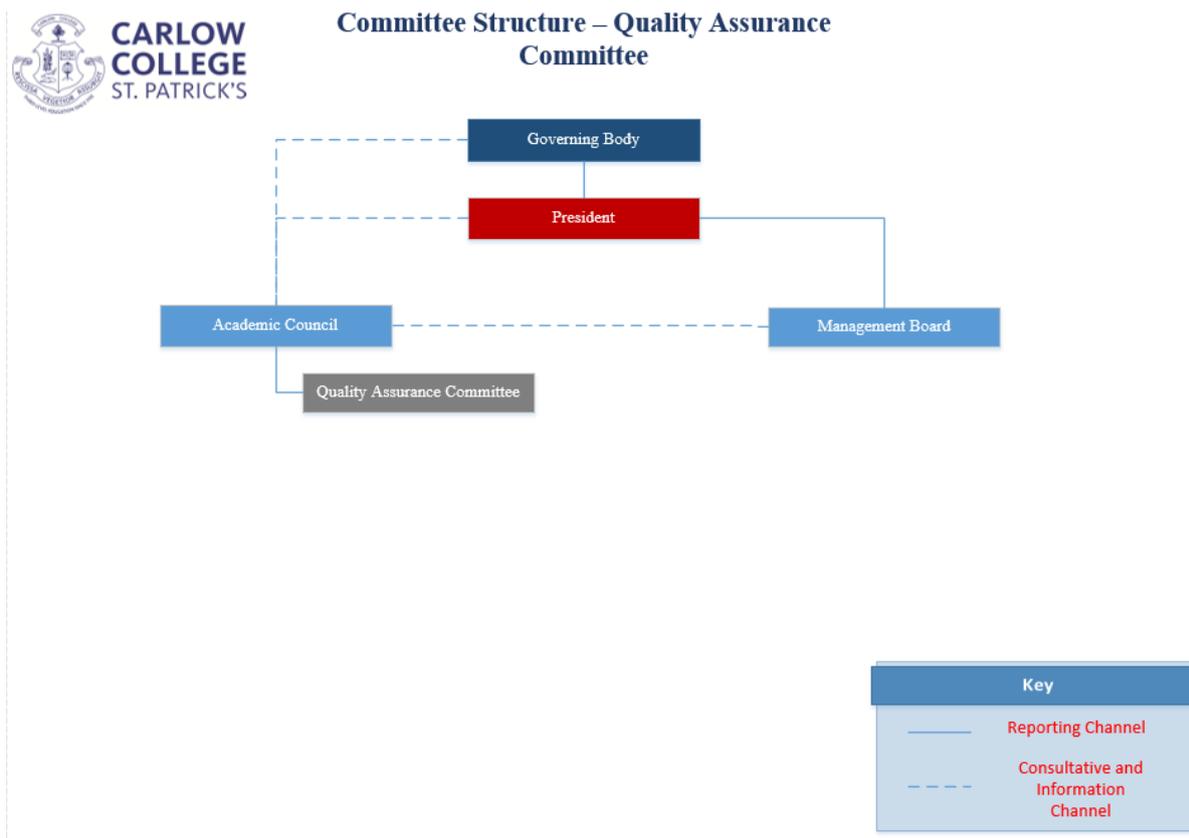
Section 2: Membership

Function	Mode of Selection
Quality Assurance Officer, Chair	<i>Ex Officio</i>
Vice President for Academic Affairs / Registrar	<i>Ex Officio</i>
Director of Operations	<i>Ex Officio</i>
Assistant Registrar for Academic Affairs	<i>Ex Officio</i>
IT and Student Systems Manager	<i>Ex Officio</i>
President of Students' Union	<i>Ex Officio</i>
Academic Staff Representatives	Staff Representatives serving on Academic Council
Academic Council Representative	Nominated by Academic Council for three years

¹ This Act was amended by the *Quality and Qualifications (Education and Training) (Amendment) Act 2019*.

Chair of the Strategic Development Committee	<i>Ex Officio</i>
Chair of the Learner Resource Committee	<i>Ex Officio</i>
Chair of the Teaching, Learning and Assessment Committee	<i>Ex Officio</i>

Section 3: Reporting Structure



The Quality Assurance Committee’s primary remit is to develop and maintain the *Quality Assurance Policy* at Carlow College. The function of the Quality Assurance Officer is to provide direct assistance and leadership to committee members of the Committee and the College at whole to ensure that the quality systems at Carlow College are robust and improvement focused. The Quality Assurance Committee has a direct reporting channel to Academic Council and the Chair of the Committee will report monthly to Academic Council any quality assurance / quality improvement developments / issues.

Section 4: Terms of Reference

The Quality Assurance Committee’s primary terms of reference are:

- create and keep records of meetings adhering to the *Guidelines Regarding Keeping Records of Meetings*;
- to develop the decision-making process within the team;
- to develop and maintain the *Quality Assurance Policy* of Carlow College;

- to direct and monitor quality assurance / quality improvement activities within the College;
- to review and enhance quality assurance policies / procedures;
- to develop the Annual Institutional Quality Report (AIQR) to be submitted to QQI annually in February;
- to support quality development at both the micro and macro levels to encourage and support the development of a quality culture;
- to ensure that Carlow College is active in meeting both national and international benchmarks for quality assurance;
- to lead and assist with all external quality reviews;
- to review all feedback received from external examiners and provide ongoing monitoring of the quality systems within the College.

Section 5: Frequency of Meetings

The Quality Assurance Committee will meet four times a year during academic years where no Institutional Review is scheduled but will meet no less than once a month during academic years where CINNTE Reviews are scheduled.

Strategic Development Committee



**CARLOW
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Terms of Reference *Strategic Development Committee*

Section 1: Remit

The Academic Council of the College has agreed the establishment of the Strategic Development Committee.² The remit of the Strategic Development Committee is to inform and advise the Academic Council on (i) the design, development and delivery of the Academic (educational and research) offerings of the College, which are consistent with the Strategic Plan³ of the College and on (ii) options for the future Academic positioning and development of the College.

Section 2: Membership⁴

Function	Mode of Selection
College Vice President for Strategic Projects and Collaboration, Chair	<i>Ex Officio</i>
Vice President for Academic Affairs and Registrar	<i>Ex Officio</i>
Director of Operations	<i>Ex Officio</i>
Assistant Registrar for Academic Affairs	<i>Ex Officio</i>
Quality Assurance Officer	<i>Ex Officio</i>
International Officer	<i>Ex Officio</i>
Chair of the Research Hub	<i>Ex Officio</i>
Head of Student Services	<i>Ex Officio</i>
IT and Student Systems Manager	<i>Ex Officio</i>

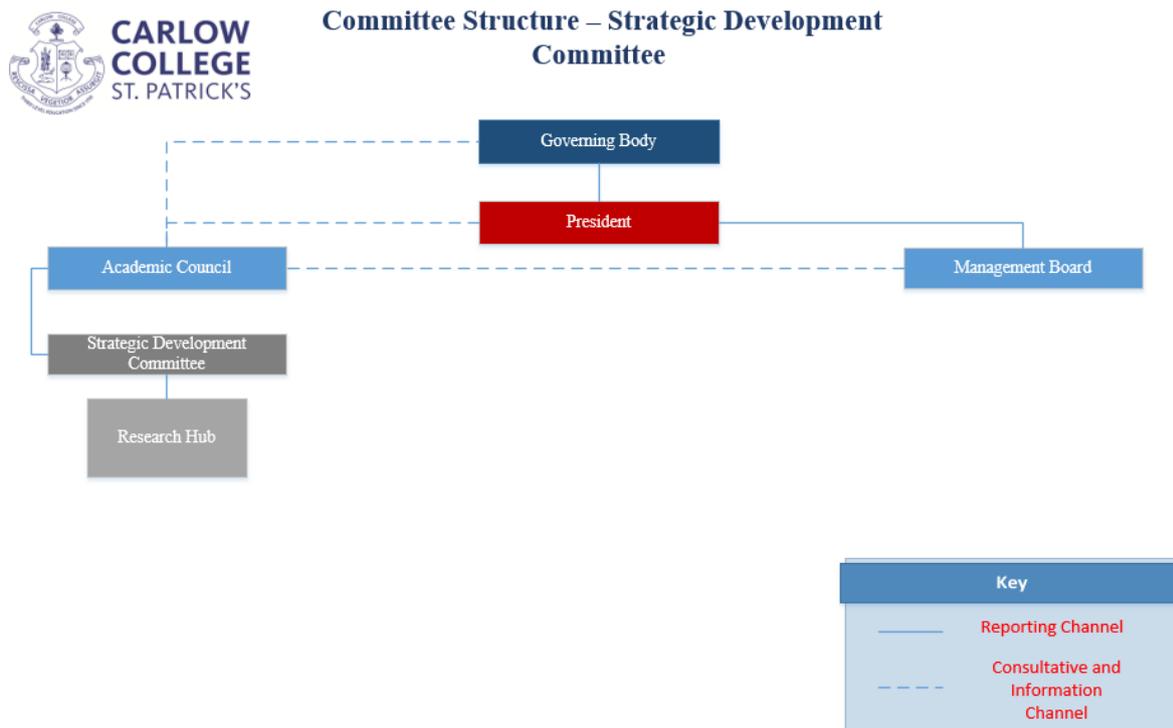
² The Strategic Development Committee was officially approved at a meeting of the Academic Council on 5 September 2017.

³ The current Strategic Plan can be found [here](#).

⁴ The Strategic Development Committee may request the President to appoint other members as required by the work tasks.

Digital Communications and Marketing Manager	<i>Ex Officio</i>
Academic Staff Representatives	Staff Representatives serving on Academic Council

Section 3: Reporting Structure



The Strategic Development Committee is a sub-committee of Academic Council and the chair has *ex officio* status on the Academic Council. As Chair of the Strategic Development Committee, the chair informs other relevant College committees and staff members of its deliberations. The Research Hub is a sub-committee and has a reporting channel to the Strategic Development Committee.

Section 4: Terms of Reference

The Strategic Development Committee is tasked with:

- To develop the decision-making process within the Strategic Development Committee.
- To develop and maintain a process for recording / archiving minutes, actions taken and reports for self-monitoring activities.
- To inform and advise the Academic Council on the design, development and delivery of the Academic (educational and research) offerings of the College consistent with the [Strategic Plan](#) of the College.
- To inform and advise the Academic Council on options for the future Academic (educational and research) positioning and development of the College.

- To inform and advise the Management Board in relation to the design and delivery of the Academic aspects and implementation implications of the Strategic Plan of the College.
- To propose and develop new educational programme offerings which can contribute to the financial viability of the College and support the development and maintenance of a greater student cohort in the medium to longer term.
- To consider new programme proposals received from staff members and to advise the Academic Council on the viability and fit of these proposals.
- To collaborate closely with the Teaching, Learning and Assessment Committee and the Research Hub, including contributing to the implementation of the Teaching and Learning Strategy and Research Strategy.
- To identify and consider options in relation to the future Academic positioning and development of the College and to inform and advise the Academic Council.
- To ensure that external stakeholders are consulted or engaged with in the context of programme development and on-going programme delivery.

Section 5: Frequency of Meetings

The Strategic Development Committee shall meet as required by its work, but, at a minimum, shall meet monthly during the Academic Year.

Research Hub



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Terms of Reference **Research Hub**

Section 1: Remit

The Carlow College, St Patrick's Research Hub acts as a support for current research and related activities, and by driving and enabling research agendas. In particular, the remit is to develop an agreed definition of research; to visibly promote research as a valued activity of the College; to strengthen the College's intellectual and academic environment; to align the College's research profile to local, regional and national agendas; to further enable College strategy and to promote the College's research activity.

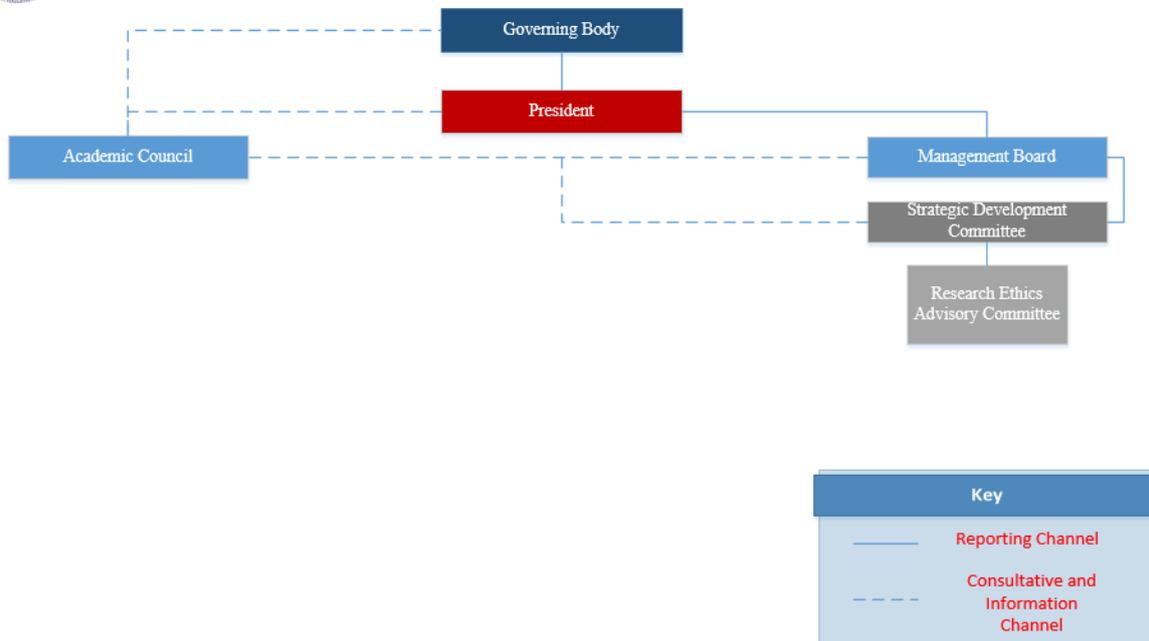
Section 2: Membership

Function	Mode of Selection
Chairperson	Nomination (by Chair of Strategic Development Committee)
Secretary	Elected by members of the working group
1 representative for the Arts & Humanities and English & History programmes	Nomination by Programme Directors
1 representative for the Social Care, Social, Political and Community Studies and MA (Leadership in Therapeutic Child and Social Care Programmes)	Nomination by Programme Directors
Lecturing staff	Up to two additional lecturing staff nominated on the basis of expertise that complements the hubs draft objectives. These additional lecturing staff are nominated by the Chairperson.

Section 3: Reporting Structure



Committee Structure – Research Hub



The Research Hub is a representative Sub-Committee of the Strategic Development Committee and draws its membership from across the College community. The Research Hub has an information and consultative channel to the Strategic Development Committee via the Chair of the Research Hub who is a member (*ex officio*) of the Strategic Development Committee.

Section 4: Terms of Reference

- To create and keep records of meetings adhering to the *Guidelines Regarding Keeping Records of Meetings*.
- To develop the decision-making process within the Research Hub.
- To identify existing areas of research within the College so as to develop a global picture of College research
- To support and promote Staff research.
- To foster a research agenda that aligns with College Strategy, mission and ethos.
- To connect the College’s research expertise with local and national organisations, communities and institutions.
- To play a supporting role in College programme development by identifying, utilising and enhancing existing and potential areas of College research and expertise.

Section 5: Frequency of Meetings

The Research Hub will meet monthly during the period from 1 September to 15 June, and / or on an ad hoc basis from June to September. A meeting of the Research Hub can take place whenever it is deemed necessary, but enough notice must be given to enable attendance by all members of the Research Hub.



Terms of Reference Teaching, Learning and Assessment Committee

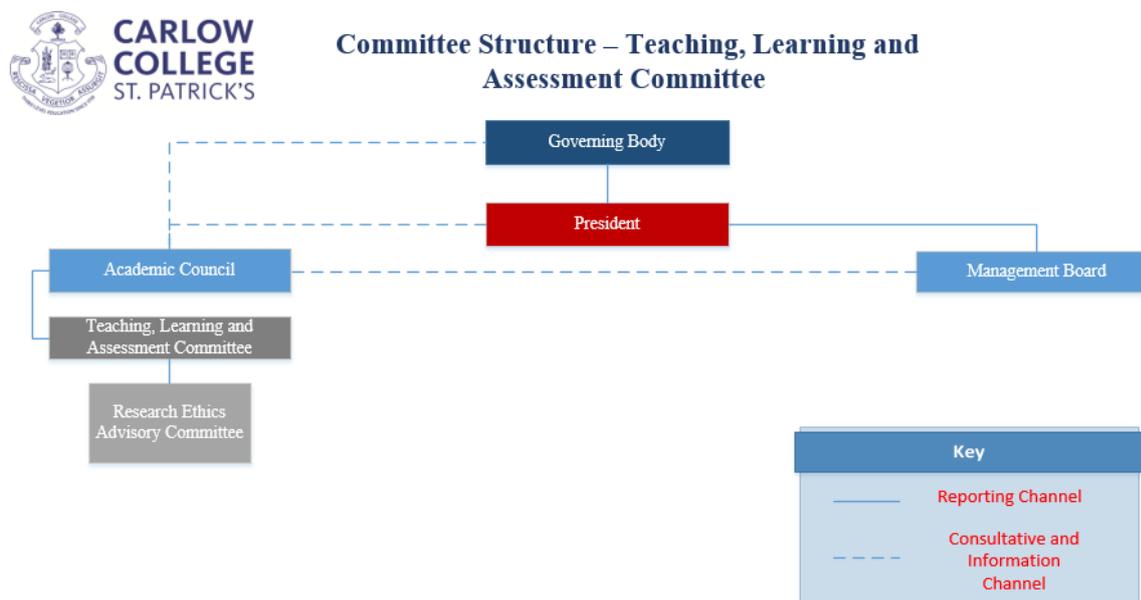
Section 1: Remit

Teaching and Learning is at the core of the institutional purpose of Carlow College, St. Patrick's. The importance of teaching and learning was recognised, and prioritised, in the *National Strategy for Higher Education to 2030* (2011) and the establishment and work of the *National Forum for the Enhancement of Teaching and Learning in Higher Education*. The role of the Teaching, Learning and Assessment Committee is to articulate, develop, and promote teaching and learning practice in the College consistent with best national and international practice and in-line with the strategic goals of the College.

Section 2: Membership

Function	Mode of Selection
Assistant Registrar for Academic Affairs	<i>Ex Officio</i>
Programme Directors	<i>Ex Officio</i>
Academic staff member	Nominated by the Committee (for a term of three years)
Academic staff member	Nominated by the Committee (for a term of three years)
IT and Student Systems Manager	<i>Ex Officio</i>
Learner representative	Nominated by the Committee (annually)
Quality Assurance Officer	<i>Ex Officio</i>
Research Ethics Advisory Committee Chair	<i>Ex Officio</i>
Data Protection Officer	<i>Ex Officio</i>
Representative of ARO	Nominated by Head of Student Services

Section 3: Reporting Structure



The Teaching, Learning and Assessment Committee is a sub-committee of Academic Council and the Teaching, Learning and Assessment Chair has *ex officio* status on Academic Council. Moreover, the Teaching, Learning and Assessment Chair directly reports to the Office of the Registrar and leads all teaching and learning initiatives in the College. As Chair of the Teaching, Learning and Assessment Committee, the Chair informs other relevant College committees and staff members of its deliberations. The Research Ethics Advisory Committee is a sub-committee and has a reporting channel to the Teaching, Learning and Assessment Committee.

Section 4: Terms of Reference

The Teaching, Learning and Assessment Committee is tasked with:

- developing the decision-making process within the committee;
- developing and maintaining a process for recording/archiving minutes, actions taken and reports for self-monitoring activities;
- developing the Teaching and Learning Strategy of the College and monitoring the aims and objectives of the strategy;
- informing and being informed by the wider strategic planning process of the College;
- ensuring teaching and learning practice is consistent with regulatory requirements applying;
- maintaining and developing the currency of educational practice in line with national and international advances in pedagogical practice at third level;

- securing the ongoing development of the College’s learning environments in support of teaching and learning practice and goals;
- supporting academic staff in reviewing and developing their own pedagogical practice, in particular by organising and promoting regular training opportunities;
- liaising with and promoting the resources and initiatives of the *National Forum for the Enhancement of Teaching and Learning*;
- promoting a range of delivery modes consistent with institutional and programmatic educational goals;
- promoting a range of assessment practices, including the use of assessment for formative and summative purposes consistent with institutional and programmatic educational goals; and
- promoting the desired graduate attributes for Carlow College, St. Patricks

Section 5: Frequency of Meetings

The Committee shall meet monthly September through June; or otherwise at the discretion of the Committee.



Terms of References Research Ethics Advisory Committee

Section 1: Remit

The remit of the Research Ethics Approval Committee (REAC) is to ensure that all individuals involved in research projects via Carlow College, St. Patrick's (hereafter Carlow College) are familiar with, and adhere to, the appropriate ethical guidelines, policies and procedures laid down by their disciplinary or professional body. REAC places a special focus on the concept that particular attention must be paid to any research involving vulnerable participants. One role of REAC involves the design and conveyance of ethical guidelines, checklists and consent forms to all supervisors involved with learners at undergraduate level in Carlow College. A second role of this committee involves the discussion and consideration of approval to undergraduate learners who wish to involve vulnerable participants in their research projects when these matters are brought to the committees' attention by the dissertation supervisors. A third role of REAC involves consideration of granting ethical approval to postgraduate learners and staff before any research involving human or animal participants commence.

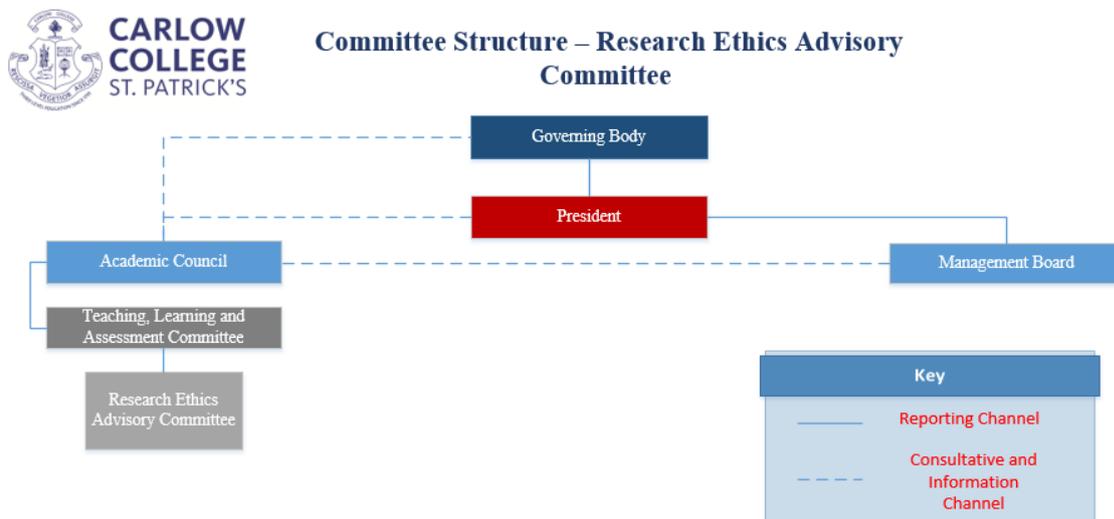
Section 2: Membership

The REAC is constituted by the Chair, and a representative from each of the Programme Boards (i.e., Arts & Humanities Programme Board, English and History Programme Board, Applied Social Studies (Professional Social Care) Programme Board, Social Political and Community Studies, MA (Leadership in Therapeutic Child and Social Care) Programme Board. Committee officers are nominated by two nominees other than themselves, and officers shall be elected by private ballot at the REAC Committee AGM held prior to the first Academic Council meeting of the Academic year. The positions are to be held for two years. The successful candidates will begin to function as officers from the closure of the AGM meeting.

Function	Mode of Selection
Representative from Applied Social Studies (Professional Social Care) Programme Board	<i>Ex Officio</i> (Nominated by Programme Board)
Representative from MA (Leadership in Therapeutic Child and Social Care) Programme Board	<i>Ex Officio</i> (Dissertation Co-Ordinator)
Representative from Arts & Humanities Programme Board	<i>Ex Officio</i> (Nominated by Programme Board)

Representative from English & History	<i>Ex Officio</i> (Nominated by Programme Board)
Representative from Social, Political and Community Studies Programme Board	<i>Ex Officio</i> (Nominated by Programme Board)

Section 3: Reporting Structure



The REAC is responsible for setting and maintaining good ethical guidance to learners and staff involved in research at Carlow College. As a committee, it operates as a sub-committee of the Teaching, Learning and Assessment Committee. The Chair of REAC, will inform other relevant College committees and staff members of its activities.

Section 4: Terms of Reference

REAC is tasked with:

- designing and making available current and relevant ethical guidelines to staff and students at Carlow College;
- creating and making available ethic checklists to dissertation supervisors and postgraduate researchers at Carlow College;
- developing the decision-making process within the committee;
- supporting students in their efforts to conduct research at undergraduate/ postgraduate level;
- supporting and collaborating with ethical approval committees from other institutions when external research is being conducted within Carlow College;
- making decisions regarding ethical approval in a timely and supportive fashion.

- proposing, where relevant, current and effective policies and procedures to be approved by the Academic Council of Carlow College.
- holding at least three meetings each academic year to inform and be informed of ethical standards which are relevant to researchers at Carlow College;
- creating and keeping records of meetings adhering to the *Guidelines Regarding Keeping Records of Meetings*;

Section 5: Frequency of Meetings

REAC will meet four times a year. The first meeting will occur in the first week of the Academic year to ensure all documentation is provided to staff supervising research projects prior to their initial meeting with their students. Meetings may be called outside of these set meetings when necessary.