

Academic Calendar Implementation Group

Terms of Reference & Standing Orders

Consistent with the decision taken by Academic Council in 2019 to revise the Academic Calendar in 2021-22, and reporting to the VPAA (Registrar), the Academic Calendar Implementation Group is responsible for:

- Overseeing implementation of the revised calendar
- Leading and enabling engagement on the part of their respective areas (Faculties and units) with the implementation project
- Ensuring effective communication of the calendar revision to key stakeholders.

To this end, the Working Group will:

- Establish and approve terms of reference in respect of sub-groups and/or working groups that specifically address implementation of the revised calendar as it relates to and impacts, *inter alia*:
 - Placement (Nursing, Teaching, INTRA, year/semester abroad)
 - Assessment
 - Operations (Registry, Faculty, International, other)
 - Orientation
- To the extent that they are relevant, take account of developments associated with the Student Information System Programme, and any other change projects of relevance
- Report on progress to the VPAA/Registrar (and thence to Senior Management in the context of the Empower Programme) and to Academic Council
- Highlight any risks or issues that could impact implementation to the VPAA/Registrar, as appropriate.

Membership

Chaired by the Deputy Registrar/Dean of Teaching & Learning, membership of the Group comprises:

- Deputy Registrar / Dean of Teaching and Learning (Chair)
- ADT&Ls from each Faculty and an equivalent representative from Open Education
- 2 Faculty Administration nominees (nominees to be agreed collectively by the Executive Deans)
- Academic Secretary
- Deputy Director of Registry
- Director of SS&D
- International Director
- Finance Office representative (covering both Fees and DCU Commercial considerations)
- Dean of Graduate Studies
- Vice President Academic Affairs, DCU SU
- Member of staff of OVPAA, Secretary

Frequency of meetings

The Working Group will meet on a monthly basis, the schedule of meetings to be agreed at the Group's first meeting and any additional meeting dates that might be required to be agreed by the Working Group in advance. It is anticipated that the life-time of the Working Group will extend to the end of the first year

of implementation of the revised calendar, viz., the end of the academic year 2021-22. It is anticipated that the frequency of meetings will reduce during 2021-22.

Documentation

The agenda and related documentation will be circulated 5 days in advance of each meeting.

Notes and actions will be drafted by the Secretary following each meeting for approval by the Working Group at its subsequent meeting.

Decision-making

To the greatest extent possible, decision-making will reflect the consensus of the Group. In exceptional circumstances, where consensus cannot be achieved, relevant matters will be escalated to the VPAA/Registrar.

Role of representative members

Representative members will:

- To the extent that it is inherent to their role and/or deemed appropriate by their Dean / line manager, lead on implementation within their respective Faculty or unit;
- Act as a conduit between the Group and their respective Faculty or unit, ensuring that relevant actions are communicated to and progressed within their respective areas and that challenges and/or issues identified in their respective areas are brought to the attention of the Group when identified;
- Reflect the views of their respective areas rather than their individual / personal views.

End.