TERMS OF REFERENCE, MEMBERSHIP AND STANDING ORDERS OF EDUCATION COMMITTEE,

A SUB-COMMITTEE

OF

ACADEMIC COUNCIL

OF DUBLIN CITY UNIVERSITY

Office of the Vice-President Academic Affairs (Registrar)

Approved, 4 October 2017

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EDUCATION COMMITTEE OF DUBLIN CITY UNIVERSITY

Terms of reference, membership and standing orders

Office of the Vice-President Academic Affairs (Registrar)

1 October 2017

1.   Context of Education Committee

The Education Committee (EC), established in 2008 by the University's Executive, is responsible for the shaping of University strategy in relation to academic affairs. It is a sub-committee of Academic Council and makes recommendations to Council on academic affairs, including validation proposals for new programmes, as appropriate and necessary. It also makes recommendations to Executive, as appropriate and necessary, on matters relating to academic affairs that also come within the purview of Executive.

The EC may delegate some of its functions to its Standing Committee (the Education Committee Standing Committee, or ECSC).

The minutes of EC meetings, once approved by the EC, are sent to Academic Council for approval and to Executive for noting. The minutes of ECSC meetings are appended to the minutes of EC meetings once approved by the EC, and are thereby sent to Academic Council for approval and to Executive for noting. Validation reports (see Section 2.3 below) are submitted separately to Academic Council for approval.

2.   Terms of reference of the Education Committee

The remit of the EC includes:

2.1   In the context of, and taking account of developments in, overarching University strategic planning:

2.1.1   engaging in strategic planning in relation to academic affairs
2.1.2   determining, at the beginning of each academic year, a short list of core strategic matters, relating to academic affairs, for discussion in the course of the year, with each forming an agenda item for consideration at a designated meeting;
2.1.3   making recommendations in respect of these core strategic matters

2.2   Maintaining oversight of the University's suite of undergraduate and postgraduate programmes to:

2.2.1   ascertain trends in terms of student recruitment, retention, progression and graduation (including overall size and balance of (a) undergraduate and postgraduate provision and (b) EU and non-EU student participation

2.2.2   identify (a) areas of duplication (within and across Faculties); (b) areas in which no programmes exist though the University has expertise; (c) areas of actual or potential

cross-Faculty or cross-institutional co-operation

2.2.3 recommend the retirement of programmes as appropriate and necessary

2.2.4 stimulate developments and collaboration on the basis of the above.

2.3 In the context of 2.2 above:

2.3.1 in the case of validation proposals approved by Faculties for new programmes, making recommendations as to whether or not they should be approved for further development (including development towards accreditation, where appropriate)

2.3.2 in the case of validation proposals involving one or more proposed partner institutions, ensuring the fulfilment of the University's obligations with respect to collaborative provision (in conjunction with the Office of the Vice-President for External Affairs, as appropriate and necessary) and making recommendations as to whether or not the proposals should be approved for further development (including development towards accreditation, where appropriate)

2.3.3 in the case of proposals for other kinds of collaboration with external partner institutions, and subsequent to and/or in parallel with the University's approved procedures for ascertaining the appropriateness of external institutions as partners, making recommendations as to whether or not the proposals should be approved.

2.3.4 making recommendations about proposed revisions to existing programmes following approval of such revisions by Faculties.

2.4 In conjunction with Research and Innovation Support and the Graduate Studies Office, and taking account of national and international developments with respect to graduate research (including initiatives undertaken on a collaborative basis with other institutions), reviewing the University's position with respect to such research and making recommendations as to its scope, focus and future directions.

2.5 Ensuring the fulfilment of the University's obligations under the Quality and Qualifications (Education and Training) Act 2012 with respect to the approval, monitoring and review of the quality assurance procedures of Linked Providers of the University.

3. Terms of Reference of the Education Committee Standing Committee

The Education Standing Committee meets in the week following each Education Committee meeting.

The remit of the ECSC includes:

3.1 Considering any and all matters delegated to it that arise from the remit of the EC as outlined under Section 2 above and making recommendations, as appropriate and necessary, to the EC

4 Membership of the Education Committee

4.1 The membership is as follows:

- Vice-President Academic Affairs (Registrar) - *Chair*
- Member of Academic Affairs' Secretariat – *Secretary*
- Vice-President for Research and Innovation Support
- Deputy Registrar/Dean of Teaching and Learning
- Executive Deans of Faculty
- A representative of the Associate Deans for Teaching & Learning/Education
- Academic Secretary
- Director of Student Support and Development
- Student's Union Vice-President – Academic Affairs
- A member elected from Academic Council
- Director of Quality Promotion and Institutional Research
- Dean of Graduate Studies
- Director of the National Institute for Digital Learning.

4.2   The Deputy President and the Institutional Analysis and Research Officer and the Vice President, External Affairs are not members of the EC but may attend meetings.

4.3   Substitution of representation is not permitted as a matter of course. If, however, a member wishes to speak to an agenda item and cannot be present, a substitute may attend for that item subject to permission from the Chair.

4.4   The representative from the Associate Deans for Teaching and Learning/Education will be agreed among this group, and his/her identity notified by the group to the Secretary. At the end of each academic year, the group of Associate Deans for Teaching and Learning/Education will be asked to nominate their representative for the coming year (who may be the current representative).

4.5   The member elected by Academic Council will remain a member of the Education Committee for three years from the date of election, at which point a new nomination/election procedure will take place.

4.6   Elections for officers of the Students' Union take place in Semester 2 of each academic year in accordance with approved procedures. The officers' term runs for one year, from 15 June to 14 June.

4.7   Directors of units of particular relevance to the work of the EC, e.g. the Director of Information Systems and Services or the Director of the Library, will not be members but will be invited to make presentations to the EC as and when appropriate (see also Section 4.6.2 below).

4.8   The meetings of the Education Committee Standing Committee will normally be chaired by the Chair of the EC, i.e. the Vice-President Academic Affairs (Registrar). In the event of his/her absence, the Deputy Registrar/Dean of Teaching and Learning will be the Chair. A member of the Academic Affairs Secretariat will act as Secretary to the ECSC.

4.9   The membership of the ECSC must include, for each meeting, a minimum of two Deans and a minimum of two other members who are not Deans. Schedules of attendance per meeting will be agreed with all concerned at the beginning of each Semester. The Dean(s) of Faculty from which a validation proposal and/or a revised

programme is submitted for consideration cannot be a member of an ECSC meeting at which these matters are considered. Such Deans may form part of the group of proposers which speaks to a validation proposal at the request of the ECSC. The same applies to the Associate Dean(s) for Teaching and Learning.   Schedules of attendance per meeting may need to be adjusted to take account of this.

4.10   As and when necessary, a senior member of Finance Office, and/or senior member of the Office of the Chief Operations Officer will be invited to attend ECSC meetings.

5.   Standing orders of the Education Committee

5.1   Chair, secretariat

5.1.1   The Vice-President Academic Affairs (Registrar) is Chair of the Education Committee. In the absence of the Chair from a meeting, the Deputy Registrar/Dean of Teaching and Learning will chair the meeting.

5.1.2   A member of the Academic Affairs Secretariat is Secretary to the Committee.

5.2   Meetings

5.2.1   A schedule of meetings for each academic year is noted by Executive in advance of that year.

5.2.2   Additional meetings can be convened either (i) by the Committee at one of its scheduled meetings; (ii) by the Chair; (iii) by a request to the Chair signed by at least one one-third of the members of the Committee and submitted at least ten working days in advance of the proposed date of the meeting.

5.2.3   The normal duration of meetings will be not more than two hours.

5.3   Agenda

5.3.1   The first item of business at each meeting will be the adoption of the agenda.

5.3.2   The agenda is divided into three sections:

A   Adoption of the agenda, minutes of the previous meeting and matters arising from these minutes

B   Strategic matters for discussion (including, for each meeting, a minimum of one issue out of the short list of agreed core matters for discussion per year (see Section 2.1 above)

C   Validation proposals and proposed revisions to programmes

5.3.3   Any member may request to have an item placed on the agenda for a meeting of the Committee.   The item must be submitted to the Secretary in accordance with the schedule of notification/submission/circulation of items made available to relevant staff members before the beginning of each academic year.

5.4 Minutes

The Secretary will keep minutes of every meeting of the Committee and will circulate these in draft form to all members in accordance with the schedule of notification/submission/circulation of items made available to relevant staff members before the beginning of each academic year.

5.5 Documents

5.5.1 All documents for circulation to the members of the Committee must be submitted to the Secretary in accordance with the schedule of notification/submission/circulation of items made available to relevant staff members before the beginning of each academic year. Documents (or draft agenda items or questions) given to the Chair will be considered to have been given to the Secretary. The Secretary will cause documents for a meeting to be circulated in accordance with the schedule of notification/submission/circulation of items made available to relevant staff members before the beginning of each academic year.

5.5.2 A document may be tabled at a meeting provided it relates to one of the agenda items for the meeting and provided two-thirds of the members present agree to its being tabled.

5.5.3 Documents will normally be made available in electronic format only.

5.6 Quorum and attendance

5.6.1 A meeting will not commence until at least one third of the members are present. If a quorum is not forthcoming, the Chair will set an alternative date for the meeting.

5.6.2 The Chair may invite non-members of the EC to attend for specific items of the agenda.

5.7 Mode of address

Speakers will always address the Chair. While a member is speaking, other members will be silent.

5.8 Motions

5.8.1 A motion is a proposal which is put forward. A resolution is the acceptance of a motion by a meeting.

5.8.2 For a motion to be put to a meeting, it requires a proposer and a seconder. A motion from the Chair does not require a seconder.

5.8.3 For an amendment to a motion to be put, it requires a proposer and a seconder. An amendment will be put to a vote before the original motion.

5.8.4 If an amendment is not carried, the Chair will put the motion in its original form to a

vote. If an amendment is carried, the Chair will put the amended motion to the meeting. Before a motion or an amendment is put to a vote, the Secretary will read out the text to be voted on.

5.9 Voting

5.9.1 Where a motion has been put to the meeting, the Chair will ask the Committee whether or not it assents, and the decision will normally be by acclamation. Where there appears to be a division, the Chair will call for a vote; such a vote may also be requested by any member. The results of voting will be counted and recorded by the Secretary.

5.9.2 It is open to any member to propose a motion demanding a secret ballot and this motion, if seconded, can be dealt with in the usual way.

5.9.3 The number of votes for and against a motion, and the number of abstentions, will be recorded in the minutes.

5.9.4 If the votes for and against a proposal are equal, the Chair has an additional, casting, vote as Chair.

5.10 Points of order and closure

5.10.1 A member may, at any time and without notice, interrupt debate by raising a 'point of order'. The Chair will decide whether the point of order is admissible, and his/her ruling will be final.

5.10.2 A motion for closure, if seconded in the usual way, must be put to the vote at once, without being discussed.

5.11 Emergency items

5.11.1 Any member may seek to add an item to the agenda as an emergency item. An emergency item can only be one which could not have been foreseen in accordance with the schedule of notification/circulation/submission of items made available to relevant staff members before the beginning of each academic year and which must be resolved before the next scheduled meeting. A vote must be held on every proposal for an emergency item to be inscribed, and for it to be inscribed it must get the assenting votes of at least two-thirds of the members present and voting. Members may vote only for or against the inscription of an emergency item; members abstaining will not be considered, for the purposes of the vote, to be 'present and voting'.

5.11.2 Occasionally, it may be appropriate to deal electronically with an urgent item which needs to be resolved before the next scheduled meeting. In such an instance, the Secretary will cause the documentation relating to the item to be circulated and will request responses by a specified date and time. After the deadline has passed, the Secretary will inform the Committee of the outcome of the discussion. The outcome will be noted in the minutes of the next scheduled meeting.

5.12   Other business

The rubric 'other business' on each agenda will be used only (a) to inform the meeting of agenda items which are proposed for the next following meeting or (b) to convey briefly other items of information of a factual nature.

5.13   Interpretation

Where a dispute arises as to the interpretation of these orders, the decision of the Chair is final.