Terms of Reference
Programme Board for the
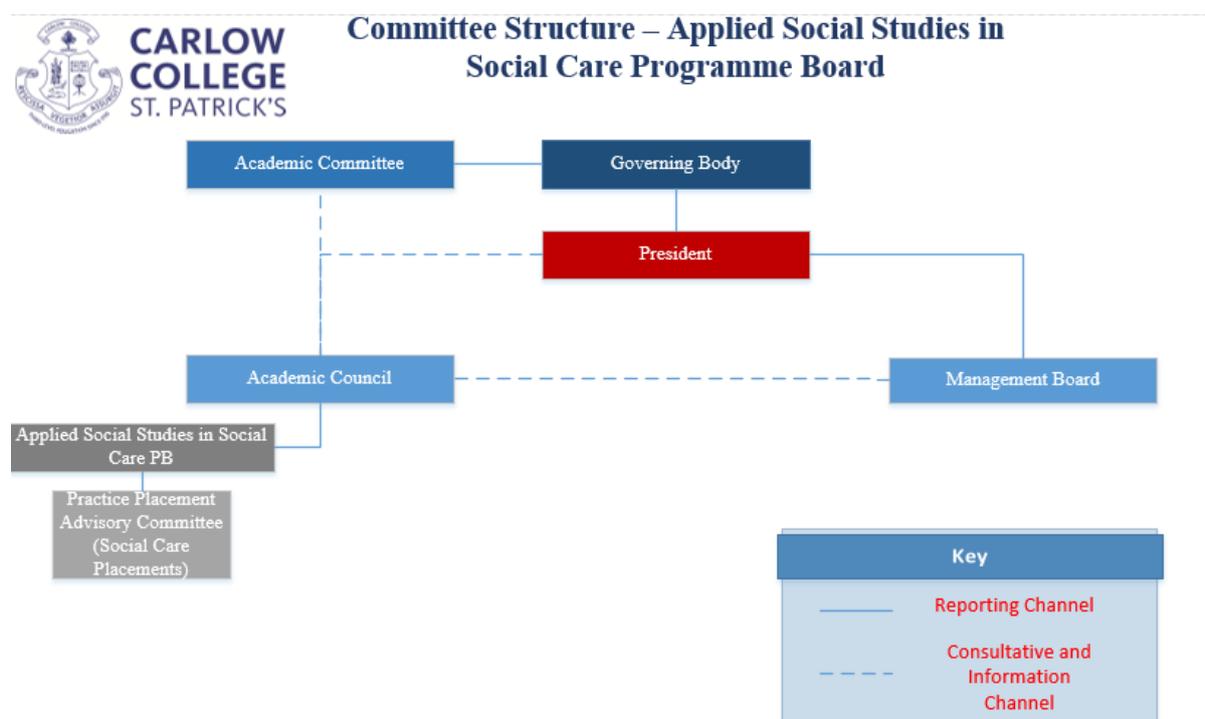**BA Applied Social Studies in Social Care**

Section 1: Remit

Each academic programme at Carlow College, St. Patrick's has a programme board which meets at least five times during the academic year. The primary function of the Programme Board is to oversee operational control and programme monitoring along with programme planning and development. The remit of the Programme Board includes monitoring and responding to: learner enrolment, progression, attrition and completion data (supplied by the Admissions Office); learner feedback; external examiner reports and recommendations; graduate progression to employment or other educational programmes; and evaluations of the programme by learners, academic staff and stakeholders.

Section 2: Membership

Function	Mode of Selection
Programme Board Chair (PBC)	*Ex Officio*
Programme Administrator	*Ex Officio*
Head of Student Services	*Ex Officio*
Representative of Teaching, Learning and Assessment Committee	*Ex Officio*
Chair of Practice Placement Advisory Committee (Social Care Placements)	*Ex Officio*
Lecturers on the programme	One lecturer representing each of the core disciplines on the programme as well as one lecturer representing all the minor disciplines. Some of these lecturers must be Academic Advisors on the programme. The PBC nominates the lecturers, whose membership should be for a term of two years. Every full-time lecturer is expected to take a turn at membership of the Board and attend all

	meetings. Lecturers should not be expected to be on more than one Programme Board at a time. Part-time lecturers may also put themselves forward for membership of a Programme Board and should indicate in writing to all relevant chairs which board they will join.
Learner Representatives	**Up to two class representatives for each stage of the programme**

Section 3: Reporting Structure

The Programme Board reports to Academic Council and PBCs should submit a report at each Academic Council meeting. Programme Boards can make decisions on operational issues that relate specifically to that programme - for example: schedules for assessment, timing of dissertation presentations or changes to programme-specific website content. In relation to decisions which will have an impact on other programmes or other operational areas of the College, PBCs can initially bring this up for discussion at the monthly meeting between PBCs and the Assistant Registrar for Academic Affairs. If there is agreement, then a recommendation can be made to Academic Council.

Section 4: Terms of Reference

1. Create and keep records of meetings adhering to the *Guidelines Regarding Keeping Records of Meetings*.
2. To develop the decision-making process within the Programme Board.

3. Discuss pre-circulated reports from the Academic Resource Office, Teaching, Learning and Assessment Committee, Practice Placement Advisory Committee (Social Care Placements), Dissertation Coordinator (as applicable).

4. Consider data on enrolment, progression, attrition and completion supplied by the Admissions Office and implement changes to address issues highlighted by these data on a progamme level as well as making recommendations for institution-wide solutions.

5. Consider and respond to learner feedback on the programme as raised by learner representatives and/or Academic Advisor

6. Highlight issues as they develop during the delivery of any programme or module.

7. Consider recommendations of external examiners and implement changes to address issues highlighted by these data on a discipline and progamme level.

8. Make suggestions for new External Examiners.

9. Serve as an initial discussion point for new programme proposals and refer completed Preliminary Programme Proposal Forms to the Office of the Registrar.

10. Discuss annual Programme Monitoring Reports and other evaluations

11. Make recommendations for actions which are then brought forward to the Office of the Registrar and/or Academic Council by the Programme Board Chair.

Section 5: Frequency of Meetings

The Programme Board should meet at least five times during the period 1 September to 15 June. At least two of these meetings should take place within the teaching period to facilitate student representation. A meeting of the Programme Board can take place whenever it is deemed necessary by the PBC but sufficient notice must be given to enable attendance by the student representatives and lecturers. The four mandatory meetings should be scheduled for:

- the first week in September;

- during Autumn mid-term;

- the first week of the second term/semester;

- the week preceding or following the Easter Break;

- the week following the external exam board meeting.

Terms of Reference
Programme Board for the
BA (Hons) Citizenship and Community Studies Programme

Section 1: Remit

Each academic programme at Carlow College, St. Patrick's has a programme board which meets at least five times during the academic year. The primary function of the Programme Board is to oversee operational control and programme monitoring along with programme planning and development. The remit of the Programme Board includes monitoring and responding to: learner enrolment, progression, attrition and completion data (supplied by the Admissions Office); learner feedback; external examiner reports and recommendations; graduate progression to employment or other educational programmes; and evaluations of the programme by learners, academic staff and stakeholders.

Section 2: Membership

Function	Mode of Selection
Programme Board Chair (PBC)	*Ex Officio*
Programme Administrator	*Ex Officio*
Head of Student Services	*Ex Officio*
Representative of Teaching, Learning and Assessment Committee	*Ex Officio*
Placement coordinator	*Ex Officio*
Lecturers on the programme	One lecturer representing each of the core disciplines on the programme as well as one lecturer representing all the minor disciplines. Some of these lecturers must be Academic Advisors on the programme. The PBC the lecturers, whose membership should be for a term of two years. Every fulltime lecturer is expected to take a turn at membership of the board and attend all meetings. Lecturers should not be expected to be on more than one Programme Board at a time. Part-time lecturers may also put

	themselves forward for membership of a Programme Board and should indicate in writing to all relevant chairs which board they will join.
Learner Representatives	**One class representative for each stage of the programme**
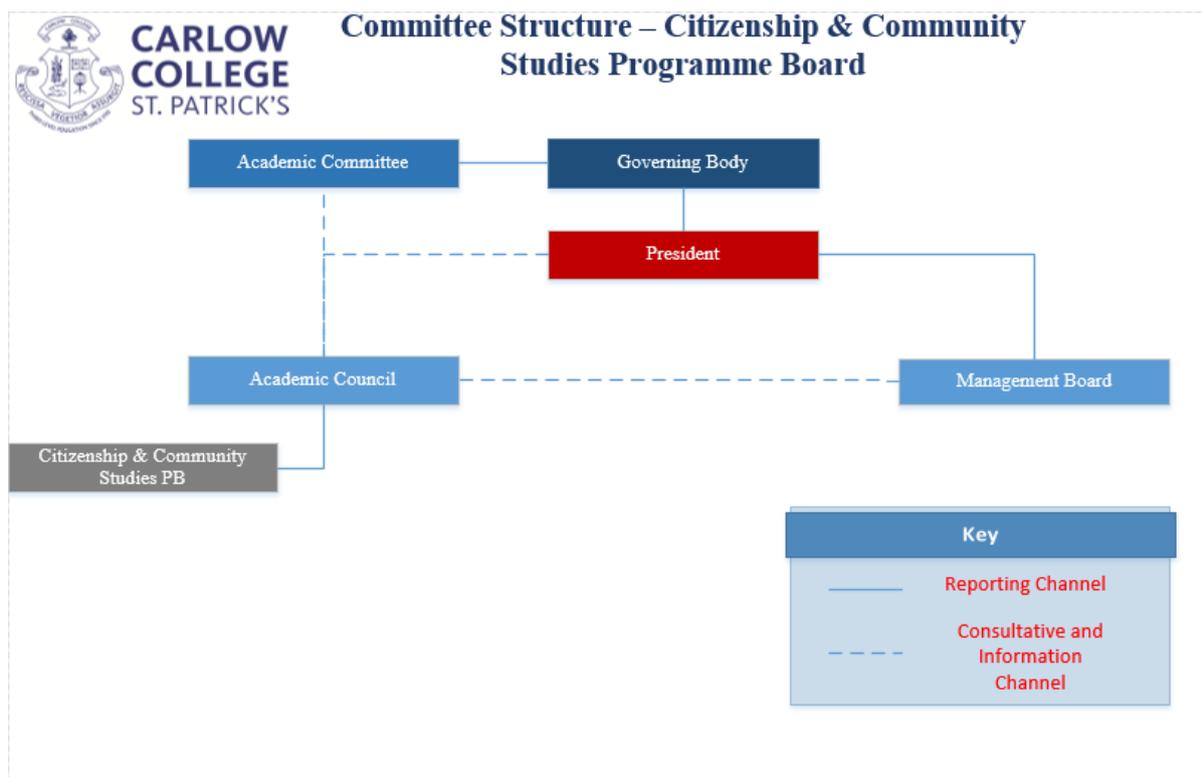
Section 3: Reporting Structure

The Programme Board reports to Academic Council and Chairs should submit a report at each Academic Council meeting. Programme Boards can make decisions on operational issues that relate specifically to that programme - for example: schedules for assessment, timing of dissertation presentations or changes to programme-specific website content. In relation to decisions which will have an impact on other programmes or other operational areas of the College, the PBC can initially bring this up for discussion at the monthly meeting between Chairs and the Assistant Registrar for Academic Affairs. If there is agreement, then a recommendation can be made to Academic Council.

Section 4: Terms of Reference

12. Create and keep records of meetings adhering to the *Guidelines Regarding Keeping Records of Meetings*.

13. To develop the decision-making process within the Programme Board.

14. Discuss pre-circulated reports from the Academic Resource Office, Teaching, Learning and Assessment Committee, Dissertation Coordinator (as applicable).

15. Consider data on enrolment, progression, attrition and completion supplied by the Admissions Office and implement changes to address issues highlighted by these data on a progamme level as well as making recommendations for institution-wide solutions.

16. Consider and respond to learner feedback on the programme as raised by learner representatives and/or Academic Advisor

17. Highlight issues as they develop during the delivery of any programme or module.

18. Consider recommendations of external examiners and implement changes to address issues highlighted by these data on a discipline and programme level.

19. Make suggestions for new External Examiners.

20. Serve as an initial discussion point for new programme proposals and refer completed Preliminary Programme Proposal Forms to the Office of the Registrar.

21. Discuss annual Programme Monitoring Reports and other evaluations

22. Make recommendations for actions which are then brought forward to the Office of the Registrar and/or Academic Council by the Programme Board Chair.

Section 5: Frequency of Meetings

The Programme Board should meet at least five times during the period 1 September to 15 June. At least two of these meetings should take place within the teaching period to facilitate student representation. A meeting of the Programme Board can take place whenever it is deemed necessary by the PBC but sufficient notice must be given to enable attendance by the student representatives and lecturers. The four mandatory meetings should be scheduled for:

- the first week in September;

- during the Autumn mid-term;

- the first week of the second term/semester;

- the week preceding or following the Easter Break;

- the week following the external exam board meeting.

Terms of Reference
Programme Board for the
BA (Hons) English and History Programme Board
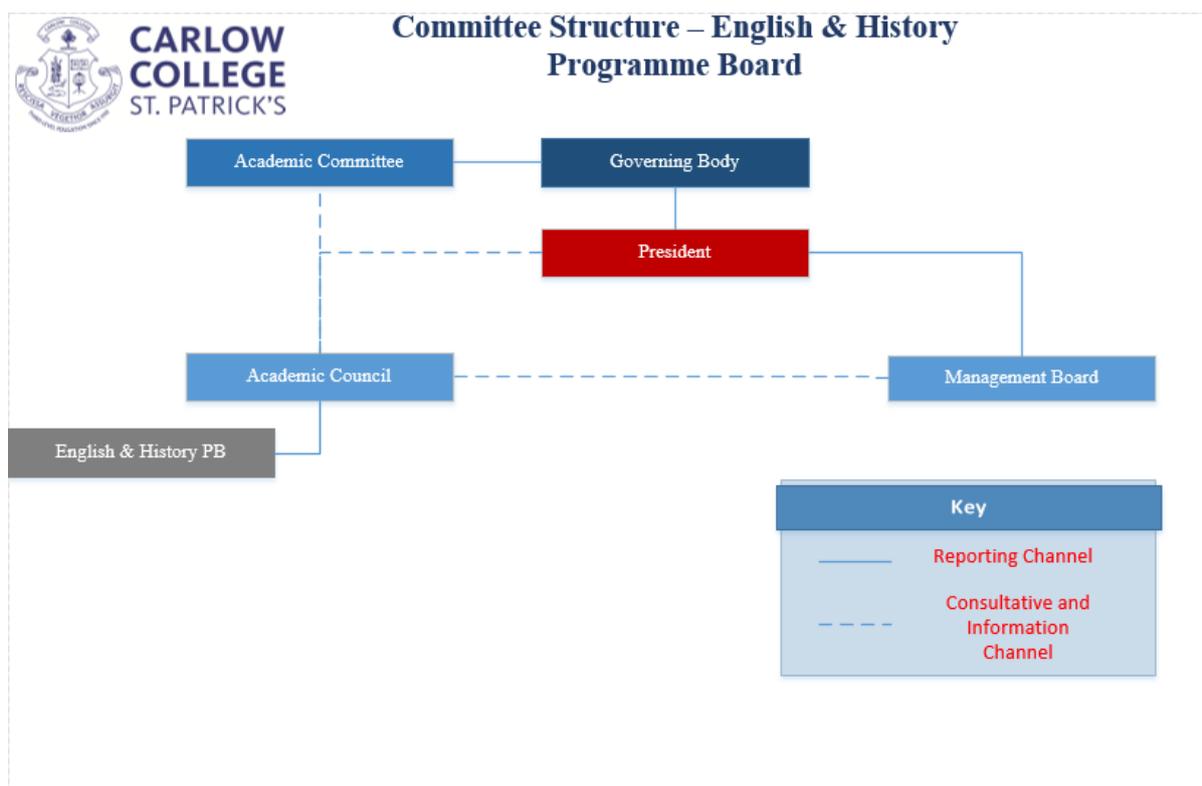
Section 1: Remit

Each academic programme at Carlow College, St. Patrick's has a programme board which meets at least four times during the academic year. The primary function of the Programme Board is to oversee operational control and programme monitoring along with programme planning and development. The remit of the Programme Board includes monitoring and responding to: learner enrolment, progression, attrition and completion data (supplied by the Admissions Office); learner feedback; external examiner reports and recommendations; graduate progression to employment or other educational programmes; and evaluations of the programme by learners, academic staff and stakeholders.

Section 2: Membership

Function	Mode of Selection
Programme Board Chair (PBC)	*Ex Officio*
Programme Administrator	*Ex Officio*
Head of Student Services	*Ex Officio*
Representative of Teaching, Learning and Assessment Committee	*Ex Officio*
Lecturers on the programme	Two lecturers representing each of the core disciplines on the programme as well as one lecturer representing all the minor disciplines. Some of these lecturers must be Academic Advisors on the programme. The PBC nominates the lecturers, whose membership should be for a term of two years. Every full-time lecturer is expected to take a turn at membership of the board and attend all meetings. Lecturers should not be expected to be on more than one Programme Board at a time. Part-time lecturers may also put themselves forward

	for membership of a Programme Board and should indicate in writing to all relevant chairs which board they will join
Learner Representatives	**One class representatives for each stage of the programme**

Section 3: Reporting Structure

The Programme Board reports to Academic Council and PBCs should submit a report at each Academic Council meeting. Programme Boards can make decisions on operational issues that relate specifically to that programme - for example: schedules for assessment, timing of dissertation presentations or changes to programme-specific website content. In relation to decisions which will have an impact on other programmes or other operational areas of the College, PBCs can initially bring this up for discussion at the monthly meeting between Chairs and the Assistant Registrar for Academic Affairs. If there is agreement, then a recommendation can be made to Academic Council.

Section 4: Terms of Reference

23. Create and keep records of meetings adhering to the *Guidelines Regarding Keeping Records of Meetings*.

24. To develop the decision-making process within the Programme Board.

25. Discuss pre-circulated reports from the Academic Resource Office, Teaching, Learning and Assessment Committee, Dissertation Coordinator (as applicable).

26. Consider data on enrolment, progression, attrition and completion supplied by the Admissions Office and implement changes to address issues highlighted by these

data on a progamme level as well as making recommendations for institution-wide solutions.

27. Consider and respond to learner feedback on the programme as raised by learner representatives and/or Academic Advisor

28. Highlight issues as they develop during the delivery of any programme or module.

29. Consider recommendations of external examiners and implement changes to address issues highlighted by these data on a discipline and progamme level.

30. Make suggestions for new External Examiners.

31. Serve as an initial discussion point for new programme proposals and refer completed Preliminary Programme Proposal Forms to the Office of the Registrar.

32. Discuss annual Programme Monitoring Reports and other evaluations

33. Make recommendations for actions which are then brought forward to the Office of the Registrar and/or Academic Council by the Programme Board Chair.

Section 5: Frequency of Meetings

The Programme Board should meet at least five times during the period 1 September to 15 June. At least two of these meetings should take place within the teaching period to facilitate student representation. A meeting of the Programme Board can take place whenever it is deemed necessary by the PBC but sufficient notice must be given to enable attendance by the student representatives and lecturers. The four mandatory meetings should be scheduled for:

- the first week in September;
- during Autumn mid-term;
- the first week of the second term/semester;
- the week preceding or following the Easter Break;
- the week following the external exam board meeting.

Terms of Reference
**Programme Board for the BA Humanities
and BA (Hons) Humanities programmes**
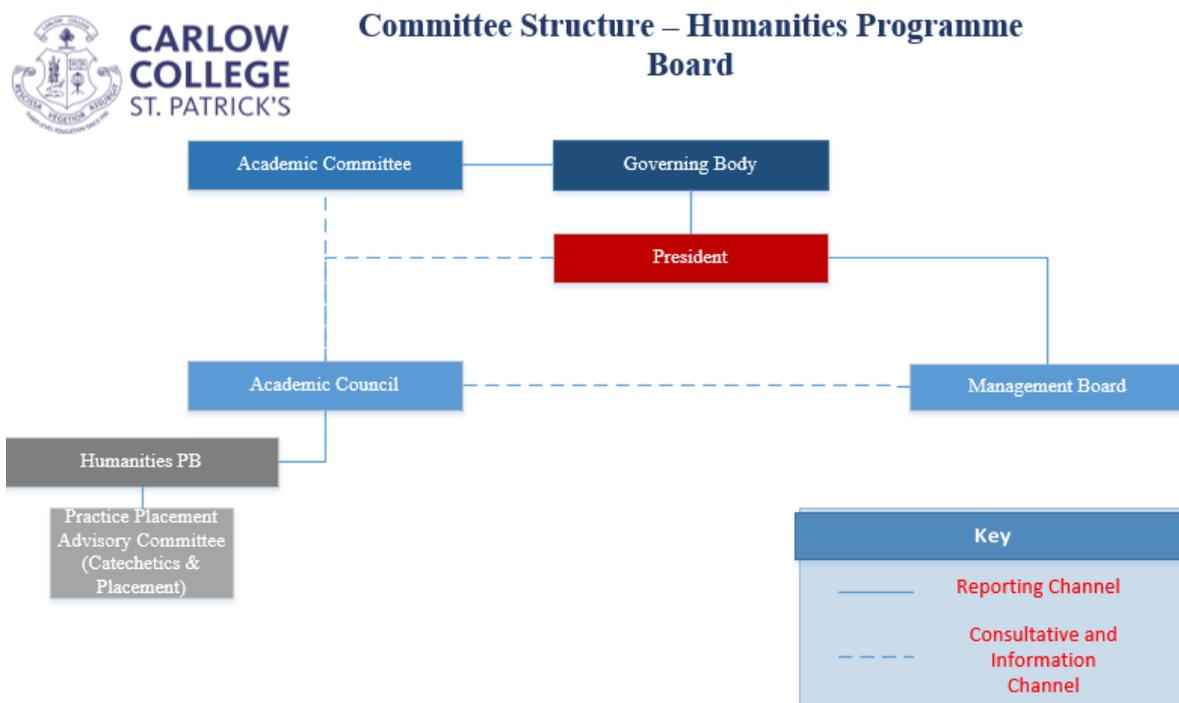
Section 1: Remit

Each academic programme at Carlow College, St Patrick's has a programme board which meets at least five times during the academic year. The primary function of the programme board is to oversee operational control and programme monitoring along with programme planning and development. The remit of the Programme Board includes monitoring and responding to: learner enrolment, progression, attrition and completion data (supplied by the Admissions Office); learner feedback; external examiner reports and recommendations; graduate progression to employment or other educational programmes; and evaluations of the programme by learners, academic staff and stakeholders.

Section 2: Membership

Function	Mode of Selection
Programme Board Chair (PBC)	*Ex Officio*
Programme Administrator	*Ex Officio*
Head of Student Services	*Ex Officio*
Representative of Teaching, Learning and Assessment Committee	*Ex Officio*
Chair of Practice Placement Advisory Committee (Catechetics and Placement)	*Ex Officio*
Lecturers on the programme	One lecturer representing each of the core disciplines on the programme as well as one lecturer representing all the minor disciplines. Some of these lecturers must be Academic Advisors on the programme. The PBC nominates the lecturers, whose membership should be for a term of two years. Every fulltime lecturer is expected to take a turn at membership of the board and attend all meetings. Lecturers should not be expected to be on more than one

	Programme Board at a time. Part-time lecturers may also put themselves forward for membership of a Programme Board and should indicate in writing to all relevant chairs which board they will join.
Learner Representatives	**Up to two class representatives for each stage of the programme**

Section 3: Reporting Structure

The Programme Board reports to Academic Council and PBC should submit a report at each Academic Council meeting. Programme Boards can make decisions on operational issues that relate specifically to that programme - for example: schedules for assessment, timing of dissertation presentations or changes to programme-specific website content. In relation to decisions which will have an impact on other programmes or other operational areas of the College, PBCs can initially bring this up for discussion at the monthly meeting between PBCs and the Assistant Registrar for Academic Affairs. If there is agreement, then a recommendation can be made to Academic Council.

Section 4: Terms of Reference

34. Create and keep records of meetings adhering to the *Guidelines Regarding Keeping Records of Meetings*.

35. To develop the decision-making process within the Programme Board.

36. Discuss pre-circulated reports from the Academic Resource Office, Teaching, Learning and Assessment Committee, Practice Placement Advisory Committee (Catechetics and Placement), Dissertation Coordinator (as applicable).

37. Consider data on enrolment, progression, attrition and completion supplied by the Admissions Office and implement changes to address issues highlighted by these data on a progamme level as well as making recommendations for institution-wide solutions.

38. Consider and respond to learner feedback on the programme as raised by learner representatives and/or Academic Advisor

39. Highlight issues as they develop during the delivery of any programme or module.

40. Consider recommendations of external examiners and implement changes to address issues highlighted by these data on a discipline and progamme level.

41. Make suggestions for new External Examiners.

42. Serve as an initial discussion point for new programme proposals and refer completed Preliminary Programme Proposal Forms to the Office of the Registrar.

43. Discuss annual Programme Monitoring Reports and other evaluations

44. Make recommendations for actions which are then brought forward to the Office of the Registrar and/or Academic Council by the Programme Board Chair.

Section 5: Frequency of Meetings

The Programme Board should meet at least five times during the period 1 September to 15 June. At least two of these meetings should take place within the teaching period to facilitate student representation. A meeting of the Programme Board can take place whenever it is deemed necessary by the PBC but sufficient notice must be given to enable attendance by the student representatives and lecturers. The four mandatory meetings should be scheduled for:

- the first week in September;

- during Autumn mid-term;

- the first week of the second term/semester;

- the week preceding or following the Easter Break;

- the week following the external exam board meeting.

Terms of Reference
Programme Board for the
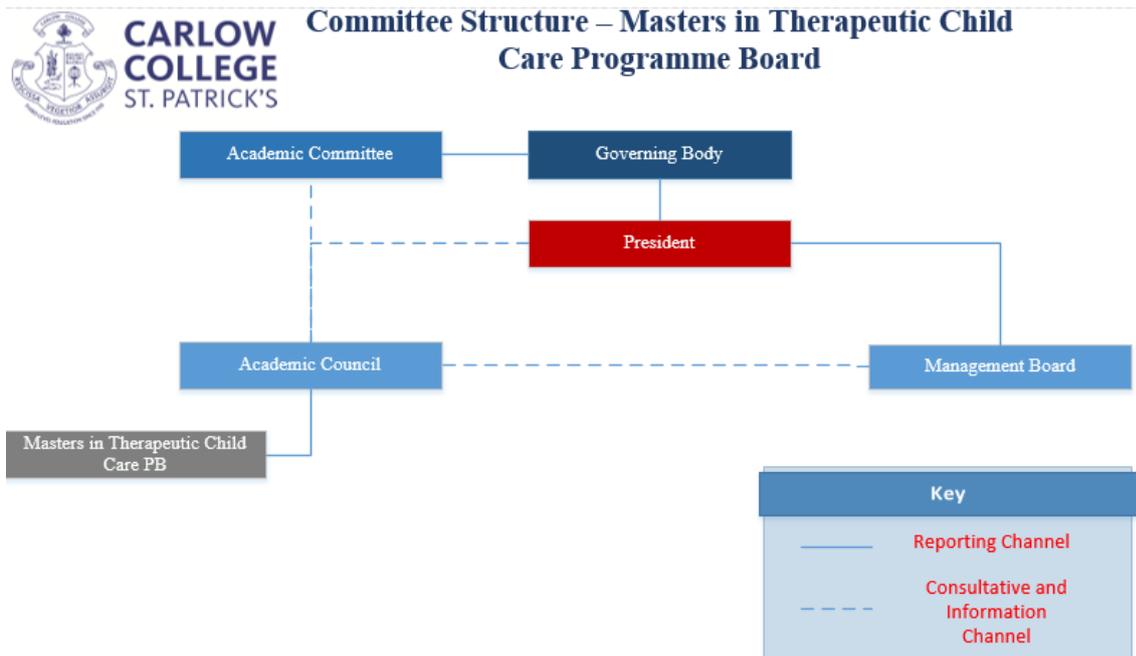# Masters in Therapeutic Childcare Programme

Section 1: Remit

Each academic programme at Carlow College, St. Patrick's has a programme board which meets at least five times during the academic year. The primary function of the Programme Board is to oversee operational control and programme monitoring along with programme planning and development. The remit of the Programme Board includes monitoring and responding to: learner enrolment, progression, attrition and completion data (supplied by the Admissions Office); learner feedback; external examiner reports and recommendations; graduate progression to employment or other educational programmes; and evaluations of the programme by learners, academic staff and stakeholders.

Section 2: Membership

Function	Mode of Selection
Programme Board Chair (PBC)	*Ex Officio*
Programme Administrator	*Ex Officio*
Head of Student Services	*Ex Officio*
Representative of Teaching, Learning and Assessment Committee	*Ex Officio*
Lecturers on the programme	All lecturers on the programme, full and part-time, are members of the Programme Board.
Learner Representatives	**Up to two class representatives**

Section 3: Reporting Structure

The Programme Board reports to Academic Council and Chairs should submit a report at each Academic Council meeting. Programme Boards can make decisions on operational issues that relate specifically to that programme - for example: schedules for assessment, timing of dissertation presentations or changes to programme-specific website content. In relation to decisions which will have an impact on other programmes or other operational areas of the College, PBCs can initially bring this up for discussion at the monthly meeting between Chairs and the Assistant Registrar for Academic Affairs. If there is agreement, then a recommendation can be made to Academic Council.

Section 4: Terms of Reference

45. Create and keep records of meetings adhering to the *Guidelines Regarding Keeping Records of Meetings*.

46. To develop the decision-making process within the Programme Board.

47. Discuss pre-circulated reports from the Academic Resource Office, Teaching, Learning and Assessment Committee and other committees (as applicable).

48. Consider data on enrolment, progression, attrition and completion supplied by the Admissions Office and implement changes to address issues highlighted by these data on a progamme level as well as making recommendations for institution-wide solutions.

49. Consider and respond to learner feedback on the programme as raised by learner representatives and/or Academic Advisor

50. Highlight issues as they develop during the delivery of any programme or module.

51. Consider recommendations of external examiners and implement changes to address issues highlighted by these data on a discipline and progamme level.

52. Make suggestions for new External Examiners.

53. Serve as an initial discussion point for new programme proposals and refer completed Preliminary Programme Proposal Forms to the Office of the Registrar.

54. Discuss annual Programme Monitoring Reports and other evaluations

55. Make recommendations for actions which are then brought forward to the Office of the Registrar and/or Academic Council by the Programme Board Chair.

Section 5: Frequency of Meetings

The Programme Board should meet at least five times during the period 1 September to 15 June. At least two of these meetings should take place within the teaching period to facilitate student representation. A meeting of the Programme Board can take place whenever it is deemed necessary by the PBC but sufficient notice must be given to enable attendance by the student representatives and lecturers. The four mandatory meetings should be scheduled for:

- the first week in September;

- the Autumn mid-term;

- the first week of the second term/semester;

- the week preceding or following the Easter Break;

- the week following the external exam board meeting.