



COLÁISTE CHEATHARLACH
NAOMH PÁDRAIG
CARLOW COLLEGE
ST. PATRICK'S

2025/2026

Committees

TERMS OF REFERENCE

QUALITY ASSURANCE OFFICE

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Ending Sexual Violence and Harassment Working Group



Terms of Reference

Ending Sexual Violence and Harassment Working Group

Section 1: Remit

Carlow College, St. Patrick's (hereafter Carlow College) is committed to the implementation of the *Framework for Consent*. The vision of the Framework is "To ensure an institutional campus culture which is safe, respectful and supportive. Institutions have a duty of care to their learners and staff, and a responsibility to foster a campus culture that is clear in the condemnation of unwanted and unacceptable behaviours. The higher education learner experience is not only concerned with the pursuit of academic excellence, but also preparing learners to engage with and make positive contributions to society. Creating a positive learner experience empowers individuals to foster a culture of respect, dignity and integrity."

The College supports the HEA recommendations for *Ending Sexual Harassment in Irish Higher Education Institutions* and aims to achieve these recommendations by establishing a Working Group with the remit of implementing the *Carlow College Action Plan to Tackle Sexual Violence and Harassment*.

Section 2: Membership

The membership of the Working Group will be comprised of key stakeholders including academics, support services, Students' Union representatives, and will ensure due regard to balanced representation of groups at particular risk of experiencing sexual violence and harassment.

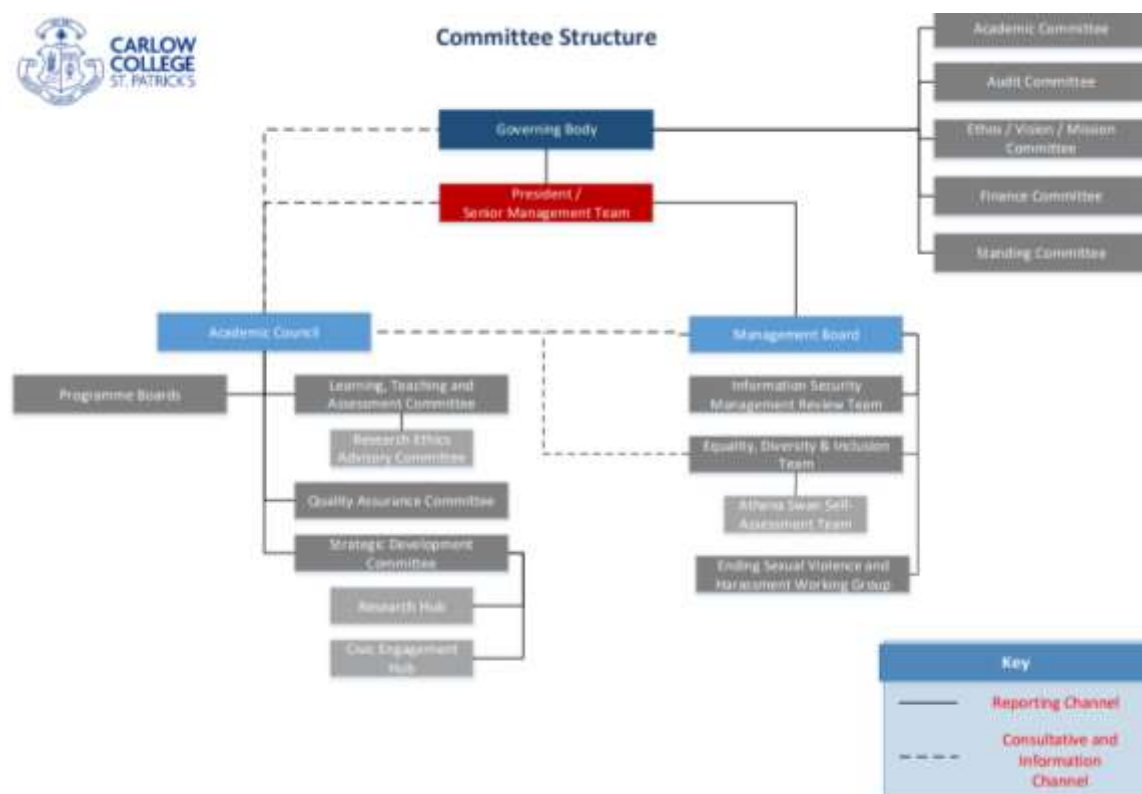
The term of office for the Working Group will be for a period of 3 years. This term can be extended by agreement of all members. If members leave during the 3 years, they shall be replaced as soon as possible.

Function	Mode of Selection
Director of Student Services and Learning Supports (Lead appointed by the Management Board)	<i>Ex Officio</i>

Head of Human Resources and EDI	<i>Ex Officio</i>
Head of Academic Delivery and Programmes	<i>Ex Officio</i>
President's Office Representative	<i>Ex Officio</i>
Students' Union President	<i>Ex Officio</i>
Students' Union VP for Welfare and Equality	<i>Ex Officio</i>
Students' Union EDI Officer	<i>Ex Officio</i>
College Counsellor	<i>Ex Officio</i>

Other staff members with relevant skills and experience will be consulted as necessary.

Section 3: Reporting Structure



Section 4: Terms of Reference

The Working Group's primary purpose is to reduce the occurrences of all sexual violence and harassment on the College campus and at College organised activities and events. It aims to achieve this by implementing the Carlow College Action Plan to Tackle Sexual Violence and Harassment including:

- Reviewing, updating and developing policies and procedures that will help to prevent and address sexual violence and harassment incidents on campus and at College organised activities and events.
- Implementing awareness campaigns and strategies to create a respectful environment and combat sexual violence and harassment on campus.
- Facilitating training for staff and learners on tackling sexual violence and harassment, consent education and bystander education.
- Keeping informed of current and emerging best practices in prevention and support.
- Maintaining accurate data records of reported incidents, investigations and outcomes for reporting purposes.
- Keeping informed of external reports related to sexual violence incidents and prevention efforts.
- Submit relevant reports to the Higher Education Authority (HEA) as required.
- Advise the College's Management Board of additional actions / initiatives that may be required.
- Collaborate with other colleges and universities to share best practice and resources.

Section 5: Quorum

The quorum for a meeting shall be fifty percent plus one of the current membership of the ESVH Group, one of whom shall be the Chair.

Section 6: Voting at Meetings

All decisions of the ESVH Team shall normally be carried by consensus. However, where this is not possible, a simple majority of votes shall decide, and in the case of equality of votes, the Chairs shall have a second or casting vote.

Section 7: Frequency of Meetings

The Working Group will convene regularly, at least two times per semester, with additional meetings scheduled as needed to address urgent matters or emerging issues. Meetings will be chaired by a member of the Senior Management Team, as appointed by the Management Board.

Section 8: Confidentiality

All Working Group members must adhere to strict confidentiality protocols regarding sensitive information shared during meetings or in the course of their duties.



Terms of Reference ***Equality, Diversity & Inclusion Team***

Section 1: Remit

Carlow College, St. Patrick's (hereafter Carlow College) has joined a global community with a shared goal of addressing systematic inequalities and embedding inclusive cultures in higher education. The College acknowledges that equality, diversity and inclusion strengthens higher education communities. It recognises and values difference, in those we educate, employ and represent. The College strives to create a culture of inclusion, mutual respect and equal opportunities, both within the College community and also in its involvement with external stakeholders. The College is proactive in its approach to equality, diversity and inclusion.

The College's Equality, Diversity and Inclusion Team (EDI) is responsible for the advancement of EDI by promoting equality and countering discrimination in all forms in the access, experience, progression and achievement of all learners and staff. The EDI Team will ensure compliance with the Athena Swan Charter in Ireland and will promote the key principles on which the Athena Swan Charter is based with the aim of removing structural barriers, including, social, cultural and economic barriers, and addressing the gendered norms and stereotypes that prevent staff and learners from achieving their full potential.

Section 2: Membership

The membership of the EDI Team should reflect the gender profile of the College and comprise a cross-section of departments including academic, learner representatives, professional and support staff and include both full-time and part-time staff. Furthermore, the Team should include individuals with knowledge, skills and experience in advancing EDI.

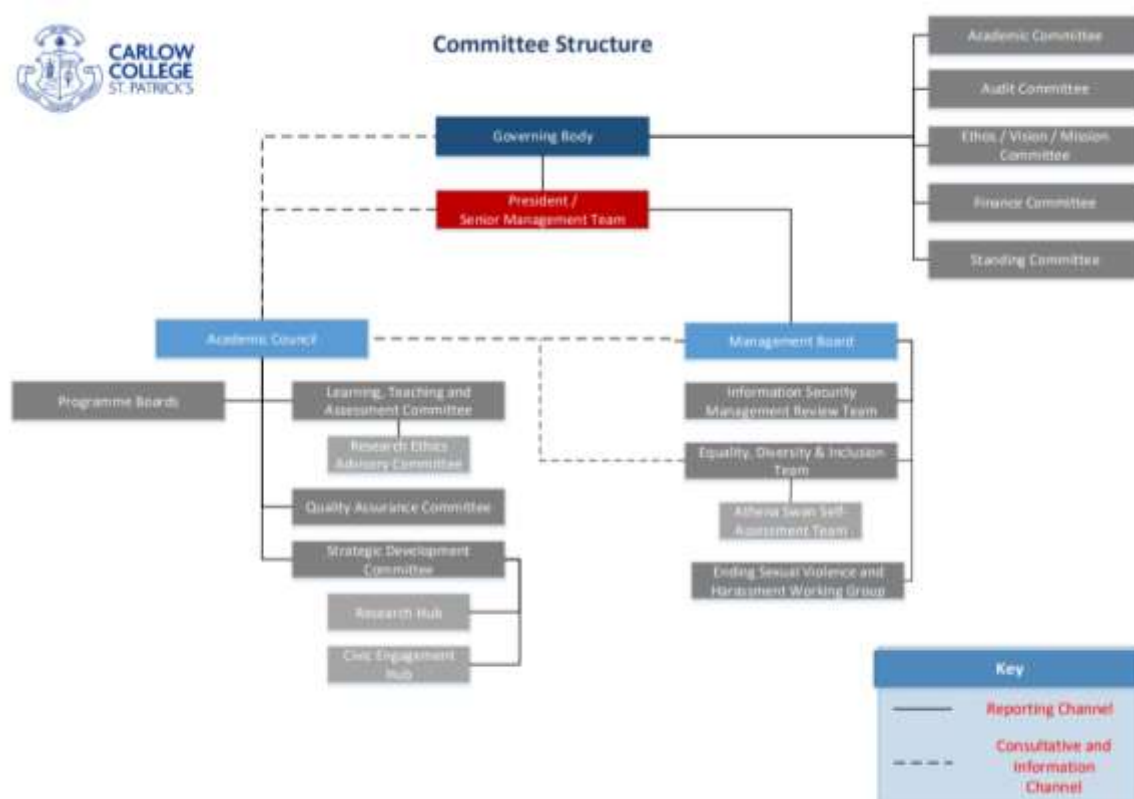
To promote inclusivity, fairness and equality within the College community, an invitation is issued to all staff members every three years seeking expressions of interest for membership of the EDI Team. Membership should be agreed in consultation with the staff member's line manager.

Membership also requires a level of authority to be conferred on it in order to make action plans implementable within the College. To assist in embedding the EDI culture within the College, an invitation issued to all staff members to join the EDI Team.

The positions of the Chair and Secretary are decided by the Team and will serve for three years. Carlow College is committed to embedding EDI in all that we do, as such, the Chair of the EDI Team will be an *ex officio* member of the Academic Council; the Human Resources and EDI Manager is an *ex officio* member of the Management Board.

Function	Mode of Selection
Head of Human Resources and EDI	<i>Ex Officio</i>
College Vice President	<i>Ex Officio</i>
Student Representative Team Member	<i>Nominated by Head of Student Services and Learner Resources</i>
College Staff Members	<i>Voluntary Appointment</i>

Section 3: Reporting Structure



The EDI Team reports to the Management Board and has a consultation / information line to both the Academic Council. All members of the EDI Team will endeavour to embed, and promote, EDI in all other college committees of which they are members.

Section 4: Terms of Reference

The EDI Team's primary terms of reference are to:

- create and keep records of meetings adhering to the *Records Management Policy*;
- develop the decision-making process within the Team;
- establish a separate Athena Swan Self-Assessment Team from the membership of the EDI Team who will have responsibility for submitting an application for renewal of the Athena Swan Institutional Bronze Award;
- reflect on quantitative and qualitative data gathered to identify both challenges and opportunities with regards to EDI;
- respond to the findings of the above and establish equality-based priority areas and appropriate aspirations and targets;
- develop and coordinate relevant practices, activities and policies which support and enhance EDI and evaluate the effectiveness of same on an ongoing basis;
- in collaboration with the Self-Assessment Team, review the College's Action Plan to ensure actions are delivering impact against objectives, and revise the action plan in response to evaluation;
- assist the Head of Human Resources and EDI with preparing the EDI Report which is to be completed annually by 30 August and approved by the Management Board; and
- support all EDI initiatives under the direction of the HEA.

Section 5: Quorum

The quorum for a meeting shall be fifty percent plus one of the current membership of the EDI Team, one of whom shall be the Chair.

Section 6: Voting at Meetings

All decisions of the EDI Team shall normally be carried by consensus. However, where this is not possible, a simple majority of votes shall decide, and in the case of equality of votes, the Chair shall have a second or casting vote.

Section 7: Frequency of Meetings

The EDI Team will meet once per month during the Academic Term or more frequently as necessary.

Terms of Reference

Information Security Management Review Team

Section 1: Remit

The Information Security Management Review Team is responsible for ensuring the effective delivery of the Information Security Management (ISM) Framework and its continual improvement. The ISM Framework at Carlow College, St. Patrick's (hereafter Carlow College) has been established to align with ISO 27001. To meet this standard, the policies that form part of this framework require that the Information Security Management Review Team to:

- systematically examine the College's information security risks, taking account of the threats, vulnerabilities, and impacts;
- design and implement a coherent and comprehensive suite of information security controls and / or other forms of risk treatment (such as risk mitigation, avoidance or transfer) to address those risks that are deemed unacceptable; and
- adopt an overarching management process to ensure that the information security controls continue to meet the College's information security needs on an ongoing basis.

All policies and procedures that form part of the ISM Framework must comply with international and national best practice and relevant legislation.

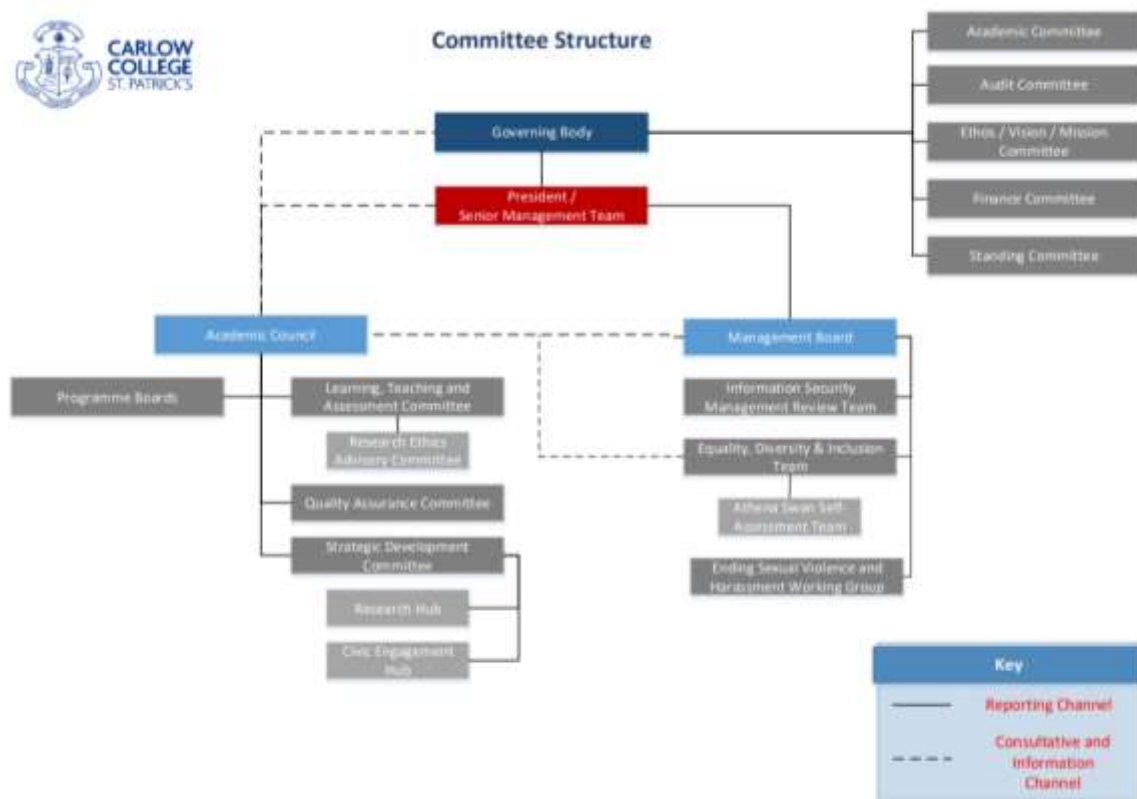
Section 2: Membership

The members of the Information Security Management Review Team are on the Team by virtue of their function within Carlow College. In general terms, they represent key operational areas within Carlow College.

Function	Mode of Selection
Senior Management Review Team Representative, Chair	Appointed by the Management Board (<i>ex officio</i>)
Director of Strategy and Operations	<i>Ex officio</i>

IT Manager	<i>Ex officio</i>
Data Protection Officer	<i>Ex officio</i>
Head of Human Resources and EDI	<i>Ex officio</i>
Head of Facilities	<i>Ex officio</i>
Head of Academic Delivery and Programmes	<i>Ex officio</i>

Section 3: Reporting Structure



The Information Security Management Review Team reports directly to the Management Board. To comply with the Quality Assurance Framework at Carlow College, all policies managed by the Information Security Management Review Team are approved by the Management Board and updates regarding its activities are reported twice each semester.

Section 4: Terms of Reference

The Information Security Management Review Team is tasked with:

- to create and keep records of meetings adhering to the *Records Management Policy*;
- to develop the decision-making process within the Information Security Management Review Team;
- to ensure that the following documents related to the management of the ISM Framework are reviewed quarterly, the documents include: Document Tracker and Training and Awareness Plan;
- to ensure that the following documents related to the management of the ISM Framework are reviewed annually, the documents include: Scope Statement, Communication Plan, Management Plan, Information Security Roles Assigned and Responsibilities, Controls Accountability Matrix and Terms of Reference for the ISM Review Team; and all other logs / registers / plans that are kept with owners;
- to ensure that logs, registers, lists and plans that are kept with owners are up-to-date;
- to ensure that policies related to the ISM Framework are monitored and reviewed according to what is stated in the policy;
- to ensure that all standard operating procedures, at the departmental level, are developed, and maintained, in accordance with relevant policies;
- submit updates to the Management Board at least twice a semester; and
- to conduct frequent internal audits of the ISM Framework and engage with the appointed auditor of the College annually and respond to their recommendations.

Section 6: Quorum

The quorum for a meeting shall be fifty percent plus one of the current membership of the Information Security Management Review Team, one of whom shall be the Chair.

Section 7: Voting at Meetings

All decisions of the Information Security Management Review Team shall normally be carried by consensus. However, where this is not possible, a simple majority of votes shall decide, and in the case of equality of votes, the Chair shall have a second or casting vote.

Section 8: Frequency of Meetings

The Information Security Management Review Team shall meet annually in late August and at least twice each semester. As the ISM Framework is being developed, the frequency of meetings will be more frequent.

Quality Assurance Committee



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 2012*¹ and the complementary guidelines created by Quality and Qualification Ireland's (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.

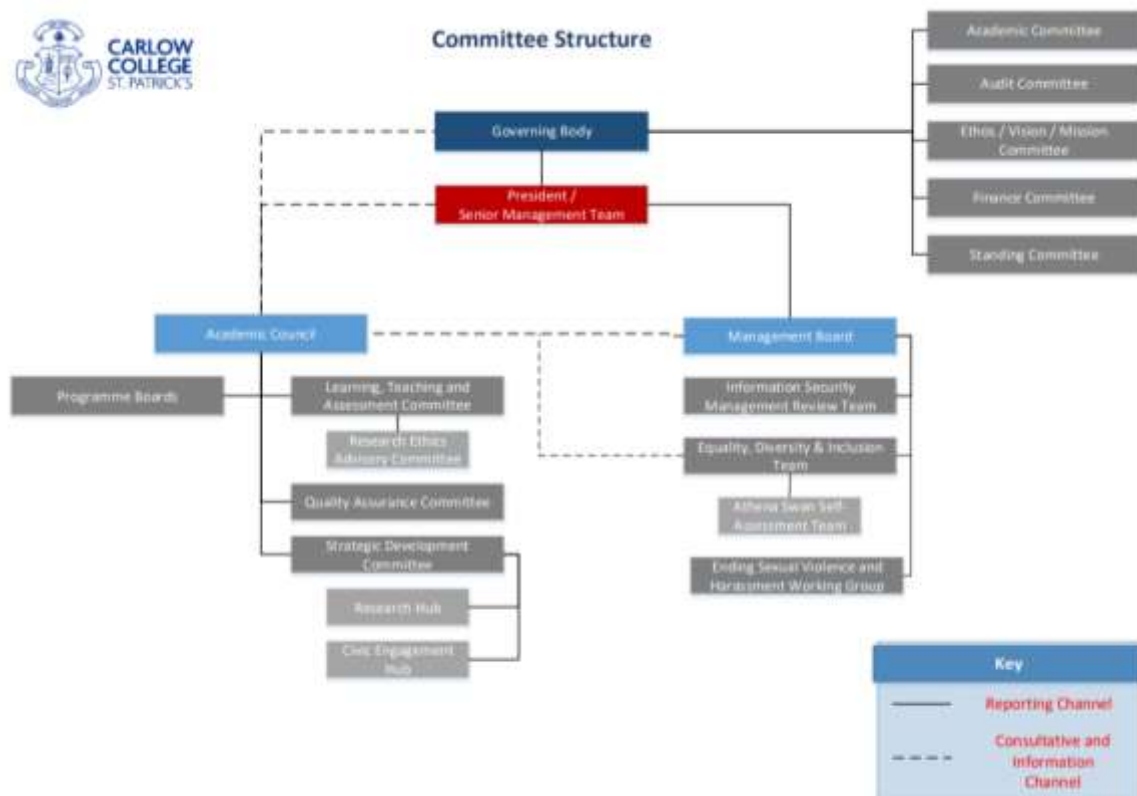
Section 2: Membership

Function	Mode of Selection
Quality Assurance Officer, Chair	<i>Ex Officio</i>
Vice President for Academic Affairs / Registrar	<i>Ex Officio</i>
Director of Strategy and Operations	<i>Ex Officio</i>
Head of Academic Delivery and Programmes	<i>Ex Officio</i>
Administrator, Office of the Registrar	<i>Ex Officio</i>
Director of Student Services and Learner Supports	<i>Ex Officio</i>
IT Manager	<i>Ex Officio</i>

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

Students' Union President	<i>Ex Officio – Vacant</i>
SU Representative, VP for Education and Communication	<i>Ex Officio - Vacant</i>
Academic Staff Representatives	Staff Representatives serving on Academic Council
Chair of the Strategic Development Committee	<i>Ex Officio</i>
Chair of the Learning, Teaching 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 *Records Management Policy*;
- 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 Quality Report (AQR) 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; and
- to review all feedback received from external examiners and provide ongoing monitoring of the quality systems within the College.

Section 5: Quorum

The quorum for a meeting shall be fifty percent plus one of the current membership of the Quality Assurance Committee, one of whom shall be the Chair.

Section 6: Voting at Meetings

All decisions of the Quality Assurance Committee shall normally be carried by consensus. However, where this is not possible, a simple majority of votes shall decide, and in the case of equality of votes, the Chair shall have a second or casting vote.

Section 7: Frequency of Meetings

The Quality Assurance Committee will meet three 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



Terms of Reference **Strategic Development Committee**

Section 1: Remit

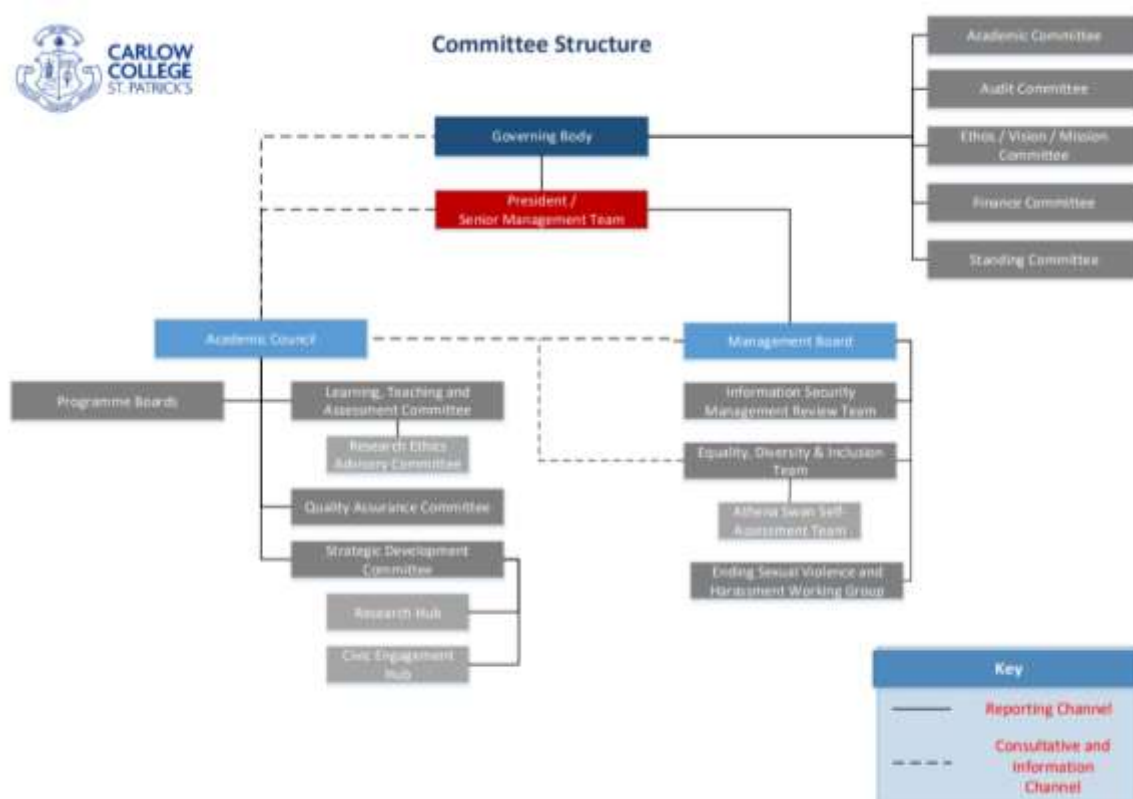
The remit of the Strategic Development Committee is to inform and advise the Academic Council on proposals and initiatives related to the Academic (educational, international, research and civic engagement) offerings of the College, which are consistent with the Strategic Plan of the College.

Section 2: Membership

Function	Mode of Selection
Chair (Nominated by the Vice President for Academic Affairs and Registrar)	<i>Ex Officio</i>
Vice President for Academic Affairs and Registrar	<i>Ex Officio</i>
College Vice President (<i>with responsibility for Quality Assurance</i>)	<i>Ex Officio</i>
Director of Strategy and Operations	<i>Ex Officio</i>
Head of Academic Delivery and Programmes	<i>Ex Officio</i>
Chair of the Research Hub	<i>Ex Officio</i>
Chair of Civic Engagement Hub	<i>Ex Officio</i>
Director of Student Services and Learner Supports	<i>Ex Officio</i>
Head of Digital Communications and Marketing	<i>Ex Officio</i>
IT Manager	<i>Ex Officio</i>
Students' Union, President	<i>Ex Officio – Vacant</i>

Students' Union, Vice President for Welfare and Campaigns	<i>Ex Officio – Vacant</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 and Civic Engagement Hub are sub-committees and have 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 consider and evaluate new programme proposals received from staff members and to advise the Academic Council on the viability and fitness of these proposals.
- To consider and approve applications for symposia and conferences.
- To lead the research and civic engagement activities of the College through the Research Hub and the Civic Engagement Hub.
- To liaise with the Learning, Teaching and Assessment Committee to ensure proposed new programmes adhere with the learning and teaching practices.
- To identify and consider options in relation to the future academic positioning and development of the College programmes and to inform and advise the Academic Council of same.
- To ensure that external stakeholders, by way of an employers' panel, are consulted or engaged with in the context of programme development.

Section 5: Quorum

The quorum for a meeting shall be fifty percent plus one of the current membership of the Strategic Development Committee, one of whom shall be the Chair.

Section 6: Voting at Meetings

All decisions of the Strategic Development Committee shall normally be carried by consensus. However, where this is not possible, a simple majority of votes shall decide, and in the case of equality of votes, the Chair shall have a second or casting vote.

Section 7: Frequency of Meetings

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

Terms of Reference **Civic Engagement Hub**

Section 1: Remit

Carlow College, St Patrick's (hereafter Carlow College) strives to be a place of active citizenship, a site of engaged critical thought, and a forward looking and responsive learning community for the twenty-first century and beyond. To this end, one of our principal aspirations is to foster a sense of civic responsibility.² By creating and facilitating opportunities to work together, both internally and externally, we believe that collaboration and partnership can best contribute to the ethical development of local, national and global communities and society.³

The College has established a Civic Engagement Hub to facilitate and support its staff and learners in their contributions to community engagement in the various different areas of community engagement activities – *“Engagement with the wider community must become more firmly embedded in the mission of higher education institutions. Higher education institutions need to become more firmly embedded in the social and economic contexts of the communities they live in and serve”*.⁴ The Engagement Hub will visibly promote community engagement as a valued and essential activity of the College community. The Engagement Hub will develop an overall profile of the public and civic engagement activities undertaken by the College community. The Hub will encourage staff and learner engagement with external stakeholders, including but not limited to: diverse intercultural groups, minority groups, businesses, industries, and other organisations that share similar values and objectives. The Hub will initiate relationships with other educational institutions in Ireland and abroad in order to build on this established record, and increase the civic engagement profile of Carlow College. The College will develop a comprehensive stakeholder engagement strategy along with an action plan and record of ongoing engagement.

² Carlow College, St. Patrick's Ethos Statement

³ Carlow College, St. Patrick's Strategic Plan, 2023-2028

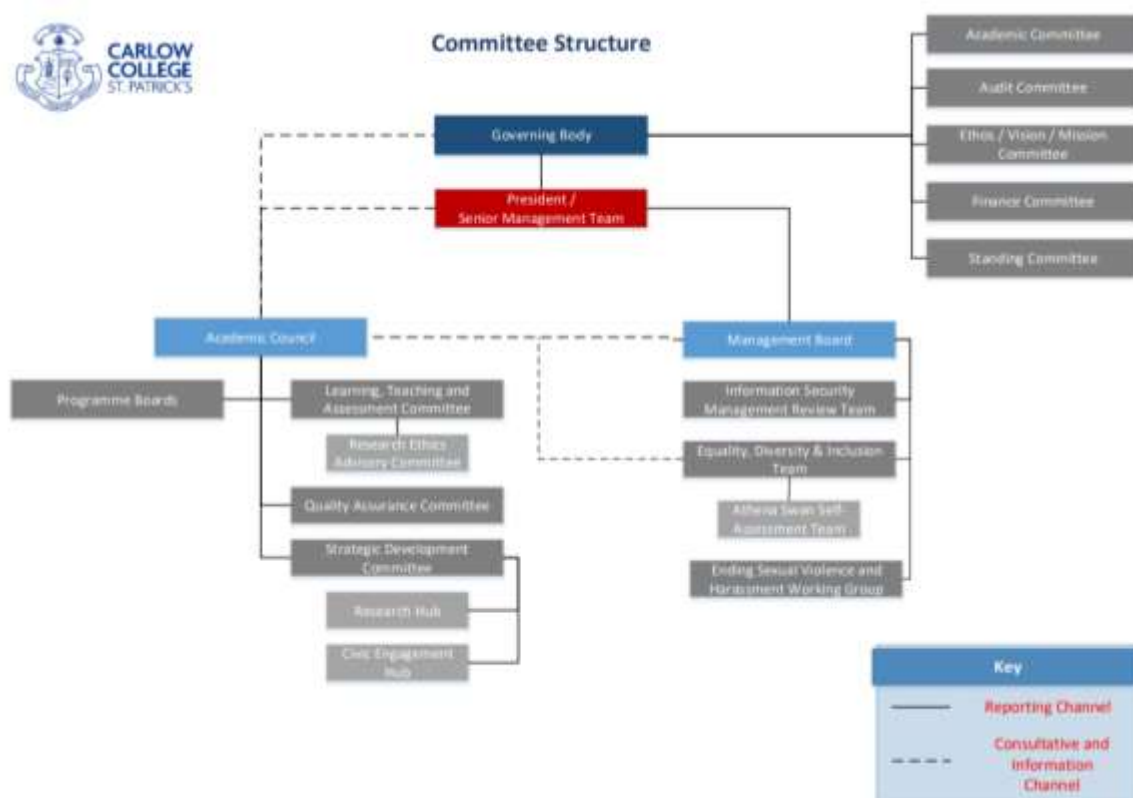
⁴ *National Strategy for Higher Education to 2030*

Section 2: Membership

Membership of the Civic Engagement Hub, as set out below, is for a period of three years from appointment and may be extended as required in consultation with the staff member's Line Manager.

Function	Mode of Selection
Chairperson	Nomination (by the Chair of the Strategic Development Committee)
Secretary	Elected by members of the Civic Engagement Hub
1 representative for the Arts & Humanities, Psychology, English & History, Applied Social Studies (Professional Social Care) and Social, Political and Community Studies programmes	Nomination by Programme Directors
1 representative from postgraduate programmes (i.e. PGD / MA in Irish Regional History, MA (Leadership in Therapeutic Child and Social Care, HDip in Politics and Society).	Nomination by Programme Directors
2 Professional and Support Staff	Two Professional and Support staff nominated by the Athena SWAN Self-Assessment Team.
Student Representative Team Member	Nominated by Director of Student Services and Learner Resources

Section 3: Reporting Structure



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

Section 4: Terms of Reference

The Civic Engagement Hub is tasked with:

- identifying and developing a global picture of the College's existing areas of community engagement and collaborative exchange;
- encouraging, supporting and valuing learners and staff who engage with civil society organisations whose values are in keeping with the College Ethos;
- developing and purposefully drive a comprehensive engagement strategy agenda that fosters and nurtures all forms of active citizenship at local, national and international levels;
- having an active and supporting role in College programme development, which will enhance the College's activities in this area;

- initiating meaningful relationships with other stakeholders with similar values and objectives, in identifying collaborative opportunities and partnerships involving civic society organisations;
- connecting the College's expertise with local, national and international organisations, communities and institutions;
- developing the decision-making process within the Engagement Hub; and
- creating and keeping records of meetings adhering to the *Records Management Policy*.

Section 5: Quorum

The quorum for a meeting shall be fifty percent plus one of the current membership of the Civic Engagement Hub, one of whom shall be the Chair.

Section 6: Voting at Meetings

All decisions of the Civic Engagement Hub shall normally be carried by consensus. However, where this is not possible, a simple majority of votes shall decide, and in the case of equality of votes, the Chair shall have a second or casting vote.

Section 7: Frequency of Meetings

The Civic Engagement Hub shall meet as required by its work, but at a minimum, shall meet monthly during the Academic Year.

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.

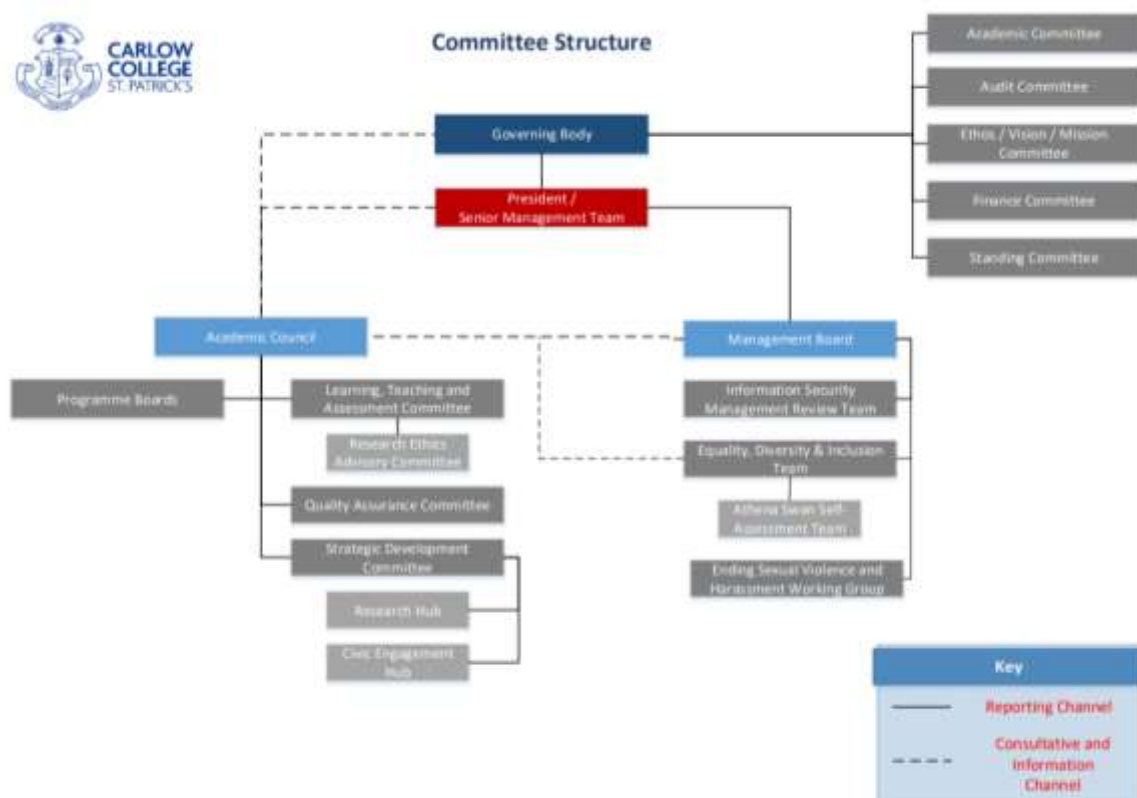
Section 2: Membership

Membership of the Research Hub, as set out below, is for a period of three years from appointment and may be extended as required and agreed by the Line Manager.

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 and MA / PGD in Irish Regional History	Nomination by Programme Directors
1 representative for the Social Care, Social, Political and Community Studies, Psychology 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.
Students' Union Representative, Postgraduate Officer	<i>Vacant</i>

Section 3: Reporting Structure



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 *Records Management Policy*.
- 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: Quorum

The quorum for a meeting shall be fifty percent plus one of the current membership of the Research Hub, one of whom shall be the Chair.

Section 6: Voting at Meetings

All decisions of the Research Hub shall normally be carried by consensus. However, where this is not possible, a simple majority of votes shall decide, and in the case of equality of votes, the Chair shall have a second or casting vote.

Section 7: 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

Learning, Teaching and Assessment Committee

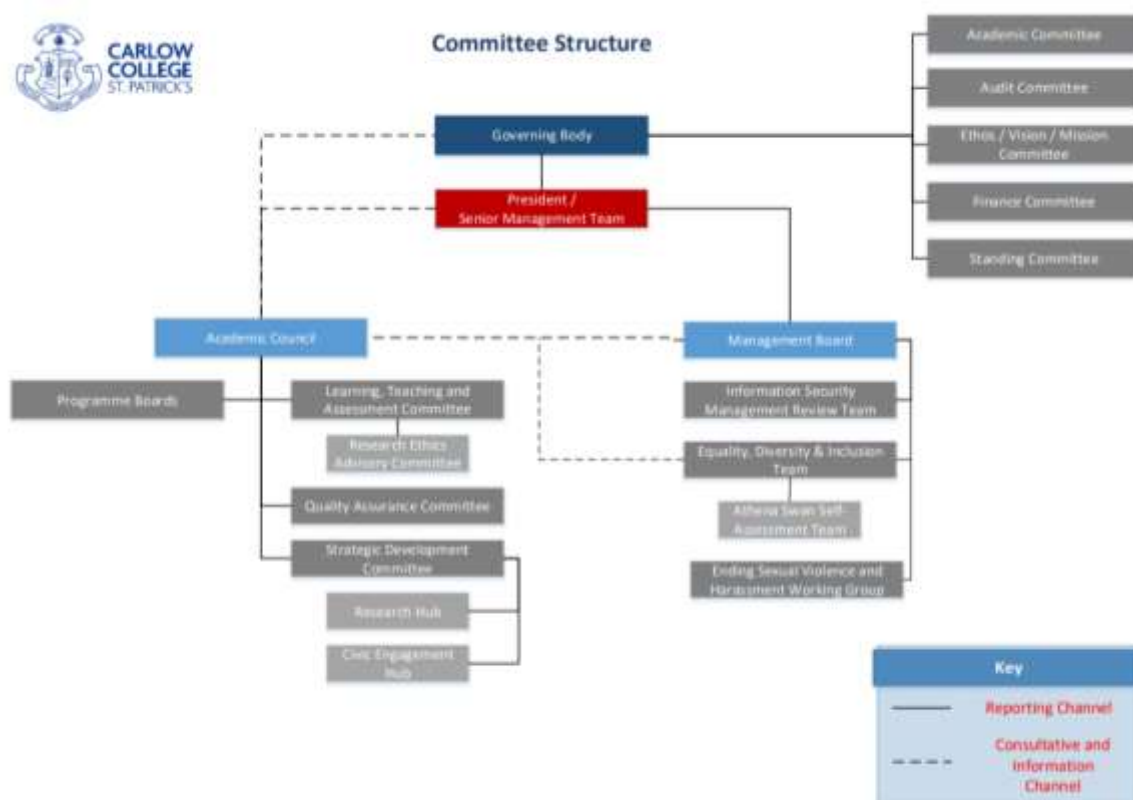
Section 1: Remit

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 Learning, Teaching 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
Head of Academic Delivery and Programmes, Chair	<i>Ex Officio</i>
Representatives of the seven Programme Boards	<i>Ex Officio</i>
IT Manager	<i>Ex Officio</i>
Quality Assurance Officer	<i>Ex Officio</i>
Research Ethics Advisory Committee Chair(s)	<i>Ex Officio</i>
Data Protection Officer	<i>Ex Officio</i>
Educational Technologist	<i>Ex Officio</i>
Representative of ARO	Nominated by Director of Student Services and Learner Resources
Students Representative Team Member	Nominated by Director of Student Services and Learner Resources

Section 3: Reporting Structure



The Learning, Teaching 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 Learning, Teaching and Assessment Committee.

Section 4: Terms of Reference

The Learning, Teaching 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 [Learning and Teaching and Assessment 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;
- informing and being informed by the Blended Learning Framework in supporting staff in the delivery of blended learning;
- ensuring learning and teaching practice is consistent with regulatory requirements;
- regularly review the technological requirements of learning and teaching;
- maintain a master list of available digital tools to enhance learning and teaching and review this annually;
- 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: Quorum

The quorum for a meeting shall be fifty percent plus one of the current membership of the Teaching, Learning and Assessment Committee, one of whom shall be the Chair.

Section 6: Voting at Meetings

All decisions of the Teaching, Learning and Assessment Committee shall normally be carried by consensus. However, where this is not possible, a simple majority of votes shall decide, and in the case of equality of votes, the Chair shall have a second or casting vote.

Section 7: Frequency of Meetings

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

Terms of Reference **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.

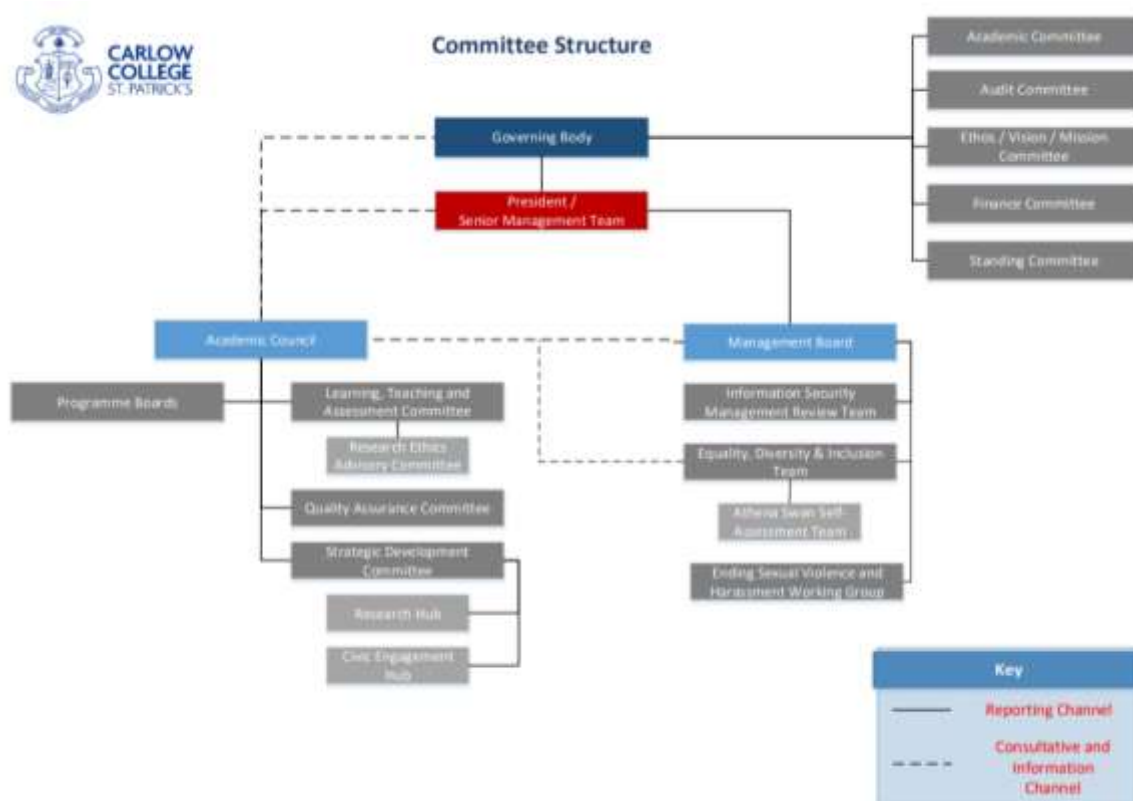
Section 2: Membership

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 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 and MA / PGD in Irish Regional History	<i>Ex Officio</i> (Nominated by Programme Board)
Representative from Social Care and Social, Political and Community Studies Programme Board	<i>Ex Officio</i> (Nominated by Programme Board)
Representative from Psychology 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 learners 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 learners 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; and
- creating and keeping records of meetings adhering to the *Records Management Policy*.

Section 5: Quorum

The quorum for a meeting shall be fifty percent plus one of the current membership of the Research Ethics Advisory Committee, one of whom shall be the Chair.

Section 6: Voting at Meetings

All decisions of the Research Ethics Advisory Committee shall normally be carried by consensus. However, where this is not possible, a simple majority of votes shall decide, and in the case of equality of votes, the Chairs shall have a second or casting vote.

Section 7: 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 learners. Meetings may be called outside of these set meetings when necessary.