

## Terms of Reference – Programme Board (GOV-TOR-008)

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### Purpose

A Programme Board is established for every academic programme to develop, monitor, and review the provision of the programme, ensuring academic and professional standards are maintained and that learners receive fair and effective opportunities to learn in a stimulating and supportive learning environment.

Each Programme Board is a subcommittee of the Academic Board.

### Key Responsibilities

#### Development of programme

- Actively engage in all aspects of the curriculum development process including agreement of minimum intended programme learning outcomes, module content, mode of delivery, assessment strategy and review.
- Commit to providing current and emerging evidence in relation to the subject matter and overall programme content
- Respond to emerging policy, practice and evidence to ensure that the programme remains current.
- Ensure alignment with QQI's Core Statutory Quality Assurance Guidelines (2016), Assessment and Standards (Revised 2013) and the Statutory Quality Assurance Guidelines for Providers of Blended Learning Programmes (2018) as relevant, RCPI policy and relevant national policy.

#### Ongoing Monitoring

- Ensure that ongoing programme monitoring is conducted.
- A full review of each programme will be completed every 5 years

### **Governance:**

- Comply with RCPI's governing instruments (Charter, By-laws and Standing Orders)
- Consider any matters to be referred to the Academic Board
- Ensure that recommendations made by external examiner and QQI (where appropriate) are considered and implemented as appropriate.
- Report into the Academic Board on a quarterly basis

### **Oversight**

- Determine appropriate assessment approaches and oversee the assessment and examination process.

### **Other Responsibilities:**

- Consider opportunities for learner progression on completion of the programme.
- Identify appropriate faculty members who will positively engage in the delivery of the programme content.

## Membership

- Programme Lead
- Module Leads
- Education Specialist
- Learner
- Patient representative (where appropriate)
- Programme coordinator
- Board Secretary

## Specific Procedural Rules

### **Nature of meetings**

- Board meetings are held face-to face, by telephone, videoconference, or other electronic means.
- Board members are required to fully prepare for each meeting, read the documentation in advance, and make every reasonable effort to attend each meeting.

### Frequency of Meetings

- Board meetings are held as often as required during the development phase and then quarterly for the overall running of the programme.
- The Board determines its meeting schedule annually in advance and meet as scheduled.

### Quorum

- The quorum for a Board meeting is 50% of the membership rounded up to the nearest whole number.
- Every reasonable effort should be made to ensure the quorum includes at least one learner representative.
- Where a loss of quorum is identified, the meeting may be adjourned until a time the Chairperson determines.

### Decisions

- Decisions are normally made by consensus, but in the absence of consensus by open vote.
- Where there is a tied vote, the Chairperson has the casting vote.
- Decisions may be made at a duly called and constituted meeting, or by a resolution in writing to all members which is approved in writing by at least a quorum of members.
- Where any voting member could be perceived to have a conflict of interest in relation to the matter being considered, they will be recused from the decision-making process. Conflict of Interest statement item will be included on all agendas.
- Any matters for decision considered when the meeting is inquorate must be subsequently ratified at the next Committee meeting before those decisions can be actioned.
- All decisions must be formally recorded. In the absence of a formal record, any apparent decision shall be deemed null and void.

### Self-assessment

- The Programme Board undertakes a self-assessment of its performance against these terms of reference every three years.
- Information arising from that review is provided to a nominated person who is external to RCPI along with any information the nominee requests to facilitate its review of the Boards performance and its membership.

### Review of the Terms of Reference

- The Chairperson reviews these terms of reference every two years, in conjunction with the Programme Board and amend as appropriate.
- Any amendments are included in the annual report.

### Terms of Office

- The terms of office of the Programme Board is two years. The term of office for learner representatives is determined by the duration of their programme, likely one year.

Approved by	Date
Approved by Academic Board	November 2020
Review	Date
Next review date	November 2027