

THE PROGRAMME COMMITTEE

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Description: Revised Issue
Issued by: Quality Manager
Approved by: Quality Manager

1. **Subject** Programme Committee

- 2 **Purpose** to detail procedures for use by the Programme Committee of the Institute for Supply Chain Excellence.

- 3 **Scope** The governance of the academic process

- 4 **References** Quality Assurance Guidelines and Criteria for Provider Access to Initial Validation of Programmes for Higher Education and Training Leading to QQI Awards, [2013]
HET Core Validation Policy and Criteria [2013]
Quality Manual, section 4.7
Procedures Manual ref:
 AP/407.02 The Academic Council
 AP/407.04 Programming of Modules
 AP/407.05 Access, Transfer and Progress
 AP/407.06 External Examiner and Examinations Boards
 AP/407.07 Assessment of Assignments and Dissertations
 AP/407.08 Evaluation of Modules
 MS/414.01 Corrective and Preventive Action
 SA/411.01 Control of Quality Records

- 5 **Documentation**
 - 5.1 Draft Course Learning Outcomes List ref: AP/407.03 – 7.3.1
 - 5.2 Agenda for Programme Committee Meeting Form ref: AP/407.03 – 7.6.1

- 6 **Definitions**

S.I.G: This term refers to a 'significant interest group', formed for the purpose of carrying out a systematic course approval and re-approval process or investigating possible new academic programmes.

- 7 **PROCEDURES**
 - 7.1 **Responsibility**
 - 7.1.1 The Dir. Academic Admin. shall be responsible for implementing this procedure.
 - 7.1.2 The Academic Council shall appoint the Programme Committee.
 - 7.1.3 The actions and governance of the Programme Committee shall be subject to review by the Academic Council.

7.2 The Programme Committee

7.2.1 The aims of the Programme Committee shall be to:

- a. Identify and promote opportunities for further development of the Institutes range of programmes and collaborative provision:
- b. Encourage innovation and flexible learning;
- c. Ensure an integrated portfolio development so that the capacity of the Institute and its partners to deliver a consistently high student learning experience is maintained.
- d. Review the relevance of current range of programmes and determine what appropriate changes could be made to ensure continued relevance to the Institutes/students requirements.

7.3 The Programme Committee – duties and responsibilities

7.3.1 The qualitative evaluation of pedagogy and the effectiveness of learning shall be a key area of responsibility of the Programme Committee. The Programme Committee shall, on behalf of the Academic Council:

- a. Ensure that programme design is underpinned by a learning outcome approach that flows from the National Framework of Qualifications to the Programme Learning outcomes to Module Learning outcomes.
- b. ensure that Module Learning Outcomes listed in the module descriptor are congruent with the Programme Learning Outcomes, see attachment 5.1
- c. monitor and evaluate the quality of pedagogy and effectiveness of the learning provision.
- d. review assignments and other coursework produced by students in part fulfilment of modules.
- e. monitor and review marks awarded and the feedback given to student on assignments presented.
- f. review and assess student evaluations of modules
- g. review the Module Managers [Associate Lecturers] report on individual modules
- h. review and make recommendations on all proposals for new academic programmes, new academic qualifications and major changes to existing programmes and proposals to modify existing modules
- i. monitor the approach by which Associate Lecturers [module managers] exercise their delegated authority over minor updates to modules for which they are responsible

- j. oversee and monitor the review and evaluation of modules that form part of the QQI validated programme to ensure continuous enhancement of quality assurance processes
- k. oversee and monitor the review and evaluation of new academic programmes and qualifications
- l. The Programme Committee shall provide regular reports and Update to the Academic Council.

7.4 Attendance at Programme Meetings

7.4.1 The following personnel are members of the Programme Committee and shall be required to attend meetings of the Committee:

- Programme Manager
- Director of Academic Administration and Student Affairs.;
- Administrator;
- Associate Lecturers
- Academic Supervisors
- Student Representative [1];
- Quality Manager
- and any other person invited to attend a particular meeting.

7.4.2 The members of the Board of Directors shall be ex-officio members of the Programme Committee.

7.4.3 The meeting shall be chaired by the Dir. Academic Admin. who may nominate another member of the programme committee to chair a particular meeting.

7.4.4 The Associate Lecturers shall be required to attend meetings of the programme committee and present their report on the modules they have managed since the last meeting of the committee.

7.4.5 Academic Supervisors who are currently supervising student dissertations shall be required to attend meetings of the programme committee and present a report on the progress of the dissertations they are supervising since the last meeting of the committee.

7.4.6 The Administrator shall attend all meetings and act as secretary to the meeting.

7.4.7 A quorum for the meeting shall be the Chairperson; the Dir. of Academic Administration; the Administrator; the Quality Manager and one other person entitled to attend.

7.5 Frequency of Programme Meetings

7.5.1 Programme Meetings shall be held at the end of each academic semester or as deemed necessary by the Dir. Academic Admin.

7.6 Agenda for Programme Meetings

7.6.1 The agenda for each Programme Meeting shall be set out in the format as detailed in Form OP/407.03 - 7.4.1. (see attachment 5.2).

7.6.2 The Administrator shall publish and circulate the agenda (in their capacity as Secretary) to all members of the Programme Committee and those persons invited to attend, at least **one week** before the date of the meeting.

7.7 Minutes of Programme Meetings

7.7.1 The Administrator shall arrange for the minutes of each meeting to be published and circulated within **one week** of the meeting, to all members of the Programme Committee.

7.7.2 The minutes shall be presented for approval at the next programme meeting and on adoption shall be signed by the Chairperson as a true and accurate record.

7.7.3 Copies of adopted minutes shall be submitted to the Academic Council.

7.7.4 Copies of the adopted minutes shall be placed on file and made available to the internal auditors and the QQI external auditors as and when requested.

7.8 Monitoring of Programme[s] – Modules and Support Systems

7.8.1 The monitoring of programmes – modules and support systems involves the ongoing evaluation of programme delivery.

8.8.2 The purpose of these procedures is to:

- ensure systematic processes exist for gathering and considering information that can be used to improve the quality of service delivered by the Institute.
- ensure standards through all procedures and in particular, academic procedures, remain current and continue to meet their stated aims:
 - i. monitoring the degree to which students attain the intended learning outcomes of the programmes and the extent to which metrics used in assessment are appropriate;
 - ii. contributing to the development of a quality culture in which all stakeholders are aware of their respective roles and that actions are taken to address identified weaknesses in the system;
 - iii. ensuring that all elements of the quality assurance system fall within the framework of systematic periodic reviews.

8.8.3 For further details of the monitoring programme[s] see procedure reference: AP/407.14 [*Monitoring of Academic quality support systems*]

7.9 Course Evaluation and Revalidation

7.9.1 The Institute operates systematic course approval and re-approval processes.

7.9.2 At the core of the initial evaluation procedure is the preparation of a course document by a '*Significant Interest Working Group*' [SIG] appointed by the Programme Committee.

- 7.9.3 Members of the SIG shall be composed of members drawn from: associate lecturers; academic supervisors and external experts with relevant experience in the subject matters.
- 7.9.4 Course documents prepared by the SIG shall provide such information as: aims and intended learning outcomes of the course; learning outcomes of the individual modules; content, structure; regulations; learning, and teaching, and assessment methods and physical and human resources requirements.
- 7.9.5 When the course document is completed SIG shall present its findings to the Programme Committee.
- 7.9.6 The Programme Committee shall establish a special purposes Evaluation Panel.
- 7.9.7 This special panel [of three] shall be chaired by the Dir. Academic Admin. and two others persons, neither of whom shall be involved in the course under review.
- 7.9.8 An evaluation panel is expected to provide an independent, thorough and critical but constructive assessment of the proposal as set out in the document, and to report back to the Programme Committee with detailed recommendations.
- 7.9.9 The Report shall be presented to the Academic Council for consideration and decision.
- 7.9.6 As and when the Academic Council has given its approval of a course document for use by the Institute, the document shall be presented to QQI for validation.

7.10 Annual Monitoring Report

- 7.10.1 The Programme Committee shall ensure that systematic processes exist for gathering and considering information that can be used to improve the quality of service delivered by the Institute. See procedure reference AP/407.14 [*Monitoring of Programme – Modules and Support Systems*]
- 7.10.2 The Programme Committee shall complete an Annual Monitoring Report for inclusion in their Report to the Academic Council.

7.11 Academic Quality Assurance Records.

- 7.11.1 The Administrator shall generate files for the safe storage and retrieval of all documents generated in the processing of this procedure.
- 7.11.2 Files generated as a result of this procedure shall be regarded as quality records and shall be maintained in accordance with procedure Control of Academic Quality Assurance Records ref: SA/410.01.

SAMPLE

Attachment 5.1

Draft Programme Learning Outcomes

ref: AP/407.03 - 7.3.1

The following is an extract of the Programme Learning Outcomes taken from the Institutes draft Programme Document for our MSc Leadership and Supply Chain Management.

Knowledge:

On successful completion of this programme the graduate will be expected to:

- Have mastered a significant body of knowledge relating to the management of supply chain situations, which is informed by developments and academic research at the forefront of the field of knowledge supply chain management as applied, in general management.
- Have developed a critical awareness of contemporary issues relating to the field of study.
- Have explored the various disciplines comprising supply chain management and acquired an understanding of the manner in which these are combined in the overall process of management.

Know-How and Skill:

On successful completion of this programme the graduate will be expected to:

- Be able to analyse a comprehensive range of operational and strategic issues in supply chain management and propose solutions or alternative courses of action to deal with same.
- Know how to apply specialised analytical techniques in the management and planning of supply chain enterprises, selecting where necessary from a range of heterogenic, complex and advanced skills across a range of fields of learning.
- Have obtained the knowledge and capability required to develop new skills to a high level including those skills that involve novel and nascent techniques.

Competence:

On successful completion of this programme the graduate will be expected to:

- Have the academic knowledge and practical competency to be able to act in a wide and often unpredictable variety of professional levels and in situations not always well defined.
- Be able to take significant responsibility for the work of individuals or groups and to be able to lead and initiate activity in this context.
- Be proficient in the art of leadership, to be able to identify 'felt' needs and take responsibility for the continuing professional development of self and others in a workplace setting.
- Have a broad enough perspective to be able to scrutinise and reflect on social norms and relationships with the competence to act, to change them where required.

SAMPLE

Attachment 5.2

Agenda for Programme Meeting

Form AP/407.03 - 7.6.1.

AGENDA
Programme Meeting

Date:
 Time:
 Location:

Present:

Apologies:

Agenda Item:	Action by:
1. took the chair.	
2. Approval of meeting held on:	
3. Reports from the Dir. Academic Admin and Student Affairs.	
3. 1 Update on schedule of modules	
3. 2 Numbers participating students.	
3. 3 Student Evaluations of Modules	
3. 4 Reports from Module Managers	
3. 5 Performance of Associate Lecturers	
3. 6 Appropriateness of Venues	
3. 7 Performance of Academic Supervisors	
3. 8 Student Complaints	
3. 9 Development of Dissertations	
3. 10 Report from External Examiner	
3. 11 Student Participation and Feedback	
3. 12 Corrective actions	
4. Reports from the Administrator	
4. 1 General administration	
4. 2 Consultative surveys	
4. 3 Statistical techniques.	
4. 4 Appropriateness of Quality Assurance System	
5. A.O.B.	
6. List of Action Points arising from the meeting	
7. Evaluation of Management Review meeting	
8. Date of next meeting:	