

Terms of Reference of the D8CEC AQAC

Purpose

The Academic Quality Assurance Committee has responsibility, for the oversight of all matters pertaining to Quality Assurance for QQI delivery such as the development of new programmes, delivery, assessment and review and approval , and other issues pertaining to the quality of accredited programmes, which are delivered in Dublin 8 Community Education Centre.

Objectives

- Establish, maintain, develop, and monitor the strategy and effectiveness of quality assurance and standards of education provision for learners in D8CEC CLG.
- Approve the development of new QQI programmes in D8CEC. This approval will be cognisant of potential learner numbers and the capability of D8CEC to accommodate such a programme within its facilities and available resources.
- Review and approve all programmes, modules and documentation submitted for validation to QQI.
- Assign responsibility for QQI quality assurance tasks, such as new programme development, programme reviews and approval , validation, self-evaluations and all accreditation applications.
- Consider conditions and recommendations from QQI quality assurance reviews and action and/or prioritise work to be implemented based on these recommendations.
- Review and approve any minor revisions and updates to the D8CEC quality assurance policies and procedures including the overall Quality Assurance Manual relating to QQI delivery.
- The D8CEC AQAC convenes programme development committee should the need arise.

Memberships

The Committee shall meet four times per year or more frequent if required. Selected members will serve no more than three years.

D8CEC AQAC Members

Chairperson: External member with expertise in Education
D8CEC Centre Manager
D8CEC Board Member
D8CEC Paid Tutor
D8CEC Voluntary Tutor
D8CEC Learner Representative

Meetings and Quorum

The D8CEC AQAC shall meet four times per year or more frequent if required and quorum for a meeting will be Chairperson plus 3 members. Selected members will serve no more than three years.

Notice of Meetings

Notice of meetings will be 4 weeks

Manner of Meetings, Decisions and Operational Arrangements

Decisions will be reached based on a consensus during the meeting. In the event of disagreement, the majority makes decisions. The Chairperson of the Committee holds a second or casting vote in the event of an equality of votes. A Committee Member who remains opposed to a proposal after a vote in its favour can ask for his/her disagreement to be noted in the record of the meeting but must abide by the majority decision taken.

Record of Meeting

The D8CEC Centre Manager will take minutes, set agenda, and notify members of meetings dates.

Attendance at Meetings

Committee members will be expected to attend all meetings.

Reporting Responsibilities

The D8CEC AQAC will report directly to the centre Manager regarding programme development, approval, academic policies, QQI validation and all matters relating to QQI quality assurance. The D8CEC AQAC reports to the D8CEC Board of Management with anything regarding financial and facilities