

Terms of Reference of the D8CEC PDC

Charity No: 20241

Purpose

- The Programme Development Committee has responsibility for Programme Development, QQI Validation, Delivery and Review Policy and Procedure following approval by the AQAC

Objectives

- Development of new QQI programmes in D8CEC.
- Assign responsibility for QQI quality assurance tasks, such as new programme development.
- The D8CEC PDC has sole responsibility for the development of new D8CEC programmes.
- The D8CEC PDC reports to the D8CEC AQAC

Memberships

The Committee shall meet once a year or more frequent if required. Selected members will serve no more than three years.

D8CEC PDC Members

Chairperson: External member with expertise in Education
D8CEC Assistant Manager
D8CEC Internal Subject Matter Tutor
D8CEC External Subject Matter Tutor

Meetings and Quorum

The D8CEC PDC shall meet once a 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 Assistant 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 PDC will report directly to the D8CEC AQAC regarding programme development, approval 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