

Hibernia College Quality Framework

Terms of Reference for the Teaching, Learning and Assessment Committee



1 Introduction

1.1 Purpose

The Teaching, Learning and Assessment Committee (TLAC) guides the Academic Board and the College community in strategy, policy, and approach to teaching, learning, and assessment for all programmes.

1.2 Status of the TLAC

The TLAC is a subcommittee of the Academic Board.

2 Composition and Membership

a. *Ex Officio Members*

- i. All Directors of Programmes.
- ii. Director of Online Learning.

b. *Chairperson*

- i. The TLAC elects a chairperson from amongst its members for a two year period.

c. *Vice Chairperson*

- i. The TLAC elects a vice chairperson from amongst its members who shall act as vice chairperson for a two year period.

d. *External Members/Appointed members*

- i. One external member appointed by the Academic Board.
- ii. One member of faculty per programme, appointed by the Director of the Programme.

e. *Nominated members:*

- i. There are no nominated members.

f. *Elected members:*

- i. Three adjunct faculty representatives elected from among adjunct faculty.

g. *Co-opted members:*

- i. The Chairperson may, with the support of the majority of the members of the TLAC meeting at an ordinary meeting of the Committee, co-opt a member of the College or an external party to the committee for a period of one year, where such a co-option assists in the discharge of the responsibilities of the TLAC.
- ii. Normally a maximum of two persons may be co-opted to the TLAC at any one point in time.

h. In attendance - by invitation

- i. The Chairperson may invite an external party deemed relevant to the business of a meeting to attend.

i. In Attendance – secretarial

- i. A member of administrative staff is invited by the Chairperson act as secretary to the TLAC.

3 Terms of Reference

3.1 Functions and Responsibilities of the TLAC

a. The TLAC:

- i. Promotes innovation and excellence in teaching, learning, and assessment in Hibernia College.
- ii. Advises the Academic Board on the management of teaching, learning, and assessment and the alignment of the Teaching, Learning and Assessment Strategy with the Hibernia College Quality Framework.
- iii. Reviews the academic rules and regulations for the College and recommends changes to the Academic Board.
- iv. Offers advice to Directors of Programmes on issues in teaching, learning, and assessment pertaining to their Programmes.
- v. Oversees the analysis and benchmarking of Programmes and academic standards.

3.2 Meetings

a. Nature of meetings

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

b. Frequency of Meetings

- i. TLAC meetings are held at least four times per year, normally once per quarter before a meeting of the Academic Board.
- ii. The TLAC determines its meeting schedule annually in advance and meet as scheduled.

c. Quorum

- i. The quorum for a committee meeting is 50 per cent of the membership, plus one.
- ii. Where a loss of quorum is identified, the meeting may be adjourned until a time determined by the Chairperson.
- iii. Any matters for decision considered when the meeting is inquorate must be subsequently ratified at the next TLAC meeting before those decisions can be actioned.

d. Decisions

- i. Decisions are normally made by consensus, but in the absence of consensus by open ballot.
- ii. Where there is a tied vote, the Chairperson has the casting vote.

- iii. Decisions may be made either at a duly called and constituted meeting, or by a resolution in writing to all members which is physically or electronically signed by at least a quorum of members.
- iv. Any matters for decision considered when the meeting is inquorate must be subsequently ratified at the next TLAC meeting before those decisions can be actioned.

3.3 Ensuring Effective Practice

a. Agenda and Minutes

- i. Agendas and associated documentation are distributed at least five working days before the meeting.
- ii. Members are notified of the location and availability of material.
- iii. Only with the Chairperson's permission are late papers or the tabling of papers be accepted.
- iv. All papers must be submitted to the secretary by the specified submission deadline.
- v. TLAC records shall be retained by the secretary.
- vi. Minutes are to be prepared of each meeting.
- vii. The Chairperson reviews the draft minutes and matters arising, after which the Secretary circulates the documents to all TLAC members and include them in the agenda papers for the next meeting.

b. Annual Work Plan

- i. An annual work plan is drawn up and agreed.

c. Access to Resources

- i. All members, both internal and external, are given access to all resources and artefacts needed to fulfil their duties as members.

3.4 Evaluation and Review

a. Review by the Academic Board

- i. The TLAC is reviewed by the Academic Board on its performance against these terms of reference every three years.

b. Review of the Terms of Reference

- i. The Chairperson reviews these terms of reference every two years, in conjunction with the Academic Board and amends as appropriate.
- ii. Any amendments are subject to ratification by the Academic Board.