



Academic Council Constitution

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1.0 Introduction

The Board of Directors of CCT College Dublin has devolved responsibility for academic matters to the Academic Council. The Board of Directors receives reports from Academic Council, respecting the authority and academic freedom of members of the Council.

Academic Council serves to protect, maintain, and develop the academic standards of the programmes and the activities of the College. It is the authority responsible for protecting the academic reputation of the College, the programmes it offers and the awards to which they lead.

2.0 Membership

Membership of the Council comprises academic, administrative and support personnel of the College, including faculty representatives, and student representatives for both undergraduate and postgraduate programmes. The Chair is an external person with higher education expertise. Members of the Academic Council are appointed by the Board of Directors. Membership of Academic Council is a mix of ex-officio members as well as faculty representatives and student representatives.

The Academic Council consists of the following members:

- Chair (external member with high level higher education expertise)

Ex-officio members:

- Dean of Academic Affairs (Secretary)
- Dean of School
- Head of Faculty of ICT
- Head of Faculty of Business
- Quality Assurance Officer
- Head of Student Services
- Head of Library Services
- Faculty Coordinators (one from each faculty)

Elected members

- Two Faculty representatives (one from each faculty)
- Two undergraduate student representatives (one from each faculty)
- Two postgraduate student representatives (one from each faculty)

Student representatives should normally include full and part time learners.

The College President is entitled to attend Academic Council meetings.

Elected members are appointed through nominations from within their faculty. Each nomination must be seconded and where more than one nomination is put forward an election is held with votes returned to the Dean of Academic Affairs (faculty representatives) or Head of Student Services (student representatives).

2.1 Term of Office

Elected members of the Council hold office for a period of three years and are eligible for reappointment. Membership is limited to two consecutive terms and such members may not be reappointed until at least one term has passed.

2.2 Resignation of Position

Elected members may resign their membership at any time through written notification to the Chair of the Council and the Board of Directors.

3.0 Specific Functions of the Council

The role of the Academic Council is:

- a) To review and recommend for approval or rejection proposals for the development of programmes or academic activities
- b) To consider strategic development proposals in the context of the potential impact on existing provision, learners, staffing and resources and make appropriate recommendations in respect of same, to the Board of Directors, with a view to maintaining and protecting the academic reputation of the College and its integrity as a provider of academic programmes;
- c) To approve and oversee design, development, and implementation of programmes of study in accordance with the budgets approved by the Board of Directors.
- d) To make recommendations to the Senior Management Team (SMT) and Board of Directors for the establishment of appropriate structures to deliver programmes of study, and any academic development.
- e) To facilitate decisions on the selection, admission, retention, and exclusion of students.
- f) To be responsible, for making academic regulations for the college, and to agree and maintain regulations on assessment of learners and academic conduct, subject to the requirements of QQI or any other educational authority with which the College has agreements.
- g) To manage relevant sub-committees related to academic redress, such as the Academic Standards Board (ASB), and Appeals Board.
- h) To assign such responsibilities to the QA Committee as deemed appropriate and oversee the actions of the Committee accordingly.
- i) To receive recommendations from the QA Committee in relation to annual monitoring and quality improvement planning and accept, reject or amend and approve recommendations as appropriate.
- j) To oversee the assessment of learners and formally ratify decisions relating to progression and recommendation for award as determined by Boards of Examiners.
- k) To manage and coordinate various sub-committees established by the Academic Council to carry out its work. The Academic Council can establish such and so many committees, as it sees fit to assist in the performance of its functions. The acts of all sub-committees and other academic committees at CCT shall be subject to confirmation by the Academic Council, unless the Academic Council with the approval of the Board of Directors dispenses with the necessity for such confirmation.
- l) To formally assess and approve all validation, programme review, revalidation, and institutional review processes and documentation.
- m) To contribute to the quality of all programmes of study and the institution itself.
- i) To monitor the implementation of continuous improvement activities and contribute to the future operations and strategic development of the College.

- j) To oversee the process of approval of public information, as delegated to the Dean of Academic Affairs in conjunction with relevant departmental heads.

4.0 Standing Orders

4.1 Schedule of Meetings

The Academic Council shall meet at least three times per academic year (September – August). A schedule of meetings shall be agreed in advance. Additional meetings may be scheduled upon request to the Chair, when agreed by the Chair or by decision of the Academic Council during the course of a meeting.

4.2 Duration of Meetings

Meetings will not normally be longer than 2 hours duration. Extension of a meeting beyond this duration must be approved by the Chair and agreed with at least 50% of members in advance., ensuring quorum can be retained throughout the extended period.

4.3 Notice of meetings

Members shall be given at least 5 working days' notice of a meeting. Notice must be communicating in writing and include the agenda and all associated documentation.

4.4 Documents

All documents for circulation to members of the Council shall be lodged with the Dean of Academic Affairs not less than 10 working days prior to the scheduled meeting. Additional documents may be tabled at a meeting of the Council, with permission of the Chair, in cases where it was not possible to meet the deadline for submission of documents to the Dean of Academic Affairs.

4.5 Agenda

The agenda shall document the business matters for discussion at the meeting. All proposed agenda items must be communicated to the Secretary not less than 10 working days prior to the scheduled meeting. The secretary will issue the proposed agenda to the Chair for approval prior to circulation to members.

Members may request the deletion or deferral of an agenda item at the start of a meeting. Only emergency matters which could not have been foreseen 10 working days prior to the meeting, and that are of such priority that cannot wait until the next scheduled meeting, can be added to the agenda at short notice upon the Chair's approval.

4.6 Other Business

The agenda item " Any Other Business" is for the purpose of either informing the meeting of agenda items proposed for the subsequent meeting, or, briefly notifying the Council of matters of fact. It is not for the introduction of matters that require debate and decision-making.

4.7 Quorum

To be deemed quorate, over 50% of the membership must be present. If a quorum is not established within 15 minutes of the scheduled start time of the meeting the Chair will confirm an alternative date for the meeting and all business will be deferred to the rescheduled meeting.

4.8 Members' Attendance at meetings

Elected members of Council with three instances of consecutive absence from Council meetings, unless due to illness or with prior approval of the Chair, will be considered to have resigned their membership. Process for nomination of new members will commence immediately after the third absence.

4.9 Attendance of Non-members at a Meeting

Non-members may attend a meeting of Academic Council only on invitation of the Council, communicated through the secretary, unless otherwise approved. Non-members shall remain in attendance only for the business to which their attendance relates.

4.10 Minutes

Minutes of Academic Council shall be recorded for every meeting of the Academic Council recording attendance, apologies, and decisions made by the Council. Any dissenting opinion by a Council member shall be recorded where that member specifically requests it. Minutes shall be drafted by the Secretary and forwarded to the Chair for confirmation of accuracy and approval to circulate. Formal approval of the minutes shall take place at the subsequent meeting.

Minutes of Council meetings shall be circulated to all members of the Council and to the Board of Directors via the College President. Copies of the minutes will be available to any member of College staff and will be stored on the shared drive.

5.0 Committees of Academic Council

The Board of Directors, in devolving responsibility for academic matters to Academic Council, authorises the Council to establish such committees as deemed necessary to fulfil the duties and responsibilities of the Council. Such committees may comprise partly or entirely of persons who are not members of the Academic Council. Academic Council shall determine the membership, duties and responsibilities of such committees. Committees shall not have any authority of Academic Council devolved to them but have all proposals and decisions subject to approval of the Academic Council.

The following committees are constituted, in accordance with procedures documented in the QA manual, to assist the Council in fulfilment of its duties:

- QA Committee
- Programme Board
- Academic Standards Board
- Appeals Board
- Student Services and Pastoral Care Committee

6.0 Changes in the Constitution

The Council, through the Chair, may request approval from the Board of Directors for changes to the Constitution to improve the workings of the Council. The Board of Directors provides a supporting role to Academic Council, not a regulatory one.