



## Collaborations Committee Terms of Reference

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<b>Staff member responsible for update</b>	Principal

### Amendment History

Version	Revision Summary	Date Approved	Author



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### Objectives

1. The objective of the Collaborations Committee is to monitor the delivery of all validated programmes by collaborative partners. It ensures that the principles, policies and procedures set out in the College's Collaborative Partner Handbook (Validation), and associated documents, are adhered to and that the management and assurance of the academic quality and standards of academic awards conferred by the College are maintained.

### Responsibilities

2. The Collaborations Committee has delegated authority from the Academic Board and is responsible for:
  - a. Monitoring the work of the Academic Partnership Section;
  - b. Approving minor modifications of partner programmes;
  - c. Recommend major modifications of partner programmes for approval by the Academic Board;
  - d. Examining Annual Review Reports of all College validated programmes;
  - e. Analysing the results from a Collaborative Partner Student Feedback Form;
  - f. Reviewing major issues in the delivery or management of the collaborative provision identified in an Academic Link Tutor's report;
  - g. Considering recommendations to close or suspend a programme of a collaborative partner.

### Reporting

3. The Collaborations Committee will provide a report to the Academic Board of its activities twice a year.
4. The Collaborations Committee will undertake regular information exchange with the Undergraduate and Postgraduate Programme Committee to ensure continued parity across the various programmes validated by the College.

### Membership

5. The Group will comprise:
  - Director of Undergraduate Studies (Chair)

- Director of Postgraduate Programmes (Deputy Chair)
  - Dean of Ministerial Formation
  - Academic Link Tutor's for the programmes under consideration
  - At least three College faculty members
  - Not more than two student representatives from each programme under consideration.
6. The Principal is an *ex officio* member of this Committee.
7. The Committee will be supported by the administrator of the Academic Partnership Section.

### **Meetings**

8. The Collaborations Committee is a standing committee convened by the Academic Board.
9. The group meets as regularly throughout the year as required, with a minimum of two meetings per annum.
10. Four members including the Chair or Deputy Chair, Academic Link Tutor, a faculty member and one student will constitute a quorum.
11. The minutes of the Committee will constitute a formal record of its meetings and decisions.
12. There are no subcommittees of the Collaborations Committee.