



## **The UCD Agriculture and Food Science Taught Programmes Board**

### **Terms of Reference**

*Revisions approved Academic Council on 23 November 2023*

#### **1. Purpose and function of the Board**

- 1.1. The Agriculture and Food Science Taught Programmes Board is responsible to the Academic Council or its relevant committee for the design, development, regulation and quality, and for overseeing the delivery of the programmes under its remit.
- 1.2. The Board is responsible for monitoring the overall performance of students registered to these programmes, including Erasmus, Exchange and Occasional fee-paying students, monitoring their progression and ensuring their academic welfare.
- 1.3. The Board will recommend the structure and content of these programmes, and any regulations or policy which govern them, and make decisions or recommendations regarding the admission, progression, continuation and graduation of the students registered to these programmes.

#### **2. Terms of Reference**

- 2.1. The Board, subject to review by the Academic Council or its relevant committee, shall for each programme within its remit:
  - (i) Promote excellence in education by articulating the aims and outcomes of each programme and agree a strategy and academic plan for the programme.
  - (ii) Approve proposals regarding the structure and content of the programme and any special regulations relating to the programme, seeking University-level endorsement as appropriate and reporting annually to Academic Council or its relevant committee on such approvals.
  - (iii) Ensure that the modules contributing to the programme support the academic coherence of the programme and the quality of the graduate output.
  - (iv) Oversee and enhance the academic quality of the programme and the student learning experience.
  - (v) Establish, where appropriate and subject to the University's regulations and policies, programme-wide norms and guidelines regarding teaching and learning approaches, student workloads and assessment and grading practice.
  - (vi) Admit students to the programme in accordance with the University's regulations and policies.
  - (vii) Adjudicate on student applications for leave of absence from and transfer between programmes, in accordance with the University's regulations and policies.
  - (viii) Make decisions in line with the University's approved policies and procedures in relation to Continuation and Readmission, Fitness to Continue in Study and Student Fitness to Practice.
  - (ix) Establish in accordance with University policy, mechanisms to assure and

enhance the quality of educational and related activities and participate fully in the quality assurance/quality enhancement processes of the university.

- (x) Ensure implementation of University strategy, policies and procedures in teaching, learning, assessment and widening participation.
  - (xi) Monitor progression and completion rates of students.
  - (xii) The Board shall support the development of strategic and operational plans for education within the College. These plans shall be prepared within the overall planning framework for the University, Colleges and Schools.
- 2.2. The Board shall prepare annual academic operational programme plans, identifying resource implications of any proposed change in activity. The plans shall be developed in consultation with the Head of School, College Principal and College Executive. Agreed plans will be subject to review/approval at the University level for their alignment to the programme and University strategic plans. The Board will also be required to prepare strategic academic programme plans, at such intervals as the University may require.
- 2.3. Where the Board proposes changes to the programmes that may have significant resource implications, these should be planned as part of the formal academic and operational planning process. Where the Board (or the Dean or Associate Deans acting on the delegated authority of the Board) proposes a change to the programme that has significant resource implications outside this formal planning process, they must, following consultation with the Head of School and the School Executive of the School of Agriculture & Food Science, seek the endorsement of the Principal of the College of Health & Agricultural Sciences.
- 2.4. The Board shall, within the resources made available by the University, the College of Health & Agricultural Sciences and the Schools ensure that appropriate supports are in place to meet the welfare, pastoral and academic administrative needs of students registered to the programmes.
- 2.5. The Board shall work with the University and the School of Agriculture & Food Science and other relevant sections of the University to promote the programmes both internally and externally.
- 2.6. The Board shall be chaired by the Dean of Agriculture. However, where an Associate Dean has been appointed, she/he may, at the discretion of the Dean, routinely chair meetings of the Board.
- 2.7. The Board shall support the Dean and Associate Dean of Agriculture in fostering fruitful relationships with external and professional bodies, other stakeholders and alumni relevant to the programmes.
- 2.8. The Board may form such and so many sub-committees as it deems necessary to perform its functions, and may delegate any of its functions to a sub-committee. The Dean of Agriculture shall be entitled to chair, or nominate the chair, of any sub-committee established by the Board.
- 2.9. The Board will appoint Programme Directors following nomination from the Sections/Schools for each of the degree programme options and may appoint an Associate Dean to co-ordinate the activities of the programmes within the remit of the Board. The roles and responsibilities of the Associate Dean and Programme Directors shall be on the recommendation of the Dean of Agriculture.
- 2.10. The Dean of Agriculture, following consultation with the Principal of the College of Health & Agricultural Sciences, and the Board may appoint Associate Deans. The roles and responsibilities of the Associate Deans shall be aligned to University level academic leadership role descriptors.
- 2.11. The Board shall establish so many Programme Examination Boards, as subcommittees of the Board, as are required for the programmes it governs. The responsibilities of the Programme Examination Board shall be as per the Academic

Regulations.

- 2.12. The Board shall hold a Programme Forum, at least once per trimester. The Programme Forum should include all staff involved in the delivery of the programmes. The major strategic and operational decisions facing the Board during the trimester should be presented to the Forum, and the input and advice of the Forum sought and taken into consideration by the Board.

### **3. Dean of Agriculture**

- 3.1. The Dean of Agriculture will act as ex-officio Head of School of Agriculture & Food Science.
- 3.2. The Dean of Agriculture shall be appointed by the President, following consultation with the Principal of the College of Health & Agricultural Sciences and the Executive of the School of Agriculture and Food Science.
- 3.3. The Dean of Agriculture is appointed for a fixed term not exceeding five years and will be eligible for re-appointment.
- 3.4. The Dean of Agriculture shall, in respect of each of the programmes within the remit of the Board:
  - (i) Chair and ensure the proper, effective and efficient operation of the Board. However, where an Associate Dean has been appointed, the Dean may ask her/him to routinely chair meetings of the Board
  - (ii) Offer academic leadership by promoting innovation and best practice in the design, development, delivery and quality enhancement of the programme
  - (iii) Develop and maintain effective collaborative relationships with the Principal of the College of Health & Agricultural Sciences, Associate Deans, and with other Schools involved in the delivery of the programme
  - (iv) Lead the quality assurance/quality enhancement processes for the programme and participate where appropriate in the quality assurance/quality enhancement processes of the University
  - (v) Lead the implementation of University strategy, policies and procedures in teaching, learning, assessment and widening participation
  - (vi) Oversee the effective and efficient administration of the programme, supported by and in collaboration with the Agriculture & Food Science Office
  - (vii) Support the development of a collaborative administrative network involving UCD Registry, the Agriculture & Food Science Office and School administrators
  - (viii) Work with the Board and the University to ensure that the programmes meet the required standards for national, and where required, international accreditation
  - (ix) Build and develop the internal and external profile of the programme
  - (x) Liaise and build effective relationships with external and professional bodies, other stakeholders and alumni relevant to the programme
  - (xi) Perform ceremonial and representative roles in respect of the programme
  - (xii) Perform such other duties as may be assigned by the President or the Registrar
- 3.5. The Dean of Agriculture may make decisions regarding the programmes within the remit of the Board, or the students applying to or registered to those programmes, on the delegated authority of the Board.
- 3.6. The Dean of Agriculture shall be an ex-officio member of the Executive of the School of Agriculture & Food Science

- 3.7. The Dean of Agriculture will report and be accountable, via the Registrar, and the Bursar, to the President.
- 3.8. The Dean of Agriculture shall have oversight of operation and development of the Agriculture & Food Science Office.
- 3.9. Composition of the Board: The following shall be voting members of the Board
- (i) Dean of Agriculture (Chair)
  - (ii) The Associate Dean for Teaching and Learning
  - (iii) The Associate Dean of International Programmes
  - (iv) Head of School, School of Biology & Environmental Science
  - (v) Head of School, Public Health, Physiotherapy & Sports Science
  - (vi) The Programme Directors for the
    - (a) BAgrSc (Animal and Crop Production)
    - (b) BAgrSc (Animal Science)
    - (c) BAgrSc (Animal Science – Equine)
    - (d) BAgrSc (Agri-Environmental Sciences)
    - (e) BAgrSc (Agricultural Systems Technology)
    - (f) BAgrSc (Food Business with Chinese Studies)
    - (g) BAgrSc/BSc (Food Science)
    - (h) BAgrSc (Food and Agribusiness Management)
    - (i) BAgrSc (Forestry)
    - (j) BAgrSc (Horticulture)
    - (k) BAgrSc (Horticulture, Landscape & Sportsturf Management)
    - (l) BAgrSc (Dairy Business)
    - (m) BAgrSc (Crop Science)
    - (k) BSc in Human Nutrition
    - (l) BSc in Biological Sciences (GDIC)
    - (m) BSc in Horticulture (GDIC)
    - (n) BSc in Food Quality & Safety (GDIC)
    - (o) MSc(Agr) in Environmental Resource Management
    - (p) Grad Dip and MSc(Agr) in Sustainable Agriculture & Rural Development
    - (q) Grad Dip, Joint MSc (NOHA) and MSc in Humanitarian Action
    - (r) MSc in Wildlife, Conservation & Management
    - (s) MSc in Food Business Strategy
    - (t) MSc in Food, Nutrition and Health
    - (u) MAgrSc/MSc(Agr) in Agricultural Extension and Innovation
    - (v) MSc in Horticulture
    - (w) MSc in Animal Science
    - (x) MSc in Food Safety
    - (y) MSc in Sustainable Food Processing
  - (vii) Stage one / Omnibus Coordinator
  - (viii) PWE Coordinator
  - (ix) Widening Participation representative
  - (x) One academic member nominated by the Principal, College of Health & Agricultural Sciences
  - (xi) Two academic members nominated by the Registrar
  - (xii) Four student members in total nominated by the UCD Students' Union and the Agricultural Science Society or other UCD student societies relevant to programmes under the Board's remit
- 3.10. The following shall be non-voting members of the Board
- (i) The Director of the Agriculture & Food Science Office
  - (ii) The Agriculture & Food Science Programme Manager from the Agriculture & Food Science Office
  - (iii) The Communications, Marketing & Student Recruitment Manager from the School of Agriculture & Food Science Office
  - (iv) Programme Administrators from the School of Agriculture & Food Science Office

- (v) School Administrators for Teaching and Learning, School of Agriculture & Food Science
- (vi) School Administrators for Teaching and Learning, School of Biology & Environmental Science
- (vii) Up to four members (academic, administrative or student members) co-opted by the Board to ensure appropriate expertise is available to conduct its business effectively.
- (viii) Student adviser, School of Agriculture & Food Science.
- (ix) Deputy Provost GDIC
- (ix) School Office Manager

3.11. The Agriculture & Food Science Programme Manager shall act as Secretary to the Board.

#### **4. Conduct of Business**

- 4.1. The Board should meet at least 4 times per academic year, to include at least 2 meetings in the Autumn trimester and at least 2 meetings in the Spring trimester"; meetings shall be aligned to the schedule of meetings of the appropriate University committees.
- 4.2. The meetings of the Board shall be convened by the Chair, with a minimum of seven days' notice of a meeting. Meeting papers will be circulated to members five working days in advance of meetings.
- 4.3. Where the Dean is unable to attend a meeting of the Board, the Dean may nominate a member of the Board to act as chairperson for that meeting. Where an Associate Dean has been appointed, they may, at the discretion of the Dean routinely chair meetings of the Board.
- 4.4. Head of School and Programme Directors can in exceptional circumstances nominate an individual to attend and vote on their behalf, but cannot routinely delegate their responsibilities.
- 4.5. A meeting shall be considered quorate when one third of the members entitled to vote are present or represented.