

Programme Lifecycle Management (PLM) Executive Sub-Group Membership and Frequency

August 2022

BACKGROUND AND CONTEXT

Under our 2018 Devolved Responsibility Agreement for Validations with QQI, NCI agreed that the Executive Group and Academic Council would:

- Approve initiation of a programme development process
- Approve commencement of programme delivery

The December 2020 Academic Council noted the intention of the Vice-President to establish a Programme Lifecycle Management (PLM) Executive Sub-Group in early 2021 to oversee the effectiveness and robustness of NCI's Academic Programme Lifecycle Management structure. The PLM Executive Sub-Group would make recommendations to the Executive and Academic Council to inform investment and academic planning decisions on academic planning and programme development opportunities to reinforce the ongoing alignment of NCI programmes, structures and resources with NCI's mission, vision and Academic Strategy priorities.

TERMS OF REFERENCE:

- To deliver a timely and proportionate response to actual and emerging academic programme planning opportunities, challenges and risks.
- To maintain the quality, currency and effectiveness of academic policies, procedures, support services and programmes.
- To make recommendations to the Executive Group and to Academic Council on investment decisions required to enhance the relevance, responsiveness and quality of NCI's new and existing programmes and alignment with institutional, regional and national priorities, strategies and goals.
- To inform short, medium and longer-term decision-making by the Executive and Academic Council on NCI's portfolio of programmes, including the case for new programmes and for the termination of existing programmes, in line with the policy and procedures set down in Chapter 3 of the QAES handbook.

MEMBERSHIP:

- Vice-President (*Chair*)
- Registrar (*Deputy-Chair*)
- Deans
- Director, Development and External Engagement
- Director, Finance
- Director, International
- Director, Marketing
- Director, Quality and Institutional Effectiveness
- Director, Centre for Education and Lifelong Learning (*Non-Executive Member*)
- Programme Lifecycle Manager (Secretary)

attendance:

- QIE Administrative Coordinator

In such cases where a member of the PLM ESG is not available to attend a scheduled meeting, a member may propose a representative to attend in their place. The Secretary will seek the approval of the Chairperson of this proposal in advance of the meeting.

FREQUENCY OF MEETINGS:

- PLM ESG to meet tri-annually (October/November, February and May unless a business case proposal has emerged from a Dean/Director of CELL requiring urgent consideration, in which case the Chair will convene an additional meeting outside of these periods, with two weeks notice period.
- PLM ESG meetings will be held between the times of 11a.m.-1p.m. and will be held on Microsoft Teams. This is to allow flexibility for part-time staff and staff that work from home.
- The Vice-President will meet regularly with the Deans and the Director of CELL to identify any emerging opportunities or risks with a view to convening the PLM-ESG as required.

Version Control

Version	Date approved
1.0	26 th August 2022