Academic Development and Standards Committee

Policy Framework for Digital Badges

25 October 2017

2017 POLICY FRAMEWORK FOR

UCC DIGITAL BADGES

Contents

INTRODUCTION

This Policy Framework is a high-level policy document that sets direction, objectives, standards, policy and process for the development of digital badges in the University. The purpose is to ensure that a robust quality and standard is met by all digital badges issued by UCC.

OBJECTIVES OF THE POLICY FRAMEWORK

The objectives of the Policy Framework are:

OBJECTIVE 1 – To provide a *High-level Strategic Approach* to developing the organisation and navigation of UCC Digital Badges, enabling the strategic development of emerging longer-term opportunities for digital badges within UCC,

OBJECTIVE 2 – To put in place a clear *Governance and Operational Policy* for immediate use in the development and issue of externally facing, non-credit bearing digital badges and,

OBJECTIVE 3 – To ensure *UCC Digital Badge Quality and Standards* through implementing a *Stage Gate Approvals Process* for immediate use to progress the development and issue of any new digital badges by UCC.

SCOPE OF THE APPLICATION OF THE POLICY FRAMEWORK

The priority application of UCC Digital Badges in the immediate term is envisaged as being primarily for non-credit bearing activity. The scope of the application of this Policy Framework is therefore the development and issue of *externally facing* UCC Digital Badges issued as a means of recognising knowledge and skills obtained *outside of or complementary to the ECTS credit system,* delivered at *no additional cost to the earner* and *not resulting in monetary gain for the badge issuer*. These badges can be issued to UCC staff and students.

It is recognised that many potential staff activities would come under the Continuous Professional Development (CPD) Directorate and that digital badges may be a useful tool of recognising both credit and non-credit bearing CPD. It is also recognised there may be opportunity for future application for the use of digital badges as a tool to support student assessment and progression activity. This may be of particular interest to adults returning to education through ACE.

This Policy Framework, therefore, does not preclude uses or application of digital badges beyond this scope, but considers that alternative, supplementary or additional policy or procedures may be required to support such uses. The opportunity for other uses will be considered and progressed by the Digital Badge Sub Committee under their remit to oversee the overall strategic development and governance of the digital badges issued by UCC.
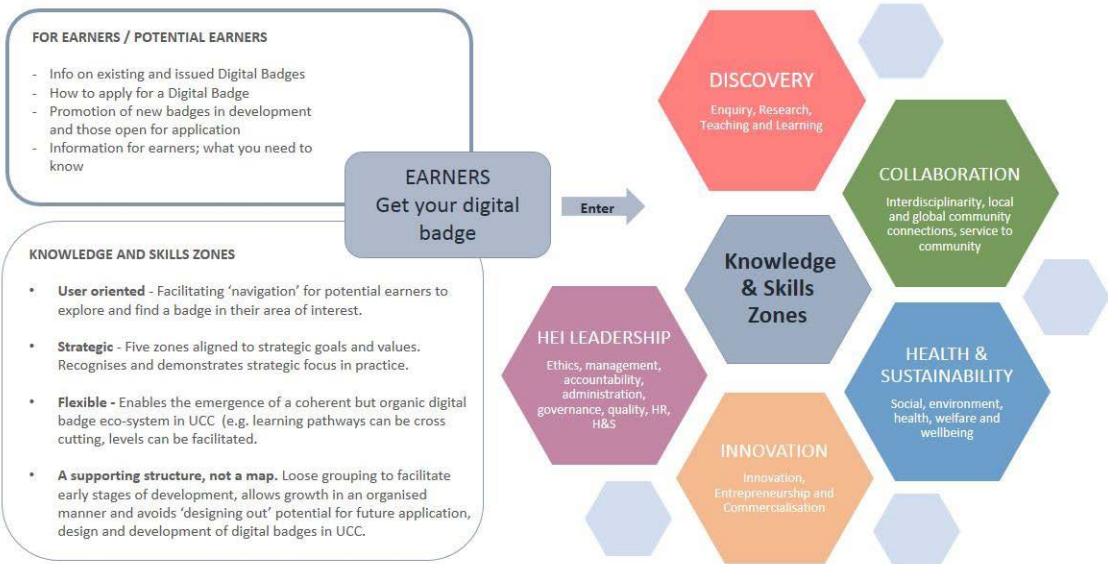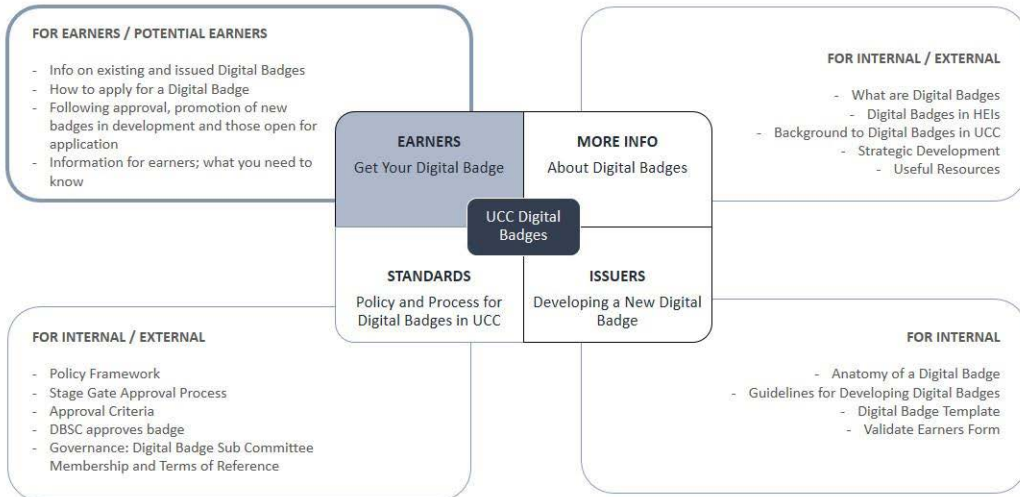
SECTION 1 - HIGH LEVEL STRATEGIC APPROACH

OBJECTIVE 1 – *To provide a **High-level Strategic Approach** to developing the organisation and navigation of UCC Digital Badges, enabling the strategic development of emerging longer-term opportunities for digital badges within UCC.*

The high-level strategic approach is to create the right conditions and an enabling environment that can realise the long-term opportunity for digital badges within the University. Strategic actions will be developed and progressed in line with the following guiding principles:

1. **Relevant and Accessible Life Wide Learning** – the organisation and navigation of badges will facilitate accessible, positive learner experience and life wide learning. Potential earners should be able to easily access, explore, earn and share relevant skills and knowledge. Other users should be able to easily access the information they need to develop, issue or verify digital badges.

2. **Aligned to UCC Strategy** - the organisation and navigation of digital badges will align with the strategic plan, goals and initiatives of the University, recognising and demonstrating the University's strategic focus in practice. Projects necessarily progress at different paces; however, the guiding principle will be to avoid 'designing out' potential for future alignment with other ongoing strategic initiatives in UCC.

3. **Agile and Flexible Eco-system–** to enable the growth of an innovative digital badge eco-system in UCC, strategic development will be agile in approach. It will facilitate the development of learning pathways and be developed in a phased and iterative approach. Where possible, strategic development will provide for integration with future systems such as the new student administration system or virtual hub.

4. **User Experience and Communications –** communication will be key to building an intuitive navigation experience, strong take-up and externally reputable digital badges. A guiding principle is that the user experience and communications are a key focus for strategic development, where the value of digital badges can be understood within the context of the wider services and supports available to UCC staff and students.

The high level strategic approach will be driven by the Digital Badge Sub Committee (DBSC) of the Academic Development and Standards Committee (ADSC). In the first instance, it is envisaged it will be reflected in the development of a user friendly on-line resource for UCC Digital Badges. This landing page will act as a 'one stop shop' for different user groups to access, develop, issue or verify UCC Digital Badges. The different user groups include potential earners, potential developers and issuers of new UCC Digital Badges or potential external audiences.

1.1 Indicative content plan for on-line resource for UCC Digital Badges

FOR EARNERS / POTENTIAL EARNERS

- Info on existing and issued Digital Badges
- How to apply for a Digital Badge
- Following approval, promotion of new badges in development and those open for application
- Information for earners; what you need to know

EARNERS
Get Your Digital Badge

MORE INFO
About Digital Badges

UCC Digital Badges

STANDARDS
Policy and Process for Digital Badges in UCC

ISSUERS
Developing a New Digital Badge

FOR INTERNAL / EXTERNAL

- What are Digital Badges
- Digital Badges in HEIs
- Background to Digital Badges in UCC
- Strategic Development
- Useful Resources

FOR INTERNAL / EXTERNAL

- Policy Framework
- Stage Gate Approval Process
- Approval Criteria
- DBSC approves badge
- Governance: Digital Badge Sub Committee Membership and Terms of Reference

FOR INTERNAL

- Anatomy of a Digital Badge
- Guidelines for Developing Digital Badges
- Digital Badge Template
- Validate Earners Form

FOR EARNERS / POTENTIAL EARNERS

- Info on existing and issued Digital Badges
- How to apply for a Digital Badge
- Promotion of new badges in development and those open for application
- Information for earners; what you need to know

KNOWLEDGE AND SKILLS ZONES

- **User oriented** - Facilitating 'navigation' for potential earners to explore and find a badge in their area of interest.

- **Strategic** - Five zones aligned to strategic goals and values. Recognises and demonstrates strategic focus in practice.

- **Flexible** - Enables the emergence of a coherent but organic digital badge eco-system in UCC (e.g. learning pathways can be cross cutting, levels can be facilitated.

- **A supporting structure, not a map.** Loose grouping to facilitate early stages of development, allows growth in an organised manner and avoids 'designing out' potential for future application, design and development of digital badges in UCC.

EARNERS
Get your digital badge

Enter

DISCOVERY
Enquiry, Research, Teaching and Learning

COLLABORATION
Interdisciplinarity, local and global community connections, service to community

Knowledge & Skills Zones

HEI LEADERSHIP
Ethics, management, accountability, administration, governance, quality, HR, H&S

HEALTH & SUSTAINABILITY
Social, environment, health, welfare and wellbeing

INNOVATION
Innovation, Entrepreneurship and Commercialisation

SECTION 2 – GOVERNANCE AND OPERATIONAL POLICY

OBJECTIVE 2 – *To put in place a clear **Governance and Operational Policy** for immediate use in the development and issue of externally facing, non-credit bearing digital badges.*

This section describes the governance and operational policy for how the development and issuing of digital badges will be managed in UCC. All badges issued by UCC must adhere to this policy.

2.1 Roles and Responsibilities - Transparency and Accountability

2.1.1 Digital Badge Sub Committee (DBSC)

A Digital Badge Sub Committee (DBSC) will be formally established which shall be responsible to the ADSC for the oversight, development and implementation of policies and procedures related to the issuing of digital badges by UCC as well as the assurance of quality, standards and compliance with relevant data protection legislation working to best practice in Information Management (IM) and Technology Enhanced Learning (TEL). The DBSC will operate in line with the Policy Framework for UCC Digital Badges and be governed by the appended *Terms of Reference*. Their purpose is:

- The overall governance and strategic development of UCC Digital Badges.
- The implementation of the Policy Framework for UCC Digital Badges.
- To approve the development and issuing of digital badges by UCC in line with Stage Gate Approval Process, Standards and Scored Assessment.
- To inform and make recommendations to the ADSC in relation to the effective management and governance of UCC Digital Badges.

2.1.2 Badge Issuer and Badge Contact

The Issuer (e.g. College, Student Union) and nominated Contact (person nominated as contact by Issuer) developing and delivering a UCC Digital Badge. They are responsible for:

- Completing the *Digital Badge Development Plan* and submitting it as a proposal for a new badge to the DBSC.
- Ensuring UCC Digital Badges are delivered to standards in line with the Policy Framework and *Stage Gate Approvals Process* and in line with their approved Digital Badge Development Plan.
- The end to end development, delivery and administration of badge learning content, activity and evidence that learner criteria have been met.
- A nominated contact must be identified as Badge Issuer. The Badge Contact must authorise the submission of the Digital Badge Development Plan and *Validate Earners Form* to the DBSC for approval and are ultimately responsible and accountable for meeting the relevant quality and standards associated with their badge. The Badge Contact should be a staff member with an appropriate level of authority and responsibility.

2.1.3 Digital Administration

The Digital Administration will be a function of the Instructional Design Team in the office of OVPTL. They are responsible for:

- The management and coordination of the platform and open badge managing system being used by UCC for the issuing and validation of digital badges (currently using Digital Badge Factory).
- The digital administration of the on-line publishing and distribution of validated digital badges to learners confirmed to have met criteria by the badge issuer.
- Technical advice and guidance to Badge Issuers and DBSC to ensure technical quality and standards e.g. considering issues such as data protection, plagiarism, duplication.
- The procurement and terms of agreement of the UCC account with any third-party service providers used for the dedicated purposes of the digital administration of digital badges.

2.2 Governance

2.2.1 *The Digital Badge Sub Committee (DBSC) will be governed by a Terms of Reference (TOR) approved by the ADSC.* The membership and TOR will be reviewed annually.

2.2.2 *The DBSC will meet monthly to approve the development and issue of new UCC Digital Badges.* It is important that digital badges issued by the University are perceived as meaningful indicators of learning and therefore must be linked with evidence of learning, participation, engagement and/or achievement. The DBSC will use the *Scored Assessment* to review all submissions as assurance that they meet Quality Standards. They may reject an application, request further information or make recommendations to ensure all digital badges issued by the University are robust, of a high calibre and in line with the University's strategy.

2.2.3 *All badges issued will have a nominated badge Contact of appropriate level within the organisation to ensure appropriate accountability of standards in delivery.* All Individuals and groups from within the University, whether staff or student, are eligible to submit proposals for developing digital badges, but badges must be authorised and 'owned' by an appropriately senior staff member. University staff and students who wish to issue digital badges e.g. Heads of Colleges/Discipline, module coordinators, training providers, Students' Union, UCC Clubs and Societies etc. are responsible for knowing the applicable policy, standards and guidelines for the development and delivery of digital badges in UCC and understanding their role and responsibilities.

2.2.4 *As part of the strategic development work of the DBSC, the University will engage informative communications to raise awareness of digital badges both internally to staff and students, and externally to employers, recruitment agencies, professional bodies etc.* A communications plan will be developed and engage other key stakeholders including Student Experience, Teaching and Learning committees, the Student Union and Marketing and Communications.

2.2.5 *As the DBSC is independent from the delivery of individual badges, it will be the first point of contact for any concerns about the rightful earner of a UCC issued digital badge.* If there is any question by the University or another third party about the 'rightful earner' of a UCC Digital Badge, this can be verified by the Digital Badge Platform. In addition to this, all Open Badges issued by the University using Open Badge Factory Premium, will have a "Verified by Open Badge Factory" mark. This ensures that if an individual was to plagiarise and wrongly display a badge as part of their online profile, this could be verified and action against the individual to remove this badge from their profile initiated. The appropriate use of UCC Digital Badges will be included in the relevant staff and student code of conduct such that disciplinary actions can be progressed through existing disciplinary policy and procedure.

2.2.6 *The DBSC retains the right to revoke a digital badge if just cause is established.* If for any reason the University finds it necessary to revoke a badge, this is also possible through the digital badge platform.

2.2.7 ***Issues, appeals and complaints will be directed to the DBSC.***

2.3 Digital Badge Development and Issue

2.3.1 *Externally facing Digital Badges will reflect skills, attributes or behaviours that are recognised by the University and are deemed significant* enough to be shared online via a person's CV, social media, website, ePortfolio etc.

2.3.2 *External collaboration and endorsement will be clearly stated and described.* UCC Digital Badges that are earned in collaboration with other institutes, professional bodies, companies or organisations can be issued. For example, a student is issued with a digital badge for carrying out work with a company. This company's logo (with permission), could also be used in the digital badge design to demonstrate their endorsement of the student. The level of engagement of any second company/organisation collaborating with or endorsing the badging process would need to be clearly reflected in the digital badge template, criteria and description.

2.3.3 *All digital badges issued by UCC must align to the UCC Strategic Plan and the University's Core Values.*

2.3.4 *All digital badges issued by UCC will use the standard UCC Digital Badge design* approved by Marketing and Communications in accordance with the University's Visual Identity Guidelines.

2.3.5 *To ensure quality and consistency of digital badges issued by UCC, every badge must be delivered through the Stage Gate Approvals Process.* Proposals for the development of a UCC Digital Badge will be progressed through the *Stage Gate Approval Process* using the *Digital Badge Development Plan* and *Validate Earners Form.*

2.3.6 *All required components of the badge will be outlined in an approved Digital Badge Development Plan.*

2.3.7 *The proposed delivery and meta-data for the UCC Digital Badge will be approved as meeting Quality Standards for UCC Digital Badges by the DBSC* at the first stage gate in line with Stage Gate Approval Process, *Quality Assurance Standards* and *Scored Assessment*.

2.3.8 *A validation that there is appropriate assessment and evidence of earners meeting the agreed criteria will be captured* using the Validate earners form.

2.3.9 *Validated earners will be approved by the DBSC* at the second stage gate in line with Stage Gate Approval Process, Standards and Scored Assessment before earners will receive their validated digital badge.

2.3.10 *UCC Digital Badges issued will have a clear expiration date.* Depending on the type of digital badge issued, some badges should expire after a certain amount of time, usually once they are no longer of significant value to the earner as they have gained other, more significant experience elsewhere i.e. in the workplace, professional bodies, organisations etc. Another example of a badge lifespan is training that should be repeated after a certain period of time e.g. health and safety courses that need to be completed every two years. All digital badges will have a clear expiration date.

2.4 Information for Badge Earners

2.4.1 *Badge Issuers will promote their digital badges and ensure potential earners are supported to make informed choices and are provided with sufficient information about their badge and its use.*

2.4.2 *An earner's email address is required to validate their digital badge.* This forms part of the metadata for the digital administration and validation of a digital badge for the earner. The email address serves

as the unique identifier to facilitate recipients to access and share their digital badges. Badge earners will be informed about how their personal data will be stored and used.

2.4.3 *A staff member or student can collect digital badges from a number of sources* including but not limited to their academic unit, organisations within UCC, training bodies, the Students Union and/or clubs and societies. As students/staff collect badges they build their personal and professional development profile. Earners will be informed on how they can build their profile and share their badges.

2.4.4 *Once a Digital Badge has been validated and provided to the badge earner, the metadata of that badge cannot be changed by a third person or even by the badge earner*. It is at the earners own discretion if they want to share their email address or that badge with thirdparties.

2.4.5 *When these digital badges are shared online they are clickable, and link back to a webpage with the meta-data on the badge including the issuer, a general description, the specific criteria that the earner met* to be issued the badge and importantly the earner who was issued the badge. This metadata makes the badge secure from plagiarism/duplication.

2.4.6 *It is will be considered an offense to wrongly display a badge as part of your on-line profile.* All Open Badges issued by the University have a "Verified by Open Badge Factory" mark. This ensures that if an individual was to plagiarize and wrongly display a badge as part of their online profile, this could be verified and action against the individual to remove this badge from their profile initiated. This will be conducted through the University's staff / student disciplinary policy and procedures.

2.5 Digital Badge Learner Content and Activity

2.5.1 *This Policy Framework does not aim to replicate or replace QQI or other policy and guidance* that is already available and generic to all teaching and learning or curriculum design (for example) – whatever the mode of delivery.

2.5.2 *Badge Issuers will demonstrate the rationale and value of their digital badge* and identify the intended badge criteria (analogous to learningoutcomes).

2.5.3 *Badge Issuers will look for the most effective and efficient means to support learners* in achieving intended badge criteria and ensure equitable and fair opportunity andaccessibility.

2.5.4 *Badge Issuers will ensure the delivery system for each digital badge is fit for its purpose* and delivered using suitably designed materials, interactive learning and other relevant supporting resources.

2.5.5 *Badge Issuers will ensure badge learning content and activity is supported by fit-for-purpose resources, organisation and process* in areas such as the recruitment of potential earners, delivery of learning and learning evaluation, feedback and assessment.

2.5.6 *A standard digital badge should reflect approx. 20-25 hours effort by the earner and must include the production of at least one artefact by theearner.*

2.6 Digital Administration

2.6.1 *All UCC Digital Badges will be digitally administrated* by the Instructional Design team, Part of OVPTL.

2.6.2 *No sensitive third-party data will be shared in the issue of UCC Digital Badges.* To issue digital badges one must collect personal information, mainly email addresses, which can be shared with the digital badge platform UCC will be issuing the badges from (currently Open Badge Factory). This platform does not store any other personal information from the badge earner other than their email address. The platform does not disclose that information to third parties unless with express permission from the University or under a request by representatives of law enforcement. The University will only share the

email addresses of digital badge earners with the digital badge platform and maintain any records pertaining to digital badges in accordance with its Records Management and Data Protection Policies.

2.6.3 *The Instructional Design team will ensure a planned approach to the procurement of services to support digital badges and contingency arrangements* in the event of platform, hardware or software failures.

2.6.4 *The Instructional Design team will ensure the availability and life expectancy of the technology is appropriate to the nature of the provision*, numbers of earners and strategic development of UCC Digital Badges. Institutionally approved transitional arrangements are in place to support any migration to new or different technology (hardware or software), taking account of the need to maintain compatibility with the technology that learners are using

2.6.5 *The Instructional Design team will maintain an internal central record of names, email addresses and, where applicable, staff, student number and date of birth for all validated digital badges earners.* Only email addresses will be hosted externally on the badge management system (currently Open Badge Factory).

2.6.6 *The Instructional Design team will provide regular dashboard reports* on digital badges issued and an annual report to the DBSC to monitor and evaluate the effectiveness and take up of UCC Digital Badges.
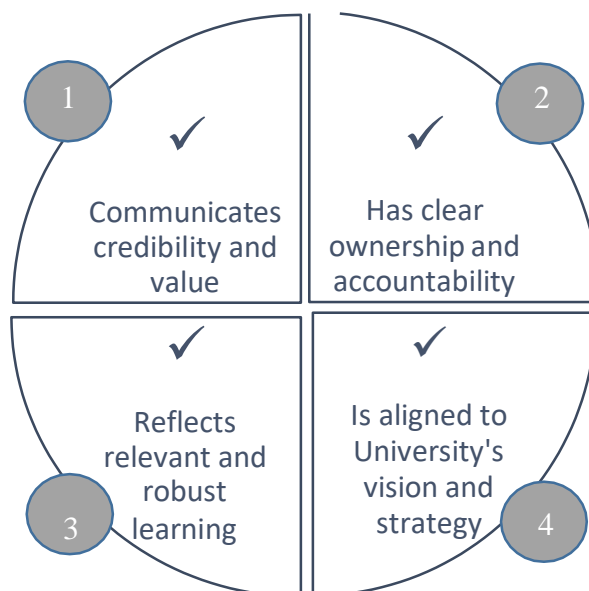
SECTION 3 – DIGITAL BADGE QUALITY AND STANDARDS

OBJECTIVE 3 – *To ensure* ***UCC Digital Badge Quality and Standards*** *though implementing a* ***Stage Gate Approvals Process*** *for immediate use to progress the development, approval and issue of any new digital badges by UCC.*

This section outlines:
- The *Quality Assurance Standards* that every digital badge must demonstrate across its critical component parts.
- The *Stage Gate Approval Process* that every UCC Digital Badge must go through from concept development to approval through to issue of badges to earners. This process is supported by the appended standard forms and templates i.e. *Digital Badge Development Plan; Validated Earners Form* and *Scored Assessment*.

3.1 Quality Assurance Standards

This Policy Framework determines that there are four areas of quality assurance across which every UCC Digital Badge must meet agreed criteria in their design and delivery.

1. Clear Ownership and Accountability	
Badge Name	The UCC Digital Badge title will be succinct and accurately reflect the particular learning, achievement, skill or area that the UCC badge is recognising.
Badge Contact	The Badge Contact will be a UCC staff member with senior decision making authority such as Head of College or similar.
Badge Issuer	The Badge Issuer must be a recognised group, college, discipline, department, module coordinator, training provider, office, club, society or campus company of the University
Endorsement	The role and level of engagement of any second company/organisation collaborating with or endorsing the UCC badging process will be explicit and clearly reflected in the digital badge criteria and description.
	Appropriate agreements will be in place with any second company/ organisation collaborating with or endorsing the UCC badging process, including their sign-off of text to be used to reflect the endorsement in badge criteria and description.
	Other company/organisation logos can be included in the on-line information and description of the badge, but in general will not be included in the badge design.
EVALUATION CRITERIA FOR ASSESMENT	□ Badge name and badge issuer are clear. □ Appropriate level Badge Contact. □ Endorsements are clear and appropriate agreements in place.

2. Aligned to University's Vision and Strategy	
Rationale	Badge Issuers will demonstrate a clear rationale for the use of a UCC Digital Badge to recognise accomplishment. The rationale must demonstrate that the badge responds to an identified need, enhances the user experience or provides a unique value add opportunity.
Target Earners	Badge Issuers will clearly identify the target earners of the digital badge and have a clear focus on the earner experience i.e. who is the badge for? Why will they want to earn the badge? What opportunity does it unlock for the earner?
Strategic Alignment + Integration	Digital badges need to be aware of the wider eco-system of digital badges and avoid duplication. Where relevant potential badge issuers should collaborate with other Badge Issuers to ensure integrated approaches for recognition of similar accomplishments. UCC Digital Badges must demonstrate that they are aligned to the University's Strategic Goals and Values.

Description	A short overview of the badge, mentioning its purpose and audience will be provided as part of the meta-data for the badges digital administration and published information associated with the badge. This cannot be changed once the badge is created and is an important to external viewers wanting to verify a validated badge. The description will be of an appropriate quality and standard for this use as wider publication and verification of badge by external audiences.
Badge Criteria	Each badge will recognise accomplishment by identifying four criteria that the earner must meet. Badge criteria are similar to and should be described in language similar to learning outcomes i.e. statements that specify what learners will know or be able to do as a result of participating in the badge content and activity. Bloom's taxonomy provides useful guidance on appropriate verbs for writing learning outcomes. Statements. Verbs that are vague and not observable or measurable should be avoided.
Duration	Each badge will have a clearly defined duration that is appropriate to its use.
Learner Pathways	Levels of badges can be linked with various levels of accomplishments or aligned competencies. Badges should demonstrate that consideration has been given to potential future badge pathways that support learning trajectories.
EVALUATION CRITERIA FOR ASSESMENT	□ Rationale - Badge responds to an identified need, enhances the user experience or provides a unique value add opportunity. □ Target earners clearly identified and strong focus on the earner experience and value to badge earner. □ Description is appropriate for on-line publication and suitable for external audiences wishing to verify information about the badge. □ Badge has considered the wider eco-system of badges, demonstrating integration, avoidance of duplication and potential learning pathways. □ Badge duration is appropriate. □ Four badge criteria are identified that are measurable statements that specify what learners will know or be able to do as a result of participating in the badge content and activity. □ Badge has been 'mapped' to appropriate values and knowledge and skills zone. □ Four badge tags identified.

3. **Reflects Relevant and Robust Learning**	
Content and Activity	A single digital badge should reflect approx. 20-25 hours effort by the earner. A clear methodology for the delivery of badge content and activity should be outlined, whether face to face, on-line or participation in other activity.

	Content and activity should be supported by appropriate tools, resources and information.
Assessment	Badge Issuers should clearly demonstrate how they will assess or evaluate that badge criteria have been met.
Evidence	Badge Issuers should identify what evidence will be used to demonstrate that the criteria have been met. This must include at least one artefact produced by the earner, e.g. blog, short reflection, presentation, poster.
Access, availability and resources	Badge issuers should demonstrate how they will ensure equal opportunity for access and availability of the badge to target earners. They should also demonstrate commitment to the capacity and resources to manage and deliver the content and activity outlined.
EVALUATION CRITERIA FOR ASSESMENT	☐ Robust content and activity demonstrated. (c20-25 hours learner effort). ☐ Clear plan for assessment and evidence that criteria has been met including at least one artefact to be produced by badge earner. ☐ Badge is available and accessible. ☐ Demonstrates commitment to resources required for delivery.

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4. Communicates credibility and value of accomplishment	
Badge Design	All badges will use the standard UCC Badge Design template. Badge Issuers should identify an appropriate logo/icon and title text to be used in the badge design.
Tags	All badges will identify a number of key tags that will assist on-line navigating, searching and finding of digital badges. A minimum of four tags should be identified to include a title key word (e.g. #Technology), the knowledge or skill (e.g. #Innovation), the target earner (e.g. #student) and the Badge Issuer (e.g. #Student Union).
Promotion	There should be a clear plan in place for the promotion and advertising of the digital badge to target earners.
Information for Earners	Badge issuers should demonstrate how they will ensure that earners are provided with all the key information they need in advance of and during the delivery of the badge including but not limited to: about the badge; how to apply; what's involved and earners responsibilities. There should also be a clear process for collecting earner email addresses and staff/student number for digital administration and internal records.
EVALUATION CRITERIA FOR ASSESMENT	☐ Information for badge design and tags provided. ☐ Demonstrates how the badge will be promoted / take up encouraged. ☐ Demonstrates good communication, information provision and engagement with badge earners.

3.2 Stage Gate Approvals Process

There are two stage gate approvals for the development and delivery of UCC Digital Badges.

Stage Gate 1 – Badge Development

The first stage gate ensures that the design and planned delivery for the digital badge meets the required standard. Proposals for a new digital badge will be submitted as a proposal for review to the DBSC using the standard form *Badge Development Plan*. This form ensures that potential Badge Issuers consider and respond to all standards at the early planning stage. A *Scored Assessment* will be used by the DBSC based on the *Quality Assurance Standards* and associated criteria for assessment to approve progression to the development and delivery of the badge content and activity.

Stage Gate 2 – Validate Earners

The second stage gate assures that the badge has been delivered in line with the approved plan and that badge earners have met the required criteria. At this stage, the Badge Issuer and Contact sign off on delivery and request approval for the digital administration to issue badges to validated earners using the standard *Validated Earners Form*. The DBSC formally approve validated earners before recipients will receive their badges.
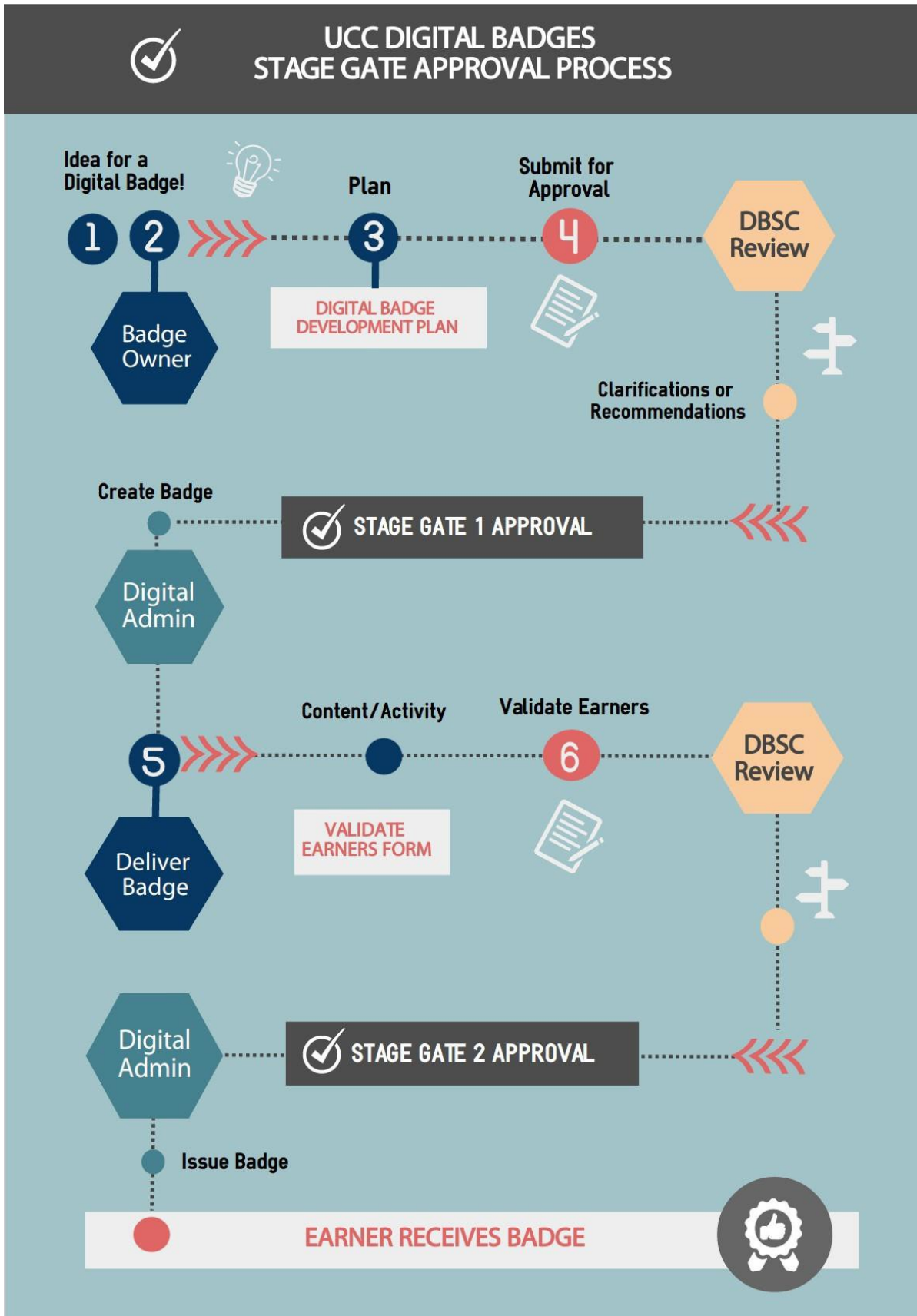
GLOSSARY:

Definitions of Key Terms Used for the Purpose of this Policy Framework

UCC Digital Badge - An indicator of accomplishment*,* issued as a digital micro-credential, that recognises learning or achievement in a particular skill or area and is validated by UCC.

UCC Digital Badge Eco-System - The 'family' of digital badges developed, designed and issued by UCC.

Badge Design - The picture or visual representation used on-line to reflect the particular skill or area being recognised.

Badge Development - The work involved in the planning and development of a digital badge (design, content, activity and digital administration) undertaken by the Badge Issuer/Contact with the support and guidance of the Digital Administration team.

Badge Issue - The total activity involved in the delivery of a digital badge for a particular skill or area, including all component parts from design, content, activity, evidence of criteria met and validation. Multiple badges may issue from a number of different groups within UCC concurrently.

Validated Digital Badge - The unique allocation of an individual digital badge, issued to learners who have successfully met the digital badge criteria. Recipients of validated digital badges have been confirmed to have met required criteria and have been provided with access to their (uniquely allocated) digital badge for use across social networking websites, ePortfolios, job sites and on their CVs.

Criteria - The criteria for a digital badge are equivalent to learning outcomes and are important for badge validation and verification.

Meta Data - The primary data fields required for the digital administration. This meta data is 'baked' into the badge and cannot be changed. This is critical to

badge security and verification of issuer, earner and the criteria they achieved to be issued the badge.

Badge Description / Badge Content and Activity - The description of the learning content activity that will be delivered to enable the badge earners to meet the proposed badge criteria.

Evidence – The artefact and/or activity that will serve as record that the earner has met the badge criteria. The evidence will enable appropriate assessment of learning, engagement and participation in the digital badge content and activity.

Quality Assurance Standards – The critical component parts of the UCC Digital Badge design, development and delivery used to manage quality and standards in UCC Digital Badges.

Digital Administration - The management and coordination of the platform and open badge managing system being used by UCC for the issuing and validation of digital badges (currently Open Badge Factory).

Badge Issuer or Badge Contact - Refers to the group and approved personnel within UCC responsible and accountable for the Badge Issue.

Digital Badge Sub Committee - The group established with responsibility for the overall governance and strategic development of digital badges issued by UCC. The Digital Badge Sub Committee also serves to approve proposals for new UCC Digital Badges to be issued in line with Quality Assurance Standards.

Digital Badge Pathway – A learning pathway or route, taken by a learner through a range of digital badges, which allows them to build knowledge progressively; for example, through progressive levels or through clustering related skills or knowledge. Milestone badges to recognise key stages in a learning or digital badge pathway.

POLICY DOCUMENT INDEX:

1. 2017 UCC Digital Badge Sub Committee Terms of Reference	Attached – Appendix I
2. 2017 UCC Digital Badge Development Plan *Description: Standard template for those interested in developing or issuing a badge to complete and submit a proposal to the DBSC. Contains all the pertinent information needed for the digital administration and to assure policy and standards.*	Attached – Appendix II
3. 2017 UCC Digital Badge Validate Earners Form *Description: Standard template for Badge Issuers to submit request for approval to DBSC for the issue of badges to a cohort of earners following delivery of badge learning content and activity. This is analogous to exam board process and will confirm that earners have met badge criteria and provide email addresses for digital administration.*	Attached – Appendix III
4. 2017 UCC Digital Badge Scored Assessment *Description: Scored Assessment pertaining to both Stage Gate* *Approvals i.e.* *1. Approving Digital Badge Development Plan for new digital badges to be created* *2. Approving Digital Badge Validated Earners for digital badges to be issued to earners*	Attached – Appendix IV

APPENDIX I – DBSC TERMS OF REFERENCE

1. STATEMENT OF PURPOSE

A Digital Badge Sub Committee (DBSC) will be formally established which shall report to the Academic Development and Standards Committee (ADSC) and be responsible for the oversight, strategic development and implementation of policies and procedures related to the issuing of digital badges by UCC as well as the assurance of quality, standards and compliance with relevant data protection legislation working to best practice in Information Management (IM) and Technology Enhanced Learning (TEL). The DBSC will be established in line with the Policy Framework for UCC Digital Badges. Their purpose is:

- The overall governance and strategic development of UCC Digital Badges.
- The implementation of the Policy Framework for UCC Digital Badges.
- To approve the development and issuing of digital badges by UCC in line with Stage Gate Approval Process, Standards and Scored Assessment.
- To inform and make recommendations to the ADSC or other University governing bodies in relation to the effective management and governance of UCC Digital Badges.

2. MEMBERSHIP AND MEETINGS

Membership: The membership of the committee shall be approved by the ADSC and shall comprise a membership of not more than 8 members with the relevant skill sets including representatives from OVPTL, Career Services and the Registrar's office.

Frequency of meetings: The Sub Committee shall meet monthly and report annually to the ADSC. The quorum necessary for the transaction of business shall be 3, which shall include a representative of OVPTL. A duly convened meeting of the Sub Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Committee.

3. TERMS OF REFERENCE

The Sub Committee shall:

- Review and progress strategic actions to enable the longer opportunity for digital badges in UCC aligned to the University's strategic vision, values and objectives;
- Review and have general oversight of the effectiveness of policy and procedure;
- Oversee the implementation of the Policy Framework for Digital Badges and management of issues including quality, organisational capacity, and information management.
- Review compliance with relevant externally-generated policy, legislation, EU Directives associated with digital badges in HEI, TEL and IM.

- Provide general oversight of policies and processes regarding security and data protection issues to ensure the University's compliance with relevant legislation, relevant regulations, standards and codes of practice;

- Ensure issues of equality and staff welfare are addressed within HR policies and procedures;

- Ensure re appeals, disputes or complaints are appropriately addressed through existing University policy and procedures.

- Review and progress provisions for associated and relevant communications or training for staff across the institution considered necessary for successful implementation of UCC Digital Badge initiatives;

- Receive monthly dashboard information on the delivery of digital badges in UCC and monitor the use and take up pf digital badges in UCC;

- Receive and consider proposals from individuals or groups within UCC interested in developing and issuing a UCC Digital Badge;

- Formally approve proposals and validated earners for the issuing of UCC Digital Badges in line with the _Stage Gate Approvals Process_ and based on the _Scored Assessment_ of a minimum of 2 reviewers;

- Submit an annual report to Governing Body on the work of the Sub Committee;

- Exercise such powers and additional functions as Governing Body may approve from time to time.

4.   DELEGATED AUTHORITY

Under delegated authority from ADSC to establish such strategic project, operational teams or working groups as the Sub Committee deems necessary to comply with these Terms of Reference; to ensure appropriate policy, processes and practices are in place, to assure compliance with relevant legislation and directives and to approve reporting to the University as appropriate.

5. REPORTING ARRANGEMENTS

The Sub Committee shall report at least annually and additionally as necessary to the ADSC.

6. PERIOD OF OFFICE

The period of office of the Sub Committee on Staff shall be contemporaneous and coterminous with the period of office of the ADSC.

7. ADMINISTRATIVE SUPPORT

Administrative support to the Committee shall be provided by the OVPTL.

8. INFORMATION AND CONTACT

Chair: Paul McSweeney

Administrative Support: Instructional Design, OVPTL

Approved by: ADSC 13 September 2017

9. CURRENT MEMBERS

Chair: Ex-officio Chair of ADSC, Professor Paul McSweeney

Head of Student Records and Examinations Office: Dr Siobhan Cusack

Online Learning Project Manager: Mr Tom O'Mara

Vice President for Teaching and Learning: Professor John O'Halloran,

Nominees with relevant expertise:

Academic Developments and Standards Committee: Dr Mike Cosgrave

Adult Continuing Education: Dr Ciara Staunton,

UCC Careers Service: Ma Mary McNulty

Committee Secretary: OVPTL

APPENDIX II – DIGITAL BADGE DEVELOPMENT PLAN

Please refer to the 'Guide to Developing a Digital Badge in UCC' when completing this document.

PART 1 – OWNERSHIP AND ACCOUNTABILITY

BADGE ISSUER	
Badge Name *Max 128 characters*	*This should be short, concise and descriptive.*
Who is Issuing this UCC Digital Badge	*(e.g. School, Department, Unit)*
Coordinator Name:	
Coordinator Phone:	
Coordinator Email:	

BADGE Contact			
Submission Date		**Version**	
Contact Name:			
Contact Position:			
Contact Phone:			
Contact Email:			
Authorisation:	☐ *I confirm that I have authorised the development and delivery of the digital badge as described herein.* ☐ *I understand my role and responsibility as Badge Contact.* ☐ *This badge is being delivered at no additional cost to the earner or for monetary gain to the BadgeIssue.*		

Endorsement	*Who else supports/recognises this badge? Why do they endorse it?*
Agreements	*Outline agreements in place in relation to endorsement of this badge.*

SECTION 2 – ALIGNED TO UNIVERSITY STRATEGY

2017 UCC Policy Framework for Digital Badges v1.4

BADGE DETAILS	
Target Earners	*Who is the badge for?*
Short Description *(Max 1000 characters)*	*Please give a short overview of the badge, mentioning its purpose and audience. Please note this description will be available to view online if the badge is issued.*
Brief Rationale *(max 50 words)*	*Outline what is the identified need, enhanced the user experience or unique value add opportunity that this badge is responding to.*
Badge Criteria	1.
	2.
	3.
	4.
Duration	*What is the proposed duration of the digital badge?*
Learner Pathways	*Does this badge link to any existing badges, or do you have plans for other badges to link/relate to this badge to create a learning 'pathway'?*

STRATEGIC ALIGNMENT + INTEGRATION	
Navigation	*Which of the following knowledge and skills zones does your best badge sit under?* □ DISCOVERY, RESEARCH, T&L □ INNOVATION, ENTREPRENEURSHIP, COMMERCIALISATION □ COLLABORATING AND CONNECTING □ CAMPUS LIFE, ENVIRONMENT, HEALTH & WELLBEING □ HEI LEADERSHIP
Integration	*Are there other similar UCC Digital Badges already available? If so how is would the development of this badge be sufficiently distinct, integrated or complementary?*
Alignment to UCC Values	*Which of the following UCC values does your badge promote?* □ Creativity □ Responsiveness □ Transparency □ Strength of scholarship □ Integrity □ Equality □ Diversity □ Respect
Badge Tags	*Please list any keywords (min. 4) you would like associated with the badge. These keywords can help with discoverability.* *#Badge Earner # Badge Issuer # Key word # Skill*

SECTION 3 – RELEVANT AND ROBUST LEARNING

ABOUT THE BADGE - DELIVERING CONTENT AND ACTIVITY	
Badge Content and Learner Activities	*Describe the badge content and activity to be delivered.*

Delivery Method	*What delivery channels and methods will be used? (on-line, face to face, blended, practical experience)*
Assessment and Evaluation	*Explain how you will assess / evaluate whether the earner has met the required criteria.*
Evidence	*Describe how you will authenticate criteria. What artefacts will be recorded as evidence that the badge has been earned and the criteria met.*
Resources and Timeframe	*Describe who will deliver the badge content and materials and the expected timeframe - demonstrating that appropriate access, availability and resources are committed for successful delivery.*

SECTION 4 - COMMUNICATES CREDIBILITY AND VALUE

BADGE DESIGN	
Logos	*A standard badge design template is used for all digital badges in UCC. Please identify what logo that should appear on the badge.*
Text	*Please identify what title and text should be used in the badge design.*

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BADGE COMMUNICATIONS	
Promotion	*How will you promote the badge? Where does a user find out about this Digital Badge?*
Information	*Please outline how you will ensure earners are provided with the relevant information needed considering:* • *How earners apply / selected to participate* • *Informing them of delivery timeframe and expectations* • *Providing learning supports, tools, resources* • *Advising and recording requirements for assessment and evidence* • *Advising on and collecting personal data for internal records and digital administration*

FOR USE BY DIGITAL BADGE SUB COMMITTEE ONLY			
Development Template Version Approved		**DBSC Meeting Date Approved**	
Badge File Reference			
Assessment Score			
Assessed by			

2017 UCC Policy Framework for Digital Badges v1.4

APPENDIX III – VALIDATE EARNERS FORM

FOR USE BY DIGITAL BADGE SUB COMMITTEE ONLY			
Development Template Version Approved:		**Validated Earners Approved at DBSC Meetings Date:**	
Badge File Reference:		**Validation Event Name:**	

BADGE ISSUER – REQUEST TO ISSUE			
Date of Request:			
Badge Name:		**Dates Delivered:**	
No. of Validated Earners:		***Please tick to confirm earner data has been provided in full for digital administration and internal records*** □	
Recipient Email	*Validated badge recipients will receive an email with a link to accept their badge. Draft text for the email is below, please edit if required:* *Draft standard text to be provided – for badge issuers to edit if required*		

BADGE Contact - VALIDATION	
Contact Name:	
Contact Position:	
Contact Phone:	
Contact Email:	
Authorisation:	□ *I confirm that the above UCC Digital Badge content and activity has been delivered in line with UCC policy and standards and the approved Badge Development Plan.* □ *I confirm that the earner's validated for receipt of badges have been assessed and have demonstrated the required criteria to earn this digital badge.*

2017 UCC Policy Framework for Digital Badges v1.4

APPENDIX IV – SCORED ASSESSMENT
STAGE 1: DEVELOPMENT

Marking Criteria

Mark	Decision	Description
Excellent 70-100	**Approve and Track**	Progress to create digital badge. DBSC may also consider as potential case study or demonstrator for strategic development or promotion of digital badges, for example if the proposal shows particular innovation, strategic opportunity or value in its application. Alternatively, DBSC may 'fast-track' or propose other complementary actions or initiatives that support a wider strategic development opportunity.
Good 60-69	**Approve**	Progress to create digital badge. No further action needed by DBSC at this stage.
Satisfactory 55-59	**Approve and Monitor**	Identify potential areas of concern that should be reviewed at validation Stage Gate 2 prior to badge issue.
Not achieved 50-54	**Request Further Info**	Some areas require further information, clarification, development or amendment. Revert to Badge Issuer with requests and/or recommendations to revise or refine the proposal.
Unacceptable <50	**Do not progress**	Significant issues, areas of concern, duplication or opportunity for synergy are identified such that: (a) reviewer deems the badge should not be progressed or (b) reviewer deems that such substantive change or re-appraisal of proposal is needed that revisions ae best submitted as a new proposal.

BADGE NAME: _____

Development Template Version	Reviewed By	Review Score	DBSC Review Meeting	Decision and Notes
V1				
V2				
V3				

Criteria	Excellent 25 marks	Good 20 marks	Satisfactory 15 marks	Not Achieved 10 marks	Unacceptable 5 marks
Clear Ownership and Accountability					

☐ Badge name and badge issuer are clear.
  ☐ Appropriate level badge Contact.
  ☐ Endorsements are clear and appropriate agreements in place.					

Aligned to University's Strategic Vision, Goals and Values					

☐ Rationale - badge responds to an identified need, enhances the user experience or provides a unique value add opportunity.
  ☐ Target earners clearly identified and strong focus on the earner experience and value to badge earner.
  ☐ Description is appropriate for on-line publication and suitable for external audiences wishing to verify information about the badge.
  ☐ Badge has considered the wider eco-system of badges, demonstrating integration, avoidance of duplication and potential learning pathways.
  ☐ Badge duration is appropriate.
  ☐ Four badge criteria are identified that are measurable statements that specify what learners will know or be able to do as a result of participating in the badge content and activity.
  ☐ Badge has been 'mapped' to appropriate values and knowledge and skills zone.
  ☐ Four badge tags identified.					

Reflects relevant and Robust Learning and Achievement					

☐ Robust content and activity demonstrated. (c15-20 hours learner effort).
  ☐ Clear plan for assessment and evidence that criteria has been met including at least one artefact to be produced by badge earner.
  ☐ Badge is available and accessible.
  ☐ Demonstrates commitment to resources required for delivery.					

Communicates credibility and value of accomplishment					

☐ Information for badge design and tags provided.
  ☐ Demonstrates how the badge will be promoted / take up encouraged.
  ☐ Demonstrates good communication, information provision and engagement with badge earners.					

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STAGE 2 – VALIDATION REQUEST

Yes / No Criteria

☐ Validated earners personal data required for digital administration and records received in full.
☐ Badge Contact authorisation received.
☐ Any potential areas of concern identified at Stage Gate 1 were adequately addressed.

BADGE NAME: _____ **FILE REFERENCE:** _____ **VALIDATION EVENT:** _____

Date of Request	Review Meeting Date	Approved [Y/N]

2017 UCC Policy Framework for Digital Badges v1.4

Version Control Information

The University requires that all UCC Digital Badge policy documents are version controlled by the Instructional Design team and, as such, each separate document includes a control sheet which must be completed as shown below:

REVISION HISTORY

Date of this revision:	21.6.17

Version Number	Date Approved	Summary of Changes
V1		DBSC Team Development

CONSULTATION HISTORY

Revision Number	Consultation Date	Names of Parties in Consultation	Summary of Changes
V1.1	21.06.17	Circulated to current DBSC Members (JO'H; TO'M; PMcS; MC; MMcN; CS)	General edits throughout to reflect feedback received in one to one meetings.
V1.2	14.07.17	Circulated to current DBSC Members (JO'H; TO'M; PMcS; MC; MMcN; CS)	
V1.3	15.09.17	Circulated to ADSC for final approval on 13.09.17	Modifications include change of 'Owner' to 'Contact', inclusion of Approval Step in graphic and text, change of 'award' to 'issue' and typographical changes.
V1.4	13.10.17	Circulated to Academic Board following approval by ADSC.	Modified to remove the watermark 'draft' and changed administrative support to ID Team.

This document requires the following approvals:

Name	Title	Date
John O'Halloran	Vice President for Teaching and Learning	
Paul McSweeney	Chair, Digital Badge Sub Committee (DBSC)	
	Chair, Academic Development and Standards Committee (ADSC)	

In addition, the footer of the document must clearly indicate the current version number/ revision number. Where the document is in draft or going through a review cycle it should be numbered as version number/ revision number – for example 1.2 is the second revision of version 1.0 prior to finalisation of version 2.0. When a final version is agreed, it should be version 1.0, 2.0 and soon.

All UCC Digital Badge policy documentation should be held in one secure central location to which access is restricted to "READ ONLY". Once finalized, changes to documents are not allowed. To amend a document a new version needs to be created and reviewed.

The UCC Digital Badge policy documentation custodian (Instructional Design) will be the only person with full access to upload new documents/new versions. This access restriction is critical to ensure appropriate documentation change control.

2017 UCC Policy Framework for Digital Badges v1.4

Academic Development and Standards Committee

General purpose: A standing committee of Academic Council which is responsible for bringing forward policy and procedures to enhance the quality and to maintain standards of UCC awards. The committee will advise in relation to UCC's academic framework to ensure internal and institutional compliance with the National Framework of Qualifications. The Committee shall also advise Academic Board on the impact of national and international developments on UCC's arrangements underpinning academic standards.

The Committee provides an important forum for debate on national and European developments in higher education and their impact on UCC awards and standards, and on curriculum innovation.

The Committee shall consult with relevant University Officers as appropriate in relation to specific items and issues of potential significant impact to the University (particularly in relation to resources).

It is responsible for the efficient conduct of the University External Examiner Sub-Committee (EESC), which is a sub-committee of ADSC as approved by Academic Council and for the academic aspects of the Continuing Professional Development (CPD) Directorate, which for these purposes is established as a sub-committee of ADSC.

The Committee shall undertake any other appropriate duties or tasks assigned to it by Academic Board or Academic Council from time to time.

Reports to: Academic Board on matters concerning delegated authority and is advisory to Academic Council on policy matters within its remit

Terms of Reference:
1. **Strategy and Policy**
To bring forward for initial consideration by Academic Board:
   a) Policy and procedures governing programme approval and review including arrangements for the approval and review of taught programmes offered in partnership.

b) Proposals for the development of UCC's academic framework ensuring continuing alignment with national and EU developments in higher education and quality assurance and enhancement of UCC's taught provision.

c) Recommendations to ensure the effective operation and implementation of the University's framework for marks and standards, conduct of examinations and operation of Examination Boards, and, through the EESC, the appointment of external examiners and review of external examiner reports.

d) Proposals to assure institutional oversight of the University's responsibilities relating to Professional and Statutory Bodies (PSBs)

2.   Executive functions

Under delegated authority from Academic Council to:

a) Consider nominations for external examiners for taught programmes and recommend nominees to the National University of Ireland (NUI) for appointment; maintain a register of External Examiners ensuring all UCC taught programmes have appropriate cover.

b) Prepare an annual consolidated report for Academic Board on the outcomes of the examination process and matters as identified by external examiners in their reports, and propose policy or procedural adjustments as appropriate.

3.   Oversight function

a) Receive annual reports as follows: consolidated report on the outcomes of the approval of new programmes from the Office of Academic Programmes and Regulations; programme periodic reviews from the Quality Promotion Unit; Professional and Statutory Body (PSBs) reports from the College Offices and recommend action to Academic Board or College Councils as appropriate

b) Ensure College compliance with examination procedures and marks and standards and that External Examiners are appointed and reports received and responded to as appropriate, alerting the Senior Vice President Academic and Registrar to urgent matters requiring attention, and to receive an annual report from each College on operational matters in this area.

c) Receive reports from sub-committees at regular intervals or periodically as requested, and to evaluating overall performance and opportunities for enhancement in academic standards advising the Academic Board as appropriate.

4.   Other business as required

a) To submit to Academic Board minutes from each meeting of the Committee and to report on specific matters as requested

b) To advise Academic Board and Academic Council on such matters that the Board or Council may refer to the Committee from time to time

Delegation of authority

The Academic Development and Standards Committee retains the overall responsibilities defined in its terms of reference as approved by Academic Council. The Committee may establish sub-committees to enable it to fulfil its remit and to which it may delegate functions with the approval of Academic Council. ADSC may also establish working groups from time to time to assist in its work. Sub-committees and working groups shall operate in accordance with the procedures set down in the University's Committee Handbook.

Sub-Committees:

External Examiner Sub-Committee

Continuing Professional Development (CPD) Directorate

Reserved Business

None approved by Academic Council.

Frequency of Meetings

The Committee shall meet up to 6 times per year or as directed by Academic Council.

Membership:

Chair	Appointed by the President Professor Paul McSweeney
Ex Officio:	Senior Vice President Academic and Registrar (or nominee)
	Academic Secretary
	Vice President for Teaching and Learning
	Head of Office of Academic Programmes and Regulations
	Dean of Graduate Studies
	Director of the Quality Promotion Unit
	Student Records and Examinations Officer
	Director of Adult Continuing Education
	Chair of the External Examiner Sub Committee
	Student Union Education Officer
Membership:	1 academic staff member from each College with functional responsibility in this area
	Dr Mike Cosgrave
	Dr Eoin O'Leary
	Dr Rob McAllen
	Dr Frank Burke
	4 members of Academic Council nominated by Academic Council
	Professor William O'Brien
	Dr Fidelma Butler
	Dr Carol Kelleher-
	Vacant
Co-opted members:	Up to 3 members approved by Academic Council
Committee Secretary:	Academic Secretariat

External Examiner Sub Committee

General Purpose: The Sub Committee for External Examiners assures probity in the appointment of external examiners for taught awards, undergraduate and postgraduate (including dissertations), and advises Academic Board on enhancing institutional engagement with external examiners and their role at UCC.

The sub-committee also provides a forum for debate and for the dissemination of information on international good practice in external examining.

The sub-committee shall consult with relevant University Officers as appropriate in relation to specific items and issues of potential significant impact to the University (particularly in relation to resources).

Terms of reference

On behalf of Academic Board to:

a) Approve nominations for external examiners for taught programmes ensuring compliance with appointment procedures and to recommend nominations to Academic Board for onward submission to the National University of Ireland (NUI) for approval.

b) Consider and refer regulatory issues or matters of principle relating to external examiner appointments to the Academic Board for consideration as appropriate.

c) Maintain a register of External Examiners and ensure external examiners are duly appointed to all taught UCC awards.

d) Consider and suggest options for enhancing institutional engagement with external examiners and their role at UCC.

e) Ensure that Colleges respond as appropriate to the External Examiners report, alerting the Registrar to urgent matters requiring attention and to receive an annual report on these recommendations from each College

f) Prepare an annual consolidated report in consultation with the Registrar on matters identified by external examiners in their reports or as a result of quality improvement processes in UCC and propose policy or procedural adjustments as appropriate.

Other Business as required:

g) To submit to the Academic Development and Standards Committee minutes from each meeting and to report on specific matters as appropriate.

Frequency of meetings:

The Sub Committee shall normally meet up to 4 times per year or as directed by the Academic Development and Standards Committee

Membership

Chair: Appointed by the President   Professor Geoff Roberts

Ex Officio:

Senior Vice President Academic and Registrar (or nominee)   Dr Ruth Ramsay

Membership:

2 members of Academic Development and Standards Committee   Dr Rob McAllen

(Nominated by the Committee)   Ms Eleanor Fouhy

2 members of Academic Council nominated by Academic Council   Professor Maeve McDonagh

                                                                 Dr Donal O'Drisceoil

Co-option   Dr Alan Collins

Committee Secretary: Ms Claire O'Sullivan, Academic Secretariat

Continuing Professional Development (CPD) – Directorate

General Purpose: For academic purposes, the CPD Directorate is established as a sub-committee of Academic Development and Standards Committee (ADSC) and will provide academic direction to the Centre for Continuing Professional Development, to enable high quality, branded, Continuing Professional Development offerings to be made by UCC[1].

As a sub-committee of ADSC the Directorate shall:

1. Support the Vice President for Teaching and Learning in formulating the optimal support for CPD delivery across the University
2. Be responsible for the approval of credit and non-credit bearing CPD programmes and modules.
3. Advise ADSC on policies related to CPD
4. Consult with relevant University Officers in relation to specific items and issues of potential impact to the University (particularly in relation to resources)
5. Undertake any other appropriate duties or tasks assigned to it by ADSC or Academic Council from time to time.

Reports to:

The CPD Directorate reports to ADSC on matters concerning delegated authority and is advisory to Academic Council on policy matters within its remit. The CPD Directorate reports to the Vice President for Teaching and Learning on management issues.

Terms of Reference:

1. Strategy and Policy

To bring forward for initial consideration by ADSC and where appropriate onwards to Academic Board:

a) Policy and procedures governing the approval and review of CPD (credit and non-credit bearing)

b) Developments in support of cross-disciplinary CPD offerings (credit and non-credit bearing)

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[1] CPD is defined as the systematic maintenance, improvement and broadening of knowledge, skills and competencies, and the development of personal and professional qualities, necessary for the execution of professional duties throughout the practitioner's working life. At UCC CPD includes outward facing (engagement with professionals and industry) and inward facing (professional development for UCC staff) elements.

c) Recommendations to ensure the effective operation and implementation of the University's framework for quality assurance for all CPD offerings

d) Proposals to assure institutional oversight of the University's responsibilities relating to Professional and Statutory Bodies (PSBs) as they relate to CPD

2. Executive function

Under delegated authority from ADSC to:

a) Approve the Centre for CPD governance structure including risk reporting and quality assurance

b) Approve new CPD offerings in accordance with agreed procedures

c) Maintain a portfolio of all UCC CPD offerings

d) Maintain oversight of quality of all UCC CPD offerings

e) Implement an annual schedule for the review of CPD provision by UCC

f) Provide an annual report of CPD provision by UCC to ADSC

3. Oversight function

a) Receive comprehensive annual reports on all CPD activity from Colleges/Units or as requested, and to evaluate overall performance and opportunities for enhancement in CPD

b) Receive a consolidated report on the approval of new CPD programmes and modules and existing CPD programmes and modules, CPD periodic reviews, and Professional and Statutory Body (PSBs) reports, as prepared by the Centre for CPD Manager, and recommend action to ADSC or College Councils as appropriate

c) Ensure College compliance with examination procedures, or other requirements in the case of non-credit bearing CPD

d) Monitor CPD provision by UCC

4. Other business as required

a) To submit to ADSC minutes from each meeting of the CPD Directorate and to report on specific matters as requested.

b) To advise ADSC on such matters that may be referred to the Sub Committee from time to time.

Frequency of Meetings:

The Committee shall meet up to 4 times per year or as directed by ADSC

Membership:

Chair   Vice President for Teaching and Learning: Professor John O'Halloran

Ex Officio: Chair, Academic and Development Standards Committee: Professor Paul McSweeney

                Representative from OVPTL (nominated by the VPT&L): Dr Sandra Irwin

                Representative from CIRTL (nominated by the Director): Dr Catherine O'Mahony

                Dean of Graduate Studies: Professor Liam Marnane

                Head of Graduate Studies Office: Ms Michelle Nelson

                Head of Office for Academic Programmes and Regulations: Ms Eleanor Fouhy

Membership: One representative from each College/Unit with functional responsibility for CPD

                within their respective College/Unit nominated by the College/Unit:

                CACSSS: Dr Carmel Halton

                School of Law: Professor Irene Lynch-Fannon

                School of Business: Professor Ciaran Murphy

                CSEFS: Dr Ruth Ramsay

                CM&H: Dr Teresa Barbosa

                Director, Adult Continuing Education: Dr Seamus O'Tuama

Committee Secretary: Centre for CPD

Co-opted members: Up to 3 members approved by Academic Council

The Quorum is as stated in the *Code of Practice* (Academic Council Committee Operations). *Quoracy for Committees and Sub Committees shall normally be one fifth of the membership (excluding the chair), and shall be no less than 3. A committee or sub-committee wishing to vary the normal requirement for a quorum shall submit a request for this variation to Academic Council for approval.*

Digital Badges Sub Committee

1. **Statement of purpose**

A Digital Badge Sub Committee (DBSC) will be formally established which shall report to the Academic Development and Standards Committee (ADSC) and be responsible for the oversight, strategic development and implementation of policies and procedures related to the issuing of digital badges by UCC as well as the assurance of quality, standards and compliance with relevant data protection legislation working to best practice in Information Management (IM) and Technology Enhanced Learning(TEL). The DBSC will be established in line with the Policy Framework for UCC Digital Badges. Their purpose is:

- The overall governance and strategic development of UCC Digital Badges.
- The implementation of the Policy Framework for UCC Digital Badges.
- To approve the development and issuing of digital badges by UCC in line with Stage Gate Approval Process, Standards and Scored Assessment.
- To inform and make recommendations to the ADSC or other University governing bodies in relation to the effective management and governance of UCC Digital Badges.

2. **Membership and meetings** Membership: The membership of the committee shall be approved by the ADSC and shall comprise a membership of not more than 8 members with the relevant skill sets including representatives from

OVPTL, Career Services and the Registrar's office.

Frequency of meetings: The Sub Committee shall meet monthly and report annually to the ADSC. The quorum necessary for the transaction of business shall be 3, which shall include a representative of OVPTL. A duly convened meeting of the Sub Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Committee.

3. **Terms of reference**

The Sub Committee shall:

- Review and progress strategic actions to enable the longer opportunity for digital badges in UCC aligned to the University's strategic vision, values and objectives;
- Review and have general oversight of the effectiveness of policy and procedure;
- Oversee the implementation of the Policy Framework for Digital Badges and management of issues including quality, organisational capacity, and information management.

- Review compliance with relevant externally-generated policy, legislation, EU Directives associated with digital badges in HEI, TEL and IM.

- Provide general oversight of policies and processes regarding security and data protection issues to ensure the University's compliance with relevant legislation, relevant regulations, standards and codes of practice;

- Ensure issues of equality and staff welfare are addressed within HR policies and procedures;

- Ensure re appeals, disputes or complaints are appropriately addressed through existing University policy and procedures.

- Review and progress provisions for associated and relevant communications or training for staff across the institution considered necessary for successful implementation of UCC Digital Badge initiatives;

- Receive monthly dashboard information on the delivery of digital badges in UCC and monitor the use and take up pf digital badges in UCC;

- Receive and consider proposals from individuals or groups within UCC interested in developing and issuing a UCC Digital Badge;

- Formally approve proposals and validated earners for the issuing of UCC Digital Badges in line with the Stage Gate Approvals Process and based on the Scored Assessment of a minimum of 2 reviewers;

- Submit an annual report to Governing Body on the work of the Sub Committee;

- Exercise such powers and additional functions as Governing Body may approve from time to time.

4. Delegated   Authority

Under delegated authority from ADSC to establish such strategic project, operational teams or working groups as the Sub Committee deems necessary to comply with these Terms of Reference; to ensure appropriate policy, processes and practices are in place, to assure compliance with relevant legislation and directives and to approve reporting to the University as appropriate.

5. Reporting arrangements

The Sub Committee shall report at least annually and additionally as necessary to the ADSC.

6. Period of office

The period of office of the Sub Committee on Staff shall be contemporaneous and coterminous with the period of office of the ADSC.

7. Administrative support

Administrative support to the Committee shall be provided by the OVPTL.

8. Information and contact

Chair: Paul McSweeney

Administrative Support: Instructional Design, OVPTL Version [03] Approved by: ADSC 13-10-17

9. Current members

Chair: Ex-officio Chair of ADSC, Professor Paul McSweeney

Head of Student Records and Examinations Office: Dr Siobhan Cusack

Online Learning Project Manager: Mr Tom O'Mara

Vice President for Teaching and Learning: Professor John O'Halloran

Nominees with relevant expertise:

Academic Developments and Standards Committee: Dr Mike Cosgrave

Adult Continuing Education: Dr Ciara Staunton,

UCC Careers Service: Ms Mary McNulty

Committee Secretary: OVPTL