



Quality Committee	
Meeting Date	21 September 2023
Present	Ms. Patricia Callaghan, Academic Secretary (Chair); Ms. Roisin Smith, Quality Officer; Professor Gail Mc Elroy, Dean of AHSS; Professor Sylvia Draper, Dean of STEM; Professor Martine Smith, Dean of Graduate Studies, Ms. Orla Cunningham, Chief Operating Officer; Professor Emma Stokes, Vice President for Global Engagement; Ms. Breda Walls, Director of Student Services; Ms. Julia Carmichael, Chief Risk Officer; Mr. Patrick Magee, Director IT Services; Ms. Jessie Kurtz, Deputy Librarian; Mr. David Fennelly, AHSS Representative; Professor Breiffni Fitzgerald, STEM Representative; Ms. Catherine Arnold, SU Education Officer;
Apologies	Professor Orla Sheils, Vice Provost/Chief Academic Officer; Professor Brian O’Connell, Dean of Health Sciences; Professor David Shepherd, Senior Lecturer; Professor Dirk Van Damme (External); Professor Jan De Vries, HS Representative; Ms. Vickey Butler, Secretary to the College/Director of Governance – Designate.
In attendance	Ms. Trish Murphy, Director of Student Counselling Services, Dr. David McGrath, Director of College Health Service and Mr. Declan Treanor, Director of Disability Service for <i>QC/23-24/003 (ii) Thematic Review Student Mental Health Services</i> . Ms. Orla Banon, Director of Careers for <i>QC/23-24/003 (iii) Implementation Plan for Careers Service Review</i> . Ms Linda Darbey, Assistant Academic Secretary – Academic Affairs for <i>QC/23-24/003 (iv) Implementation Plan Academic Affairs</i> .

Agenda items		Actions/Decisions
	Key points arising from discussion	
Introduction to new members	<ul style="list-style-type: none"> Mr. David Fennelly – School of Law - AHSS Faculty Representative Ms. Catherine (Cat) Arnold - TCD SU Education Officer Ms. Edel O’Reilly – Quality Office Administrator, Secretary to Quality Committee 	
QC/23-24/001 – Quality Committee minutes 20 April 2023		Decision QC/23-24/001: The QC minutes of the 20 April 2023 were approved.



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QC/23-24/002 – Matters arising from the Quality Committee minutes of the 20 April 2023	<ul style="list-style-type: none"> Consolidated Annual Faculty Quality Report will go to the first meeting of Academic Council (1st November 2023). 	
QC/23-24/003 (i) Quality Review of the Quality Office	<ul style="list-style-type: none"> The following key areas were highlighted in the discussion: <ol style="list-style-type: none"> The Academic Secretary articulated that it is difficult to separate the Quality Office function from the institutional structure, and to get consensus on what is meant by Quality Assurance in College. The separation of compliance matters from academic quality is a key issue. Commendations were expressed as it was acknowledged by the review team that the Quality Office are going above and beyond in their work, with particular mention of workload and the standard maintained throughout. It was suggested that the Quality Committee self-evaluation survey will perhaps reveal more on the role of the Quality Office in the future. A sincere thank you to Ms. Breda Walls for her role in the review of Internal Facilitator. The Academic Secretary put to the Committee the question if there was any merit in the separation of compliance matters and academic quality. The suggestion was made to establish discussion groups to further explore key themes arising in the report and bring key points to Academic Council. A question was asked of the role of the Quality Committee under the new College Board Structure that may further define its role. Dean of STEM sought acknowledgement that compliance does not stand still, the bar is constantly being raised and the University should acknowledge that. 	<p>Decision QC/23-24/003 (i): The Quality Committee recommended the Quality Office Review Report to Council.</p> <p>Action QC/23-24/003-01 Discussion Groups to be established to explore key themes in the Quality Office Review Report.</p>



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<p>QC/23-24/003 (ii) Thematic Review Student Mental Health Services</p>	<ul style="list-style-type: none"> • The following key areas were highlighted in the discussion: <ul style="list-style-type: none"> (i) The Academic Secretary acknowledged the Thematic Review as a very complex review, and commended all for their participation. She commented that it was a very interesting report, recognising the stress on the system. (ii) Those in attendance for the Thematic Review commented that while the process highlighted just how much the three services already collaborate and offer exemplary services to the wider community, there is more to be done. (iii) The TCD SU Education Officer observed that the report did not specifically address how best to help the most vulnerable people e.g., those in financial distress or TRANS students, future reviews should focus on the most vulnerable. (iv) The Dean of Graduate Studies noted the extraordinary contribution from the tutorial system, and also how one third of students sit outside of the tutorial system, as Programme Directors assume such a role for their students on Postgraduate programmes. On this point the postgraduate interaction with the College Health Service was queried, and it was confirmed that Postgraduate students are overrepresented at the extreme end for mental illness related appointments, and not just mental health. (v) The Director of Student Counselling Services advised that due to the preventative nature of the work carried out by Student Learning Development, and the Stepped Care model employed by Student Counselling Services, the separation of SLD from SCS may not be a 	<p>Decision QC/23-24/003 (ii): The Quality Committee recommended the Thematic Review on Student Mental Health Services to College Board.</p>



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	<p>straightforward solution to the shortage of space. She noted that academic support alongside counselling is a good fit in practice.</p> <p>(vi) The Director of College Health Services pointed to the impact of the increase in student numbers, noting the complexity of student issues and changes in the student demographic since the last review of College Health- 60% of Health Service work is on Mental Health and this reduces work in other areas.</p> <p>(vii) The Director Student Services pointed to the importance of Quality Reviews for progressing enhancements, noting the achievements of the previous Quality Reviews of the three services. She advised that the Implementation Plan for the Thematic Review is in progress, and it is hoped that the recommended resourcing can be met.</p>	
QC/23-24/003 (iii) Implementation Plan for Careers Service Review	<ul style="list-style-type: none"> • The Director of the Careers Service advised that the Careers Service, as of June 2023, has recruited an Acting Director of Careers. The Director role will focus on the Enterprise engagement, human capital initiative and micro-credentials, through a process of consultation with stakeholders. • Data analyst to be recruited to address the deficit in data and reporting, and job sizing for this role is in progress. • Inequality in like- staff pay is being addressed and progress is ongoing. 	Decision QC/23-24/003 (iii): The Quality Committee recommended the Implementation Plan for the Careers Service Review to Council.
QC/23-24/003 (iv) Implementation Plan Academic Affairs	<ul style="list-style-type: none"> • The Assistant Secretary Academic Affairs advised that most of the recommendations were being addressed through the Postgraduate Renewal Programme. 	Decision QC/23-24/003 (iv): The Quality Committee recommends the Academic



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	<ul style="list-style-type: none"> • The two-stage approach for postgraduate programme proposal development and approval will be introduced from January 2024. • Implementing the two-stage approach at Undergraduate level will involve change management but the experience of applying it to Postgraduate can help to inform its use at Undergraduate level. • Resourcing and IT system solutions are two dependencies required to sustainably address the review recommendations The Academic Secretary posed a question to the Director IT Services on systems support across the reviews presented at the meetings i.e., Quality Office and Academic Affairs, and Student Services. The Director IT Services acknowledged that the problems have been really well ventilated now and that IT Services is willing to assist if we can be clear on (i) what the requirements are; and (ii) who the Sponsor is. 	Affairs Implementation Plan to Council.
QC/23-24/004 Report on the Quality Committee self-evaluation survey 2022/23	<ul style="list-style-type: none"> • The Dean of STEM commended the presentation of the results. The Quality Officer acknowledged the work of Ms Helen Tonra, formerly of the Quality Office for this format, using Canva. • The Quality Officer noted that only ten respondents (53% response rate) responded to the survey and encouraged members to respond to the survey, as our data are only good as the number of responses received. The Quality Officer drew members attention to the qualitative remarks which were informative. This was acknowledged by the Dean of STEM who stated that it worth pursuing some of those thoughts. • The Director of Student Services pointed to the question on the National Student Survey, acknowledging that it must be done, but asked is there another way to approach it before it is administered this year. The Director said she had been in 	Decision QC/23-24/004: The Quality Committee approved the Quality Committee Self-Evaluation Survey.



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	contact with the Dean of Students about reviewing the survey. The Academic Secretary noted that the VP/CAO has raised the matter with the IUA Registrars and a review is underway.	
QC/23-24/005 Any other business	NA	
QC/23-24/006 New and Updated Policies for Noting	The Academic Secretary introduced the policies which had been approved by Council: <ul style="list-style-type: none"> • English Language Policy • External Examiner Policy- Taught Programmes • External examiner Policy- Research Programmes 	Decision QC/23-24/006: New and Updated Policies were noted by the Quality Committee.
QC/23-24/007 RIAM Policies for Noting	The Academic Secretary noted that Linked Providers have generated increased workload for the Quality Office, as part of Quality Assurance and legislation. <ul style="list-style-type: none"> • Progression from Assistant Lecturer to Lecturer • Career Break Policy • Mobile Device Management Policy • Student Complaints Policy and Procedure • Complaints Policy • Ethical Principles & Policy Guidelines for Commercial and Fundraising Activities • Protected Disclosures Policy • Refund for Students Policy. 	Decision QC/23-24/007: RIAM Policies to be provided to College Board for Noting, prior to publication by RIAM.