Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

Quality Committee	
Meeting Date	Thursday 25 January 2024 │ 14.00 – 16.00
Present	Ms. Patricia Callaghan, Academic Secretary (Chair); Ms. Roisin Smith, Quality Officer; Professor Martine Smith, Dean of Graduate Studies, Ms. Breda Walls, Director of Student Services; Mr. Patrick Magee, Director IT Services; Ms. Jessie Kurtz, Deputy Librarian; Professor Breiffni Fitzgerald, STEM Representative; Ms. Catherine Arnold, SU Education 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;
Apologies	Professor Orla Sheils, Vice Provost/Chief Academic Officer; Professor Sylvia Draper, Dean of STEM; Professor Emma Stokes, Vice President for Global Engagement; Professor Gail Mc Elroy, Dean of AHSS; Mr. David Fennelly, AHSS Representative; Ms. Julia Carmichael, Chief Risk Officer; Ms. Orla Cunningham, Chief Operating Officer.
Visitor	Ms. Victoria Butler, Secretary to the College/Director of Governance for items QC/23-24/07 and 08.

Agenda items		
	Key points arising from discussion	Actions/Decisions
Quality Committee minutes	Minutes from previous Quality Committee (November 23, 2023) were approved	**Decision QC/23-24/XXX:** The QC minutes of the 23 Nov 2023 were approved.
QC/23-24/024 Matters arising from the minutes	The following items have gone to Academic Council **January 17, 2024:** • Quality Committee Minutes of November 23, 2023 • National Student Survey Reports 2022/23 UG, PG and PGT • Progress Report on the Joint Award (B.Sc. Physiotherapy) Trinity College Dublin/Singapore Institute of Technology • QQI Revised Guidelines for Blended and Online Learning	

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	The following item will go to Board meeting **28th February 2024:** • RIAM Quality Review IT Services Report for Noting Matters arising from Quality Committee Meeting 23 April 2023 (QC 22-23/045.02). Senior Lecturer/Dean Undergraduate Studies provided an update on the School of Physics, Institute of Physics Accreditation Action Plan, noting that a progress report will be presented in due course to the Quality Committee.	
QC/23-24/025 Annual Quality Report to QQI	The following key areas were highlighted in the discussion: • Information in the Annual Quality Report (AQR) has been signed-off by relevant owners. There are some final changes requested by the Dean of Graduate Studies, which will be incorporated. No major issues were raised. • A member commented on a perceived change in how staff in Management roles are consulted on and made aware of new policy releases. It was noted that the Policy Management Framework is managed by the Secretary's Office. It was suggested that in order to keep informed about new policies, Human Resources holds meeting with managers to discuss the policies that are coming onboard.	**Action QC/23-24/04.01** The Quality Office to make final adjustments in the Annual Quality Report as per the Dean of Graduate Studies amendments. **Decision QC/23-24/04.02**. The Quality Committee recommended the Annual Quality Report to Academic Council and College Board for approval, prior to submission to QQI.

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QC/23-24/026 RIAM Review Report MMusPerf Programme	Dr. Deborah Kelleher, Director of Royal Irish Music Academy, presented the recommendations and management response to the Quality Review of the MMus Performance Programme held in October 2023. This is the only Level 9 programme offered by RIAM and attracts approximately 30 students per annum. The following key areas were highlighted in the discussion: • The RIAM see value in building a Quality Culture, but it was mentioned that reviews can be expensive for a small institution and time-consuming. It was noted that currently no resources are available to appoint a full-time Quality staff member. RIAM would like to achieve this goal by 2025, as it is also expected it will be a recommendation from the RIAM Institutional Quality Review due in April 2024. The External Member of the Quality Committee expressed the view that the argument to appoint a full time Quality Officer should be resisted because a quality culture is something that should be shared by everyone. • RIAM is looking to raise the standards of student engagement in research at a Master's level. This effort will build on the introduction of a Capstone project at the undergraduate level. The External Member commented on the importance of research-led teaching in Conservatoires as the validity of a Master's or PhD degree without sound research in the arts and music will soon be questioned. The Director RIAM responded that it is hoped to introduce a new Master's stream in 2026 that will reflect this ambition to enhance research as Master's level. • A member queried the need for a three -person final recital panel. The Director RIAM clarified this was only for the graduating year and was recommended to ensure the standards.	**Decision QC/23-24/05** The Quality Committee recommends the RIAM Review Report MMusPerf Programme to the Council.

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	• The renovations and new building are a great motivation for everyone working in the institution as it creates the environment for success.	
QC/23-24/027 Dental Council Accreditation Report	Professor Derek Sullivan presented the Dental Council Accreditation Report. The following key points were highlighted in the presentation: • Three programmes delivered by the School are accredited programs by the Dental Council. • Professor Sullivan commented on the time between the review in November 2022 and the approval of the accreditation report by the Dental Council in December 2023. The School has provided feedback to the Dental Council on the delay. • Important to note, it is the first time with no conditions in an accreditation visit. The formal response by the School will be submitted by the end of February 2024. • Challenges identified so far relate to staff, time, and experience. One of the issues is that the curriculum is very full, dental student have a longer semester than other Trinity students and to include new content requires something to be removed. In the discussion that followed, members commented on the: ✓ 'Resilience and Reflection Module' and on the recommendation to link with the Humanities. ✓ the role of student representation needs further clarification, and Professor Sullivan explained the process and offered to follow up with students on how to best facilitate the student voice. ✓ the challenges facing students on the programme to participate in societies and the wider student life.	**Decision QC/23-24/06** The Quality Committee recommends the Dental Council Accreditation Report to the Council.

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QC/23-24/028 Progress on Institutional Review Implementation Plan	The Academic secretary led the discussion on the progress report on the Institutional Review Implementation Plan. • Institutional review was completed in March 2022, the Implementation Plan was submitted to QQI in April 2023. This Progress Report details progress between April 2023- August 2023, which is the reporting period for the AQR. • Each principal owner of the recommendation has signed off on the content in plan. It was mentioned that funding is required to address some recommendations. ***Section 01-Governance and Management of Quality Assurance*** (seven recommendations in total): • There was good progress in this section and the status is *On-going*. Key points include that committees were re-structured; there is a strong focus on implementation and review of policies; and the establishment of the Policy Hub (Website). • Discussion on the management of Quality and the concept of compliance, and assurance have been initiated between the VP-CAO and the College Secretary. ***Section 02-Access (Recommendation 06):*** • The review team recommends that enhanced resources and staffing be introduced to the Academic Registry at Trinity: The Director Student Services identified that the scope of this recommendation is interdependent with the Digital Transformation Programme (Recommendation 12).	**Action QC/23-24/07-01** Final adjustments to be made to the Institutional Review Implementation Plan. **Decision QC/23-24/07-02** The Quality Committee recommends the Progress Report on the Institutional Review Implementation Plan to Council.

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	• The Director IT Services responded that this is about prioritizing resources and looking at demand. • The Director Student Services advised that she was working with the Head of Digital Transformation and Schools to identify what digital changes were required. **Section 03** – *Performance Management (Recommendation 7)* **and Learning and Development** *(Recommendation 8):* • Recommendation 7 (i) Amend the Principal Owner to the VP-CAO. • 7 (ii) Academic Promotions – current status is to develop an implementation plan to tackle the issues from the review of academic promotions. • 7 (ii) and & (iii) require the resources to implement actions. In response to a query, the Academic Secretary advised that the Progress Report is expected to be discussed at the Strategic Dialogue Meeting between the QQI and Trinity Officers this academic year. Committee Members encouraged Trinity to raise the issue of funding with QQI so that QQI can represent our concerns to the HEA and DFHERIS. • Recommendation 8 (i). The Learning and Development Strategy has not been approved yet, and the resources to implement this are not available. • 8 (iii) Academic Practice has implemented courses on pedagogy and assessment for all teaching staff (refer also Recommendation 9)	

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	Section 04- Assessment practices (Recommendation 09): • Recommendation 9 (i) refer also 8(iii) • Recommendation 9 (ii) Admission Strategy - There were discussions of the future composition of the student body to inform the development of an Institutional Admissions Strategy. Space was identified as a significant constraint in the development of an Admission Strategy with respect to student number increases and facilitating small class teaching. **Section 05- Supports for International Students (Recommendation 10)** • International students/staff numbers have continued to grow. • Members discussed the sustainability of the growth in international student numbers in the current world environment, how we respond to it, and plot a path for Trinity. **Section 06, Learner information systems:** • The Director IT Services referred to the investment in invisible infrastructure to improve the collation of reliable data and facilitate reporting, e.g., automation which has proven valuable; however, the availability of resources remains a challenge. • Members provided examples of time and resources saved by automation and agreed that any amount of automation is worthwhile. **Section 07, Self-evaluation, Monitoring and Review (Recommendation 14):** • The focus to date has been on participating in consultations at a national level on the National Student Survey.	

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	• The Quality Office will review existing student evaluation practices across LERU institutions to inform Trinity's approach.	
QC/23-24/029 Implementation Plan for Quality Office	The discussion on the Quality Office Review Implementation Plan was led by the Academic Secretary and the Quality Officer. The following key areas were highlighted in the discussion: • Recommendation 1 – discussion focus on the invitation to initiate a conversation on Quality, a reflection on what Quality means for the University, rather than a question on workload or resources. The External Member voiced that a compliance-oriented approach can result in a formulistic approach to quality, rather than more substantive orientated engagement around Quality. The Academic Secretary expressed an interest in engaging with the External Member on how best to approach this recommendation. A member noted the need for a shared definition of Quality, defined collectively, so that that staff are aware of what is meant by Quality and feel they are doing a quality job. • Recommendations 2 and 6 – the College Secretary indicated that she has had initial discussion with the VP-CAO on the remit of the Quality Office and quality assurance and compliance related requirements of Corporate Services and Financial Services Divisions and Provost Directorate. A member raised the risk of splintering quality and the need to recognise the interdependence between academic and corporate units, required to deliver quality. • Recommendation 5 and 9 – a member spoke of the need for systems support for Annual Faculty Quality Report to make it more than a tick-boxing exercise. The Quality Officer responded saying that meetings were scheduled with the Head of Digital Transformation and the Human Resources Information Systems Manager	**Decision QC/23-24/08** The Quality Committee recommended the Implementation Plan for the Quality Office to Council.

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	to discuss system enhancements and automation that aims to reduce the burden on Schools.	
	• Recommendation 14 - The Education Officer TSU asked for a fundamental change in how students are engaged in student feedback and expressed an interest in student engaging in Quality as an empowering experience.	