



Quality Committee	
Meeting Date	Thursday 03 October 2024 14.00 – 16.00 Trinity Board Room
Present	Professor Orla Sheils, Vice-Provost/Chief Academic Officer (Chair), Ms. Patricia Callaghan, Academic Secretary; Professor Martine Smith, Dean of Graduate Studies; Professor Vincent Wade, Senior Lecturer; Professor Sylvia Draper, Dean of STEM; Professor Carmel O’Sullivan, Dean AHSS; Mr. Patrick Magee, Director IT Services; Ms. Julia Carmichael, Chief Risk Officer; Ms Anna Marie Mullane, Deputy Secretary Secretary’s Office; Professor David Fennelly, AHSS Representative; Professor David O’Regan, STEM Representative; Education Officer TCD SU, Mr Eoghan Gilroy.
Apologies	Ms. Orla Cunningham, Chief Operating Officer; Professor Brian O’Connell, Dean of Health Sciences; Prof Cormac Kennedy, Health Sciences Representative; Professor Emma Stokes, Vice President for Global Engagement; Professor; Ms. Breda Walls, Director of Student Services.
Vacant	Quality Officer; Head of School; External Member, Graduate Student Representative
Visitor/In - attendance	<ul style="list-style-type: none"> • Dr Michael Cleary-Gaffney (Secretary) • Professor Sven Vanneste, Head of School of Psychology, Ms Michelle Le Good, Psychology School Manager for <i>QC/23-24/005 Quality Review Report – School of Psychology.</i> • Professor Ian Donohue, Head of School of Natural Sciences; Mr James Higgins, School of Natural Sciences School Manager for <i>QC/23-24/006 Implementation Plan – School of Natural Science Review.</i> • Ms Gemma Bodinetz, Director of the Lir Academy for <i>QC/24-25/007 Progress Report – The Lir Academy</i> • Professor Teresa O’Doherty, President of MIE, Professor Sean Delaney, MIE Registrar for <i>QC/24-25/009 Implementation Plan -Marino Institute of Education.</i> • Ms Rima Fitzpatrick, Assistant Academic Secretary: Academic Affairs for <i>QC/24-25/008 TrustEd Ireland (formally International Education Mark.</i>



Agenda items		
	Key points arising from discussion	Actions/Decisions
Introduction to new members	<p>Ms Victoria Butler, College Secretary Professor Carmel O’Sullivan, AHSS Dean Professor Vincent Wade, Senior Lecturer/Dean of Undergraduate Studies Ms Anna Marie Mullane, Deputy Secretary, Secretary’s Office Professor David O’Regan (STEM Rep) Professor Cormac Kennedy (HS Rep) Mr Eoghan Gilroy, Education Officer Trinity Student’s Union Dr Michael Cleary-Gaffney (in-attendance) secretary to Quality Committee</p> <p>The Education Officer stated that elections were currently being held for the position of Postgraduate Student Representative.</p>	
QC/24-25/003 Quality Committee minutes		Decision QC/24-25/001: The QC minutes of the 20 April 2024 were approved.
QC/23-24/039 Matters arising from the minutes	<p>The following items were approved by Academic Council on 5th of June 2024:</p> <p>CL/23-24/219.1: Consolidated Annual Faculty Quality Report. QC/23-24/049.1 Marino Institute of Education – Institutional Quality Review Report. QC/23-24/049.2 MIE Progress Report on the Professional Diploma in Education – Further Education (PDE-FE). QC/23-24/049.3 Marino Institute of Education (MIE) – English Language Policy. QC/23-24/050 Quality Review Report for the School of Natural Sciences. CL/23-24/235.1: Draft Quality Committee Minutes of 23rd May 2024.</p>	



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	<p>The following items was approved by Board on 19th of June 2024: Draft Quality Committee Minutes of 23rd May 2024.</p>	
<p>**QC/24-25/005 Quality Review Report – School of Psychology</p>	<p>Professor Carmel O’Sullivan, Dean of AHSS, introduced the School of Psychology Quality Review Report. The AHSS Dean noted that the External Panel identified several commendations which included the School’s innovative approach to teaching and assessment, the School’s governance structure and the effectiveness of the School leadership team. She noted the Panel’s commendation of the two prestigious doctorates in Clinical Psychology and Counselling offered by the School.</p> <p>The Head of Psychology, Professor Sven Vanneste, presented an overview of the Quality Review Report’s findings, noting that the School has already started to address the recommendations of the panel.</p> <p><u>Workload Model & Equity</u>: The School has developed a new workload model which will provide a fair and balanced system for distributing supervisory, teaching and research responsibilities. Staff have engaged with the proposed model and amendments to the model will be made in consultation with academic staff.</p> <p><u>Review of Postgraduate Taught Programmes</u>: The Panel noted that some modules within the different Postgraduate Taught Programmes could be shared across programmes leading to less redundancy of provision. The School is currently in the process of hiring an external project manager on a temporary basis who will assist with reorganisation of</p>	<p>Decision QC/24-25/0005: The Quality Committee recommended the School of Psychology Quality Review Report to Council for approval.</p>



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	<p>postgraduate taught modules and identifying where delivery of modules which could be shared. The report highlighted that some taught programmes are reliant on 1/2 members of staff which is not sustainable.</p> <p><u>Reorganisation of the School's Research Centres:</u> The majority of the School's staff are associated with research centres. Some centres have been successful in gaining major grant funding and producing high quality publications. Staff within other centres felt less supported leading to a perceived imbalance. To ensure that all centres are supported and to increase collaboration, the Head of School will work to merge/reorganise research centres which have synergies and where practical, eliminate centres. Members highlighted that the blueprint of TCIN cannot be simply mapped onto each centre. However, the culture fostered within TCIN could be incorporated into the other centres which in turn could lead to enhancements and staff feeling better supported.</p> <p>A member highlighted that many Psychology staff are involved with and contribute significantly to interdisciplinary research centres outside of their School. Oftentimes, these centres report on their overall strategic focus and not on the contributions of the various Schools to this strategic focus.</p> <p>Members highlighted the importance that all staff are supported, particularly those who are less research active but who are essential to the effective operating of the school by teaching on undergraduate courses and providing postgraduate research supervision.</p> <p><u>Leadership, Career Development and EDI:</u> The Panel noted that the Executive committee is primarily made up of relatively junior female staff and that senior professorial staff</p>	



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	<p>were not particularly visible in the School leadership. The limitations of which can be loss of senior experience and senior staff not feeling represented in the School. The School acknowledges the recommendations but highlighted that several Senior Professors have previously assumed key roles. Additionally, a balance is required where junior staff need exposure to leadership to demonstrate experience when applying for promotions. The Head of School stated that the School will encourage Chairs and Professors “of” to contribute to the School leadership.</p> <p>The Head of School highlighted that the School intends to develop new programmes but the funding for new programmes under the Budget Planning & Allocation Model is not adequate. It was also highlighted that potential students were lost due to long processing of applications. The Vice-Provost/Chief Academic Officer (VP/CAO) stated that the College is aware of the challenges in Academic Registry and is working to resolve this.</p> <p>Members commended the School for their work in preparing for the Quality Review and congratulated the School on a commendable review report. The Head of School and the School Manager highlighted that the data required to support the Quality Review are difficult to obtain and time onerous. The VP/CAO advised that the Data Analytics and Strategic Initiative Unit of the Academic Service Division will support Schools obtaining data to support their Quality Review.</p> <p>The next steps are for the School to develop an Implementation Plan to be presented to a future meeting of the Quality Committee.</p>	



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**QC/24-25/006 Implementation Plan – School of Natural Science Review	<p>Professor Sylvia Draper, Dean of STEM, introduced the School of Natural Sciences implementation plan. The Head of Natural Sciences, Professor Ian Donohue presented an overview of the Implementation Plan.</p> <p>The School has moved away from discipline specific administrative and technical structures to a School-wide operational management and organization structure. The School has developed “<i>process guidelines</i>” that communicates the new structure along with providing timelines to associated procedures and processes. The School has also developed a “School-Wide governance structure manual” which outlines the terms of reference for all committees and outlines the roles and responsibilities of all prominent roles within the School. While the roles and responsibilities of particular roles are outlined in the statutes, these guidelines will provide greater clarity and are bespoke to the School’s structure. Both documents will also serve as induction manuals for new staff.</p> <p>A new School-wide SharePoint has been developed where both staff and students to access information.</p> <p>Professor Donohue highlighted that as the number of students enrolled on School of Natural Sciences programmes increases, additional funding should follow. The School also highlighted that the uncertainty about the long term location of research spaces/centres is impacting on whether the School should make investments in upkeep and/or enhancing the existing research space.</p>	Decision QC/24-25/006: The Quality Committee recommends the School of Natural Science Implementation Report to Council for approval.



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	<p>The School will continue to explore alternative models for the supervision of undergraduate and masters dissertations in order to reduce pressure on staff. A member highlighted that the School should engage with the Centre of Academic Practice who provide support and resources on different types of dissertations and models of supervision.</p> <p>In relation to the maintenance and presentation of collections, members suggested that the School engage with other School who have collections and identify whether resources could be pooled and/or whether business plans could be developed between Schools to acquire resources (personnel) to preserve and exhibit collections. The Deputy Librarian advised that the Library has preservation and conservation experts which would be of assistance. Members highlighted that the School should consider whether the collections could be digitised.</p>	
<p>**QC/24-25/007 Progress Report – The Lir Academy</p>	<p>Professor Carmel O’Sullivan, Dean of ASHSS, introduced the Lir Academy’s progress report. The Dean highlighted that some of the recommendations are dependent upon an expansion of the Lir Academy’s physical footprint. The Dean, the School of Creative Arts and the Lir Academy are working together to identify where existing space can be shared.</p> <p>The Director of the Lir Academy, Ms Gemma Bodinetz presented an overview of the progress report. The Director highlighted that interdependencies exist across programmes meaning that restructuring of one programme impacts on another programme. For some modules, learning outcomes have been replaced with competency-based pedagogy. To expand international networks, the Lir Academy has a pending memorandum of understanding with the Western Australian Academy of</p>	<p>Decision QC/24-25/007: The Quality Committee recommends the Lir Academy Progress Report to Council for approval.</p>



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	<p>Performing Arts and pending associate membership of the Federation of Drama Schools UK.</p> <p>In relation to strengthening academic governance, a Joint Academic Committee which comprises representation from Trinity and the Lir Academy has been convened.</p> <p>In relation to physical space, refurbishments have been made to existing rooms and a new sensory room has been established. With physical space constraints, the Lir Academy is examining areas of courses that can be offered through blended delivery to maximise efficiency of physical space.</p> <p>In relation to the student experience, an onsite counselling service is now provided to Lir students. Continued counselling and disability resources are provided by Trinity. The Lir Academy has now in place a Student-Staff council to support the student voice in relation initiatives, programme, and institutional development. The Director reaffirmed that the Student-Staff Council is open to all students. In response to a question about the selection of class representatives, the Director stated that class reps are elected by students, with 2 class representatives elected for each cohort of programmes.</p>	
<p>**QC/24-25/009 Implementation Plan - Marino Institute of Education</p>	<p>The President of MIE, Professor Teresa O'Doherty and MIE Registrar Dr Sean Delany presented an overview of the implementation plan.</p> <p>Each programme leader will submit an annual report which incorporates programme quantitative and qualitative data. Consideration of student feedback on module evaluations will also be included within the report. Programme teams will also be</p>	<p>Decision QC/24-25/009: The Quality Committee recommends the Marino Institute of Education Implementation Plan to Council for approval.</p>



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	<p>required to outline how Universal Design Learning (UDL) is incorporated into modules. Programme Leaders will be responsible for updating whether the level of UDL is adequate to the programme. In response to a question about the additional workload of the annual report to academic staff, MIE highlighted that it had employed an Academic Service Officer who provides the data to support the Annual Report. MIE highlighted that the Annual Report will provide a more holistic appraisal of programmes rather than focusing solely on the feedback from external examiners.</p> <p>MIE highlighted enhancements have been made to its physical space, digital infrastructure and improvements have been made to accessibility points. Upgrades will continue but are dependent on resource constraints. In relation to the integration of international students, MIE noted that many international students come from the International Foundation Programme where a number of learners are 16-17 years of age. International students are encouraged to join clubs and societies in MIE and Trinity and are encouraged to be part of committees within the MIE.</p> <p>In relation to the research environment, MIE continues to support staff with their research, and is developing bespoke research metrics to gauge research impact and to enable monitoring of research activity.</p> <p>In relation to the eligibility of free fees to extent to all undergraduate programmes, the MIE President stated that MIE had meetings with relevant government departments however, the current situation remains. MIE highlighted that they have been invited to</p>	



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	<p>engage with the Higher Education Authority and noted that this was a welcome development.</p> <p>Members commended MIE for including class representative on College committees to ensure that the student voice is represented in decision making.</p>	
<p>QC/24-25/008 TrustEd Ireland (formally International Education Mark)</p>	<p>The Assistant Academic Secretary: Academic Affairs, Ms Rima Fitzpatrick presented Trinity’s application to QQI to be awarded the TrustEd statutory quality mark which is designed to protect international learners.</p> <p>The Assistant Academic Secretary outlined that in order to be awarded the mark, Trinity must provide evidence of compliance to the principles and criterion as set out in the Code of Practice for Provision of Programmes in Higher Education. Trinity must be fully compliant with at least 80% of the criteria applicable to the provider.</p> <p>Trinity’s application was developed in partnership with several units across Trinity. The SAR has been reviewed by the Academic Secretary and the Vice-President for Global Engagement. The Assistant Academic Secretary highlighted that the application is currently being approved by various committees prior to being considered for approval by Council and Board. Once approval has been granted, the application will be submitted to QQI. QQI’s decision on the authorisation of the mark will be made before October 2025.</p> <p>In response to a question whether Trinity was required to put further resources in place to apply for the mark, the Assistant Academic Secretary highlighted that Trinity already</p>	<p>Decision QC/24-25/008: The Quality Committee recommends Trinity’s application for the TrustEd Ireland statutory mark to Council and Board for approval.</p>



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	<p>demonstrated compliance with the eligibility criteria and where minor gaps existed, these have been rectified. No further actions are required to demonstrate compliance.</p> <p>In response to a question relating to the application charge and annual charge, it was highlighted that the application fee was included in QQI's existing Higher Education relationship fee with Trinity and that an annual charge for use of the mark is €20,000.</p>	
QC/24-25/010 Any Other Business	<p>The VP/CAO asked Quality Committee members to consider having every second Quality Committee online during 2024/25 to accommodate those who may not be able to meet in person.</p> <p>Members endorsed this proposal and supported the VPCAO's suggestion that meetings would be fully online or fully in person and that hybrid meetings would not be facilitated.</p>	Decision QC/24-25/012: The Quality Committee approved having every second Quality Committee online.
QC/24-25/011 Quality Committee Self-Evaluation Survey Results 2023/24	<p>The Academic Secretary provided an overview of the main findings from the Quality Committee Self-Evaluation Results. She cautioned that there was a low response rate, and the findings may not be representative of all committee members.</p> <p>In relation to the Terms of Reference of the committee, members noted that it is unclear if the balance of the committee is to provide oversight of academic quality or to monitor compliance for the University. The Academic Secretary advised that the Quality Committee is a Compliance Committee of the College Board and the University Council, and its remit is to maintain institutional oversight of quality and to monitor compliance with legislative requirements. She noted that discussions were in train to transfer the quality brief for corporate governance to the Secretary's Office. A member suggested a review of the Quality Committee agenda items from the previous year to explore the</p>	Decision QC/24-25/011: The Quality Committee noted the Quality Committee Self-Evaluation Survey Results 2023/24.



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	<p>weighting of items discussed at Committee relative to the functions as set out in the Terms of Reference. The Academic Secretary said there is scope for the Committee to consider amending the Terms of Reference, however, this would need to be discussed with the Registrar.</p> <p>In relation to School reviews, members commented that they may be perceived as a box ticking exercise. The Academic Secretary and VPCAO clarified that Schools can focus on specific issues and take a more strategic approach when considering the terms of reference of a review.</p> <p>The Academic Secretary highlighted that new Committee members were provided with an induction on internal and external quality matters as well as the function of the Quality Committee.</p>	
QC/24-25/012 Minutes of the RIAM Annual Dialogue Meeting.	The minutes of the RIAM Annual Dialogue Meeting of 22 May 2024 were presented to Quality Committee members for noting.	Decision QC/24-25/012: The Quality Committee noted the minutes of the RIAM Annual Dialogue meeting.
QC/24-25/013 Minutes of the MIE Annual Dialogue Meeting.	The minutes of the RIAM Annual Dialogue Meeting of 06 June 2024 were presented to Quality Committee members for noting.	Decision QC/24-25/013: The Quality Committee noted the minutes of the MIE Annual Dialogue meeting.