



Quality Committee	
<b>Meeting Date</b>	Thursday 07 November 2024   14.00 – 16.00   Online via Zoom
<b>Present</b>	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 Brian O’Connell, Dean of Health Sciences; Prof Graeme Watson, Head of School Representative; Miss Jessie Kurtz, Deputy Librarian; Professor David O’Regan, STEM Representative; Dr Cormac Kennedy, HS Representative; Ms. Breda Walls, Director of Student Services. Ms. Orla Cunningham, Chief Operating Officer; Mr Eoghan Gilroy, Education Officer TCD SU.
<b>Apologies</b>	Ms Victoria Butler, College Secretary; Professor Carmel O’Sullivan, Dean of AHSS; Professor Sylvia Draper, Dean STEM; Vice President for Global Engagement, Professor Emma Stokes; Mr Patrick Magee, Director IT Services; Professor David Fennelly, AHSS Representative; Ms. Julia Carmichael, Chief Risk Officer; Ms Anne Marie Mullane, Deputy Secretary Secretary’s Office.
<b>Vacant</b>	Quality Officer; External Member, Graduate Student Representative
<b>Visitor/In - attendance</b>	<ul style="list-style-type: none"> <li>• Dr Michael Cleary-Gaffney (Secretary)</li> <li>• Ms Seana Lynch, Quality Office</li> <li>• Professor Deborah Kelleher, Director of RIAM, Mr Pdraig Rynn, Senior Staff Officer, Tertiary RIAM for QC/23-24/016 <i>Institutional Review Report – Royal Irish Academy of Music.</i></li> <li>• Ms Patricia Murphy, Director of Student Counselling for QC/23-24/018 <i>International Accreditation of Counselling Services Accreditation Report.</i></li> <li>• Ms Orla Bannon, Director of Careers for QC/24-25/019 <i>Progress Report – Trinity Careers Service.</i></li> <li>• Ms Rima Fitzpatrick, Assistant Academic Secretary: Academic Affairs for QC/24-25/020 <i>Progress Report – Academic Affairs.</i></li> </ul>



Agenda item		
	Key points arising from discussion	Actions/Decisions
<b>Introduction to new members</b>	Prof Graeme Watson, Head of School Representative	
<b>QC/24-25/014</b> Quality Committee minutes		<b>Decision QC/24-25/14.1:</b> The QC minutes of the 3 <sup>rd</sup> October 2024 were approved.
<b>QC/24-25/015</b> Matters arising from the minutes	<p>The following items were approved by Academic Council on 16<sup>th</sup> of October 2024:</p> <p><b>QC/24-25/005:</b> School of Psychology Quality Review Report</p> <p><b>QC/24-25/006:</b> School of Natural Science Implementation Report</p> <p><b>QC/24-25/007:</b> The Lir Academy Progress Report</p> <p><b>QC/24-25/009:</b> The Marino Institute of Education Implementation Plan</p> <p>The IEM submission and the Draft Quality Committee Minutes of 3<sup>rd</sup> October 2024 were approved by Board on 6<sup>th</sup> of November 2024.</p>	
<b>**QC/24-25/016</b> Institutional Review Report – Royal Irish Academy of Music	<p>The Director of the RIAM, Professor Deborah Kelleher provided an overview of the key findings from the inaugural institutional review of the RIAM.</p> <p>The external panel found that RIAM complies with QQI's Core Statutory Assurance Guidelines. Within the Review Report 24 commendations and nine recommendations were noted. The Director stated that several of the recommendations can be actioned quite quickly while others will require some time and consideration. The review has facilitated RIAM to think strategically about its positioning. Ideologically, conservatoires, which RIAM is, are underpinned by the ethos of preserving music as an art form and providing a practice-based musical education in performance. However, RIAM is identifying how it can balance traditional conservatoire values, while being innovative in</p>	<b>Decision QC/24-25/0016.1:</b> The Quality Committee recommended the Royal Irish Academy of Music Institutional Review Report dated 11 <sup>th</sup> November to Council and Board for approval.



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	<p>music education, music performance and the experience it provides to learners. Expansion of these values will require consideration from all RIAM stakeholders.</p> <p>The Director noted that the Panel had commended RIAM for the direction being taken to further imbed a research culture. She stated that at present RIAM has a small research profile but aspires to increase this profile and become a leader in informing trends rather than responding to them. RIAM is currently creating and developing research partnerships and is in the conceptual stages of developing a research centre. The VP/CAO, Dean of Graduate Studies, and Senior Lecturer commended RIAM on these initiatives and advised that Trinity would provide guidance and support to RIAM in enhancing their research profile.</p> <p>Quality Committee members commended the inclusion of a student representative on the external review panel.</p> <p>RIAM will now develop an Implementation Plan and the Director thanked Trinity for the support provided in preparation for and during the institutional review. The Director noted the high financial cost associated with the review to RIAM but added it was a worthwhile undertaking.</p> <p>The VP/CAO commented RIAM on a positive Institutional Review and acknowledged the 24 review commendations.</p>	



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<b>**QC/24-25/017</b> Progress Report – Thematic Review of Student Mental Health Services	<p>The Director of Student Services, Ms Breda Walls, provided a progress update on the implementation plan arising from the external review. Progress required cross-functional collaboration across three units (College Health, Disability Service, Student Counselling). The Director outlined that all proposed actions from the Panel's 10 identified recommendations had been actioned. She noted that the progress made was recognised by the International Accreditation Counselling Services (IACS) site visitors during their accreditation visit of the Student Counselling Services.</p> <p>The VP/CAO commended the units involved on achieving each of the planned actions outlined in the implementation plan.</p>	<p><b>Decision QC/24-25/017.1:</b> The Quality Committee recommended the Progress Report arising from the Thematic Review of the Student Mental Health Services dated 11<sup>th</sup> November to Council for approval.</p>
<b>**QC/24-25/018</b> Accreditation Report - International Accreditation of Counselling Services	<p>The Director of Student Counselling Services informed the Committee that Student Counselling Services (SCS) was awarded International Accreditation Counselling Services (IACS) accreditation. The Director noted that the IACS is a highly prestigious accreditation, which sets the benchmark for professional counselling for college and university campuses worldwide. Trinity is the first University in Europe to be awarded this accreditation. She noted that the external reviewers reviewed five areas within SCS. The reviewers noted that standards were met in most areas and provided recommendations in three, namely:</p> <ul style="list-style-type: none"> <li>i. Increased awareness of supports outside of individual counselling</li> <li>ii. Case Records</li> <li>iii. Staffing levels</li> </ul>	<p><b>Decision QC/24-25/018.1:</b> The Quality Committee recommended the International Accreditation Counselling Services Accreditation Report dated 11<sup>th</sup> November to Council for approval.</p> <p><b>Action QC/24-25/018.2:</b> Student Counselling Services to advise and signpost services provided</p>



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	<p>The Director noted that accreditation was granted immediately as these recommendations were actioned already by SCS.</p> <p>The committee commended the SCS for being awarded this prestigious accreditation. Quality Committee members queried whether students were embracing the different forms of counselling services offered by the SCS. The Director noted that preferences for individual counselling is still high despite students being recommended to other more appropriate support services. SCS has enhanced its communication about the other supports available to students.</p> <p>The Director noted that while overall demand for counselling services has declined, the number of high level and complex cases has increased. The reduction in demand may be attributed to the effectiveness of the different services provided. The Director stated that Trinity has a Mental Health Policy that affirms that Trinity's caring responsibility to students. The Director noted that students are more vocal about discussing their mental health with non-counselling staff. She advised, in response to a query that these staff should listen to the student needs and signpost them to appropriate support services. The Senior Lecturer and the Dean of Graduate Studies suggested that their committees can provide a forum to highlight the services provided by the SCS. The Director welcomed the opportunity to attend these committees to inform members of the services available for students. The Director also noted that Psychological Response Team training will be offered to professional and academic staff.</p>	at Undergraduate Studies Committee and Graduate Studies Committee.
<b>**QC/24-25/019</b> Progress Report – Trinity Careers and Development Service	The Director of Trinity Careers Service, Ms Orla Bannon, provided a high-level progress update on the implementation plan arising from the external review of Trinity Careers	<b>Decision QC/24-25/019.1:</b>



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	<p>Service. The Director reported that while most recommendations were actioned, two recommendations, one related to HCI funding and one related to staffing, could not be progressed to completion due to constraints outside the control of the Careers and Development Service.</p> <p>The Director noted that external partnership engagement had been enhanced through the collaboration and knowledge sharing of existing personnel within the HCI, RPL and MicroCredentials team. This collaboration has been advantageous particularly regarding support to academic staff engaging with enterprise. The focus of the Careers and Development Team is now on mainstreaming and sustaining relevant enterprise engagement activities. It was noted that it may be difficult to continue the momentum of activities as some of the posts are funded by HCI funding which ends in October 2025. The VP/CAO noted that the College is not in a position to fund the shortfall when HCI funding ends and that a case for funding beyond October 2025 would have to be made.</p> <p>The Director advised that contractual conditions with respect to pay equality had not progressed. At present, some Career Consultants are on different pay scales despite carrying out similar functions. A role grading submission was considered by the Role Grading Review Committee but had not been approved. HR have advised that a mechanism to address this type of anomaly is being considered by the People and Culture committee but that no timeline on a resolution has been provided.</p> <p>The Director stated that the Careers Office would be releasing a “Graduate Outcomes Dashboard”. This dashboard will provide information relating to employment trends of</p>	<p>The Quality Committee recommended the Trinity Careers and Development Service Progress Report dated 11<sup>th</sup> November to Council for approval.</p> <p><b>Action QC/24-25/019.2:</b> Trinity Career Service to provide a demonstration of the Graduate Outcomes Dashboard to Council when it is made available.</p>



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	Trinity graduates and provide comparison data to the HEA's Graduate Outcome Survey. This dashboard will provide useful data for School's undergoing Quality Reviews and inform other internal and external reporting requirements. The VP/CAO requested that once the dashboard is available that a demonstration of its functionality be provided to Council.	
<b>**QC/24-25/020</b> Progress Report – Academic Affairs	<p>The Assistant Academic Secretary: Academic Affairs, Ms Rima Fitzpatrick, provided a high-level progress update on the implementation plan arising from the external review of Academic Affairs and stated that most proposed actions were either completed or at an advanced stage of completion.</p> <p>The Assistant Academic Secretary stated that many of the actions were progressed thanks to additional personnel recruited to Academic Affairs as well as enhanced management practices such as shared knowledge training with the Team and transparent workplans.</p> <p>In relation to the panel's recommendation about student input in the co-creation and development and enhancement of courses, the Academic Secretary and Education Officer noted that students are already involved in various governance committees that review and approve curricula. The Quality Committee agreed that this recommendation already occurs in practice and should be closed.</p> <p>The external panel recommended that new IT solutions be developed to enhance ways of working. The Assistant Academic Secretary advised that currently programme proposals are developed/reviewed using Microsoft Word and Excel which bring</p>	<p><b>Decision QC/24-25/020.1:</b></p> <p>The Quality Committee recommended the Academic Affairs Progress Report dated 11<sup>th</sup> November to Council for approval.</p>



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	challenges in tracking and measuring changes to curricula. The introduction of a CRM system was originally within the scope of the PG Renewal Project, however, due to time constraints it was no longer within scope. The Dean of Graduate Studies and the Senior Lecturer endorsed the need for a CRM system for programme development and amendments but noted that the project would need sponsorship and recourses.	
<b>**QC/24-25/021</b> MIE Attendance Policy and Procedure	<p>The Quality Office Administrative Officer, Dr Michael Cleary-Gaffney, advised that MIE was seeking approval to amend an existing attendance policy.</p> <p>The amendments included:</p> <ul style="list-style-type: none"> <li>• Separating the policy and procedure into separate documents.</li> <li>• Updating the maximum number of hour absences above which attendance is deemed unsatisfactory.</li> <li>• Clarifying that a student can invite a member of the SU to accompany them to an attendance meeting in lieu of their tutor.</li> <li>• Confirming where students are required to submit documentation to for mitigating circumstances of non-attendance.</li> </ul>	<b>Decision QC/24-25/021.1:</b> The Quality Committee recommended the MIE Attendance Policy and Procedure dated 11 <sup>th</sup> November to Council for approval.
<b>QC/24-25/022</b> Any other Business	The Deputy Librarian indicated that the Library can provide data to Schools to assist with Quality Reviews and advised that Schools contact their subject librarian who will be able to provide a data pack.	





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<b>QC/24-25/023 RIAM Non-Academic Policies</b>	<p>The following RIAM non-academic policies were noted by Quality Committee:</p> <ul style="list-style-type: none"><li>• Information and Communications Technology Policy (revised)</li><li>• Dignity &amp; Respect (revised)</li><li>• Staff Grievance and Mediation Policy (revised)</li><li>• Menopause in the Workplace Policy (New)</li><li>• Time in Lieu (TIL) and Time Off in Lieu (TOIL) Policy (New)</li><li>• Retirement Policy (Revised)</li><li>• Student Code of Conduct (Revised)</li><li>• Student Complaints Procedure (Revised)</li></ul>	<p><b>Decision QC/24-25/023.1:</b></p> <p>The Quality Committee noted the RIAM non-academic policies.</p>