

Document Identifier: Quality Committee Terms of Reference

An Associated College of
Trinity College Dublin, the University of Dublin

Document Title:	Quality Committee Terms of Reference
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Quality Committee Terms of Reference

1. Context

The Quality Committee is a sub-committee of the Governing Body¹ focused on ensuring compliance and facilitating an integrated approach to academic quality, including Institutional policies, procedures and systems at Marino Institute of Education (MIE). The Quality Committee is responsible for the provision of advice and recommendations to the Governing Body¹, arising from MIE's responsibilities under the [Qualifications and Quality Assurance \(Education and Training\) Act, 2012](#), the [Standards and Guidelines for Quality Assurance in the European Higher Education Area \(ESG, 2015\)](#) and associated policies, guidelines and codes.

2. Purpose

The Quality Committee is central to both Programmatic, Department and Institutional reviews. The Quality Committee is the central forum for monitoring and improving standards of academic quality and is guided by the approach outlined in [Quality Assurance Handbook](#), the [Quality Policy Statement](#) and by relevant [policies and procedures](#). The overall aim of the Quality Committee is to instil high quality and externally validated outcomes in delivery of [MIE's Mission](#), with particular emphasis on the excellence of teaching, learning and research activities, and the character of the student experience.

This document outlines the Terms of Reference for the MIE Quality Committee. Specifically, this document details constitution, membership, attendance at meetings, reporting, duties and responsibilities and terms of reference.

3. Terms of Reference

3.1. Constitution

The Governing Body¹ has established a sub-committee of the Governing Body¹ known as the MIE Quality Committee. The purpose of the Quality Committee is a compliance committee, that is responsible for the review of policies and the implementation of quality processes across academic and administrative and service areas of MIE.

¹ See [Code of Governance](#) and [Matters Reserved for the Governing Body of MIE](#)

3.2. Membership

3.2.1. The MIE Quality Committee will be comprised of at least 12 members of which positions are set aside for

- The Registrar and Vice President of Academic Affairs (ex officio Chair)
- MIE President (ex officio)
- At least six academic staff members
- At least two administrative and service staff members
- The Quality Assurance Officer (ex officio)
- The Data Protection Officer (ex officio)
- At least two Students' Union representatives including undergraduate and postgraduate where possible (ex officio)
- One member representing Governing Body ²

The term of office for non ex officio members will be three years and no member may stand for more than two consecutive terms of office, with the exception of student members who will stand for one year. The MIE Quality Committee invites self-nomination for membership. Where the Committee is over-subscribed, elections may be held.

3.2.2. The Chairperson of the MIE Quality Committee shall be the Registrar and Vice President of Academic Affairs.

3.2.3. The Quality Committee shall draw up its own working procedures.

3.2.4. The quorum is 50% of membership plus one (minimum seven members).

3.3. Attendance at Meetings

3.3.1. The Quality Committee shall meet at least once per academic term and as otherwise required.

3.3.2. Any employee or external person relevant to the work of the Quality Committee may attend for all or part of meetings at the invitation of the Quality Committee Chair.

² See [Code of Governance](#) and [Matters Reserved for the Governing Body of MIE](#)

3.4. Reporting

3.4.1. The Quality Committee will report on matters of relevance to the Governing Body² and MIE Academic Council³ after every meeting in the form of meeting minutes and as otherwise required.

3.4.2. Other points to note in relation to Committee Meetings:

- i. A recording secretary will take minutes for the Quality Committee and a draft will be sent to the Quality Assurance Officer for checking in the first instance.
- ii. The Quality Committee is authorised by the Governing Body² to investigate any activity within the terms of reference and to seek any information it may require on that activity from any employee of the Institute and all such employees are directed to co-operate with the Quality Committee. The Quality Committee shall be given the necessary resources for this purpose.
- iii. The Quality Committee is authorised by the Governing Body² to obtain outside or legal or other independent professional advice, if it considers this necessary.
- iv. Professional development for members of the Quality Committee will be provided if necessary.

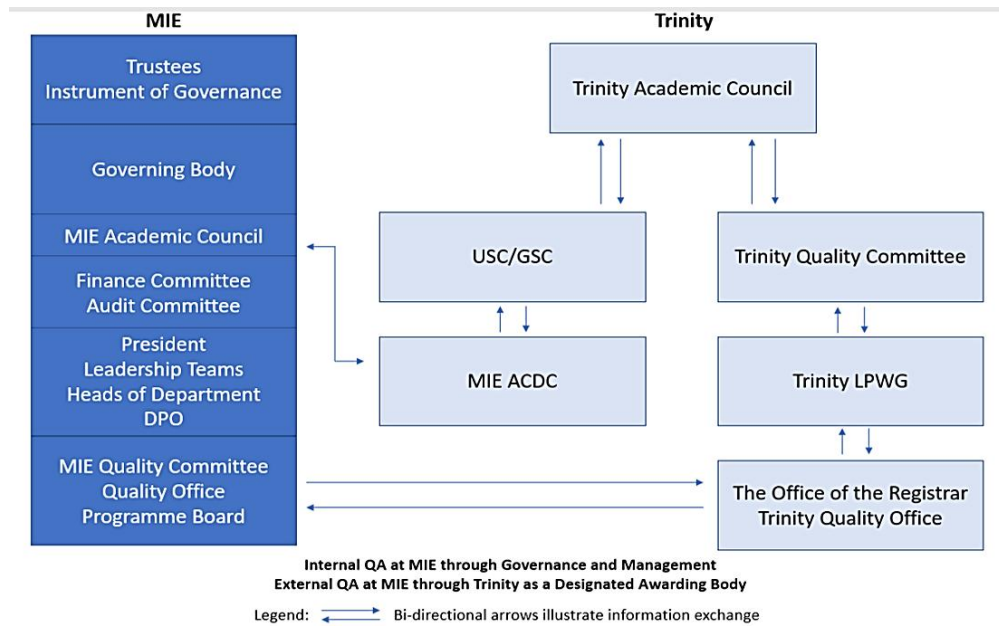
3.5. Inter-institutional Reporting

3.5.1 MIE as an associated college of Trinity College Dublin, the University of Dublin (herein referred to as Trinity). Trinity is the Designated Awarding Body that validates academic programmes delivered by MIE. MIE is regarded as a Linked Provider under the Qualifications and Quality Assurance Act 2012 and as such has responsibilities to “establish procedures in writing, for quality assurance for the purposes of establishing, ascertaining, maintaining and improving the quality of education, training, research and related services the provider provides”.

3.5.2 The QA governance diagram describes the inter-institutional reporting process between MIE as a linked provider to Trinity.

³ See [Academic Council Terms of Reference](#)

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3.6. Duties and Responsibilities

The duties and responsibilities of the Quality Committee will include:

- To monitor and review internal quality assurance policies and procedures and recommend them for approval to MIE Academic Council⁴ and Governing Body⁵ as appropriate.
- Keep under review the [Quality Assurance Framework](#) and ensure it is consistent with the requirements of national policy regarding quality in higher education, and the results of internal and external evaluation reports.
- To formulate MIE's [Quality Policy Statement](#) and Strategy for Quality Assurance⁶.
- Provision of an advisory audit function of the academic quality systems of the Institute, to ensure compliance with standards. The Registrar/Vice President of Academic Affairs and MIE Academic Council³ hold responsibility for academic quality assurance and relevant academic policies. In this regard, the Quality Committee provides guidance and support to the Registrar/Vice President of Academic Affairs and MIE Academic Council⁴ when required e.g., where academic policies and processes may link to non-academic policies and processes.

⁴ See [Academic Council Terms of Reference](#)

⁵ See [Code of Governance](#) and [Matters Reserved for the Governing Body of MIE](#)

⁶ See [Quality Assurance Handbook](#)

- v. To ensure due accountability to students, staff, peers, sectoral partners, funders and the wider community, by:
 - a. Oversight of progress towards relevant performance indicators and quality assurance targets as set out in [MIE's Strategic Plan](#) and informed by national policy and appropriate international benchmarks.
 - b. Fostering effective communication and coordination with (and between) MIE Governing Body⁵ and MIE Academic Council⁴, as the bodies with leadership responsibility for quality assurance.
 - c. Direct reporting to MIE Governing Body⁷ in relation to quality assurance developments, in alignment with approved targets, indicators and funder requirements.
- vi. To promote a total quality culture throughout MIE in order to assure and improve the quality of teaching, learning, research and professional services provided by the Institute.
- vii. To ensure that awareness of the latest developments in the field of quality assurance/improvement, based on best national and international practice is adopted throughout the Institute.
- viii. To ensure ongoing monitoring of the manner and extent to which MIE's practices serve to assure and improve the quality of all its programmes and services.
- ix. To prepare an annual statement of risk.
- x. To draft the MIE Schedule of Reviews for approval by the Governing Body⁷ and to monitor the review cycles to ensure compliance and successful completion of approved quality reviews.
- xi. Revision of good practice for third level institutions and other similar organizations.
- xii. To provide input into the Annual Institutional Quality Report (AIQR) as a Linked Provider of Trinity College Dublin, the University of Dublin.
- xiii. To engage proactively with the Quality Office and Quality Committee, Trinity College Dublin in the preparation for the Institutional Effectiveness Review of MIE.

⁷ See [Code of Governance](#) and [Matters Reserved for the Governing Body of MIE](#)

- xiv. The Quality Committee may establish a MIE Quality Working Group sub-committee to assist it in completing its work. The sub-committee may include a minority of Committee members and members who are not members of the Quality Committee. Sub-committees must be chaired by a member of the Quality Committee and shall be appointed by the Quality Committee. The Governing Body⁷ must be informed promptly if a sub-committee of the Quality Committee is established
- xv. The Quality Committee will submit an annual budget to the Finance Committee as part of the Registrar's Office budget.
- xvi. As an integrated quality assurance process, the Committee has an oversight role in relation to reports of evaluation processes by external parties such as the Teaching Council or National StudentSurvey.ie outcomes.
- xvii. In line with the [Approval of Linked Providers' Quality Assurance Procedures](#), all new policies after initial MIE approval are also submitted to Trinity, where they will go through the established approval process, prior to being published (refer 3.6(i) above).

4. Responsibility

The Registrar and Vice President of Academic Affairs as MIE Quality Committee Chair, is responsible for the maintenance of this document.

5. Related Documents

- 5.1. [Code of Governance](#)
- 5.2. [Matters Reserved for the Governing Body of MIE](#)
- 5.3. [Academic Council Terms of Reference](#)
- 5.4. [Quality Assurance Handbook](#)
- 5.5. [Quality Policy Statement](#)
- 5.6 [Approval of Linked Providers' Quality Assurance Procedures](#)