

QUALITY COMMITTEE

Ver. 7 Terms of Reference

Chair:	A current and external member of An tÚdarás Rialaithe	<p>Overall Aim: High quality and externally validated outcomes in delivery of the College Mission, with particular emphasis on the excellence of teaching, learning and research activities, and the character of the student experience.</p>
Members:	One representative of Academic staff, drawn from the current membership of <i>An tÚdarás Rialaithe</i> , as appointed by the Trustees	<p>Governance The Committee will act with authority delegated by An tÚdarás Rialaithe, in relation to oversight of quality assurance and improvement and, the promotion of a total quality culture throughout the College.</p> <p>Responsibilities:</p> <ol style="list-style-type: none"> 1. To ensure due accountability to students, staff, peers, sectoral partners, funders and the wider community, by: <ul style="list-style-type: none"> • oversight of progress towards relevant performance indicators and quality assurance targets as set out in the College Strategic Plan and informed by national policy and appropriate international benchmarks; • fostering effective communication and coordination with (and between) the Executive Team and An Chomhairle Acadúil (CA), as the bodies with operational responsibility for quality assurance. 2. To ensure that awareness of the latest developments in the field of quality assurance/improvement, based on best national and international practice is fostered throughout the College. 3. To promote the development of relevant and effective policies and procedures relating to quality assurance and improvement, within the context of the Strategic Plan for the College, and in a manner that is consistent with the
	One representative of Professional Services staff, drawn from the current membership of <i>An tÚdarás Rialaithe</i> , as appointed by the Trustees	
	President of the Students' Union	
	Vice President of the Students' Union	
	College President, <i>ex officio</i>	
	Vice President Academic Affairs, <i>ex officio</i>	
	Vice President of Governance and Strategy, <i>ex officio</i>	
	Vice President Research, <i>ex officio</i>	
	Director Equality, Diversity, Inclusion and Interculturalism, <i>ex officio</i>	
	Dean of Arts, <i>ex officio</i>	
Dean of Education, <i>ex officio</i>		

	Head of School of Education, Thurles, <i>ex officio</i>	standards applying throughout the third level sector.
Assistant Dean of Arts, <i>ex officio</i>	4. To ensure ongoing monitoring of the manner and extent to which the College's practices serve to assure and improve the quality of all its programmes and services including to:	
Assistant Dean of Education; <i>ex officio</i>	<ul style="list-style-type: none"> • respond to and (where appropriate) make recommendations based on the College's quality assurance metrics including stakeholder feedback; 	
Director of Teaching & Learning, <i>ex officio</i>	<ul style="list-style-type: none"> • approve quality review schedules and to ensure compliance with our Linked Provider obligations in relation to communicating same to the University of Limerick; 	
Director of Student Life, <i>ex-officio</i>	<ul style="list-style-type: none"> • ensure successful completion of approved quality reviews; 	
Director of Quality, <i>ex-officio</i>	<ul style="list-style-type: none"> • discuss and make recommendations (where appropriate) to the College's Executive, An Chomhairle Acadúil or other relevant Committees, on foot of its consideration of Peer Review reports or Quality Improvement Plans; 	
Graduate School Director, <i>ex officio</i>	<ul style="list-style-type: none"> • monitor effective implementation of institution and local-level Quality Improvement Plans. 	
Quality Assurance Manager, <i>ex officio</i>	5. To ensure compliance with the College's obligations as a Linked Provider of the University of Limerick as set out in the Memorandum of Understanding and under the Qualifications and Quality Assurance (Education and Training) Act 2012 through:	
	<ul style="list-style-type: none"> • review and approval of the Annual Quality Assurance Report (AQR); • periodic review of the MIC Quality Manual which describes the College's quality assurance and improvement structures; • oversight of the Institutional Quality Review process. <p>6. To prepare an annual statement of risk.</p>	

<p>Recording Secretary:</p>	<p>Executive Officer, President's Office</p>	<p>Reporting Responsibility</p> <ul style="list-style-type: none"> • The Committee shall report directly to An tÚdarás Rialaithe; • The Committee will report and bring forward agenda items to other college bodies as is necessary to fulfil its remit. <p>Conduct of Business</p> <ul style="list-style-type: none"> • The Committee shall meet at least five times per year; • The Committee may also meet electronically to note formal items or to take forward discussion as appropriate; • The meetings shall be convened by the Chair with a minimum of seven days' notice; • The members may not nominate others to attend meetings on their behalf; • Rules concerning the quorum and voting procedure for the Quality Committee shall be as for An tÚdarás Rialaithe of the College. No quorum shall be required for business transacted electronically; • The Committee may establish sub-groups, as required, to assist with Committee work and/or related projects; • The Committee will review its Terms of Reference on annual basis. <p>Responsibilities of Committee Members</p> <p>All members of the Committee:</p> <ul style="list-style-type: none"> • Are expected to be collegial and constructive in approach; • Should attend regularly and participate fully in the work of the Committee; • Should take collective responsibility and individual ownership for the issues under the Committee remit and for the discussion and resolution of relevant issues; • Are expected to be committed to communicating the work of the Committee to the wider College community.
-----------------------------	--	--