



Quality Committee	
Meeting Date	Thursday 06 March 2025 14.00 – 16.00 Online via Zoom
Present	Professor Orla Sheils, Vice-Provost/Chief Academic Officer (Chair); Ms Victoria Butler, Secretary to the College/Director of Governance; Ms. Patricia Callaghan, Academic Secretary; Professor Martine Smith, Dean of Graduate Studies; Professor Vincent Wade, Senior Lecturer/Dean of Undergraduate Studies; Professor Carmel O’Sullivan, Dean AHSS; Professor Brian O’Connell, Dean of Health Sciences; Prof Graeme Watson, Head of School Representative; Mr Grant Goodwin, Quality Officer; Professor David O’Regan, STEM Representative; Dr Cormac Kennedy, HS Representative; Ms. Breda Walls, Director of Student Services. Ms Anne Marie O’Mullane, Deputy Secretary Secretary’s Office; Ms. Julia Carmichael, Chief Risk Officer; Mr Eoghan Gilroy, Education Officer TCD SU; Mr Finn Horgan, Postgraduate Student Representative.
Apologies	Professor Sylvia Draper, Dean STEM; Professor Emma Stokes, Vice President for Global Engagement; Professor David Fennelly, AHSS Representative; Ms. Julia Carmichael, Chief Risk Officer; Mr Patrick Magee, Director IT Services; Miss Jessie Kurtz, Deputy Librarian; Ms Orla Cunningham, Chief Operating Officer.
Vacant	External Member
Visitor/In - attendance	<ul style="list-style-type: none"> • Dr Michael Cleary-Gaffney (Secretary) • Ms Seana Lynch, Quality Office • Professor Sven Vanneste, Psychology Head of School, and Ms Michelle Le Good, Psychology School Manager, for QC/24-25/036.

Agenda item		
	Key points arising from discussion	Actions/Decisions
QC/24-25/034 Quality Committee minutes		Decision QC/24-25/34.1 The QC minutes of the 30 th January 2025 were approved.



Agenda item		
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QC/24-25/035 Matters arising from the minutes	<p>The following items were approved by Council on the 05th February 2025:</p> <p>QC/24-25/028.1: Quality: Assurance, Compliance and Governance</p> <p>QC/24-25/030.1: Annual Quality Report 2023/24 to QQI</p> <p>The following Agenda items were approved by College Board on 26th February 2025:</p> <p>QC/24-25/26.1: Quality Review Report: The Secretary's Office.</p> <p>QC/24-25/027.1: Implementation Plan: Royal Irish Academy of Music</p> <p>QC/24-25/030.1: Annual Quality Report 2023/24 to QQI</p> <p>QC/24-25/033.1: MIE Non-Academic Policies</p>	
**QC/24-25/36 Implementation Plan – School of Psychology	<p>The Psychology Head of School, Professor Sven Vanneste, and the School Manager, Ms Michelle Le Good, provided a verbal update which outlined the actions the School were taking to address the recommendations arising from the Quality Review. The Head of School noted that some recommendations had been addressed, some were ongoing, and a small number would take time to implement.</p> <p>Workload Allocation Model (WAM): The School has introduced a WAM for academic staff. This has enabled an equitable workload across the School. Allocation of supervisory responsibilities for undergraduate and postgraduate research projects have been incorporated into the WAM. The WAM has been positively welcomed by academic staff within the School. To further enhance leadership and career development, the Head of School has encouraged Chairs to become either part of the School Executive or take on other roles which support the career development of early-career academic staff.</p>	<p>Decision QC/24-25/36.1</p> <p>The Quality Committee recommended the School of Psychology Implementation Plan dated 27th of February to Council for approval.</p>



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	<p>Administration Restructuring: Administrative support to academic programmes has now been centralised. Prior to this, professional staff were attached to a specific programme. Administrative staff will have a yearly meeting to discuss their career objectives. The School will support professional staff in pursuing CPD courses which support the School.</p> <p>Role rotation of Course Directors: At present, some academic staff have stipulated in their contract that their appointment is associated with being a Course Director of a specific programme. The Head of School is working with the HR partner to address this matter to enable the role of Course Director to rotate and not be tied specifically to a designated person in their contract. The VP/CAO advised that the Academic Services Division may be able to assist on this matter.</p> <p>Postgraduate Taught Restructuring: The School recruited a temporary Project Manager to oversee programme restructuring. Where similar modules occur across programmes, these will be amalgamated into one module and co-delivered across programmes. This will lead to reduced costs to the School and will reduce teaching load.</p> <p>Reorganisation of Trinity Research Centres (TRC): The School is in the process of establishing a new TRC. An existing TRC will be rebranded which will facilitate staff who at present are not part of a TRC be attached to a TRC. In some cases, an advisory board will be established to assist TRCs in enhancing their research activity.</p> <p>Student Voice: All programmes within the School undergo periodic accreditation by the Psychological Society of Ireland. This accreditation process reviews all aspects of</p>	



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	<p>teaching, learning and assessment. To further enhance quality, the School is updating its learner module evaluation survey and associated reporting outputs.</p> <p>Support to Postdoctoral Researchers: Postdocs within the School are now offered opportunities to develop and enhance their teaching experience through the Postdoctoral teaching membership scheme. Due to their contracts, postdocs are only eligible to teach a certain number of hours.</p> <p>Quality Committee members commended the School on advancing the recommendations identified during the Quality Review.</p>	
**QC/24-25/037 Progress Report – Quality Office	<p>The Academic Secretary (AS), Ms Patricia Callaghan provided a verbal update to the Quality Office Progress Report.</p> <p>The AS noted that there were some errors within the Progress Report submitted to Quality Committee members and outlined where corrections were required.</p> <p>The AS noted that some recommendations had been completed but some were ongoing. The AS noted that while a conversation about what quality and quality assurance is and should be for the University had commenced, that further opportunity to consult on this matter was required. The VP/CAO suggested that this matter be discussed at Council. Members agreed that this would be a suitable forum given that membership of the Council and discussion at this forum would provide pointers on how to strengthen quality assurance and enhancement in the University.</p>	<p>Decision QC/24-25/37.1: The Quality Committee recommended (subject to identified amendments being made) the Quality Office Progress Report dated 27th February to Council for approval.</p>



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	<p>The AS noted that a proposal in relation to the responsibility for overseeing quality assurance, compliance and governance of teaching, learning and research and non-academic units was being considered by the Risk and Compliance Committee prior to being presented to Board for consideration and approval. The Secretary to the College/Director of Governance noted that the role of Chair of the Quality Committee will alternate between the VP/CAO and the Secretary to the College/Director of Governance. She noted that the agenda could be set in accordance with compliance activities of non-academic services and quality of teaching learning and research.</p> <p>A member noted that compliance reporting may lead to enhancements not being reported. The AS noted that Schools are required to outline any enhancements made on a yearly basis through the Annual Faculty Quality Reports which are considered by the Quality Committee and Council.</p>	
**QC/24-25/038 Amendments to existing MIE Academic Policy and Processes	<p>The VP/CAO outlined that MIE had submitted proposed amendments to its existing Appeal Policy and processes which support the policy for approval. The VP/CAO noted that all proposed amendments and the rationale for the amendments were outlined in the memo from MIE Assistant Registrar dated 27th of February 2025 which was circulated to members.</p> <p>Members queried the proposed amendment to the <i>Court of First Appeal Process</i> which proposed that if a student does not notify MIE of mitigating circumstances which prevented them from sitting an examination, or submitting an assignment during both the annual and reassessment examinations, then the student would be ineligible to submit an appeal against a decision by the Court of Examiners in relation to the non-</p>	Decision QC/24-25/038.1: Following clarification from MIE about the right to appeal a decision by the Court of examiners, the amended policy and associated processes are to be resubmitted to the May Quality Committee for consideration.



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

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	submission. Members raised concerns that a blanket ban on the right to appeal seemed too harsh. The VP/CAO noted that given the concern by members, that clarification be sought from MIE on students' right to appeal if they were unable to provide evidence of mitigating circumstances at the time of the assessment/re-assessment examinations. Pending clarification from MIE on this matter, the Appeal Policy and associated processes will be resubmitted to the May meeting of Quality Committee for consideration.	
QC/24-25/039 Any other Business	Quality Committee members noted that Ms Orla Cunningham was leaving her role as Chief Operating Officer (COO). The VP/CAO thanked the COO for their work and dedication to the work of Quality Committee and wished her well in future endeavours.	