



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

**Minutes of the Royal Irish Academy of Music
Associated College Degrees Committee
(RIAM ACDC)
Wednesday 30 May 2018 at 9am
Conference Room 2026, Arts Building**

Present:

Registrar (Chair): Prof. Paula Murphy

Senior Lecturer/Dean of Undergraduate Studies: Prof. Gillian Martin

Head of School of Education: Prof. Damian Murchan

2nd Representative from the School of Education: Prof. Marita Kerin

Quality Officer: Roisin Smith

RIAM: Director & RIAM Research Representative: Deborah Kelleher

RIAM: Chair of Master in Music in Performance Committee: Colma Brioscú

RIAM: Chair of BMusEd Course Committee (RIAM): Marie Moran

Apologies:

Dean of Graduate Studies: Prof. Neville Cox

Head of School of Creative Arts: Prof. Matthew Causey

2nd Representative from the School of Creative Arts: Prof. Simon Trezise

RIAM: Chair of Bachelor in Music Composition/ Performance Committees: Kathleen Tynan

RIAM: Chair of Doctorate of Music in Performance Committee: Dr Kevin O'Connell

RIAM: Chair of Diploma in Music Teaching & Performance Committee: Elizabeth Csibi

In attendance:

RIAM ACDC Secretary: Ewa Sadowska

School of Creative Arts Administrator: Jo McNamara

School of Education Administrator: Dr Victoria Bruce

RIAM: Administrative Officer, Registry: Frances Hogan

RIAM ACDC/17-18/110 Minutes of RIAM ACDC of 21 February 2018

The minutes of the meeting were approved as circulated.

RIAM ACDC/17-18/111 Matters arising

Re RIAM ACDC/17-18/106: It was noted that the subject librarian for music and the assistant librarian in Trinity were in the process of establishing contact with the music librarian in the RIAM.

RIAM ACDC/17-18/112 Update on QQI Quality Assurance of Linked Providers – standing item

The Chair introduced the item and noted that Trinity's approval of the quality assurance procedures was stalled in June 2017 to seek legal advice to College regarding the extent of Trinity's responsibility and liability in the implementation of the Act with respect to Linked Providers (LPs).

The decision of the College Board (BD/17-18/114) was to rescind the policy on the Approval of Higher Education (Linked Provider) Quality Assurance Procedures (January 2017), and



establish a revised policy and procedure incorporating the legal advice received by Trinity. The revised policy and procedure entitled 'Approval of Linked Providers' Quality Assurance Procedures' was considered by Quality Committee in April 2018, by the Marino Institute of Education ACDC at the meeting on 7 May 2018 and will be submitted to the University Council and College Board in June for approval.

The Chair took the circulated revised policy as read and noted that its scope had changed. The revised policy puts LPs' policies and procedures into two groups, i.e. academic and legislative compliance/management. Accordingly, she clarified that

- (i) Trinity quality assures the LPs' quality procedures in relation to the academic group which comprises validated academic programmes, the quality of teaching and learning, and the student experience of teaching and learning on these programmes;
- (ii) with respect to the other group, Trinity requires that LPs self-certify the quality of non-academic procedures which fall within the legal and corporate responsibility of the linked providers as separate legal entities and provide to Trinity a signed checklist detailing those procedures. It was also noted that where any procedures from the legislative compliance and management group have a statutory basis, linked providers are asked to provide evidence of their external review and assurance.

The Chair noted that Trinity would not charge its linked providers for the approval process as it recognised that they were expected to meet costs associated with their own internal quality assurance and the required external review and assurance of procedures in respect of non-academic and related services procedures with a statutory basis.

In response to a query, the Chair stated that the timeline of the forthcoming approval process would be negotiated with the RIAM. The Quality Officer in reference to the possible timeline noted that she would hope to have the approval process completed in the 2018/19 academic year, to be followed by the quality review in 2019/20 such that all requirements under the QQI Act 2012, would be completed before Trinity's institutional review in 2020/2021.

In response to a question from the Director RIAM in relation to the scope statement that the 'effective review was out of scope of new policy and procedure', the Quality Officer confirmed that the initial approval of proposed quality assurance procedures was a once-only requirement under the Act, and a procedure for the quality review of RIAM would be put in place at the next stage. That quality review procedure would establish whether the RIAM had implemented and was monitoring the quality assurance procedures and policies approved by Trinity. The current policy and procedure for the 'Approval of Linked Providers' Quality Assurance Procedures' will be submitted to University Council and Board in June 2018. Following approval, it would be uploaded on the Academic Policies webpage on the Trinity Teaching & Learning website. The Quality Officer will send the link to all Linked Providers once published.

In response to a query, the Quality Officer clarified that Trinity's approval of RIAM policies and procedures and the conduct of the quality review would make the RIAM eligible for the International Education Mark (IEM) which was currently going through the legislative process. The expected date for completion of the IEM is December 2018, however finalisation of a revised 'Code of Practice for provision of programmes of education and training to International Learners' is not expected to occur until 2019/20. The revised Code is the basis for the assessment process for authorisation to use the IEM and is not expected to be in



place for the conduct of the quality review of RIAM. The Quality Officer added that the IEM is to come in two versions, i.e. one for English language schools and the other for higher education institutions.

The Quality Officer alerted the RIAM members to the need of paying attention to changes in the external legislative environment, like that of the recent General Data Protection Regulation, which requires adequate updates to policies and procedures to be implemented in the RIAM. She drew members' attention to the recently released *QQI Blended Learning Guidelines*, and *Statutory Quality Assurance Guidelines developed by QQI for Providers of Research Degree Programmes* to which RIAM should give due consideration in their quality assurance procedures for Trinity as they relate to programmes offered. She also noted that the QQI Green Paper on Assessment was out for consultation and responses were due by December 2018, and RIAM should consider if it wanted to put in a response to the paper. She remarked that the area of online learning was still awaiting specific guidelines from the QQI.

The RIAM Director commented that the doctoral committee in the RIAM had reviewed the guidelines for research degree programmes with a view to reflecting them in quality assurance procedures for Trinity. Finally, the Quality Officer reminded the RIAM committee members that all policies were uploaded on TTL website to which they had access.

RIAM ACDC/17-18/113 Standing items on communication

a) inter-institutional collaboration including research

The RIAM Director reported that there was a strong collaboration between the Academy and the School of Creative Arts. The RIAM Percussion Ensemble had commissioned a piece from Prof. Evangelia Rigaki from the Department of Music composed in collaboration with Richard O'Donnell (RIAM) for the ensemble. The recent public performance of the piece in Dublin was a great success, and Prof. Rigaki would continue to collaborate with the Academy for the foreseeable future. The RIAM Director also referred to the long-standing collaboration between the Academy and the *Lir* National Academy of Dramatic Art in Trinity on short operas. Two such operas were successfully staged in the Peacock theatre in Dublin in March.

The School of Creative Arts Administrator reported that the inter-institutional collaboration continued to progress, and that staff from the Academy were due to meet staff from the School in mid-June to outline ways of augmenting that collaboration. The School of Creative Arts Administrator also referred to the Musicians in Residence some of whom were from the RIAM staff. The musicians collaborated with the MPhil in Composition and PhD composers, and the resulting collaborative pieces would be performed during the annual Graduate Show in the Beckett Theatre to be supported by the Visual and Performing Arts Award from Trinity.

The BMusEd Director referred to the ongoing joint initiative *Quavers to Quadratics* between undergraduate students from the Schools of Education and Physics and involving BMusEd students from the RIAM. The initiative aims to popularise science through music, incorporating play, song and scientific investigation amongst primary school students. It was anticipated that the project would run for another year subject to a successful outcome of the grant application.

b) Policies and procedures relevant to RIAM: Senior Lecturer/Dean of Undergraduate Studies and Dean of Graduate Studies



The Senior Lecturer/Dean of Undergraduate Studies noted that Council had approved in April a revised External Examiners' Policy containing a new clause on the "Remote Attendance by External Examiners" which would normally apply to supplemental courts of examiners, and only in exceptional circumstances to annual courts. She explained that under the Trinity Education Project, new progression regulations provide for supplemental examinations in all undergraduate years. The revised policy is supported by a protocol for distant attendance which sets up the steps to be followed. The revised policy was uploaded on the Academic Policies webpage on the Trinity Teaching & Learning website.

RIAM ACDC/17-18/114 To consider Calendar Part II and Part III changes for 2018/19

The RIAM Director advised the committee that only minor alterations, as listed in the circulated *memorandum*, would be made on the Master and Doctorate programmes in 2018/19 while there would be no changes to be made to undergraduate Diploma and Bachelor courses. The committee approved the proposed changes.

RIAM ACDC/17-18/115 Changes to the 2018/19 handbooks

The changes to the handbooks were minor and were approved as circulated. In a short discussion which followed, the Senior Lecturer drew members' attention to the new *Programme Handbook Policy*, approved by the Graduate and Undergraduate Studies Committees in May, and due for consideration by Council in June. She clarified that the new policy aimed to standardise handbook content and access for taught programmes across Trinity. She noted that the policy might be a useful benchmark the Academy as it reflects good practice in handbook policies, and acknowledges the vital role of handbooks in communicating key information to students accounting for flexibility whether the handbook is at programme, year or subject-level.

RIAM ACDC/17-18/116 Any Other Business

The committee approved the proposed dates of meetings in 2018/19 to take place on 25 October 2018, 21 February 2019, 30 May 2019 noting that meetings would take place on Thursdays instead of Wednesdays in the usual venue of the Conference Room 2026 in the Arts Building from 9am to 11am.

There was no other business and the meeting ended around 9.45am.

Registrar's signature: _____

Date: 30 May 2018