



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 16 November 2016 at 9am-11am
Conference Room 2026, Arts Building

Present:

Registrar (Chair): Prof. Paula Murphy

Dear of Graduate Studies: Prof. Neville Cox

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

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

Head of School of Education: Prof. Carmel O'Sullivan

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

Quality Officer: Roisin Smith

RIAM: Director & RIAM Research Representative: Deborah Kelleher

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

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

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

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

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

RIAM: Administrative Officer, Registry: Frances Hogan

Apologies:

Head of School of Creative Arts: Prof. Matthew Causey

In attendance:

RIAM ACDC Secretary Ewa Sadowska

RIAM ACDC/16-17/74 *Minutes of RIAM ACDC of 4 May 2016*

The minutes of the meeting were approved as circulated.

RIAM ACDC/16-17/75 *Matters arising*

The Registrar confirmed that *RIAM ACDC/15-16/69 Action 1* on the derogation to lower IELTS language requirement for RIAM courses is a separate item on the agenda.

RIAM ACDC/16-17/76 *Update on QQI Quality Assurance of Linked Providers – standing item*

- a) *Amended Terms of Reference for RIAM Associated College Degrees Committee additionally incorporating QQI quality assurance requirements*** were circulated.

The Quality Officer noted that the committee at its meeting in May had approved the generic terms of reference for governance committee of linked providers based on the then existing RIAM ACDC terms of reference and incorporating additional requirements from the core statutory and QQI draft consultation quality assurance guidelines. Recent further work to put in place a process for an on-going monitoring and approval of linked providers' QA procedures/policies by Trinity as a Designated Awarding Body (DAB) under the 2012 Act has resulted in compiling specific RIAM ACDC terms of reference. The Quality Officer talked through the changes of the specific RIAM ACDC terms of reference vis-à-vis the generic ones.



a) Draft Procedure for approving linked provider's proposed quality assurance procedures under the QQI Act 2012 – for information

The Quality Officer re-stated that the publication by QQI of the *Core Statutory Quality Assurance (QA) Guidelines* (April 2016) triggered a process for putting in place arrangements for a formal institutional assessment of RIAM's QA procedures by Trinity as its DAB. She noted that the committee at its meeting in May had accepted a procedure for approving linked provider's proposed quality assurance documentation, and that the circulated *Approval of Higher Education Institutions' Quality Assurance Procedures* document was a revised iteration of the previous one which reflected recent further work on formulating a process for an on-going monitoring and approval of linked providers' QA procedures/policies by Trinity as their DAB. The Quality Officer took the members through the changes, and then noted that the document would be submitted to the Quality Committee on 1 December.

In a discussion which followed a number of issues were raised. The Quality Officer clarified that she was in the process of finalising a proposed timeframe for submission of RIAM's policies and procedures pending finalisation of (i) changes to the current inter-institutional Memorandum of Understanding to reflect Trinity's role as a DAB under the 2012 Act, and (ii) costing framework for work in Trinity resulting from this QA statutory check. She was hopeful that a letter with a proposed timeframe would come out towards the end of November. The Quality Officer further clarified that two separate QA processes would be put in place under the 2012 Act. The first process, to be completed in 2016/17, would be for the approval of RIAM's quality assurance policies and procedures (§33). The second process would be an institutional quality review of the RIAM (§32; §37), to be completed in 2017/18. The Quality Officer has yet to draft a procedure for Linked Providers' Quality Reviews which will require Quality Committee's approval. After the initial quality review the RIAM would undergo a process of institutional review every 5 or 7 years.

It was acknowledged that the Association Européenne des Conservatoires, Académies de Musique (AEC) was recently recognised as a provider of external quality assurance on the European Register. The Director of the RIAM stated that it would be prudent for the RIAM to streamline its workings on the QA procedures under the 2012 Act and have the MusiQuE involved in the Trinity's institutional review of the Academy in 2017/18. The Quality Officer clarified that the procedure for this institutional review would be in part based on the current procedure for a school and programme review in Trinity and would require the incorporation of Linked Provider's specific elements arising from the Sector Specific Quality Assurance Guidelines for Designated Awarding Bodies (July 2016).

The Quality Officer emphasised that she was currently in consultation with QQI with respect to their intention to engage with MusiQuE or develop Topic Specific Guidelines for Music Conservatoires. The decision of how to engage representation from MusiQuE reviewer panel in a Trinity-lead review lies with the Selection Committee, not with the Quality Officer. However it is current practice that nominations for inclusion of reviewers for consideration by the Selection Committee would be sought from the School of Education, the Department of Music, and from the RIAM. QQI in correspondence received in advance of the meeting reinforced that Trinity is ultimately responsible for the conduct of the review, in defining a Terms of Reference and in the design of the procedure to ensure it meets with the legislation and associated quality assurance guidelines.



b) Update on the QQI annual dialogue meeting with Trinity on 1 November 2016

The Quality Officer advised that the QQI annual dialogue meeting with Trinity took place on 1 November 2016. Annual dialogue meetings between Trinity and QQI provide information and engagement on Trinity's activities to do with quality assurance and quality enhancement.

c) Update on the QQI quality enhancement seminar on 15 December 2016

The Quality Officer noted that this second QQI conference in quality enhancement would take place on 15 December 2016 in Dublin Castle. It would explore the theme of "Using data for enhancement purposes" and would provide an opportunity to share innovative initiatives aimed at improving higher education provision in Ireland and the supporting quality structures.

RIAM ACDC/16-17/77 Inter-institutional collaboration including research – standing item

The Head of School of Education noted a successful delivery as part of the 2016 summer school of an MEd in Music Education. The programme was run parallel with the popular MEd in Drama in Education programme. Between the two disciplines there were thirty students. The teaching was collaborative and provided by the staff from the School of Education Trinity, RIAM and DIT. It is hoped to attract more international participants into the Master's in Music Education programme next summer. The Head of School of Education further noted an upcoming launch in December of a collection of Trinity education papers to which researchers from the RIAM had contributed.

A reference was made to *Quavers to Quadratics* which is a successful joint initiative between undergraduate students from two Schools in Trinity, namely 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 at the National Concert Hall. A future objective is to reach out to the Junior and Leaving Certificate students in secondary schools.

RIAM ACDC/16-17/78 Derogation to lower IELTS language requirement for RIAM programmes – memorandum from RIAM Director

The RIAM Director spoke to her circulated *memorandum* (in reference to *RIAM ACDC/15-16/69 Action 1*) submitted in response to the approval in principle at the previous meeting of a proposal to lower the current IELTS requirement for RIAM's Bachelor and Master programmes in music performance to 5.5 IELTS.

It was agreed to consider a possibility of allowing for a limited derogation on a case by case basis for exceptionally talented applicants with a proviso that such applicants would undertake to reach 6.5 IELTS by the commencement of the degree course in September. They would be offered the opportunity to enrol in the 6 week summer academic English course delivered by the Centre for English Language Learning and Teaching in Trinity, just prior to the start of the degree course.

A brief discussion followed during which it was agreed to include the following amendment to the RIAM course handbooks for 2017/18 intake: "Those students with an IELTS of 5.5 or 6 (or equivalent) may receive a conditional offer of a place on the basis that they will undertake the Trinity IELTS Pathway summer course and attain 6.5 by the time they commence the RIAM programme in September. Failure to reach 6.5 means that the student must relinquish



or defer their offer to the following year, by which time they must have attained the 6.5 standard (or its equivalent).” It was confirmed that the accepted derogation would be put for approval by the University Council via the RIAM ACDC minutes which go for noting to the Undergraduate and Graduate Studies Committees.

Action 1: The RIAM Administrative Officer (Registry) to make an amendment to the RIAM course handbooks for 2017/18 intake on the derogation to lower IELTS language requirement.

RIAM ACDC/16-17/79 To consider

The committee considered three circulated policy/procedure documents on

- a) RIAM’s annual programme review policy and related procedure
- b) RIAM’s external examiner policy and related procedure
- c) RIAM’s plagiarism policy and related procedure

The committee offered some feedback on the policy on annual programme review. It was noted that significant changes to the course such as an introduction of a new strand, would require submission of a new strand proposal to USC/GSC as appropriate. In relation to the policy on external examining, the issue of anonymity of marking was raised in the context of RIAM’s small group teaching. In terms of the policy on plagiarism it was suggested that under the Trinity plagiarism policy a newly developed *plagiarism summary procedure* could be useful for the RIAM. Feedback was also provided on the formatting of the documents, and RIAM was referred to Trinity’s corresponding policies for comparison. The revised policy on the “Approval of HEI Quality Assurance Procedure” was noted as a key reference document laying down the criteria the RIAM QA procedures would be required to meet. The Director RIAM enquired about the proximity of the approval of their quality assurance procedures under the 2012 Act by Trinity as the DAB. The Quality Officer responded that it would be in this academic year 2016/17 and that Trinity was currently finalising internal arrangements and costing associated with this prior to formal communication with the RIAM.

Action 2: The RIAM ACDC Secretary to circulate Trinity plagiarism summary procedure.

RIAM ACDC/16-17/80 Any Other Business

There was none and the meeting ended around 10.10am.

Registrar’s signature: _____

Date: _____