Encl 1

Minutes of the Royal Irish Academy of Music
Associated College Degrees Committee
(RIAM ACDC)
Wednesday 21 February 2018 at 9am
Conference Room 2026, Arts Building

Present:
Senior Lecturer/Dean of Undergraduate Studies (Acting Chair): Prof. Gillian Martin
Head of School of Education: Prof. Andrew Loxley
2nd Representative from the School of Education: Prof. Marita Kerin
Quality Officer: Roisin Smith
RIAM: Chair of Master in Music in Performance Committee: Colma Brioscú
RIAM: Chair of BMusEd Course Committee (RIAM): Marie Moran

Apologies:
Registrar: Prof. Paula Murphy
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. Evangelia Rigaki
RIAM: Director & RIAM Research Representative: Deborah Kelleher
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*
Geraldine Fitzgerald (Assistant Librarian) for item RIAM ACDC/17-18/106

RIAM ACDC/17-18/103   Minutes of RIAM ACDC of 1 November 2017
The minutes of the meeting were approved as circulated.

RIAM ACDC/17-18/104   Matters arising

> *Re RIAM ACDC/17-18/97:* The Quality Officer advised that she had brought the *Linked Provider Appeal Procedure* to the November 2017 meeting of the Quality Committee (QC) where a query raised deferred the progression of the approval process. The policy was subsequently reconsidered by the QC in December 2017, and was due to be submitted to the meeting of the College Board in February 2018 for approval. The Quality Officer would inform the RIAM of the outcome of Board's consideration in due course.

RIAM ACDC/17-18/105   Update on QQI Quality Assurance of Linked Providers – standing item
The Quality Officer was asked by the Chair to speak to her circulated memo. She provided a brief update on Trinity's approval of the quality assurance procedures under the QQI Act 2012. She referred to the process, which commenced in March 2017 with the RIAM, and explained that questions had arisen with respect to Trinity's responsibilities, and liabilities,

which paused the review in June to allow for external legal advice. Resulting recommendations were discussed by the College Board on 31 January. Key outcomes were (i) that the approved Policy for the Approval of Higher Education Institutions' (Linked Providers) Quality Assurance Procedures, be rescinded (and it had subsequently been taken off the TTL website); and (ii) that a revised Policy/Procedure be developed and brought through Committees.

The Quality Officer advised that the revised Policy/Procedure would provide for Trinity's assessment and approval of quality assurance policies/procedures in respect of academic programmes, the quality assurance of teaching and learning and the student experience of teaching and learning on validated programmes leading to Trinity College Dublin and/or University of Dublin Awards.

The Linked Provider would be asked to self-certify non-academic and related services quality assurance policies and procedures that relate to their corporate and legal responsibilities as a separate legal entity, by including in its submission:
-   a signed checklist of the specific quality assurance policies and procedures in place;
-   a declaration that the Linked Provider's quality assurance policies and procedures:
    o   had been approved by governance and management in accordance with internal quality assurance procedures.
    o   were fit-for-purpose and comply with current relevant legislation in Ireland and in all jurisdictions in which education was provided by the Linked Provider.

Specifically, Linked Providers would be asked to include evidence of external review of policies and procedures with a statutory basis with the submission, e.g. Auditor's letter, Legal Advice, and Health and Safety Compliance with their submission. The Quality Officer drew attention of the RIAM members to the issues of compliance with the forthcoming General Data Protection Regulation, as an example. The new policy would also contain a statement that Trinity reserves the right to audit any or all of the policies or procedures. The Quality Officer confirmed that she would consult with the RIAM in the development of the revised policy/ procedure, expected to occur in March.

The RIAM Administrative Officer (Registry) stated that QA documentation which the RIAM had been preparing was a significant learning curve for the RIAM staff, and that she would be happy to update it in line with Trinity's new directives.

RIAM ACDC/17-18/106   Trinity Library annual update

The Senior Lecturer/Dean of Undergraduate Studies noted that the item was held over from the previous meeting, and welcomed Ms Geraldine Fitzgerald, Assistant Librarian, to update the RIAM members on library developments relevant to their students and staff. The librarian talked members through the main developments listed on her memorandum circulated for the meeting. The librarian mentioned a number of developments: a new student landing page intended as a "one-stop shop"; the powerful search parameters of the Stella engine supporting enhanced discoverability of Trinity's electronic resources, and allowing users to search an increased range of licensed databases alongside locally held print collections all via a single search box; and a possibility for students and staff to order both print and e-versions of e-books obtained by Trinity as a UK copyright library. Ms Fitzgerald also noted that RIAM research could be uploaded onto Trinity's online repository, TARA, and that TARA was very valuable for promoting research and enhancing the inter-institutional collaboration.

In response to a query about accessing UK copyright e-books, the librarian confirmed that under the current legal arrangements, e-books could be accessed, both by staff and students, only on the premises controlled by the library. To facilitate the increasing demand given that ever more acquisitions were coming in as e-books, the library had installed more terminals, but they were still complaints about the inconvenience raised at various committees in College. The librarian further explained that there was a facility to buy hard and e-copies of those online books which were especially in high demand to alleviate the pressure.

The librarian drew members' attention to the fact that the library had a designated subject librarian for music, Mr Roy Stanley. She noted that Mr Stanley had been successful in sourcing a new powerful music streaming service, NAXOS, for Trinity, and that he would be willing to talk about it and general library resources to music students. She suggested that direct communication be set up between Mr Stanley and the music librarian in the RIAM, and that she would be keen to visit the RIAM music library to familiarise herself with its facilities. Mr Stanley might also be interested to join her in the visit.

In general terms, the librarian noted the need to renew passwords before expiry on a regular basis to ensure an un-interrupted access to online resources.

The Senior Lecturer/Dean of Undergraduate Studies thanked the librarian for her valuable updates on the recent developments in the library.

RIAM ACDC/17-18/107 Standing items on communication
a) inter-institutional collaboration including research
The Head of the School of Education and the *School of Creative Arts Administrator* reported that the inter-institutional collaboration continued to progress.

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 recently approved *Reasonable Accommodation Policy* and *Code of Practice* for students with disabilities. She stated that Trinity had obligations under the law to make 'reasonable accommodations' for students with disabilities. Under the policy 'reasonable accommodations' fall under two categories. The first are standard 'baseline' measures applied unless the relevant School or discipline outlines clear reasons why they might be inappropriate. The second are unusual 'non baseline' measures about which the disability service will liaise with the School/discipline in order to identify mutually agreeable provisions to be applied. The policy provides clarity in relation to the roles and responsibilities of the different stakeholders and defines procedures in handling standard and non-standard accommodations.

The Quality Officer undertook to ensure that the policy would be uploaded on the TT&L website to facilitate access to RIAM members.

RIAM ACDC/17-18/108 Any Other Business
There was none and the meeting ended around 9.35am.

Section B

RIAM ACDC/17-18/109 The RIAM ACDC noted the minutes of the following validated course committee meetings, which took place in the RIAM in 2016/17:

(i)   Diploma in Music Teaching and Performance Course Committee meetings on
        14/10/16; 20/01/17; 3/03/17; 12/05/17

(ii)   Bachelor in Music Composition/Performance Course Committees meetings on
        14/10/16; 9/12/16 no quorum; 24/02/17; 7/04/17

(iii)   Master in Music Performance Course Committee meetings on
        21/10/16; 13/01/17; 3/03/17; 30/06/17

(iv)   Doctorate in Music Performance Course Committee meetings on
        4/11/16; 27/01/17; 13/06/17

In response to a query from the Senior Lecturer/Dean of Undergraduate Studies who noted there were still some student names in some of the minutes, the RIAM Administrative Officer (Registry) explained that those minutes pre-dated the resolution taken by the committee last year.

In response to a query from the Quality Officer about the need for the local committee minutes to reflect escalation stages of external examiners' reports and student feedback/evaluation surveys, the RIAM Administrative Officer (Registry) explained that coincidentally, the RIAM Board of Studies was in a process of reviewing the committees' agenda with a view of including these issues as standing items from the next academic year 2018/19.

In response to a query from the Senior Lecturer/Dean of Undergraduate Studies who noted low attendance at Course Committee Meetings, the RIAM Administrative Officer (Registry) explained that many of the teaching staff worked as practising musicians and therefore were not always able to attend meetings, but that this also formed part of the review by the Board of Studies referred to above, and changes would come into effect in 2018/19 academic year.

Registrar's signature: _____

Date: 21 February 2018 _____