



EXECUTIVE SUB-COMMITTEE

QUALITY COMMITTEE

TERMS OF REFERENCE

**Approved by Executive Committee
15 January 2020**

Quality Committee

1. Terms of Reference

- 1.1 The Quality Committee is responsible for promoting a quality culture throughout the University.
- 1.2 It plays a supporting role in relation to all policy development and implementation.
- 1.3 It promotes and facilitates institutional integration and coherence in the context of quality policy and the implementation and management of such policy across the University.
- 1.4 It helps to ensure that the University takes due regard of relevant statutory quality assurance guidelines and international best practice.

2. The Remit

Through its (a) composition, (b) reporting and liaising lines and (c) activities as articulated its terms of reference, the Quality Committee has the remit to:

- 2.1 Advise Executive Committee (EC), Academic Council (AC) and Governing Authority (GA), as requested to do so by those committees, in relation to the development, implementation, effectiveness, review or enhancement of any aspect of quality policy or process.
- 2.2 Propose new quality-related policies (or enhancements to current quality-related policies) to Executive Committee or Academic Council for their consideration.
- 2.3 Periodically evaluate the UL quality manual, which describes the University's quality assurance and enhancement architecture, and propose enhancements to the quality manual content for consideration by AC and EC. The quality manual is maintained by the Quality Support Unit and is approved by both AC and EC.
- 2.4
 - (a) Advise on the nature and appropriateness of institutional level student feedback mechanisms;
 - (b) Consider the findings of these mechanisms, and report the findings back to AC;
 - (c) propose quality enhancements based upon consideration of the findings to Executive Committee, Academic Council or any other relevant UL office, officer or committee, as appropriate;
 - (d) Consider the effectiveness (both individually and as an integrated whole) of the said institutional-level student feedback mechanisms; and
 - (e) Propose enhancements to the feedback mechanisms.
- 2.5 Advise Executive Committee and Academic Council on the appropriateness of the internal UL quality review schedule and general quality review process characteristics. The schedule and general process characteristics are (a) proposed by the VPAASE on the advice of the Director of Quality following stakeholder consultation; and (b) approved by both Executive Committee and Academic Council.
- 2.6 Consider the quality review reports published on foot of internal unit quality reviews and to monitor implementation of the quality improvement plan (QIP) generated on foot of a quality review report.
- 2.7 Make recommendations to Executive Committee and Academic Council or other relevant UL office or officer or Committee, as appropriate, on foot of its consideration of quality review reports or QIPs.
- 2.8 Consider assessment-of-compliance reports in respect of statutory QA guidelines and make enhancement recommendations to relevant officers/offices or Committees, as appropriate.

- 2.9 Consider and approve the recommendations of review panels constituted to review the quality assurance procedures and other quality assurance or enhancement mechanisms of linked providers
- 2.10 Review the appropriateness of procedures in relation to linked and collaborative provision.
- 2.11 Recommend enhancements to procedures in relation to linked and collaborative provision.
- 2.12 Consider and approve the Annual Institutional Quality Assurance Report (AIQR) prior to its submission to QQI.
- 2.13 Support, upon request from Executive Committee, Academic Council or the VPAASE, the University's preparations for institutional quality reviews and oversee implementation of post-review activities.
- 2.14 Carry out any additional quality-related tasks and initiatives as requested by AC.

3 Governance

- 3.1 The Committee will act with authority, as delegated by Executive Committee in order to take strategic and high-level policy decisions in the area of institutional quality assurance and enhancement.
- 3.2 In taking forward its remit, the Committee will support equality, diversity and inclusion and strive for gender balance. It will seek consistency and common approaches, where these are in the best interests of students and staff.
- 3.3 The Committee will liaise closely with other Committees of the Executive Committee, Academic Council and other University Committees as appropriate.
- 3.4 The Committee shall liaise with relevant Governing Authority Committees and with specific University managers and offices in respect of issues or instances pertaining to matters of quality assurance and enhancement.
- 3.5 The Committee shall identify and agree the ways in which it will interact and exchange information with relevant academic units and professional support services in matters relating to quality systems and quality management.

4 Operations

- 4.1 The Committee will meet at least four times per annum.
- 4.2 The Committee will follow a strategic agenda which is set prior to the start of the Academic Year and which is agreed through consultation with Academic Council and in agreement with Executive Committee, the Chairs of the other Academic Council Committees, and other relevant members of the University community.
- 4.3 A quorum for a meeting of the Committee shall be one third of the total number of members, rounded up to the nearest whole number, plus one. The participation of members by tele conferencing and/or video conferencing will be counted for the purposes of a quorum. No meeting will proceed in the absence of a quorum.
- 4.4 Sub-Committees and limited-life Working Groups will take forward as relevant the detailed examination of, and consultation on, the strategic issues which make up the majority of the Committee's work.
- 4.5 Sub-Committees and Working Groups will be given a clear brief and will consult as appropriate during their work in order to ensure the confidence of the Committee, the Education Committee and Academic Council, and the wider University Community in the resulting conclusions and recommendations.
- 4.6 Sub-Committees and Working Group activities will be made available electronically to ensure that members of the University Community are kept informed and can contribute to specific developments.

- 4.7 At the start of each meeting, the Secretary to the Committee will ask members to declare any conflict of interest, perceived or otherwise, in relation to any matters on the agenda. Where such a conflict is declared, the member will absent themselves from the meeting during consideration of the agenda item. In addition, any additional documentation will not be made available to the member following the declaration of interest. These matters will be recorded in the minutes.
- 4.8 The Committee will liaise closely with other Executive Committees and other University committees as appropriate.
- 4.9 The Committee will provide its minutes to the Executive Committee as soon as possible for noting, discussion and/or approval as necessary.
- 4.10 Questions arising at any Committee meeting shall be decided by a majority of the votes of the members present, either in person or by tele conferencing and/or video conferencing. Where there is an equality of votes, the Chair shall have an extra casting vote. Where decisions are unanimous, they shall be recorded as such in the minutes. Dissensions and negative votes shall be summarised in the minutes in terms acceptable to the dissenting person(s) or negative voter(s).
- 4.11 The Global Engagement Strategy Committee will agree its Programme of Work on an annual and/or longer-term basis.
- 4.12 The Committee will review its terms of reference on an annual basis and recommend any proposed changes to the Executive Committee for consideration.
- 4.13 The Committee will undertake a self-evaluation process at least every three years and report on the outcome of this assessment to the Executive Committee.

5. Composition and Membership

Position	Method of appointment
VPAASE (chair)	Ex officio
Deputy President Chief Operating Officer & Registrar or nominee	Ex officio
Vice President Research or nominee	Ex officio
AVP Academic Affairs	Ex officio
AVP Student Engagement	Ex officio
AVP Global Engagement	Ex officio
AVP Academic Systems and Deputy Registrar	Ex officio
Director of Quality	Ex officio
Dean, Graduate and Professional Studies or nominee	Ex officio
Head of CTL	Ex officio
One head of an academic school/department	Appointed by AC
One head of support unit	Nominated by Operations Committee
Students' Union (ULSU) sabbatical officer	Nominated by ULSU
Postgraduate Students' Union (PSU) President or Vice President	Nominated by PSU
Four additional members of Academic Council	Appointed by AC
Up to four co-opted members – possibly from the Quality Forum	Co-opted by the Quality Committee itself
Director of Strategic Projects & Transformation	Ex officio
Quality Officer	Ex officio

6 Responsibilities and Expectations of Committee Members

All members of the Committee:

- 6.1 Are expected to be collegial and constructive in approach.
- 6.2 Should attend regularly and participate fully in the work of the Committee, its Sub-Committees and Working Groups. This will involve looking ahead and consulting/gathering input in order to provide the broad spectrum of thoughts and opinions which are necessary for proper consideration of the area being discussed.
- 6.3 Will need to take collective and individual ownership for the Key Performance Indicators as outlined in the UL Strategic Plan and for any issues under the Committee's remit and for the discussion and resolution of these issues.
- 6.4 Are expected to be committed to communicating the work of the Committee to the wider University Community.

Approved by Executive Committee
15.01.20