



UNIVERSITY of LIMERICK

OLLSCOIL LUIMNIGH

AIQR Template for Completion by Mary Immaculate College

The University of Limerick's commitment to quality is articulated in its institutional quality statement (<http://www.ul.ie/quality/quality-ul>), which commits the university to a culture of continual quality improvement and to complying with national statutory quality requirements.

The purpose of this template is to facilitate Mary Immaculate College (MIC) – a linked provider of the University of Limerick (UL) – to complete an Annual Institutional Quality Assurance Report (AIQR) in accordance with the relevant provisions of the Qualifications and Quality Assurance (Education and Training) Act 2012.

Instructions for completion and submission:

Fill in the reporting period and complete the text boxes by overwriting the grey text. While there is no exact word limit, it is expected that each completed text box would fill approximately half a page to one and a half pages (guideline only). Hyperlinks to websites and documents can be inserted. Additional supporting material can be submitted along with the completed template.

Please include the MIC quality manual/quality framework document when submitting this AIQR. The former should incorporate an overview description of quality governance as well as institutional-level quality policies and procedures. Please indicate in Section 1 below any changes that have been made (in the current reporting period) to the quality manual/framework document.

Please email this completed AIQR along with the MIC quality manual/quality framework document and any additional relevant documents to the UL Director of Quality, gary.walsh@ul.ie, by 30 October annually.

Reporting period (academic year): 2017 / 2018

Section 1: Quality assurance and enhancement activity and evolution at institutional level

Please describe institutional-level quality assurance or enhancement activity that occurred during the reporting period (e.g. an institutional-level quality-review-related activity). Please include reference to any amendments made to systematic, institutional-level quality assurance or quality enhancement mechanisms, activities, policies or governance arrangements during the period.

New Appointments

- Dr Deirdre Ryan was appointed Director of Quality at MIC in January 2018.
- May 16th 2018 the Governing Authority of the College ratified the decision of the Trustees of MIC to appoint Professor Eugene Wall as President of Mary Immaculate College.

Strategic Plan 2018 – 2023

The MIC Strategic Plan 2018-2023 *A Flourishing Learning Community* will be formally launched on December 7th 2018. The strategic plan is underpinned by the vision for the College as one in which it endeavours to offer its students the means to a flourishing life through the highest quality of academic engagement within a rounded and holistic context of participation. The new strategic plan will be enabled by the following cross-cutting strategies:

- To Focus on the Learner
- To Provide Resources Effectively and Sustainably
- To Sustain a Culture of Quality Assurance
- To Work in Partnership
- To Foster Subsidiarity of Decision-Making

These cross-cutting enabling strategies can be superimposed over any of the 7 Strategic Pillars which give the plan its structure. This ensures cohesiveness and consistency of implementation.

The 7 Strategic Pillars are:

1. Catholic Heritage & Values
2. High Quality, Whole-Student Experience
3. Research Culture
4. Community Belonging
5. Global Outlook
6. Professional Infrastructure
7. Ethical Governance & Connected Leadership

Institutional Policies Approved 2017-18

The following policies were approved at An tÚdarás Rialaithe in the AY 2017/18:

- Treasury Management Policy
- Lone Working Policy
- Career Break Policy

Institutional Review Implementation Plan (IRIP)

- During the academic year 2017 / 2018, MIC made significant progress on the implementation of the Institutional Review recommendations and their respective action items contained in the Institutional Review Implementation Plan (IRIP). A critical reporting path including rapporteur, oversight and reporting committees was mapped to each action item. A SharePoint Database was developed to track and monitor progress on each recommendation.

- A follow up report outlining the status of each of the twenty five recommendations has been issued by MIC to UL as per the review process timeline set out in Section 3 of the Institutional Review of MIC Handbook (p.31).

MIC Quality Manual

- MIC has developed a quality manual which draws together all of the quality assurance (QA) policies and procedures in place at MIC. The QA policies and procedures are mapped to the ESGs, QQI Core and Topic Specific Guidelines. This is a living document which will be regularly reviewed and revised in line with changes to QA policies and procedures at MIC.
- The MIC Quality Manual accompanies this AIQR.

Academic Quality Review Schedule and Guidelines

- At the Annual Dialogue Meeting (ADM) between UL and MIC on the 4th of December 2017 it was agreed that the MIC Quality Review Schedule be revised in order to keep the Institutional review within the legislative requirements of 7 years. Both the Academic and Institutional Review schedule (annex 1) was amended to adhere to the 7 year review cycle.
- The Academic Quality Review Guidelines are at an advanced stage of preparation and will come before An Chomhairle Acadúil and Quality Committee for approval in November 2018.

Establishment of a Survey and Data Management Working Group

The Quality Office has established a Survey and Data Management Working Group which brings together members of both staff and the student body to collate, analyse and disseminate the large volumes of data generated through our surveys. The purpose of the group is to extend and deepen our understanding of what the data from our student body indicates and how this might be used in developing effective strategies for supporting student success. In tandem with the setup of the working group MIC has expanded the range of student surveys to include the HEA Graduate Outcomes Survey. MIC also took part in the pilot of the ISSE Postgraduate Research Survey.

Institutional Level Student Feedback Data Collection

Activity	When	Overall / Average Response Rate
Module Satisfaction Survey	Semester 1 Week 6 - 12	27%
ISSE (Taught)	Semester 2 Week 4 - 6	30% (First Question) 18% (Final Question)
ISSE (PGR)	Semester 2 Week 4 - 6	38% (First Question) 29% (Final Question)
Module Satisfaction Survey	Semester 2 Week 8 - 10	16%
Exit Survey	April – October 2018	97%
HEA Graduate Outcomes	May – June 2018	30%

Professional Services Quality Management System and Review Schedule

The MIC Quality Office have commenced work on developing a Quality Management System Implementation Plan.

July – December 2018	<p>Roll-out of training in Policy & Procedure Writing to Professional Services Staff commenced in July. Ten staff attended.</p> <p>Three further dates have been scheduled to ensure that a sufficient number of staff are trained within each Professional Service. The agreed dates are:</p> <ol style="list-style-type: none">1. November 1st2. November 28th3. December 6th <p>The Quality Office is in the process of developing templates and guidelines in respect of QMS processes in consultation with the Professional Services.</p>
January 2019 – December 2020	<p>The development of the Professional Services’ QMS will take place over a two year period. The development of the QMS will be rolled out in line with the sequencing of the internal quality review cycle.</p>
January – March 2019	<p>The Quality Office will liase with the Professional Services to establish a schedule of internal quality reviews commencing in January 2020 and running through to 2025. The review cycle will begin with ICT Services in January 2020. This review schedule will be brought to Executive Team for approval in March 2019.</p>

Section 2: Quality assurance and enhancement activity and evolution at local level

If relevant, please describe local-level quality-related innovations introduced by individual MIC units/offices during the reporting period.

Student Support Services Initiative – Key Support Services Infographic

A student support infographic was developed by the Student Well-being Committee in partnership with the MIC Students Union for both MIC Limerick and MIC Thurles campuses. The infographic contains details of all emergency services and is aimed primarily at new entrants and hopes to provide a quick overview of key services particularly in the critical first semester of the academic year. The infographic was distributed both in hard copy (posters are displayed in high traffic student areas) and via a social media campaign to students and staff.

Implementation of the National Professional Development Framework

Four MIC staff have participated in and been awarded the National Forum Pilot Participant digital badge in recognition of their commitment to the first implementation of the National Professional Development Framework for all those who teach in Higher Education. In addition they were also awarded a National Forum PACT digital badge in recognition of their work on a collaborative professional development portfolio (PDP) as part of the pilot study. The PACT digital badge recognizes commitment to professional development, and to the initial national implementation of the framework.

Section 3: Implementation of quality governance and oversight

Please attach (or provide a link to) the MIC published academic calendar for the reporting period and, if relevant, please indicate and discuss deviations from the detail therein that occurred in practice. If not incorporated into the academic calendar, please attach or provide a link to the schedule of meetings of key governance and quality committee meetings (e.g., an tUdarás Rialaithe, an Chomhairle Acadúil and any sub-committees thereof). If relevant, please indicate and discuss deviations from the detail therein that occurred in practice.

Link to the MIC Academic Calendar:

<http://www.mic.ul.ie/calendarstimetables/Pages/default.aspx>

Schedule of Meetings of College Committees 2017 / 2018 (See annex 2)

MIC College Governance, including Codes of Conduct:

<http://www.mic.ul.ie/welcome/Pages/governanceofmic.aspx>

Schedule of Meetings with UL Quality Support Unit 2018 (See annex 3)

Section 4: Internal quality reviews undertaken during the reporting period

Please provide detail of any internal quality review activity that occurred during the reporting period.

An Overarching Faculty Review commenced in January 2018 and will be completed within the calendar year. The terms of reference and timeline are attached (appendix 1).

The purpose of this overarching faculty review is to fulfil recommendation 16 of the Institutional Review Report which states that:

“greater clarity and transparency on access to and dissemination of External Examiner (EE) reports to staff and course teams and a clear sight of when and how the reports are responded to - including who the responsible actors are at department, faculty and institutional levels. EE reports should also be available to relevant stakeholders including students”

The review takes into account the assessment lifecycle which begins formally in Week 1 with the distribution of module outlines to the students and culminates with the Faculty/Departmental review of the External Examiner report and recommendations.

The objective of the Review is to:

- To conduct a review of the application of the Marks and Standards set out in Chapter 2 of the UL Handbook of Academic Regulations and Procedures through Self-Assessment and Peer Review;
- To develop a Quality Improvement Plan in conjunction with the Review Team with specific, measurable, agreed, and time-based action items with a view to establishing best practice;
- To identify benchmarks and agreed baselines that will inform indicator selection in respect of Department-level Reviews.

Section 5: Quality activity and interaction with third parties

Accreditation of the Professional Doctorate in Educational and Child Psychology (DECPsy).

On December 9, the Council of the Psychological Society of Ireland (PSI) accredited the MIC Professional Doctorate in Educational and Child Psychology (DECPsy). The accreditation process included a site visit from the PSI panel on November 24th. The programme has been accredited until 2021.

Accreditation is also in place until 2021 with the PSI for the following programmes:

- Bachelor of Education in Education with Psychology
- Psychology (BA Liberal Arts)

Section 6: Quality-related objectives over the coming reporting period

Please list and briefly describe each objective.

1. Completion of the Institutional Review Implementation Plan (IRIP)
2. Roll-out of the Academic Department Quality Reviews
3. Development of the Professional Services Quality Management System (QMS)
4. Data Analytics and Visualisation

Completion of Institutional Review Implementation Plan (IRIP)

MIC will continue to progress the implementation plan in respect of the recommendations arising from the Institutional Review in 2016.

Roll-out of the Academic Departmental Quality Reviews

MIC will commence Academic Departmental Quality Reviews in January 2019 with two reviews scheduled for 2019 and three reviews scheduled for each of the years from 2020 to 2025.

Development of the Professional Services Quality Management System (QMS)

Central to the implementation of a quality review schedule for MIC Professional Services is the development of a QMS for each of the professional services functions. Professional Services will be clustered according to size and inter-dependency and will begin developing their QMS in 2019, staggered over the years 2019-2020 in-line with the professional services quality review schedule. The quality review schedule for Professional Services will be developed and sent for approval to Executive Team by March 2019.

Data Analytics and Visualisation

The Quality Office will begin a process of identifying and mapping the vast array of data sources which MIC uses for enhancing student success, institutional decision-making, quality assurance, and both internal and external reporting. The work of the survey and data management group will inform part of this data mapping exercise. The objective of the exercise is to clearly define MIC's data requirements and to put in place procedures for the efficient extraction of the data.

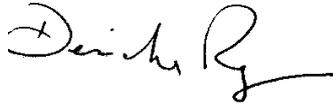
Section 7: Additional information

Please use this section to provide additional information relating to quality assurance or to report upon relevant quality-focused topics or issues.

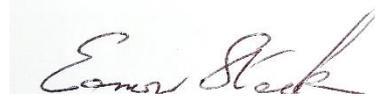
As noted above, the College has completed drafting of its new Strategic Plan for the period 2018-2023 – “A Flourishing Learning Community.” During November 2018 the manuscript will be circulated, for comment, to key external stakeholders including executive officers of the University of Limerick.

It may be helpful to note that the new Strategic Plan is the keystone document within the overall framework for internal and external reporting and self-evaluation by MIC. This includes progress reports submitted to UL on foot of implementation, by the College, of all recommendations contained in the institutional review (as alluded to in the introduction to this document). The same principle applies to the College's Performance Compact with the HEA (2018-2021) as well as linkage between internal annual business plans, risk registers and internal audit reports.

I confirm that this AIQR was reviewed and approved by The Quality Committee and constitutes a comprehensive and accurate account of quality-related activities pertaining to MIC over the reporting period.



Director of Quality, MIC



Chair of Quality Committee, MIC

This AIQR was submitted to the Director of Quality, University of Limerick on: _____

[Revision history of this template](#)

Rev.	Date	Approved by	Details of change	Process owner
1	4 Sept 2017	Director of Quality, UL VPA&R, UL	Initial release	Director of Quality, UL

Annex 1

		Mary Immaculate College Academic Quality Review Schedule	
		Institutional Review	
Date: 26th March 2018		Arts Faculty	
		Education Faculty	
Year		Spring Semester	Autumn Semester
2018		Overarching Faculty Review	
2019	C Y C L E 1	Psychology	EPISE (Educational Psychology, Inclusive and Special Education)
2020		English Language & Literature	AEPE (Arts Education & Physical Education)
		History	
2021		Mathematics & Computer Studies	School of Post-Primary Education (Thurles)
		Media & Communication Studies	
2022		Drama & Theatre Studies	STEM (Science, Technology, Engineering and Maths Education)
		French Studies	
2023		German Studies	LSRE (Learning, Society & Religious Education)
		Roinn na Gaeilge	
		Institutional Review	
2024		Geography	RPECS (Reflective Pedagogy & Early Childhood Studies)
		Theology & Religious Studies	
2025		Music	LLE (Language and Literacy Education)
		Philosophy	

Annex 2: Mary Immaculate College, Board Schedule AY2017/18

Trustees (all meetings start at 4.00pm)

Semester I	Semester II
Tuesday 07 th November 2017	Tuesday 23 rd January 2018
	Tuesday 24 th April 2018
	Tuesday 3 rd July 2018

An tÚdarás Rialaithe (all meetings start at 10.30am)

Semester I	Semester II
Wednesday 11 th October 2017	Wednesday 14 th March 2018
Wednesday 13 th December 2017	Wednesday 20 th June 2018

An Chomhairle Acadúil (all meetings start at 2.00pm)

Semester I	Semester II
	Wednesday 24 th January 2018
Wednesday 20 th September 2017	Wednesday 21 st March 2018
Wednesday 15 th November 2017	Friday 8 th June 2018

Audit & Risk Committee (all meetings start at 11.30am) – G-08

Semester I	Semester II
Wednesday 13 th September 2017	Wednesday 7 th February 2018
Wednesday 22 nd November 2017	Wednesday 9 th May 2018
	Wednesday 30 th May 2018 (joint meeting with FRC)

Finance & Resource (all meetings start at 8.30am) – GO8

Semester I	Semester II
Monday 18 th September 2017	Monday 5 th February 2018
Monday 13 th November 2017	Monday 5 th March 2018 (budget)
	Monday 23 rd April 2018
	Wednesday 30 th May 2018 (joint meeting with ARC)

Equality Committee (all meetings start at 11.30am) – G-08

Semester I	Semester II
Thursday 14 th September 2017	Thursday 18 th January 2018
Thursday 16 th November 2017	Thursday 26 th April 2018

Quality Committee –G-08

Semester I	Semester II
Wednesday 20 th September 2017 (11.00 am)	Tuesday 27 th February 2018 (2.30 pm)
Tuesday 14 th November 2017 (2.30 pm)	Tuesday 22 nd May 2018 (2.30 pm)

Annex 3: Meetings with UL Quality Support Unit, 2018

Tuesday 20 ^h February 2018
Tuesday 17 th April 2018
Monday 24 th September 2018

Academic Review, Spring Semester 2018 Terms of Reference

Review Team: Vice President Academic Affairs (VPAA), Faculty Deans, Assistant Deans, Heads of Department, Education Office Manager, Arts Office Manager, & Examinations Office;

Timeframe: January to December 2018

Aim: To review the application of the Marks and Standards set out in Chapter 2 of the UL Handbook of Academic Regulations and Procedures

Objectives:

- To conduct a review of the application of the Marks and Standards set out in Chapter 2 of the UL Handbook of Academic Regulations and Procedures through Self-Assessment and Peer Review;
- To develop a Quality Improvement Plan in conjunction with the Review Team with specific, measurable, agreed, and time-based action items with a view to establishing best practice;
- To identify benchmarks and agreed baselines that will inform indicator selection in respect of Department-level Reviews;

Guiding Principles

This Review is over-arching and integrated (College-wide), and seeks to mirror the whole-of-community approach that characterised the Institutional Self-Evaluation Report (ISER) and thereby build on the associated collegiality, which was specifically commended by the External Review Panel.

Context and Review Indicators

The 2015, and to a greater extent, the 2016 Academic Benchmarking Surveys identified several good practices across Faculty in respect of teaching, learning, assessment and research. Specifically, these surveys recorded how each department was applying the Marks and Standards presented in Chapter 2 of the Handbook of Academic Regulations and Procedures. These include:

- Modes of Assessment – formative and summative;
- Preparation of Exam Papers;
- The Role of the External Examiner;
- Academic Awards;
- Grading and Feedback.

Therefore, the 2018 Academic Review will operationalise indicators that are specifically relevant to these. It will update and further analyse the data presented in page 19 of the ISER.

Review Schedule

The Gantt chart below sets out the proposed actions and timeframe for completing the review.

