

# University Joint Quality Committee

Terms of Reference and Membership

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Version 1.0

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# University Joint Quality Committee

## Terms of Reference and Membership

The Joint Quality committee will be responsible for ensuring the overall Quality of the University based upon reviews of aggregated data and other information and through its interaction with relevant University bodies arising from reviews. The committee will meet at least four times per year.

The committee will approve policy and associated procedures for the conduct of Quality reviews with a view to agreeing and governing a rolling schedule of Quality reviews across academic, administrative and support units. Thematic reviews may also be conducted as deemed necessary.

The committee will report to Academic Council and Governing Body on the outcomes of Quality reviews and will ensure that there is accountability for the outcomes of Quality reviews. In addition, the committee will make recommendations to Academic Council, Governing Body and the Executive Management Team as appropriate regarding areas for policy development and enhancement, and any actions that may be necessary to address matters arising from Quality reviews.

In undertaking its work, the committee will be cognisant of and will implement the SETU Quality Framework as appropriate. This Framework is informed by and draws from the European Standards and Guidelines (2015), the Technological Higher Education Quality Framework, and is informed by the statutory and regulatory environment in which Irish education operates, including the application of Quality and Qualifications Ireland policies. The committee will take a risk-based approach to scheduling and determining Quality reviews and will also ensure compliance with relevant Quality reviews, to enhance the overall quality environment of the University.

The terms of reference for the committee are:

1. To recommend to Academic Council and Governing Body policies for Quality review for the University encompassing academic, support and administrative units;
2. Agree and monitor the schedule of the University's Quality reviews and report on the outcomes of such reviews;
3. Approve and monitor the University's implementation plans arising from Quality reviews;
4. Implement the University's policy on academic risk, and review and act on academic and other Quality risks facing the University;
5. Agree a schedule of data that the committee should receive to monitor Quality delivery in the University;
6. Continually review schedules for emerging issues and make changes to review schedules as appropriate;

7. Prepare an Annual Quality Report to Academic Council and Governing Body;
8. The Quality Committee shall review its own performance on an annual basis and its terms of reference and shall report its conclusions and recommend any changes it considers necessary to the Academic Council and Governing Body.
9. The President may attend any meeting of the Committee and shall be circulated with the meeting papers ahead of each meeting.

The draft minutes of the meetings of the committee will be circulated with the papers of Academic Council, Governing Body and the Executive Management Team by way of reporting on the work of the committee.

The members<sup>1</sup> of the committee will be:

- External member of the Governing Body (as Chair)
- VP for Academic Affairs (as Secretary to the committee)
- VP for Research, Innovation and Impact
- Three members of Governing Body appointed by the Governing Body on the joint nomination of the Chairperson and the President
- Three members of Academic Council appointed by the Academic Council on the nomination of the President
- One undergraduate and one postgraduate student (nominated by the Students Union President)
- Up to two additional members may be co-opted by the Committee

Officers of the University may be in attendance as required, in addition to a recording secretary.

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<sup>1</sup> Changing structures will require changes to the committee.