

# Quality Enhancement Committee

June 2020

## Aims

To work with the staff, the management and other committees in NUI Galway to implement a total quality culture throughout the University, and to develop systems to assure and improve the quality of the University's services and programmes to students, staff and its external publics.

## Terms of Reference

The Committee is responsible to Údaras na hOllscoile for the formulation of policies and procedures relating to quality assurance and improvement in the context of the Strategic Plan of the University, and for ensuring the implementation of such policies and procedures as agreed by Údaras na hOllscoile. The quality of the student experience shall be a primary concern in all evaluations of the success of quality related activities.

Accordingly, the Committee shall:

- develop and recommend policies to Údaras na hOllscoile, its own subcommittees and to other University bodies
- promote collective responsibility for the quality of all the activities of the University
- oversee procedures for the identification and dissemination of best practice
- ensure that University policy and procedures are in compliance with the requirements of the Universities Act, 1997
- review and propose revision to these terms of reference, where appropriate if necessary
- establish sub-committees and working groups, with specific briefs, if deemed necessary, for the efficient operation of the Committee

In fulfilling its remit, the Quality Enhancement Committee (QEC) will advise the University Management Team (UMT) on key quality related issues arising with implications for strategy or policy development and will provide an Annual Report, through the Director of Quality, to Údaras na hOllscoile, to meet the requirements of the Universities Act, 1997 and the Qualifications and Quality Assurance Act, 2012.

## Membership

### *Ex-Officio*

Chief Operating Officer	VP Research (or nominee)
Director of CALPD	Chief Librarian
Director of CELT	Dean of Students (or nominee)
Director of HR (or nominee)	Director of Quality
Director of Planning and Institutional Research	Academic Secretary (or nominee)
Deputy President and Registrar (Chair)	Dean of Graduate Studies
Students Union President	VP International or nominee
VP Equality and Diversity (or nominee)	

### **Nominated**

- Four academic staff with experience of participation in quality reviews and/or knowledge of quality systems representing of each College and nominated by the relevant Executive College Dean
- Two support services staff with experience of participation in quality reviews and/or knowledge of quality systems, nominated by the Chief Operating Officer.

### **Quorum**

The quorum necessary for the transaction of business shall be six, at least one of whom shall be the Deputy President and Registrar (DPR) or the Chief Operating Officer (COO).

### **Term of Office**

Term of Office will match that held by Údaras na hOllscoile.

### **Casual Vacancies**

The Committee has the authority to fill any casual vacancies that arise during the lifetime of the Committee.

### **Co-option**

The Committee has the authority to co-opt up to three new members if a particular skillset or area of interest is required. Co-opted members will be nominated by the Deputy-President and Registrar and must be approved by the Committee thereafter.

### **Report Lines**

The Quality Enhancement Committee reports to Údaras na hOllscoile through Academic Council and the University Management Team, as agreed.

<b>Committee</b>	<b>Minutes and Reports</b>
Academic Council (AC)	<ul style="list-style-type: none"><li>• <i>QEC Minutes</i></li><li>• Director of Quality Report to Academic Council Meeting</li><li>• Academic Quality Review Reports and Action Plans</li><li>• <i>Annual Quality Assurance Report to Údaras na hOllscoile</i></li></ul>
University Management Team (UMT)	<ul style="list-style-type: none"><li>• All Quality Review Reports and Action Plans</li><li>• <i>Annual Quality Assurance Report to Údaras na hOllscoile</i></li></ul>