



ICHAS

Section 2 (b) – Terms of Reference for Advisory Structures

Subject: Terms of Reference for the Quality & Standards Committee

Date Approved by Academic Council: July 2021

Policy Version	1/2021	Date due for Revision	July 2024
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PURPOSE (including Scope of Functioning/Key Responsibilities and Accountabilities) The Quality & Standards Committee is charged with the review, evaluation and revision of quality assurance procedures. The Committee is responsible for monitoring all systems and polices across the College and their impact on the student experience and academic standards. In addition, the Committee monitors adherence to quality assurance policies and procedures.

MEMBERSHIP

The Quality & Standards Committee is a subcommittee of Academic Council and is comprised of the following members:

- Quality Enhancement Officer (Chair)
- Vice President (Academic Affairs)
- Vice President (Corporate Affairs)
- Registrar
- Educational Technologist
- Information Systems Manager
- Director of Undergraduate Studies
- Director of Postgraduate Studies
- Programme Co-ordinators
- Student Representatives

ROLE AND RESPONSIBILITIES

This Committee will:

- Review, evaluate and make recommendations regarding the revision of QA procedures.
- Undertake QA Audit & Reporting
- Monitoring of systems and polices across the College and their impact on the student experience and academic standards.
- Knowledge dissemination regarding Quality & Standards.
- Monitor adherence to and compliance with QA policies and procedures.

- Monitor the effectiveness of communications to both lecturers and students
- Support staff training relevant to QA.

Role of the Chair of the Quality & Standards Committee

The Chair is responsible for ensuring that the conduct and deliberations of the Quality & Standards Committee are in accordance with ICHAS policies and regulations. The Chair is responsible for directing the committee appropriately and must have sufficient knowledge of programme regulations, ICHAS policies and procedures to properly conduct meetings.

Role & Expectations of Members of the Quality & Standards Committee

- to actively participate in its meetings and contribute to the work of the Committee as requested.
- to attend and participate in at least three of the four meetings each year, unless excused by the Chair.
- The Quality & Standards Committee may elect a vice chairperson from amongst its members who shall act as vice chairperson for a two-year period.

Operating Procedures

The Chair of the Committee convenes meetings with adequate notice.

- At the commencement of the meeting, the Chair outlines the procedures of the meeting.
- Meetings are held in a timely and efficient manner.
- Minutes are recorded and available to any internal Committee or if necessary, to the Academic Awarding Body.

Appointment to the Quality & Standards Committee

Appointments to the Quality & Standards Committee are made by Governing Authority on the recommendation of the Vice President (Academic Affairs). A formal letter of appointment will be issued to each new member of the Committee from the Vice President (Academic Affairs). The letter of appointment addresses the following:

- Role of the Quality & Standards Committee and expectations of members.
- The terms of reference of Quality & Standards Committee including the duration of appointment and renewal provisions.
- The time commitment involved
- Rules on confidentiality.

On the appointment of new members, the Chairperson of Quality & Standards Committee arranges for new members to receive an induction and sufficient advice and support to enable them to fulfil their roles.

Meetings of the Quality & Standards Committee

Frequency of meetings: The Quality & Standards Committee meets quarterly.

Quorum: Meetings of the Quality & Standards Committee normally require 50% of its membership in attendance plus one additional member.

Powers of Decision Making: The Quality & Standards Committee is not a decisionmaking body. Recommendations, where possible, will be made by consensus.

Reporting Relationships: Quality & Standards Committee will report and make recommendations to Academic Council, of which it is a Sub-Committee. These recommendations will normally be submitted to the Vice President (Academic Affairs).

