

**Dearbhú Cáilíochta agus Cáilíochtaí Éireann**

**Quality and Qualifications Ireland**

**APPROVALS AND REVIEWS COMMITTEE**

Notes of the thirteenth meeting of the QQI Approvals and Reviews Committee, held in the **QQI Boardroom, 26-27 Denzille Lane, Dublin 2 on Friday 13 October 2017 at 11:00 am**

**Present:**

Dr Kevin Ryan (Chair)  
Dr Martin Lyes  
Ms Marie Kehoe-O'Sullivan  
Ms Mary Sheridan

**In attendance:**

Ms Gráinne Power, Secretary  
Mr Walter Balfe  
Ms Niamh Lenehan

**Apologies**

Ms Una Buckley  
Dr Ailsa Crum  
Mr Oisín Hassan  
Ms Colette Harrison

**1. APPROVAL OF AGENDA AND CONFLICT OF INTEREST**

The Committee approved the agenda for this meeting and confirmed that there were no conflicts of interest in relation to any of the items of business before the committee.

**2. MINUTES OF THE PREVIOUS MEETING**

The Committee approved the Minutes of the ARC Meeting held on 14 July 2017 and noted the meeting scheduled for September had been postponed to this day.

**3. NOTES OF THE PREVIOUS MEETING**

The Committee approved the Note of the ARC meeting held on 14 July 2017 for publication to the QQI website.

**4. MATTERS ARISING FROM THE MINUTES**

There were no matters arising.

5. **REVISED TERMS OF REFERENCE OF THE COMMITTEE**

The Committee noted the revisions to the Terms of Reference approved by the Board at its meeting on 22 September 2017. They recommended that the TOR be numbered for ease of reference.

6. **UPDATE ON CODE OF PRACTICE FOR THE GOVERNANCE OF STATE BODIES**

**QQI Board and Committees Effectiveness Review (external review) (ARC/A13/6)** – recommendations to the Committees are contained at No. 15 & 16 page 3 and page 18 – Noted by the Committee.

**Conflicts of Interests** – This has always been an agenda item for the Committee.

**Annual Self-Assessment Evaluation of Committee Performance** – The Committee was informed the self-assessment would be carried out in December 2017.

7. **CYCLICAL REVIEWS – PRESENTATION BY NIAMH LENEHAN, QUALITY ASSURANCE DIRECTORATE**

The Committee noted the presentation on the rationale behind and schedule of Cyclical Reviews of 23 Higher Education Institutions over the period 2018 – 2023. The Committee thanked Niamh on a very comprehensive and informative presentation.

8. **QUALITY ASSURANCE PROCEDURES**

8.1 Approval of Draft Quality Assurance Procedures: Applicant Provider

Walter Balfe joined the meeting to present this item.

Following discussion, the Committee noted the recommendation of the QQI executive (A13/8.1) based on the recommendation of the Quality and Capacity Evaluation Panel report (A13/8.2). The Committee refused to approve, but with recommendations, the draft Quality Assurance procedures of Applicant Provider. The Committee recommended that Panels should be encouraged to write more concisely, without ambiguity and in plain English.

9. **ANY OTHER BUSINESS**

9.1 Next Meeting

The Committee noted the next meeting of the Committee is scheduled for Wednesday 6 December and looked forward to welcoming the three new members of the Committee, Dr Ailsa Crum, QAA Scotland, Mr Oisín Hassan, USI and Ms Geraldine Larkin, NSAI.

A schedule of meetings for 2018 will be an agenda item.

9.2 The Committee wished to express their appreciation to Ms Una Buckley for her time, effort and expertise which she brought to the Committee during her term which will come to an end in November 2017.