

Dearbhu Cailiochta agus Cailiochtaí Eireann  
Quality and Qualifications Ireland

APPROVALS AND REVIEWS COMMITTEE

Note of the fifth meeting of the QQI Approvals and Reviews Committee, held in the QQI Boardroom, 26-27 Denzille Lane, Dublin 2 on Wednesday 09 December 2015 at 11:00 a.m.

Present:

Professor Kevin Ryan (Chair)  
Dr Ann-Louise Gilligan  
Mr Jack Leahy  
Dr Martin Iyes  
Dr Trish O'Brien

In attendance:

Ms Colette Harrison (Key Executive)  
Mr Kevin Henry (Recording Secretary)

Apologies:

Ms Una Buckley  
Mr Maurice Buckley  
Ms Marie Kehoe-O'Sullivan

Welcomes

Professor Kevin Ryan, Chair of the Approvals and Reviews Committee (ARC) welcomed Mr Jack Leahy to this, his first ARC meeting.

Formal Meeting

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 Meetings held on 09 September 2015.

3. NOTES OF THE PREVIOUS MEETING

The Committee APPROVED the Note of the ARC meeting held on 09 September 2015 and approved same for publication to the QQI website.

4. MATTERS ARISING FROM THE MINUTES

There were no Matters Arising from the Minutes of the meeting held on 09 September 2015.

## 5. DELEGATION OF AUTHORITY

### 5.1 Delegated Authority (DA):

The Committee NOTED the extension of DA, in respect of the following Institutes of Technology:

- for the purposes of entering into programmes leading to Joint Awards with other awarding bodies
  - Cork Institute of Technology
- to include all programmes leading to Research Masters' awards
  - Galway-Mayo Institute of Technology
  - Institute of Technology Carlow

## 6. QUALITY ASSURANCE PROCEDURES

### 6.1 Refusal to Approve Draft Quality Assurance Procedures of an applicant provider

The Committee considered the observations submitted by an applicant provider and the response of the Quality and Capacity Evaluation Panel. It ACCEPTED the recommendation of the Executive to uphold the previous decision of the ARC, to refuse the applicant provider's application for approval of draft quality assurance procedures. The Committee was of the view that the process followed by the Quality and Capacity Evaluation Panel and QQI, and the associated documentation arising, was fair and consistent.

The Committee noted the executive's offer to meet with representatives of the applicant provider. The Committee considered that such a meeting could be used by the applicant provider to address any residual matters regarding its application for which it requires clarification and in advance of any re-submission for the approval of quality assurance it may choose to make.

## 7. SCHEDULE OF 2016 MEETINGS

The ARC agreed the meeting dates for 2016, as follows. Unless, otherwise informed closer to the time, each of these meetings will take place at 11:00 a.m. in QQI:

- Wednesday, 27 January 2016
- Wednesday, 06 April 2016
- Wednesday, 13 July 2016
- Wednesday, 28 September 2016
- Wednesday, 07 December 2016

It was noted that the Chair will be unable to attend the first of these meetings in 2016 and, in accordance with the Terms of Reference for the ARC, it was agreed that it would be suitable to nominate a Vice-Chair to act as Chair in Professor Ryan's absence. The Committee supported the nomination of Dr Martin Lyes to this role.

#### 8. ANY OTHER BUSINESS

The Executive outlined to the Committee the key changes that were made to its Terms of Reference (ToR) as part of a review of the sub-Board committee structure. It was noted that the revised ToR were presented and APPROVED by the Board at its meeting of 27 November 2015. The Committee was presented with a copy of the report arising from the review. It was agreed that the revised ToR would be presented at the next meeting of the ARC in January 2016 for noting.

The Chair closed the meeting.

