

PROGRAMMES AND AWARDS OVERSIGHT COMMITTEE

Thursday 10 April 2014 at 2pm

Boardroom, QQI Offices, 26-27 Denzille Lane, Dublin 2

Minutes of the first meeting of the QQI Programmes and Awards Oversight Committee held in QQI offices, 26/27 Denzille Lane, Dublin 2 on **Thursday 10 April 2014 at 14:00.**

PRESENT:

Dr Barbara Brittingham (Chairperson)
Ms Liz Carroll
Ms Maureen Conway
Ms Joanne Harmon
Dr Sarah Ingle
Ms Karena Maguire
Ms Ann Mangan
Mr John Mulcahy
Dr Diarmuid O'Callaghan

In attendance:

Ms Deirdre Miller (Secretary)
Ms Therese Masterson (Key Executive)
Ms Róisín Sweeney (item 6, 7 and 9)

APOLOGIES:

Ms Mary Danagher
Mr Joe O'Connor

Informal Meeting

The meeting commenced with an informal session where the members introduced themselves and each member gave a brief overview of strategic topics and main activities happening in their own working environment. The Chair and a QQI representative provided an overview of the following: - the Irish education and training system; the QQI policy development process and the complexities associated with overseeing qualifications (NFQ) and quality assurance; the QQI governance structures ; some examples of the significant differences between QQI policy and legacy policy and impact on providers.

1. MINUTES OF PREVIOUS MEETING

No business (as this is first meeting)

2. MATTERS ARISING FROM THE MINUTES

No business

3. NOTE OF PREVIOUS MEETING (FOR PUBLICATION ON THE QQI WEBSITE)

No business

4. TERMS OF REFERENCE

The Committee NOTED the Terms of Reference of the Programmes and Awards Oversight Committee. The Committee discussed the parameters of the Terms of Reference under each section, in particular where decisions on the Programmes and Awards Executive Committee (PAEC) referrals are required. This was discussed again under Item 7 and it was agreed to consider the role of the PAOC at the next meeting and the appropriate boundaries within which decisions will be made by the Committee. It was further AGREED that the Terms of Reference should be included with the papers for each meeting of the Committee in future.

The Committee AGREED that an item on Impact Studies should be included on the agenda in future and that the committee would suggest possible items for areas of consideration.

5. CODE OF PRACTICE AND ROLES

The Committee noted the documents circulated as relating to the roles of committee members and the Conflict of Interest guidelines.

It was noted that all Committee members had signed the Conflict of Interest Declaration Forms.

The Committee NOTED the Code of Practice for PAOC meetings. It was AGREED that the Code of Practice may have to be reviewed in relation to the procedure where a decision of the PAOC is required between scheduled PAOC Meetings.

6. PROCEDURES AND GUIDELINES FOR PROGRAMME VALIDATION AND AWARD CERTIFICATION

The committee NOTED the summary regarding the QQI Programme Validation Project – *Procedures and Guidelines supporting QQI validation processes* and the verbal report presented.

7. REPORT FROM THE PAEC ON ITS ACTIVITIES

The Committee NOTED the Notes of the first three PAEC meetings and the Validation Applications presented to PAEC during the period October 2013 to April 2014.

It was agreed to provide the members with a list of the official QQI award titles and the guidelines on programme titles issued to providers.

It was noted that industry may expect a shorter timeline for the validation of programmes. With regard to the timeline for validation, the Committee requested the Executive to prepare a case study on the timelines associated with the validation process incorporating a variety of examples of routine and non-routine cases and an outline of issues arising.

8. OUTCOMES OF THE CONSULTATIVE FORUM AND OTHER CONSULTATION PROCESSES

There was no discussion on this item at the meeting as there were no outcomes of the QQI Consultative Forum held on 1 April 2014 relevant to this Committee.

9. DECISIONS TAKEN BY THE PAEC ON PROGRAMME VALIDATION, ACELS RECOGNITION AND RECOGNITION WITHIN THE NFQ FOR CONFIRMATION OR REJECTION (Negative Decisions only)

The Committee NOTED the documentation circulated and the verbal report presented. The documentation included a list of programmes for which validation was refused by the Programme and Awards Executive Committee since its establishment in October 2013. The Committee CONFIRMED the decision of the Programme and Awards Executive Committee.

The Committee REQUESTED that future referrals on negative decisions should include more information on the rationale, process and feedback to and from the institutions involved and that any follow-up action is included in the documentation provided to the members.

10. DECISIONS TAKEN BY THE APPROVALS AND REVIEWS COMMITTEE REGARDING GRANTING THE USE OF THE INTERNATIONAL EDUCATION MARK (IEM) (Negative Decisions only)

No business