Institutional Review Implementation Plan (IRIP)

Set out below are the twenty five recommendations from the Institutional Review Report which must be implemented.

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| | | | | | | | | Reporting Path | |
IRR Recommendation No.	Recommendation	Action Item	Action	Allocated To	Target Date Month (Completion)	Target Date Quarter (Completion)	Status	Oversight Committee	Reporting Committee
1	That MIC as a matter of priority move to confirm resourcing plans outlined for the Quality Office and in so doing develop an MIC quality handbook that will be applied consistently across the institution, inclusive of the St. Patrick's Thurles campus.	1.1	Appointment of a full-time Director of Quality, Quality Assurance Manager and Institutional Data Analyst.	AVPA; ET; HR;	Jun-17	2017 Q2	Complete	ET	An tÚdarás Rialaithe
		1.2	Establish Quality Working Group & Terms of Reference;	Quality Office; Quality Committee;	Mar-18	2018 Q1	Ongoing	Quality Committee	An tÚdarás Rialaithe
		1.3	Revise existing quality policies, procedures, guidelines and forms and create overaching Quality Manual	Quality Office	May-18	2018 Q2	Ongoing	Quality Committee	An tÚdarás Rialaithe
		1.4	Draft an institution-wide Institutional Review Implementation Plan (IRIP) based on the recommendations in the QQI Institutional Review Report (IRR).	Quality Office	Dec-17	2017 Q4	Complete	ET	An tÚdarás Rialaithe
		1.5	Finalise IRIP through agreement of Action Items, Allocation and Target Dates;	College Bodies including ET	Jun-18	2018 Q2	Complete	ET	An tÚdarás Rialaithe
		1.5	Submit IRIP to ET for approval;	Quality Office	Mar-18	2019 Q2	Complete	ET	An tÚdarás Rialaithe
		1.5	Submit IRIP to UL for approval;	Quality Office	Apr-18	2018 Q2	Ongoing	VPA (UL)	An tÚdarás Rialaithe
		1.5	Submit approved IRIP to QC for noting;	Quality Office	May-18	2018 Q2	Ongoing	Quality Committee	An tÚdarás Rialaithe
		1.5	Submit approved IRIP to UR for adoption;	Quality Office	Jun-18	2018 Q2	Ongoing		An tÚdarás Rialaithe
		1.6	Appointment of a full-time Institutional Data Analyst within Quality Office ref IRR-1.1	Quality Office	Jun-17	2017 Q2	Complete	ET	An tÚdarás Rialaithe
2	That MIC continue to take into account the challenges associated with an additional campus, particularly assuring equality of student learning experience across both sites.	2.1	Integrate a new dedicated 5-year strategy for enhancement of the MIC Thurles campus and estate within the new Multi-Campus Development Masterplan that focuses on teaching and learning, academic learning support, accommodation, and sports.	AVPA	Jun-17	2017 Q2	Ongoing	ET	An tÚdarás Rialaithe
3	That MIC Executive consider how it might further engage with its stakeholder community regarding the strategic plan (2017/21) via the production of a communications plan to ensure staff and student ownership and engagement with the plan.	3.1	That MIC Executive consider how it might further engage with its stakeholder community regarding the strategic plan (2017/21) via the production of a communications plan to ensure staff and student ownership and engagement with the plan.	ET (especially AVPA)	Jun-17	2017 Q2	Complete	CA; ET	An tÚdarás Rialaithe
4	With the development of a new student record system it is recommended, as an early administrative task, that legacy alumni data (where possible) is backfilled into the system.	4.1	New bespoke student records system.	Director of ICT and Director of Academic Information Systems	Sep-19	2019 Q3	Ongoing	ET	An tÚdarás Rialaithe
5	That MIC build upon the collegiality fostered in the ISER / Self-evaluation process to address and resolve the issue of academic staff representation on the Governing Body, and, as part of due process, consider examples of governance models from other institutions.	5.1	Act upon recommendations contained in the 2016 Institutional Self Evaluation Report (ISER) by capturing the essential balance between collective governance, and equity of representation at An tÚdarás Rialaithe in alignment with the Code of Governance for Irish Universities (2012).	An tÚdarás Rialaithe	Jul-18	2018 Q3	Ongoing	An tÚdarás Rialaithe	An tÚdarás Rialaithe
6	That MIC find ways to strengthen communication and consultation practices between academic staff and senior managers. It is also recommended that MIC consider the role of the Deans in this process and the associated devolution of authority and empowerment to make decisions at this level.	6.1	Introduce a new mechanism for information and communication linkage enabling systematised workflows between the Executive and Faculty / Professional Service units, particularly in the areas of strategic programme development, quality assurance, internal control and compliance, based on the re-mapped decision-making structure.	Implementation via Strategic Plan as overseen by an tÚdarás Rialaithe and executed by ET.	Jul-20	2020 Q3	Ongoing	ET	An tÚdarás Rialaithe
7	That reciprocal arrangements be put in place to give Presidents of both institutions (UL and MIC) a seat on the Governing Body of the partner institution (UL and MIC). Such reciprocal arrangements should be mirrored for all institutional governance, leadership and management committees throughout UL and MIC.	7.1	That reciprocal arrangements be put in place to give Presidents of both institutions (UL and MIC) a seat on the Governing Body of the partner institution (UL and MIC). Such reciprocal arrangements should be mirrored for all institutional governance, leadership and management committees throughout UL and MIC.	ET	Jul-20	2020 Q3	Ongoing	ET	An tÚdarás Rialaithe
8	Given that the Memorandum of Understanding (MOU) between UL and MIC underpins the current designation of MIC as a Linked Provider of UL, it is recommended that the MOU should be reviewed as a matter of urgency and, where necessary, be re-negotiated and revised, to reflect the changes to the Irish HE 'landscape' since 2007, in particular: the provisions of the 2012 Act; the role of QQI; the status of MIC as a Linked Provider of UL (the cognate DAB); and the need for UL to have effective oversight of MIC internal QA processes and overall governance arrangements in place (Levels 6-10).	8.1	Presidents' Offices to jointly negotiate this.	ET	Ongoing	Subject to agreement with UL	Ongoing	ET	An tÚdarás Rialaithe

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								Reporting Path	
9	That overarching QA policy development and implementation across the institution be required to assure consistency, transparency, and the link between assessment, policy and programme development, and resource allocation.	9.1	Director of Quality membership on College Bodies including An Comhairle Acadúil, APAC, Audit & Risk Committee;	ET	Jun-17	2017 Q2	Complete	ET	An tÚdarás Rialaithe
		9.3	Quality Assurance will be one of the cross-cutting themes of the MIC Strategic Plan.	AVPA	Jun-17	2017 Q2	Ongoing	Strategic Planning Group	An tÚdarás Rialaithe
10	That training be put in place for all staff on interpreting and making best use of dashboards in the new student record system and that targeted reporting from the dashboard allow easy sight of focussed key information.	10.1	Training on new student record system and ancilliary academic information systems.	Director of Academic Information Systems	Jul-19	2019 Q3	Ongoing	ET	An tÚdarás Rialaithe
11	That MIC leverage the expertise available within MIC and in cognate functions at UL to augment the current staff training provision by including training for all academic staff in: (a) principles of curriculum design and alignment of curricula with the NFQ, (b) the constructive alignment of curricula and assessments and (c) best practice in the design and monitoring of assessment systems to ensure validity, reliability and fairness.	11.1	CTL review and reconfiguration of CTL strategy and operations	DTL	Dec-18	2018 Q4	Ongoing	An Chomhairle Acadúile	An tÚdarás Rialaithe
12	That MIC progress plans to develop an institutional policy on assessment and feedback as a matter of urgency; this will help minimise issues with inconsistencies in quality and timing of feedback on assessment to students. In addition, MIC should monitor the performance of assessments in all programmes and modules (in addition to monitoring the performance of the students) and should include these in annual programme monitoring and in periodic programmatic review. Finally, MIC should review policy and procedures regarding oral examinations in line with international best practice.	12.1	Assessment and feedback policy to proceed through approval pathways Spring Semester 2018	VPAA	Mar-18	2018 Q2	Complete	An Chomhairle Acadúile	An tÚdarás Rialaithe
13	While MIC is fully compliant with current UL academic regulations, UL should have greater oversight of the administrative 'processing' of PhD degrees at MIC, and in overseeing PhD progression and examination processes; including involvement in decisions regarding the transfer of candidates from the Masters (Level 9) to the PhD (Level 10).	13.1	Presidents' Offices to jointly negotiate this.	ET		Subject to agreement with UL	Ongoing	An tÚdarás Rialaithe	An tÚdarás Rialaithe
14	That MIC as a matter of urgency publish its schedule of internal cyclical reviews (similar to the UL model), on a 5-year rolling basis, encompassing the review of programmes, departments, faculties and related services.	14.1	Note: UL Schedule of reviews operates on a 7 year rolling basis. Draft outline Academic schedule and submit to Quality Committee 17#02 (May 2017)	HoDs	May-17	2017 Q2	Complete	Quality Committee	An tÚdarás Rialaithe
14		14.2	Submit outline Academic schedule to UL;	Quality Office	Jun-17	2017 Q2	Complete	Quality Committee	An tÚdarás Rialaithe
14		14.3	**Quality Office liaise with Faculties to populate the Academic Review Schedule**	Faculties;	Dec-17	2017 Q4	Complete	AFMC, CBO	An tÚdarás Rialaithe
		14.4	Adoption/Approval Pathway:						
14			1. Final schedule to MIC ET for adoption;	Quality Office	43191	2018 Q2	Complete	ET	An tÚdarás Rialaithe
14			2. Final schedule to MIC QC for adoption;	Quality Office	43221	2018 Q2	Complete	Quality Committee	An tÚdarás Rialaithe
14			3. Final schedule to UL for approval;	Quality Office	43191	2018 Q2	Ongoing	VPA (UL)	An tÚdarás Rialaithe
14			4. Final schedule to MIC UR for adoption;	Quality Office	43252	2018 Q2	Ongoing	An tÚdarás Rialaithe	An tÚdarás Rialaithe
14		14.5	**Quality Office liaise with Professional Services to populate the Review Schedule**	Professional Services;	Jan-19	2019 Q1	Ongoing	ET	An tÚdarás Rialaithe
14		14.6	Adoption/Approval Pathway:						
14			1. Final schedule to MIC ET for adoption;	Quality Office	May-19	2019 Q2	Ongoing	ET	An tÚdarás Rialaithe
14			2. Final schedule to MIC QC for adoption;	Quality Office	May-19	2019 Q2	Ongoing	Quality Committee	An tÚdarás Rialaithe
14			3. Final schedule to UL for approval;	Quality Office	Sep-19	2019 Q3	Ongoing	VPA (UL)	An tÚdarás Rialaithe
14			4. Final schedule to MIC UR for adoption;	Quality Office	Dec-19	2019 Q3	Ongoing	An tÚdarás Rialaithe	An tÚdarás Rialaithe

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15	That MIC formally recognise the impact of increasing the number of SPhDPs on the staff resource and confirm that this is factored into staff workloads in an equitable manner.	15.1	Incorporation into WAM.	VPAA; VPAF;	Dec-18	2018 Q4	Ongoing	Finance & Resource Committee	An tÚdarás Rialaithe
16	Greater clarity and transparency on access to and dissemination of External Examiner (EE) reports to staff and course teams and a clear sight of when and how the reports are responded to - including who the responsible actors are at department, faculty and institutional levels. EE reports should also be available to relevant stakeholders including students.	16.1	Overarching Faculty review in 2018	Quality Office to initiate and facilitate, faculties to complete	Dec-18	2018 Q4	Ongoing	An Chomhairle Acadúile	An tÚdarás Rialaithe
17	Whilst MIC is to be commended for the availability of student handbooks it is recommended that in the Faculty of Arts a further mechanism be developed to support students to independent learning for longer and more directly provide targeted, focused and timely information. This may include negotiated supervision contact time with lecturers, minimum standards for dissertation supervisor contact at UG and PGT levels and preparing for assessment.	17.1	Develop Institutional Academic Plan as core component of Strategic Plan 2018-2022	VPAA	Dec-19	2019 Q4	Ongoing	An Chomhairle Acadúile	An tÚdarás Rialaithe
18	That the new MIC Student Records Management System adhere to UL data standards and formats, and that transfer of data between MIC and UL systems be facilitated.	18.1	Incorporate into new bespoke student records system.	Director of ICT and Director of Academic Information Systems	Sep-18	2018 Q3	Ongoing	ET	An tÚdarás Rialaithe
19	That a review and adaptation of the Student Evaluation of Teaching be undertaken with the aim of developing comprehensive and sustainable coverage across MIC.	19.1	Review MSS;	Quality Office	Dec-18	2018 Q4	Ongoing	An Chomhairle	An tÚdarás Rialaithe
20	That an annual performance management and development system be introduced, tailored to MIC requirements (which could incorporate personal research plans).	20.1	Incorporation into Strategic Plan	AVPA	Dec-18	2018 Q4	Ongoing	ET	An tÚdarás Rialaithe
21	That a Workload Allocation Model be introduced in order to support fairness, equity, transparency and respect for diversity of contribution and it is recommended that a communication strategy be developed to sit alongside the delivery of the model.	21.1	Full adoption of a WAM across faculty	VPAA; VPAF;	Dec-18	2018 Q4	Ongoing	Finance & Resource Committee	An tÚdarás Rialaithe
22	That placement risk management and crisis response protocols be developed as a matter of urgency, and that staff and students be oriented to them. In addition, the development of placement protocols is required to assure more consistent practices including: contact between advisors/tutors and students. It is then vital that all staff responsible for supporting students on placement familiarise themselves with the placement protocol and that the tutor's role in proactively maintaining contact with students is clarified.	22.1	Development of a risk management and crisis response protocol for all off-campus students.	VPAA; AVPA;	Jul-18	2018 Q3	Ongoing	ET	An tÚdarás Rialaithe
23	That more formal and consistent arrangements be put in place across MIC for closer student-staff liaison including wider involvement of students' representatives on programme boards.	23.1	Replacement of the MIC Student Charter with a new Learning Partnership & Dialogue Charter based on identification by a joint Academic Council-MISU forum of best practice dialogue and mutual engagement between staff and students as well as the elements of the new MIC Teaching & Learning Strategy	President's Office and MISU	Jul-19	2019 Q3	Ongoing	An Chomhairle Acadúile	An tÚdarás Rialaithe
24	That policies and procedures around postgraduate research student admission and recruitment and ongoing support be developed and consistently applied across the College.	24.1	Establishment of a Working Group to Review Policies, Procedures & Systems	VPAA	Dec-18	2018 Q4	Ongoing	ET	An tÚdarás Rialaithe
		24.2	Adoption of Working Group recommendations.	ET	Jul-19	2019 Q2	Ongoing		An tÚdarás Rialaithe
25	That MIC continue to implement the new strategy developed for all support services in order to increase the visibility and overall level of use of support services amongst students.	25.1	Director of Student Life to conduct audit of support services and assess visibility and uptake towards enhances communication.	Director of Student Life	Dec-18	2018 Q4	Ongoing	ET	An tÚdarás Rialaithe