QIP Implementation Summary Report

Department/Service:	President's Office
Head of Department/Service:	Meg O'Shea
Date of ET approval of QIP	2 May 2023 (ET 2023#04)
Date of Submission of QIP Interim Report to Quality Committee	16 May 2023
Date of Submission of QIP Final Report to Quality Committee	12 May 2026

Summary of status of recommendation implementation:

Recommendation / Action Item No.	Recommendation	Closed	Open	Commentary
1.2.1	Team Structure: Implement regrading of CO function to EO as per recommendation 3.1.3.3 in the SAR.	X		
1.2.2	Role Clarity: Clarity of roles within the President's Office and an understanding of same among the wider College community.	X		
1.2.3	Meetings Management: Consider duration and frequency of meetings- what issues are being reviewed, discussed, approved etc. - are they coming with a clear recommendation from a particular team feeding into the committee.	X		
1.2.4	Performance Management: Consider the introduction of a Performance Management function.	X		Performance Management system has not been implemented.

1.2.5	Speech writing: Consider having Strategic Communications & Marketing Office draft all President speeches with a view to developing a single voice with input from relevant colleagues as required.	X		
2.2.1a	Board/Committee Induction and Training: A formal programme board member induction should be introduced.	X		
2.2.1b	Board/Committee Induction and Training: Formal board-training should be made available to chairs of boards/committees.	X		
2.2.2	Annual Board/Committee Work plans: An annual work programme for each board/committee should be developed.	X		
2.2.3a	Meeting Administration - Scheduling: Scheduling of meetings should be realistic and reflect the expected length of meeting time based on the agenda.	X		
2.2.3b	Meeting Administration - Item Submission: A mechanism should be introduced to ensure sufficient information is available for both secretariat functions and the board or committee (e.g. a coversheet or cover summary paper).	X		
2.2.3c	Agenda Structure: Agendas should be structured in a way that is appropriate to the needs of different committees or boards. The appropriate structure for an Executive Team and An tÚdarás Rialaithe meeting are likely to be different.	X		
2.2.3d	Recording meetings: Consideration should be given to recording meetings to assist with minute-taking.	X		Meetings will not be recorded following advice on the matter.

2.2.4	MIC Staff Induction: Consider whether committee structures should be part of staff induction.	X		
2.2.5	Institutional Resilience: Measures should be taken to increase the resilience of the institutional committee structure.	X		
2.2.6	Evidence-based decision-making: Liaise with the Quality Office to agree ways to build on data capacity through data analytics and visualisation, to inform the Executive Team (management) and An tÚdarás Rialaithe (oversight).	X		
2.2.7	External Effectiveness Review: Mary Immaculate College has already committed to undertaking an External Effectiveness Review of An tÚdarás Rialaithe. In designing this review, consideration should be given to extending it to An Chomhairle Acadúil, the Executive Team, the Board of Trustees and the interrelationships between these bodies.		X	An external review of the Governing Authority has been completed with recommendations implemented; extending reviews to other College boards may be considered depending on resources and value for money.
2.2.8	National institutional relations: Mary Immaculate College should partner with other specialist colleges to ensure Internal Control framework requirements are proportionate for this cohort of higher education institutions.	X		The recommendation is considered impractical due to the small, evolving specialist colleges sector. MIC's adherence to governance standards and reliance on internal audit advice are deemed sufficient, making further action unnecessary without a formal peer-exchange forum.
3.2.1	CPD of MIC Departments: Opportunity to set inter-	X		

	departmental boundaries in relation to the preparatory work for events. Opportunity to consider cross training of departmental teams within MIC in relation to events.			
3.2.2	Event Management: Review the process for issuing of invitations & collection of RSVPs, perhaps investigate software which can be utilised.	X		
3.2.3	MIC Awards: Set-up a standard operating procedure around student awards & task allocation, include schedule of meetings around MIC Awards from September to November and to enhance information sharing with SAA.	X		
4.2.1	Office layout: to conduct an ergonomic review of the office physical space, seating and review ventilation and temperature of the office and President's board room.	X		
4.2.2a	Meeting space - Review of technical & physical needs of G-10 as regards blended (virtual and in-person) meetings. In this review consider the utilisation of this space and numbers attending meetings in G-10.	X		
4.2.2b	Meeting space - Consideration should be given to the nature of the meeting and the space to be used, e.g. suitability of chairs & the table used relative to length of meetings and numbers attending.	X		
4.2.2c	Meeting space - Consideration should be given to the nature of the meeting and the space to be used, e.g. suitability of chairs & the table used relative to length of meetings and numbers attending.	X		
4.2.3	External Visitors: Review the notice/message instructions and directions sent to external	X		

	visitors for their arrival on campus, suggest to consider including a map and contingency contact number for first time visitors to the campus.			
5.2.1	File-sharing: Shared files (i.e. SharePoint) is the primary method for drafting and sharing board and committee meeting packs. It should be formalised as the only method.	X		
5.2.2	Petty cash: Petty cash arrangements should be introduced for small day-to-day items.	X		The arrangement is no longer needed and was not implemented.
5.2.3a	Risk Register: Responsibility for risk should be assigned to a named individual.	X		
5.2.3b	Risk Register: Review risk register in light of new codes and GDPR.	X		
5.2.4a	Training: As a linked provider associated with UL, options to identify staff training needs and to share training and other resources with UL should be investigated.		X	This is outside the President's Office remit. While collaboration and shared training occur informally through partnerships, systematic coordination is impractical given institutional autonomy, though occasional mutual learning is adopted where beneficial.
5.2.4b	Training: Lean Approach: The President's Office may wish to consider whether one or more members of staff should undertake training in, and become a champion of, lean methodologies.		X	A Quality Systems Manager was appointed in April 2023 to support development of Quality Management Systems, initially focusing on documenting processes, with broader efficiency reviews planned.

5.2.5	IT security should be kept under rolling review.	X		
5.2.6	Clerical Officer role: The role and functions appropriate to the grade of Clerical Officer should be reviewed and updated to reflect current working practices and technologies. The Clerical Officer pay scale should be reviewed in accordance with revised responsibilities.	X		
5.2.7	Internal Communications: The Peer Review Group recommend that the responsibility for internal institutional communications is centralised to the Strategic Communications and Marketing Office (e.g. a corporate communications officer).	X		This recommendation was not implemented under this QIP.

Signed:

Director of Quality   Date: 05 June 2026