



Institutional Self-Evaluation Team (ISET) Terms of Reference

1.0 Background

MIC is a linked provider of UL as defined in the [Qualifications and Quality Assurance \(Education and Training\) Act 2012](#). UL is the designated awarding body for all higher education programmes at MIC except where other arrangements are jointly agreed by UL and MIC. As a linked provider of UL, MIC is subject to review and external quality assurance by UL.

At least once every seven years, the University schedules a periodic review to be conducted of both the adequacy of MIC's QA procedures and the extent to which MIC is implementing the procedures effectively.

The purposes for the Institutional Review of Mary Immaculate College are outlined in the Institutional Review Terms of Reference (Annex 1)

2.0 The Self-Evaluation Process

A key component of the Institutional Review process is the development of the Institutional Self Evaluation Report (ISER). Self-evaluation is a self-reflective and critical evaluation completed by the members of an institution's community. It is the way in which the institution outlines how effectively it assures and enhances the quality of its teaching, learning, research and service activities. The report produced by the institution following the self-evaluation process, called the Institutional Self-Evaluation Report (the ISER), is the core document used by the Review Team. It provides them with the documented evidence, or references to evidence, to support claims that the institution is meeting the objectives and criteria set out in the Institutional Review Terms of Reference.

The ISER will shape the key points of dialogue with the Review Team, the structure of the review visits and the resulting review report. The purpose of the ISER is to provide the Review Team with sufficient information and evidence to assess the effectiveness of quality assurance at the institution.

3.0 The Internal Self-Evaluation Team

The Internal Self-Evaluation Team (ISET) was approved by Quality Committee (QC2022#05) and includes the following members:

Vice President Governance & Strategy	Prof. Gary O'Brien (Chair)
Assistant Dean FoA	Dr Ronan Flatley
Assistant Dean FoE	Dr Angie Canny
Data Analytics Manager	Mr Blaž Podobnik
Director of Quality	Dr Deirdre Ryan (Institutional Coordinator)
Director of Student Life	Dr Geraldine Brosnan
Director of Teaching and Learning	Dr Gwen Moore
Director of Research	Dr Richard Butler
Graduate School Director	Dr Julianne Stack
Head of School, Thurles	Dr Finn Ó'Murchú
MISU President	Mr Cillian Callaghan
MISU Vice-President/ MISU President Nominee	Ms Caitlin Donnelly
Quality Assurance Manager	Ms Emma Barry

3.1 The Institutional Coordinator

- The Institutional Coordinator [IC] will be the main liaison point between MIC, UL and the Review Team, throughout the review process. The Institutional Coordinator should be familiar with the institution's structures, procedures, policies and committees for the management of quality assurance and enhancement.
- The Review Team Chair will have the right to ask the Institutional Coordinator to withdraw from the review process at any time if it is felt that there are conflicts of interest or if their presence would inhibit discussion about possible review findings and recommendations

4.0 Role of the ISET

The ISET will:

- 1) set out a schedule of meetings to facilitate the timely production of the ISER
- 2) report quarterly to the Quality Committee on the status of the ISER
- 3) oversee the development of the ISER through a collaborative and participative evaluation process
- 4) act as a small task and finish group who are in a good position to comment on the effectiveness of the institutional approach to quality assurance and enhancement
- 5) select a small group (or possibly be designated to one officer) from within the ISET to write the final ISER, to ensure that a single voice comes through the document
- 6) share near-final drafts of the ISER with key stakeholders to ensure inclusivity
- 7) present the final draft of the ISER to Quality Committee in October 2023 to allow for review and approval of the ISER before sending to UL end of November 2023