**Quality Promotion Committee Meeting Online**

**11.00am – 12.30pm**

**Wednesday 18th January 2023**

**Minutes**

**Attending:**

Anne Sinnott, (Chair), Aisling McKenna, Ecaterina McDonagh, Paul Young, Claire Gubbins, Aine McNamara, Saumava Mitra, Deirdre Nic Mhathúna , Deirdre Reynolds, David McCarthy, Jing Burgi-Tian, Eoin Crossen Margaret Heffernan, Martin Brown, Monica Ward, Darren Myler, Fiona Dwyer

1. **Apologies**: Ashling Bourke, Michael Freeley, Thomas Kelly, Annabella Stover, Marie O’Flanagan
2. **Adoption of Agenda** – The agenda was approved with no changes.
3. **Minutes of meeting held June**– The minutes of the previous meeting were adopted with no changes
4. **Matters arising –** no matters arising were identified that were not on the agenda of the meeting
5. **Quality Review Updates;**

**Estates Office & Faculty of Science & Health**

SMG are currently finalising their input into the Quality Enhancement Plan. The Follow-up meeting have been arranged and are taking place 1st February for the Estates Office and 22nd February for the Faculty of Science and Health.

**Library**

The Library are currently finalising their Self-Assessment Report (SAR), and are working with the QPO on arrangements for the Quality Review Timetable and logistics of the review visit. It was noted that the review team will visit all three campuses during their review visit process.

**IOE**

Continuing liaison and advice regarding the development and delivery of Self-Assessment Report (SAR). The external peer group panel is now in place. The 3.5 day timetable is being currently being drafted for the visit.

**OVPAA**

It was noted that the QPO are continuing liaison and advice regarding the development and delivery of the Self-Assessment Report (SAR). The external peer group panel is now complete

**DCU Business School**It was noted that the Business School will hold their Quality Review Visit on the 6th-8th of September 2023. Thank you to the QPC members who attended a subgroup meeting to select the external peer review group members for the Business School Review visit. Peer Review Group Invitations will be sent out shortly.

1. **Honorarium payment to external peer review members**Aisling discussed the Honorarium payment proposal document with all QPC members, Aisling sought approval from QPC members to increase the Peer Review Group member honorarium from €1250 to €1500 for all peer review group members. It is estimated that this will increase the total expenditure on peer review group honorariums annually by around €3,000. It is considered that this additional expenditure can be subsumed within the existing budget allocated quality reviews.

 **Approved: QPC agreed on the proposal to increase the honorarium payment for quality reviewers.**

**7. QUID Funding Call 2022/23**

The QUID Funding call led to 26 applications from across the University, including from all 3 teaching campuses, all Faculties, and many Professional Units. In total, almost €100,000 in funding was requested. On Thursday 12th January, a sub-group of the Quality Promotion Committee, who were joined by representatives from the Office of the Executive Director for Engagement met to review all applications and prioritise the awarding of funds, based on a limited budget for 2022/23 of €35,000. It was noted that all applications are in the QPC papers so members can see the breadth of interest and proposals. It was noted that there are two projects which dealt with the purchase of VR and Software to use for engagement purposes. The QPC subgroup would like to see if these applications can possibly share this project. Aisling will meet with both areas to discuss this further. A QPC discussion took place in relation to the QUID Funding communication and how can we showcase the projects. It was suggested that an informal presentation and also work on a mechanism to record and store these videos. It was agreed that it is very important to showcase University evidence of Engagement.

**Action:** QPO team to work on how do we showcase the QUID Funding projects going forward.

**8. QPO Activity Report (January - March 2022)**

The committee received a detailed update of QPO activities covering the period of January – March 2022.

Aisling noted that in recent weeks the ITS Upgrade has impacted on the QPO Team with QPO spending an enormous amount of time managing the transfer, this will impact on Faculty and Professional Support areas for reporting. Aisling wanted to note that both Jing and Jill have been doing an incredible amount of work alongside colleagues in Registry and ISS to complete work on this project.

**Action: QPO to ensure that the headers on the QPO activity report are easily viewable when using Google docs**

**9. AOB** –The next meeting will be held on the 15th of March 2023