

**Quality Promotion Committee Meeting**  
**11.00am – 12.00pm**  
**Wednesday 19<sup>th</sup> January 2022**  
**Zoom Online Conference Call**  
**Minutes**

**Attending:** Anne Sinnott, Daire Keogh, Aisling McKenna, Billy Kelly, Annabella Stover, Margaret Heffernan, Gabriel-Miro Muntean, Deirdre Nic Mhathúna,, Nuala Lonergan, Marie O'Flanagan, Orla Nic Aodha, Aisling Twohill, Karsten Fleischer, Monica Ward, Jennifer O'Halloran, Jing Burgi-Tian, Bobbie Hickey, Nathalie Groszewski, Fiona Dwyer (Recording Secretary)

- 1 **Apologies:** Cora O'Farrell, Claire Gubbins, Ecaterina McDonagh, Thomas Kelly, Enda McGlynn, Saumava Mitra & Kate Goodman
- 2 **Adoption of Agenda** – The agenda approved with no changes.
- 3 **Minutes of meeting held 17<sup>th</sup> November 2021**– The minutes of the previous meeting were adopted with no changes
- 4 **Matters arising** - all updates to be discussed within the Agenda of the meeting.  
University rankings presentation was sent to QPC member with a number of meetings set up with members of the committee since.
- 5 **Quality Review Updates;**

**Faculty of Humanities & Social Sciences**

It was noted that the One Year Process Report on this review has been received and is in the QPC papers.

**Information Systems and Support (ISS) – Follow-up meeting**

It was noted that an SMG Subgroup met to discuss the draft ISS Quality Improvement Plan University responses and these will be approved at the SMG meeting next week. The follow-up meeting is scheduled to take place on 10<sup>th</sup> February, 2022.

**Finance Office – Follow-up Meeting**

It was noted that an SMG Subgroup met to discuss the draft Finance Quality Improvement Plan University responses and these will be approved at the SMG meeting next week. The follow-up meeting is scheduled to take place on 2<sup>nd</sup> March, 2022.

**Dundalk Institute of Technology**

Planning is being finalised for the DkIT review visit taking place on the 23<sup>rd</sup> – 25<sup>th</sup> February 2022. The SAR Report from DkIT is due next week. A decision in relation to an on campus or online review visit will be made at the end of January, but it is hoped that this will be an on-campus review. It was noted that if a physical visit can take place, the PRG will be located on the DCU Glasnevin campus for the first day and the second and third days would be on the DKIT Campus. It was noted that there are currently challenges getting finding and securing appropriate physical locations for on-site reviews given the current covid social distancing restrictions. A number of suggestions of potential rooms were received from QPC members. QPO will keep QPC members updated on the progress.

### Estates Office

It was noted that the completion of the SAR report is well underway. The review visit is due to take place from 23<sup>rd</sup> – 25<sup>th</sup> March, 2022 and it is hoped that this will be an on-site campus review visit.

### Faculty of Science & Health

It was noted that the QPO are having continues liaison with the Faculty, helping with statistical information and templates for school level SWOTS. The QPO are very keen to try and facilitate an on campus review visit, also there have been discussions about a postponement if Covid restrictions are still in place.

### 2022/23 Upcoming Reviews

#### Library

AMcKenna has met with the Library Director and has agreed 22<sup>nd</sup> – 24<sup>th</sup> February 2023 review visit date.

#### Institute of Education

AMcKenna has met with the Faculty Dean and has agreed 19<sup>th</sup> -21<sup>st</sup> April 2023 review visit date.

#### OVPAA

AMcKenna has met with the Registrar to discuss a review visit in early 2023. Date to be confirmed at the next meeting.

#### DCU Business School

AMcKenna has a meeting with the Business School Faculty Manager to scope self-assessment process and review timeline. It was noted that the review visit is anticipated in May 2023. AMcKenna to discuss this further at the next QPC meeting.

## 6 Proposed Changes to Quality Review Nomenclature

AMcKenna shared a document in relation to the procedures that support quality reviews at DCU which are subject to ongoing review to ensure that the review processes are both clear and effective. Following feedback from DCU staff and peer review group members, the following proposals were approved by QPC members;

Current Term	Proposed Amendment
<b>Re Peer Review Group:</b> "Rapporteur"- currently used to refer to the PRG member from QPC	"Co-ordinating reviewer"
<b>Re Documentation:</b> "Quality Enhancement Plan"	"Quality Enhancement Plan"
Re Documentation: The current QuIP includes a requirement for response by both the "Area" under review and the "University"	"SMG Response"

**Action:** The QPO will update all QPO correspondence and documentation in line with the new approved wording terms.

## 7 Staff Student Forums

Jing Burgi-Tian provided members with a brief update on the 2021 Staff Student Forums. Staff-Student Forums are now arranged for all five Faculties during Semester 1, as well as with Library, ISS and Finance, these are taking place at the end of January. Recruitment for these Semester 2 Forums is going well. The second-stage of Semester 2 forums in Faculties will then take place in March. An end of each semester reports from the Faculty Forums have been circulated to all Executive Deans. The QPO and OLS are hoping to arrange in person forums for the second

semester. Students noted that they are very pleased with the continued success of the Staff Student Forums. Staff noted that they would like an opportunity to forward on advance questions for the Staff Student Forums.

### **QUID Funding 2021/22**

Successful QUID Funding projects in QPC papers.

Thanks was extended to the QPC subgroup members Annabella, Thomas & Claire for taking the time out to help select the successful projects and also to Caroline McMahon from Health & Wellbeing who joined the sub-group for their discussions.

It was acknowledged that there was a wide breath of themes aligned to Wellbeing. The selected projects came from all across the university and across multiple campuses.

### **8. QPO Activity Report (November 2021 – January 2022)**

The committee received a detailed update of QPO activities covering the period of November to January 2022.

### **9. AOB –**

- Jing noted the development of an Alumni Survey, ask the QPC to test the Survey and any feedback would be very helpful.
- Note that support from QPC in relation to the Field work for StudentSurvey.ie would be very welcome

**The next meeting will be held on the 16<sup>th</sup> March 2022**