**Quality Promotion Committee Meeting**

**11.00am – 12.00pm**

**Wednesday 29th June 2022**

**Minutes**

**Attending:** Anne Sinnott (Chair) Aisling McKenna, Annabella Stover, Deirdre Nic Mhathúna, Karsten Fleischer, Monica Ward, Jennifer O'Halloran, Jing Burgi-Tian, Claire Gubbins, Ecaterina McDonagh, Enda McGlynn, Margaret Heffernan, David McCarthy, Cora O Farrell, Marie O'Flanagan, Gabriel-Miro Muntean, Eoin Crossan, Christine O'Mahony, Fiona Dwyer (Recording Secretary)

1. **Apologies**: Aisling Twohill, Orla Nic Aodha, Thomas Kelly, Nuala Lonergan, Saumava Mitra
2. **Adoption of Agenda** – The agenda approved with no changes.
3. **Minutes of meeting held March**– 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**.** 
   * + Welcome to the two new student representatives: Eoin Crossen and Christine O'Mahony
     + Discussions are ongoing with DCUSU on the Staff Student Forums format and how to manage the process for 2022/23. QPO are pulling together a 2 page background reading on the Forum so students and academic staff are aware of what to expect when participating
     + Thanks was extended to the QPC members finishing up their term as members;

Prof Gabriel Munetan, Prof. Karsten Fleischer, Dr. Aisling Twohill , Assist. Prof Cora O’Farrell, Ms. Orla Nic Aodha, Ms. Jennifer O'Halloran, Prof. Enda McGlynn, Ms. Kate Goodman & Ms. Bobbie Hickey.

1. **Quality Review Updates;**

**Information Systems and Support (ISS) and Finance Office**

Thank you to Margaret and David for attending a QPC-subgroup to review the prioritised spending proposals for ISS and Finance Office. The Finance Office approval projects have been finalised and the QPC subgroup are waiting on ISS to submit additional information on their spending costs. QPC members were wondering if it would it be possible to see the outcomes of some of the projects for example the Finance Website.

**Action 1:** QPO will inform QPC members of the progression of the Priortised Spending Projects.

**Dundalk Institute of Technology**

It was noted that Dundalk Institute of Technology are working on their Quality Improvement Plan and they are scheduled to have a pre follow-up meeting with DCU Graduate Studies office in August with a view to finalising the QuIP in the middle of September.

**Estates Office**

It was noted that the final Peer Group Report is in the QPC Papers. The Estates Office are now working on their Quality Improvement Plan and we hope to receive the QuIP Report in early September.

**Faculty of Science & Health**

It was noted that the review visit for the Faculty of Science & Health is now complete and the QPO have received a draft Peer Group Report and are hoping to finalise the Peer Group Report in the coming days. Gabriel-Miro Muntean would like to thank the Faculty of Science & Health and commend them for all their efforts during the process. He would also like to thank the QPO Office and the Quality Review Committee members for all their efforts during the process.

**Action 2:** QPO would like to incorporate more time for the Peer Review Group into the briefing meeting and throughout the review visit timetable.

**Library**

It was noted the review visit is taking place from the 22nd-24th February 2023 and the QPO have finalised the Peer Group Panel. Thank you to Ecaterina McDonagh who has agreed to be the co-ordinating reviewers for this review. The QPO are in the process of finalising the DCU Internal Reviewers and will provide an update at the June 2022 meeting. The QPO anticipate that the Library will commence their self-assessment process in September 2022.

**IOE**

It was noted the review visit scheduled for 19th -21st April, 2023. It was noted that recruitment of PRG is complete and the review team is now confirmed. Thank you to Claire Gubbins who has agreed to be the co-ordinating reviewers for this review. It was noted that this is the first time that the Institute of Education will be reviewed and the team in IoE have already commenced self-assessment activities. In terms of culture and the process of self-assessment there will have to be various sessions to help staff in completing self-assessment activities and preparing them for the review visit itself.

**OVPAA**

It was noted that the review visit dates are confirmed for 31st May - 2nd June 2023.

The QPO have initiated the process of inviting the Peer Group Panel, following a meeting of a QPC sub-group with Karsten and Orla. It was noted that this is the first time for OVPAA to be reviewed.

**Action 3:** Invitations will be sent out to select nominated reviewers in early September.

**DCU Business School**It was noted that the Business School have proposed to hold their Quality Review Visit in September 2023. The structure of the Peer review team may be slightly amended for this review, to ensure strong representation among peers with knowledge of the EQUIS accreditation process.

**Action 4:** Nominations on identifying the Peer Review Team will start in early September.

1. **Student Survey.ie Update**Jing provided a presentation with the results of the StudentSurvey.ie 2022. It was noted during the presentation that DCU had a total response rate of 3836 responses, which accounts for a 35% rate. Thank you to our colleagues in the SU and across the university who contributed to this response rate, which is among the highest in the sector.

**Action 5:** Jing will share this presentation with QPC members for their perusal.

**8. QPO Activity Report (May - June 2022 2022)**

The committee received a detailed update of QPO activities covering the period of May to June 2022.

**9. AOB** – **The next meeting will be held on** the 21st September 2022.