**Quality Promotion Committee Meeting Online**

**11.00am – 12.30pm**

**Wednesday 16th November, 2022**

**Minutes**

**Attending:**

Aisling McKenna (Chair), Ecaterina McDonagh, Paul Young, Claire Gubbins, Aine McNamara, Saumava Mitra, Deirdre Nic Mhathúna , Michael Freeley, Ashling Bourke, Deirdre Reynolds, David McCarthy, Jing Burgi-Tian, Eoin Crossen

1. **Apologies**: Anne Sinnott, Margaret Heffernan, Martin Brown, Monica Ward, Thomas Kelly, Marie O’Flanagan, Annabella Stover, Darren Myler, Monica Ward, Fiona Dwyer
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;**

**DCU- Dundalk Institute of Technology Graduate Research School**

The Final PRG Report and Quality Enhancement Plan from this review are included in the papers for this meeting, having been approved by the respective GRSB’s of each institution, and the DkIT Academic Council.

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

SMG are currently inputting their contribution to the Quality Enhancement Plan. It is anticipated that the follow-up meetings for these reviews will take place in February 2023.

**Library**

The QPO will be continuing liaison and advice regarding the development and delivery of Self-Assessment Report (SAR), and the area are well advanced in the self-assessment process.

**IOE**

It was noted the review visit is scheduled for 19th -21st April, 2023. It was noted that the recruitment of PRG is complete and the review team is now confirmed. The self-assessment process continues within the faculty, and their PRG report is anticipated in late March 2023.

**OVPAA**

It was noted that the review visit dates are confirmed for 31st May - 2nd June 2023. It was noted that the PRG for this review is complete. The OVPAA have initiated self-assessment activities, and the AMcK has completed a briefing to the Quality Committee leading the self-assessment process.

**DCU Business School**It was noted that the Business School will hold their Quality Review Visit on the 6th-8th of September 2023. A list of nominations has been received from the Business School on proposed PRG Members, with a particular focus on potential members with experience in conducting EQUIS accreditation reviews, or from Business Schools with EQUIS accreditation. A sub-group of QPC will now be convened to review and rank proposed nominations.

1. **Staff Student Forums 2022**Jing and Eoin provided QPC members with a brief update on the 2022 Staff Student Forums (SSFs). The Semester 1 forums have had the strongest participation among students in recent years, and thanks were extended to DCU Students’ Union for securing a broad range of student representation. It was noted that a number of common themes emerged from across the various faculties during the Forum discussions,
	1. The pressures of **long commutes by students and the academic timetable** were frequently raised as an issue for students, particularly if there are large gaps or single contact hours on an individual day. The complexity of timetabling and pressures for physical spaces on campus for teaching were well acknowledged within the discussions. Students’ time under pressure from a number of fronts (timetabled classes, part-time employment, commuting times to campus), which they considered a risk to their overall student experience. Some students reported that in cases where students had low numbers of contact hours on a single day, this may lead to students choosing not to travel to campus for class. Places to go for study and engaging with other students in between classes was also raised as an issue.
	2. Noted that in some areas there is **assessment planning** at programme level takes place at the start of the semester in a way that makes managing assessment deadlines easier for students, and this was welcomed by students. There was a desire to see this approach applied more consistently across the University.
	3. The importance of **online learning materials** for students was noted during a number of forums; often the shared materials were different that those presented in lectures. This approach may be used by staff to encourage participation and attendance at lectures, or where slides are changed on a regular basis by academic staff. A number of Forums also discussed the issue of recording lectures.

Outside of the Forums, another issue raised in other student feedback fora was one of reported student anxiety on active participation in class. It was noted that while this didn’t come up in the Forums, this may be reflective of the participants who self-selected to participate in the Forums.

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

The documentation for the proposed QuID theme of “Engaging External Communities” was reviewed by the committee. The theme and guidance was noted as providing sufficient breadth to enable participation by a wide range of departments within the University, and was approved for launch by QPO. It was noted that the sub-group to review applications and select the successful projects will take place in January 2023. The Office of Exec Director of Engagement will also be involved in selecting projects.

**Action: QPO to approach QPC members to join the QPC sub-group to select successful QuID projects for 2022/23.**

**8. QPO Activity Report (September – November 2022)**

The committee received a detailed update of QPO activities covering the period of September - November 2022.

**9. AOB** – **The next meeting will be held on** the 18th January, 2023.