**Quality Promotion Committee Meeting Online**

**11.00am – 12.30pm**

**Wednesday 17th May 2023**

**Notes**

**Attending:**

Anne Sinnott (Chair), Aisling McKenna, Ecaterina McDonagh, Paul Young, Saumava Mitra, David McCarthy, Darren Myler, Ashling Bourke, Michael Freeley, Marie O'Flanagan, Fiona Dwyer (recording secretary)

1. **Apologies**: Deirdre Nic Mhathúna, Jing Burgi-Tian, Eoin Crossen, Monica Ward, Thomas Kelly, Áine MacNamara, Annabella Stover, Claire Gubbins, Margaret Heffernan, Christine O'Mahony, Deirdre Reynolds, Martin Brown, Michael Freeley,
2. **Adoption of Agenda** – The agenda was approved with no changes. As the meeting was not quorate, it was agreed to proceed with the meeting, where agenda items would be discussed. However, formal approval of any matters would be reserved for the following meeting of QPC where quorate was achieved.
3. **Minutes of meeting held**– As the meeting was not at quorate again this month, minutes of the two previous meetings were reserved for formal approval at the next QPC meeting in June.
4. **Matters arising – Address Quorate with QPC members.**
5. **Quality Review Updates;**

**Library**

The Library Peer Review process is now complete. The PRG Report is in the QPC papers for your records. It was noted that the Library staff are active in their Quality Improvement process. The QPO are due to meet with the Library in June to discuss preparations for the QuIP Report which is due in July 2023.

**DCU Institute of Education (IoE)**

It was noted that the IoE draft PRG has been received by QPO and is with IOE for factual checking and review. Claire Gubbins, Co-Ordinator Reviewer for IOE recorded her feedback on the review process for IOE; she noted that she highly recommends the process that it was a very enjoyable experience. She was fortunate to have a great team to work with for this review, especially her colleague Noel Murphy who went beyond his internal academic role. Information provided by the QPO office in advance of the review visit were very useful. It was noted that it might be wise for the Review Co-ordinator to try to complete some of the sections of the PRG Report prior to the review visit. Initial impressions document provided by the QPO was very incredibly important for the review panel and really helped set the scheme for the review panel when they came together.

**OVPAA**

It was noted that the OVPAA SAR Report is now complete and has been submitted to the QPO. The QPO and OVPAA are in final preparations for the Peer Review Group Visit which will take place from 31st May – 2nd June.

**Business School**

It was noted that the review visit is scheduled from the 6-8th September 2023. QPO are continuing discussions with the Business School as this review is based on an EQUIS accreditation model, and will serve as a “dress rehearsal” for the accreditation visit in February 2024.

It was noted that Martin Browne will be representing QPC as a coordinating reviewer.

**2023/2024 Review Schedule dates;**

* Faculty of Engineering & Computing, 7th May - 10th May 2024
* OVPR, 19th-21st June 2024
* Communications & Marketing 2024 TBC
* DCU Sport 2024 TBC

**Quality Review Schedule 2022/23-2027/28 Proposal**

QPO would like to explore a quality review proposal for smaller departments with less than 10 staff members with a more condensed and focused timeline process and possibly a smaller review team, areas for example DCU Sport, CTYI, and Quality Promotion Office, suggesting that QPC look at the format of those review processes and timeline for the smaller units.

Example review visit would take place over 1.5 days with meeting staff & various stakeholders and the last half day would meet some SMG members and exit presentation.

We hope to create a more stratified approach to Quality Reviews, which are mindful of the size and complexity of the unit being reviewed.

It was noted this could possibly add higher weight on pulling the SAR together on the staff in the smaller unit which can be an incredibly intense experience for certain staff members in the smaller units.

**Action**: Aisling would like to get feedback from QPC on the concept of designing the format for Self-assessment Report, identification of the peer review team and the Peer Review Group Report before discussing this with the units themselves.

**6.Quality Review Self-Assessment Reports, EDI profile and activity- for Discussion and Approval**

Aisling explained a number of changes proposed to the DCU Self-Assessment Report (SAR) Templates, in response the findings and recommendations of the Second HEA National Review of Gender Equality in Irish Higher Education Institutions. These details are in the QPC papers 6.1: Memo on Change to Self-Assessment. Aisling has looked at the Self-Assessment process to include reference to either information in relation to Gender profiles or activity that is being made to the Athena Swan process and reflection in terms of progress in relation to gender equality in our faculties and professional support units. Aisling met with Joanne Mulligan from the EDI Unit in developing this document. Aisling is looking for feedback and suggestions from the QPC Committee today.

**7. QPO Activity Report (March - May 2023)**

The committee received a detailed update of QPO activities covering the period of March – May 2023.

**8. AOB** –It was noted that Aisling McKenna will be moving onto a new DCU project role for 2 years in Data Governance and leaving the QPO Office as director in June. It was noted that the QPC are very grateful for all of Aisling work as Director of Quality and Institutional Research over the last seven years.

**Next meeting is on the 28th June** **2023.**