**Quality Promotion Committee Meeting**

**11.00am – 12.00pm**

**Wednesday 19th May 2021
Zoom Online Conference Call**

**Minutes**

**Attending:** Anne Sinnott (Chair), Aisling McKenna, Goretti Daughton, Billy Kelly, Karsten Fleischer, Enda McGlynn, Annabella Stover, Margaret Heffernan, Paula Murphy, Siobhan McGovern, Alan Mangan, Claire Gubbins, Deirdre Nic Mhathúna, Nuala Lonergan, Aisling Twohill, Marie O' Flanagan, Cora O’Farrell, Lucien Waugh Daly, Justin Doyle, Gabriel Munetan, Dylan Mangan, Celine Heffernan, Fiona Dwyer (Recording Secretary).

1. **Apologies**: Monica Ward, Jennifer O’Halloran, Fiona Brennan, Orla Nic Aodha,
2. **Adoption of Agenda** – The agenda approved with no changes.
3. **Minutes of meeting held 24th March 2021** – The minutes of the previous meeting were adopted with no changes
4. **Matters arising and action items updates – Actions from previous meeting;**
* 2022 reviews IOE will be discussed below
1. **Quality Review Updates**

AMK provided an overview of the review status as follows:

**Human Resources (HR)**

* It was noted that the HR Quality Improvement Follow-up meeting took place on 12th May, The QuIP report was confirmed and is in the QPC papers.
* It was noted that the final distribution of the Prioritised Resource spending will be made to the HR following a meeting of a QPC sub-group to agree available funding.
* It was noted that the Peer Group members were very happy with the progress HR had made following their Quality review visit.
* Thanks was extended to Annabella Stover who acted as Rapporteur for this review.

**Registry**

* It was noted that the Quality Improvement Plan has been completed by Registry
* It was noted that the draft university responses are currently being finalised by SMG
* It was noted that the Follow-up Meeting has been arranged for 3rd June 2021.

**Digital Learning Review**

* It was noted that the Quality improvement planning is ongoing.

**Action 1**: Aisling will provide an update at the June meeting

**Information Systems and Support (ISS)**

* It was noted that the training for the student reviewer and internal staff reviewers have been completed
* It was noted that the ISS review visit took place on the 27th - 30th April 2021.
* It was noted that the draft PRG Report is due to be received by QPO week beginning Monday 24th May 2021
* Thanks was extended to Alan Mangan who acted as Rapporteur for this review. Alan noted that the availability of ongoing logistical support and note-taking by QPO team members during the PRG visit meetings was very welcomed. Alan also noted that taking the role of rapporteur was a very positive experience.
* AMcK noted that following a feedback meeting with one of the external reviewers, the PRG felt that the review was well run and a positive experience. It was noted that the PRG felt the time on the final day before the Exit presentation was a little rushed. It was also noted by the external reviewer that the Rapporteur role was crucial to the smooth running of this review.

**Finance Office**

* It was noted that the final SAR report was received and circulated to PRG members.
* It was noted that the timetable and logistical arrangements for peer review group are underway and that training for student reviewer and internal staff reviewers has been completed.
* It was noted that the Peer Group Initial Comments and request for additional material and also an additional stakeholder meeting is now complete and that the initial Peer Group Briefing meeting has taken place and the Chair has been selected.
* It was noted that the recruitment of students for the review visit meeting has been slow but the QPO are hopeful that we will confirm 8 students in total for the Student Meeting with the Peer Review Group prior to the visit.

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**Estates Office**

* It was noted that the Estates Office review visit dates are confirmed for 23rd, 24th & 25th March 2022.
* It was noted that a QPC sub-group meeting was arranged to prioritise nominations for PRG
* It was noted that the Peer Group Nominations are confirmed and the 1st letters of invitations have been sent out.
* It was noted that we have confirmed two of the three external panel members so far.

**Faculty of Science & Health**

* It was noted that the initial meeting with Area Head to agree timeline for review scheduled, dates to be confirmed for May 2022 and that the QPO are working on suggested peer reviewers nominations to provide to the Faculty for review and submission

**2021/2022 Reviews**

* It was noted that the Institute of Education quality review visit date is on hold as the Faculty are waiting on confirmation from the Teaching Council re accreditation review dates. The QPO would like the review visit dates modelled to support the accreditation process, this will be discussed with the Dean post August 2021.

**6.**      **Staff-Student Forums 2020/21**

CH provided an overview of the Staff Student Forums as follows:

* Staff-Student Forums for all five faculties were concluded in week 10 (w/b 22nd March). It was noted that the Thematic Summary Report for 2020/21 is included in QPC papers.
* Six student-facing support units engaged in Staff-Student Forums during 2021/22. A summary of outputs is included in the Thematic Report were briefly highlighted during the meeting.
* Participants from 2020/21 have been invited to engage in a short-survey to share their experience, provide feedback relating to the value of the forums, and share suggestions for potential improvements. The data will help inform revisions to the model for next year. Any chances made, as well as the schedule for next year, will be communicated to QPC in advance of Semester 1, 2021/22.
* It was noted that QPO are now recruiting participants for next year and QPC members were invited to contact celine.heffernan@dcu.ie if they are interested in participating or indeed would like to suggest a colleague who might wish to get involved.

CG noted some potential concerns around the possibility that students may not be using the communication channels at a faculty, school or programme level prior to raising issues at the Staff-Student Forums. The context of an online environment is possibly contributing to these concerns.

LWD explained that students can sometimes worry about making negative comments to lectures at a local level and therefore may feel more comfortable raising an issue at the forums.

CH noted this feedback for OSL to consider as part of the student rep training programme.

A brief discussion was held around the extent of staff stakeholders who should be in receipt of the SSF Annual Thematic Report, with some members noting the benefit for Programme Chairs to receive a copy in addition to forum participants and Executive Dean’s. It was also suggested that perhaps key points could be extracted from the report for dissemination to all staff.

BK noted the need to remember these are student led discussions with the primary objective to allow students to raise and discuss issues in a less formal environment.

**Action:** An update on the 2021/22 plans, including feedback from members and the participant survey data will be provided to QPC at its June meeting.

1. **Quality Review Procedures for Students**
* It was noted that QPO have secured the first DCU student reviewers for the ISS and Finance Quality review visits,
* It was noted that QPO have developed a training session and welcomed feedback from the two students above to define the training manual.
* It was noted that QPO have established some criteria for the recruitment of DCU student reviewers, next semester QPO will send out a call for expressions of interest for student participation in Quality Reviews.
* It was noted that the QPO may also use this call to populate a log of student names for invitation to student meetings during quality review visits.
* It was noted that QPO will develop a DCU Student Reviewer Training Programme and associated manual to improve the readiness of student participation on the PRG.

**Action 4:** QPO to finalise the development of a DCU Student Reviewer Training Programme and Manual, informed by feedback from student reviewers in the ISS and Finance review

1. **QPO Activity Report (May – June 2021)**

The committee received a detailed update of QPO activities covering the period of March to May 2021.

1. **AOB** –
* It was noted that a review of the Quality Promotion Committee membership shall be conducted in June with the change-over of Quality Promotion Committee members, if applicable new members shall take place at the start of the academic year. With this noted the following QPC members have now completed their 3-year term, Margret Heffernan and Paula Murphy. It was noted that Margaret and Paula are welcome to be appointed to the role for one more term of three years, if they wish to do so they will need to contact their Dean to discuss.
* It was noted that the permanent QPC presentation on the committee is as follows;
	+ Representative Nominated by VP Academic Affairs/ Registrar’s Office – Billy Kelly
	+ Representative Nominated by VP Research and Innovation Office – Fiona Brennan
	+ Director, Student Support and Development or nominee – Annabella Stover

It was noted that the permanent QPC representation have all been members since 17/18 and may wish to step down in 2020/21.

Action: QPO to contact the permanent QPC membership areas to offer the option for a rotation of membership in 2021/22

**The next meeting will be held on** the 23rd June, 2021