**Quality Promotion Committee Meeting**

**11.00am – 12.00pm**

**Wednesday 18th September, A204**

**Minutes**

**In attendance:** Billy Kelly (Chair), Aisling McKenna, Fiona Brennan, Eamon Costello, Paula Murphy, Niamh O’Sullivan, Sharon O’Brien, Goretti Daughton, Margaret Heffernan, Monica Ward, Aisling Twohill, Cora O’Farrell, Justin Doyle, Orla Nic Aodha, Callaghan Commons, Katie Fay, Celine Heffernan, Fiona Dwyer(Recording Secretary).

1. **Apologies**: Jennifer O’Halloran, Siobhan McGovern, Karen Johnston, Annabella Stover, Gabriel Munetan, Karsten Fleischer, Alan Mangan, ,
2. **Adoption of Agenda** – The agenda approved with no changes.

.

1. **Minutes of meeting held May 2019** – were adopted with no changes
2. **Matters arising and action items updates –** will be discussed in the agenda items

New QPC members starting in September 2019 were welcomed to the committee including

Dr. Gabriel Munetan, Prof. Karsten Fleischer, Dr. Aisling Twohill, Assist. Prof Cora O’Farrell, Mr. Justin Doyle, Ms. Orla Nic Aodha, Jennifer O’Halloran, Mr. Alan Mangan and Ms. Katie Fay.

1. **QuID Funding**

AMK provided an update report on 2018/19 QUID projects.

The QPC discussed a proposed Theme for 2019/20 QuID funding. Two topics were discussed - Internationalisation and One DCU. Members discussed the relevant merts of each proposal. It was agreed that a theme aligned to the ‘One DCU’ initiative and cross-campus collaboration may provide a breadth of opportunities for staff to become involved in the fund.

**Action 1:**

QPO will put together a proposal based on the ‘One DCU’ thematic area for QuID to be agreed at the next meeting.

**6 Quality Review Updates**

**Office of Student Life**

AMK thanked both Gillian Barry (Rapporteur) and Justin Doyle (Senior Administrator) for all their hard work during the review process review.

The QuIP has been finalised by Area and are SMG currently finalising University Response ahead of follow-up meeting in October 2019. Final distribution of QuIP funding will be made to the Office of Student Life following a meeting of a QPC sub-group to agree available funding.

**Student Support and Development (SS&D)**

AMK thanked Goretti Daughton as Rapporteur for all her hard work during the review process. The QuIP has been finalised by Area and an SMG sub-group are currently finalising University Response ahead of follow-up meeting in October 2019. Final distribution of QuIP funding will be made to the SS&D following a meeting of a QPC sub-group to agree available funding.

**Office of the Chief Operations Officer**

Peer Review Group report has been finalised and the QuIP planning in progress is now underway.

**Faculty of Humanities and Social Sciences**

The Faculty are continuing to work on Self-Assessment Report, which is due for submission in early November. The QPO are working with the Faculty on finalising the structure of visit.

Given the large and complex nature of the Faculty, the QPO are continuing to work with the Faculty to explore how the procedures for self-assessment and the review visit can be adapted to effectively manage a single review of a large Faculty.

**Human Resources**

External members of the PRG have been confirmed.

AMK is providing training to the HR management team, which is scheduled to take place in late September 2019.

**Registry**

External members of PRG have been confirmed.

An overview of the Quality Review Process has been presented by CH to an all staff meeting in Registry. Self-assessment activity has commenced within the Area.

**Digital Learning Review**

Billy Kelly has agreed to Chair the Steering Group for the Digital Learning Review.

Preparations for participation in National Forum for Teaching and Learning Impact Survey on Digital Learning (Index Survey); the QPO is project managing the fieldwork of the survey. Survey fieldwork will commence in weeks 6 ,7 and 8 (28th October- 15th November) and includes all taught students. CH may be in touch with QPC members to support the fieldwork, and encourage participation in their Faculties. MW suggested that it would be effective to focus on encouraging in-class participation for larger classes if possible.

**Action 2:**

AMcK to schedule communication to Heads and Deans and other internal committees and also on the President’s Newsletter, SS&D News, Students Union News and QPC Promotional material around campus to encourage participation in the Index Survey.

**7 Quality Review Process**

AMK presented a proposal on amendments to the QPO review process. Four proposed changes were suggested on the quality review procedures, subject to QPC approval.

* Briefing Phone-call with Peer Reviewer from Outside Higher Education Sector – Agreed by QPC
* Peer Review Visit: Removal of Evening Reception for Staff and PRG – Agreed by QPC
* Circulation of Electronic Copies of the Self-Assessment Report and Appendices – Agreed by QPC
* Faculty Review Arrangements – Agreed by QPC

It was agreed that a technical-writer/ note-taker to support the work of the Peer Review Group would be a valuable support to the PRG Team. It was agreed that the note-taker would give the notes to the PRG Team to review at the end of each day.

“Initial Findings” template prior to the Peer Review Group, the QPC agreed that this document needs to summarize core themes. It was suggested that rather than initial “findings”, the template should focus on initial observations or identified themes for exploration.

QPC also suggested that it would be beneficial for the Peer Review Team to have an *Exit Presentation Template* to guide the structure of the exit presentation

**Action 3:**

AMK to put together "Themes for further discussion and exploration" and distribute to QPC members for discussion at the next meeting and also arrange for a Note-taker to support the review process.

**Action 4:**

AMK to draft an Exit Presentation Template for next QPC Meeting.

**8 QPO Activity Report (March- September 2019)**

The committee received a detailed update of QPO activities covering the period March – September 2019.

**9 Any Other Business**

It was suggested that the next QPC meeting might include a presentation on the University’s performance in Rankings in 2019. This was agreed by members.

It was noted that as part of our ongoing participation in the NStEP initiative, the QPO will work with DCUSU and the national NStEP office to consider current and future models for student participation in quality assurance processes. This may include, as part of a broader discussion, the inclusion of student reviewers on internal quality review panels. A framework for progressing this discussion will be proposed at the next QPC.