



**Quality Promotion Committee Meeting
Wednesday 19th September 2012
11am-12.30pm DG11**

Final Minutes

In attendance: Sarah Ingle (Chair & Secretary – Director of Quality Promotion), Ursula Baxter, Brenda Daly, Fergus Donohoe, Caitriona Lally, Martin Leavy, Aisling McKenna, Caroline McMullan, Ruth Mattimoe, Phylomena McMorrow, Anne Morrissey, Davide Susta, Siobhan King (St Patrick's College) and John Murray (Mater Dei).

Apologies received from: Conor Brennan, Claire Bohan, Francesco Cavatorta, Neil Patrick Collins (DCUSU), Paraic James, Billy Kelly and Mary Ivers (All Hallows)

The Chair welcomed new QPC members: Brenda Daly from Faculty of Humanities and Social Sciences; Caitriona Lally from Faculty of Engineering & Computing; Ruth Mattimoe from DCU Business School; Fergus Donohoe from ISS and John Murray (Mater Dei). Each QPC member in attendance provided a brief personal introduction.

1. **Adoption of Agenda** – The agenda was adopted with no changes.
2. **Minutes of meeting held 27th June 2012**– The minutes were adopted.
3. **Action items** – SI provided an update on action items completed.
4. **Matters arising not on agenda:**

Prof. Anne Scott would like thank everyone for the card and gifts, and wishes QPC well for its continuing work in the future.

5. DCU Colleges Update.

Sharon King was standing in for Daire Keogh from St. Patricks College. Following his appointment as President of the College on 1 September 2012, Dr Daire Keogh will continue to Chair the SPD QPC until December 2012. John Murray was welcomed from Mater Dei taking over from Michael Hinds.

6. IUQB/QQAI Update

SI updated QPC that the name of Qualifications and Quality Assurance Ireland (QQAI) – comprising IUAB, NQAI, FETAC and HETAC - has now been changed to Quality and Qualifications Ireland (QQI). The associated Bill was signed into Law by the President of Ireland in July 2012, and QQI is expected to be formally established in October or November 2012. An information update will be provided by QQI in late September, which will be included in the next QPC papers.

Action 1: SI to provide QQI information update for next QPC meeting.

7. QPC Terms of Reference, Membership, Quality Review involvement

SI updated QPC regarding its Terms of Reference and Membership 2012/2013. The flow of documents, and related deadlines within a Quality Review process was also outlined. SI explained for the benefit of new members that each QPC representative is requested, if possible, to undertake the role of rapporteur at least once during their term on the committee. Training seminars facilitated by ML and SI will be provided in advance.

8. Quality Review Updates

Oscail: The draft QuIP has been sent to SMG for the University responses to be incorporated. SMG expect to be able to respond to the Oscail QuIP not later than the end of October. It is expected that the QuIP follow-up meeting will be arranged in late November/early December.

Student Support & Development: The draft QuIP has been sent to SMG for the University responses to be incorporated. A follow-on meeting to finalise the QuIP will be arranged in October.

Faculty of Science & Health & Registry:

Both the Faculty of Science & Health and Registry have made substantial progress in preparing for their respective Self Assessment reports.

9. Indicative Quality Review Schedule

SI updated QPC on the revised indicative seven year quality review timetable which has been approved by Executive. There is potential for this to be revised slightly if need be depending on organisational or other changes. The new QQI Act allows more freedom in this regard.

10. Annual Student Survey Data for potential use in Quality Reviews

AMcK updated the QPC on her suggestions to use current DCU Student Surveys for research in relation to Quality Reviews. A discussion took place around a number of relevant issues including the length of the surveys, the kinds of questions that should be asked by areas under quality reviews, and whether the focus on students undertaking taught programmes was limiting. Some further questions arose including: Is there enough information in any one survey that could be amended to supplement the research required for a Self-Assessment Report? Is there a DCU website where the results of all DCU student survey results are provided? Could a new institution-wide survey be designed around the new quality review schedule? Could there be one combined survey for all quality reviews? Could some questions be modified or include a section for Support / Service Offices such as Finance or Estates on an annual basis? How well do the current surveys include the views of post-graduate students or off campus students? Given that four Support / Service Offices are being reviewed in 2013/2014, could one survey be provided to staff and students (separately) to determine the required feedback.

Action 2: SI bring the idea of a cross-University survey to be used for Quality Reviews to the attention of Chair of QPC.

Action 3: AMcK put together a suggestion for a generic survey report, and provide information regarding a location for current survey results.

11. PRG Meals with Quality Review committees

QPC discussed the various options regarding PRG meals with Area Quality Review Committees and other staff. It was agreed that on the Wednesday of the review visit an informal reception would take place with the PRG and Quality Committee members in DCU's 1838 from 6-7pm. Following this the PRG would have a private dinner in DCU's 1838. On the Thursday it was agreed that the PRG would have a private dinner in the hotel at about 7pm, following the all day meetings on campus. If Heads of the next two reviews are agreeable to the proposed option above, the informal reception will be put in place for a trial run for the November quality reviews.

Action 4: SI discuss PRG Meals/Reception options with the Faculty of Science & Health and Registry.



12. QuID Funding

SI updated QPC on QuID developments. Most project proposers have to date drawn down the funding provided. Some have requested short extensions to complete the work which has been granted. A complete review of all projects will take place at the next meeting.

Action 5: QuID project updates to be provided at next QPC meeting.

13. QPO Activities July 2012 to date

SI updated QPC on the Quality Promotion Office activities not addressed during the meeting.

14. AOB - None

Next QPC meeting: 14 November 2012