**Quality Promotion Committee Meeting**

**11am – 12.00pm**

**Wednesday 16th November, 2016 – Orchard Room, All Hallows Campus**

**Draft Minutes**

**In attendance:** Daire Keogh– Chair, Aisling McKenna, Siobhan McGovern, Nicholas Dunne, Emer Ní Bhrádaigh, Neil O’Boyrle, Niamh O’Sullivan, Catherine Maunsell, Michele Pringle, Annabella Stover, Gillian Barry, Ana Terres, Karen Johnston, Cody Byrne, Celine Heffernan.

1. **Apologies:** Michael Gannon, Jennifer Bruton, Brian Freeland, James O’Higgins Norman, James Brunton, Billy Kelly, Miriam Corcoran.
2. **Adoption of Agenda** – The agenda was adopted with no changes.
3. **Minutes of meeting held 18th May 2016** – These were approved
4. **Matters arising and action items updates**

DK noted the completion of action items from the meeting of 18th May, 2016, and the inclusion of the following actions;

Action 1: AMcK and BK to work on Head/Dean presentation to raise awareness on feedback from ISSE information. **Completed.**

Action 2: AMcK, BK and EG will meet to discuss the IRIU DCU Review dates. **Completed, proposed review visit revised by QQI in light of consultation.**

Action 3: DK requested that all QPC members re-examine the last DCU IRIU Report. **Completed- report in meeting papers.**

Action 4: QPC members agreed to new membership changes. **Completed- membership revised.**

Action 5: AMcK to discuss this with the Students Union a second Student representative for QPC. **Completed- DCUSU to identify new student member.**

Action 6 : AMcK to invite Padraig Walsh to DCU, after agreement on scheduling of the institutional review has been finalised. **Ongoing- to be invited post publication and agreement on Institutional Review ToR**.

1. **Irish Survey of Student Engagement (ISSE)**

Copies of the national report on the 2016 Irish Student Survey of Engagement were distributed. DCU’s strong participation rate in the survey was noted which was the result of a strong partnership with the Students’ Union in encouraging participation.

1. **DCU Incorporation**

DK reported the conclusion of the legal phase of the Incorporation Programme. It was noted that a number of Programme work-streams had now been completed. The continued inclusion of the DCU Incorporation as a standing item on the agenda of QPC was discussed and agreed. It will therefore remain as a standing item on the agenda throughout the 2016/17 academic year, and will be reviewed again by QPC in September, 2017.

1. **Quality Enhancement Theme- Student Engagement**

DK welcomed Blánaid White (BW), School of Chemical Sciences, who delivered a presentation on the application of a loop-based student feedback tool, developed for the collection and dissemination of feedback, currently being applied within the School of Chemical Sciences. The tool facilitated the provision of detailed, high-quality feedback to students on lab-based module CS351, including managing the assessment of quizzes, technical feedback on labs, and feedback on data analysis within labs.

BW confirmed that the tool has greatly enhanced the depth and quality of ongoing feedback to students, while enabling a reduction in the administrative workload on assessments. BW reported that there was considerable personal set-up investment in the system, but post initial set-up, it had the capacity to roll-forward easily.

The presentation was followed by a discussion on the relative merits of loop-based methodologies for effective collation and communication of feedback on continuous assessment. DK thanked BW for sharing the development of this tool, and the impact it has had on the quality of feedback on assessment to students.

1. **Quality and Qualifications (QQI)**

DK noted that the annual dialogue meeting was held with QQI on 14th November, 2016 and was attended by the President, Deputy President, Registrar/ Vice-President Academic Affairs and Director of Quality Promotion and Institutional Research.

AMcK reported that she was continuing to represent the university Quality Officers in a working group on developing the Institutional Review terms of reference and handbook. This process was still ongoing, and while some progress had been made, there was still additional work to be completed if the handbook was to be agreed before the end of 2016. AMcK also noted that as a result of correspondence by the IUA Registrars group to QQI and direct discussions with them regarding the scheduling of the DCU Institutional Review, it was now anticipated that the DCU Institutional Review visit would take place in Q4 2018.

1. **Quality Reviews updates**

**Faculty of Engineering and Computing Quality Review**:
It was reported that the follow-up meeting was completed on the 10th October, 2016, and final documentation will now be collated for sign-off by Governing Authority prior to publication.

**School of Chemical Sciences**: The PRG visit for the School of Chemical Sciences was held from 7-9th December, 2016.

**School of Nursing and Human Science**: The PRG visit for the School of Nursing and Human Sciennces is scheduled to take place from 8th – 10th March 2017.The process of self-assessment is currently ongoing, with the self-assessment report being due in early February 2017.

**School of Health and Human Performance:** The PRG visit for the School of Health and Human Performances visit is scheduled to take place from 17th -19th May, 2017.

The QPO are currently in the process of securing the final members of the review team. The process of self-assessment is underway.

AT noted that in the statistical package which is provided to Schools/ Faculties for the preparation of their self-assessment report, there are a number of key research focused statistics that are currently prepared by the Research Support Office. These may be a valuable source of information when presenting information on research activity within the School.

**Action 1**: AT to discuss and share with QPO appropriate resources on research activities which can be included in the statistics pack for areas under review.

1. **QPC Membership**DK welcomed Ana Terres to her first QPC meeting. It was noted that new membership representing External Affairs and an additional student representative are currently being finalised and it is hoped they will be in place for the next QPC meeting.
2. **QPO Activity Report**

All QPO activities for the period outlined were covered during the meeting

**12. Any Other Business.**

AT noted that SFI have indicated that they will commence a research integrity project to conduct institutional audits of research. This is likely to have a significant impact on quality related processes on research integrity at DCU.

**Action 2**: Research Support and QPO to meet to discuss if commencement of institutional audits of research will have an impact on existing reviews of School/ Faculty/ Research Centres at DCU.

**Next QPC Meeting:**  January 18th, 2017 in A204