**Quality Promotion Committee Meeting**

**11am – 12.00pm**

**Wednesday 18th January, 2017 – A204 Albert College**

**Draft Minutes**

**In attendance:** Daire Keogh– Chair, Aisling McKenna, Gillian Barry, Jennifer Bruton, James Brunton, Miriam Corcoran, Michael Gannon, Celine Heffernan, Karen Johnston, Billy Kelly, James O’Higgins Norman, Niamh O’Sullivan, Emer Ní Bhrádaigh, Neil O’Boyle, Catherine Maunsell, Michele Pringle, Ana Terres, Fiona Dwyer (Recording Secretary).

1. **Apologies:** Nicholas Dunne, Brian Freeland, Siobhan McGovern, Annabella Stover, Cody Byrne.
2. **Adoption of Agenda** – The agenda was adopted with no changes.
3. **Minutes of meeting held 16th November** – These were approved
4. **Matters arising and action items updates**

DK welcomed James O’Higgins Norman to QPC, representing Institute of Education

**Action 1 &2**: Ana and Aisling are working on proposals on research quality, integrating with current reviews of identified research centres at DCU.

**NSTEP Pilot Training Review** - The Student Partnerships in Quality, sparqs are engaged as consultants and five institutions were selected for the pilot stage of the Programme. NStEP builds on the work previously undertaken by the HEA Working Group on Student Engagement which developed ten principles of student engagement published in April2016. DCU Quality Promotion Office and DCU Students’ Union have submitted an application to be involved in stage 2 of the NstEP intiative.

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

A cross- institutional working group has been established to co-ordinate communications and encouraging participation in the survey. The ISSE working group will be meeting at the end of January to plan communication activities. Celine Heffernan will be co-ordinating from Quality Promotion Office. The importance of communication of the survey results to students was also noted at the QPC meeting.

1. **DCU Incorporation**

DK updated QPC on quality highlights of the DCU Incorporation process to date.

The President’s Office has scheduled two Strategic Planning Process Meetings in January for colleagues who are now part of DCU, arising from the Incorporation Process.

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

* Completion of consultation on draft handbook for next phase of Institutional Reviews- Aisling updated the QPC on the national project.
* Progress on recommendations from 2010 IRIU Institutional Review

Aisling presented a short power-point presentation on the Progress and Future Priorities of the DCU Institutional Review 2010.

1. **Quality Reviews updates**

* Faculty of Engineering and Computing Quality Review   
  Prioritised spending proposals received by QPO. The QPO will consult with the new Executive Dean of Faculty before proposals will reviewed and allocated in April 2017 by a QPC Subgroup.
* School of Chemical Sciences, PRG visit, 7-9th December, 2016  
  Peer review group report is due at end of week this week. QuIP development in progress and a follow-up meeting is to be arranged.
* School of Nursing and Human Science, PRG visit dates 8-10th March, 2017

QPO and School of Nursing and Human Science have met to discuss progress on SAR, and the review visit timetable. Quality review seminar for internal members of Peer Review Group (PRG) to be arranged.

* School of Health and Human Performance, PRG visit dates 17th-19th May, 2017

Peer Review group members are finalised. Ongoing support to H&HP as required.

* President’s and Deputy President’s Office Review   
  Review visit is scheduled for 7-9th December, 2017.
* Office of Vice-President External Affairs   
  Review visit is scheduled for 7-9th March, 2018.

**Action 3: Aisling is looking at changing the Quality Review Visit Timetable.**

**Action 4: Aisling would like some suggestions from the QPC on a revision of the SAR Template.**

1. **QPO Activity Report**

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

**10. Any Other Business.**

**DCU Quality Improvement Fund**, "Student Engagement"- Call for Applications 2016/17

The Quality Improvement Fund open call for quality enhancement focused proposals

across the DCU Community, from both academic and professional support areas was sent out

in December 2016. The Fund will support up to 5 proposals with a max of €2,500 awarded per

project. The deadline for receipt of online applications is 5.30pm on Tuesday 31st January,

2017. So far we have received 1 application from the Finance Office.

**Next QPC Meeting:**  15th March 2017