**Quality Promotion Committee Meeting**

**11am – 12.00pm**

**Wednesday 17th May– A204**

**Draft Minutes**

**In attendance:** Daire Keogh– Chair, Aisling McKenna, Gillian Barry, Jennifer Bruton, James Brunton, Michael Gannon, Brian Freeland, Billy Kelly, Niamh O’Sullivan, Emer Ní Bhrádaigh, Neil O’Boyle, Catherine Maunsell, Michele Pringle, Ana Terres, Cody Byrne, Eimear Maguire, Annabella Stover, Siobhan McGovern, Fiona Dwyer (Recording Secretary)

1. **Apologies:** Nicholas Dunne, Miriam Corcoran, James O’Higgins Norman, Paul Smith. Celine Heffernan & Karen Johnston
2. **Adoption of Agenda** – The agenda was adopted with no changes.
3. **Minutes of meeting held 15th March 2017**– These were approved with some changes to the Attendance and Apologies.
4. **Matters arising and action items updates**

Action 1&2: Quality in Research- work ongoing

Action 4: Propose to review SAR Templates at next QPC Meeting

Action 5: Aisling to make Quality Promotion Office presentation to Heads & Deans

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

AMcK and BK updated QPC on ISSE. It is now closed with a response rate of 26% a little lower than last year but there was allot on during those three weeks. Data is received and they have started analysing it. We are well above the national average with over 2500 respondents. The national project is currently considering options for the publication of institutional data on ISSE indicators. BK will update at next QPC meeting.

1. **DCU Incorporation**

DK confirmed no further updates on DCU Incorporation process

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

QQI have confirmed that institutional AIQR reports shall be published in 2017 for the 2015/16 reports.
DK has been appointed to the QQI Policy & Standards committee.

1. **N-STEP Presentation**

Aisling McKenna gave a presentation about N-Step objectives for DCU ;

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 It’s a collaboration between QQI, HEA and USI, with 5 pilot institutions in 2016/17

QPC agreed that it would be useful for Programme Chairs to have some input and maybe put it as an item on their Programme Board meetings and also build into Heads & Deans meetings.

**Action 1: Information from N-Step programme to be communicated to Programme teams via Faculties and Schools**

1. **Quality Review Consultation- Review of Processes - Explanatory Note on Review of Self Assessment Templates 09-05-17**
* Draft Self Assessment Template- Support Areas- for consultation and input from QPC.
* Draft Self Assessment Template- Academic Areas - for consultation and input from QPC.

A discussion took place on the proposed templates, with a number of suggested amendments made by members. It was offered that further suggestions and inputs could be forwarded by email to AMcK before the next meeting, at which time it was hoped the new templates and timetables could be agreed.

**Action 2: Templates & Timetable to be agreed at the next meeting.**

1. **Quality Reviews updates**
* **Faculty of Engineering and Computing** – QuIP agreed and published, QuIP funding proposals to be finalised with New Dean. Sub-group convened shortly to discuss
* **School of Chemical Sciences**- PRG completed, QuIP underway with the School- PRG report in papers. Thanks to Emer for acting as rapporteur
* **School of Nursing and Human Science** – Visit complete on Friday 10th March. Very positive engagement from the school. Thank you to Billy Kelly as rapporteur.
* **School of Health & Human Performance**- SAR nearing completion
* **President’s and Deputy President’s Office Review** – presentation to Pres Office staff- initial discussion on PRG membership and timeline for SAR
* **Office of Vice-President External Affairs** – meeting with VPEA on nominations for PRG and timeline for review
* **School of Mathematical Sciences**- meeting scheduled with Brien Nolan to discuss 2017/18 dates for quality review visit
* 2018/19 Reviews
1. **Quality Improvement & Development (QuID) Funding**

Progress Reports are due in early June. Progress reports will be available to QPC for perusal at the next meeting.

1. **QPO Activity Report**

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

1. **QPC Review Membership**

The three year term of membership is ending in September 2017 for Michele Pringle, James Bruton, and Miriam Corcoran . DK will now write to the Deans of those Faculties and Units requesting a new nomination.

**Action 3: DK will now write to the Deans of those Faculties and Units requesting a new nomination.**

1. **Any Other Business.**

Thank you to Cody and Eimear for their participation on QPC

**Next QPC Meeting:**  28th June, 2017.