**Quality Promotion Committee Meeting Online**

**11.00am – 12.30pm**

**Wednesday 15th March 2023**

**Notes**

**Attending:**

Aisling McKenna(Chair), Ecaterina McDonagh, Paul Young, Saumava Mitra, Deirdre Nic Mhathúna, David McCarthy, Jing Burgi-Tian, Eoin Crossen, Monica Ward, Darren Myler, Fiona Dwyer (recording secretary) Thomas Kelly,

1. **Apologies**: Áine MacNamara, Ashling Bourke, Annabella Stover, Anne Sinnott, Claire Gubbins, Margaret Heffernan, Michael Freeley, Marie O'Flanagan, Christine O'Mahony, Deirdre Reynolds, Martin Brown, Michael Freeley,
2. **Adoption of Agenda** – The agenda was approved with no changes. As the meeting was not quorate, it was agreed to proceed with the meeting, where agenda items would be discussed. However, formal approval of any matters would be reserved to the following meeting of QPC where quorate was achieved.
3. **Minutes of meeting held June**– As the meeting was not at quorate, minutes of the previous meeting were reserved for formal approval at the next QPC meeting.
4. **Matters arising –**

* Honorarium payment has been approved and processed
* QUID Funding projects update, the QPO are working with Comms & Marketing on video material for the QPO website.

1. **Quality Review Updates;**

**Library**

The Library completed their Quality Review Visit. 22nd - 24th February 2023

Ecaterina McDonagh who acted on behalf of QPC as Coordinating Reviewer provided her feedback:

The review panel were very impressed with the level of engagement from the Library Staff and also the coordination of the process from QPO. PRG are working on the Peer Group Report and have a draft ready at the moment.

* Add short planning 30 minute slot at the beginning of each day before meeting any stakeholders.
* Possibly having a briefing session online 1 week before visit to select chair etc.
* Important to emphasise that senior staff members within university Professional Units are required for stakeholder meetings. It was suggested that QPO send out the invitations to Senior Staff Members for this meeting.

Aisling extended thanks to Eoin Crossen from the SU for helping to recruit students for the review visit.

**Action:** QPO to send out invites to Professional Support Staff members on future review visits

**Action:** QPO to amend review visit timetable to ensure 30 minutes preparation time at the start of each day of the PRG review visit.

**IOE**

Self-assessment process is now also complete. There is continuing liaison between IoE and QPO regarding the development and delivery of Self-Assessment Report (SAR) and preparations for the review visit. Review visit will take place on the St Patrick’s Campus.

**OVPAA**

It was noted that the QPO are continuing liaison and advice regarding the development and delivery of the Self-Assessment Report (SAR). The external peer group panel is now complete.

Aisling had a meeting with Rachel Keegan re coordination on OVPAA timetable etc.

OVPAA held an away day with all 8 units together on the Alpha Campus.

**6. Student Survey.ie**

Jing provided an update to all QPC members,

* StudentSurvey.ie is for first year and final year undergraduate students and taught postgraduate students. It opens each year during February – March for a three-week fieldwork period that is specific to each institution.
* For the first week of 2023, figures are at 21% response rate, the completion rate is at 16%. PRG is slightly higher rate at 25% response rate and 21% completion rate.
* Suggestions from QPC to increase completion rates; possibly hire a student to go to classes and encourage responses. SU are working with Faculty Reps to coordinate an approach to class-room addresses
* Jing will provide student-faculty representatives with the response rates for each faculty. It was noted that there is no Faculty Rep for IOE at the moment.
* It was discussed to ask Heads of School to contact lecturers to allocate 10 minutes in class to complete the survey.

**Action:** QPO to communicate with HoS and Programme Chairs regarding methods of supporting fieldwork response rates.

**Quality Review Schedule 2022/23-2027/28**

For discussion the QPC reviewed the updated Quality Review Schedule. Aisling is looking for feedback on suggesting Thematic Reviews, for example Employability, Internationalization, Student Mobility, Evaluation. It was noted the DCU are due to have an Institutional Review in 2026, so the proposed schedule allows for sufficient space for that review process to take place. It was noted that currently the QPO has not been reviewed and this should be considered within the internal quality review timetable. It was suggested that QPO Office could be reviewed in 2024/25 before any Institutional Review.

Suggestions from QPC members on possible Thematic Reviews focus areas would be welcomed for further exploration and approval. Aisling will work on the quality review schedule dates and update QPC members at the next meeting.

**7. QPO Activity Report (January - March 2023)**

The committee received a detailed update of QPO activities covering the period of January – March 2023.

**8. AOB** –

* Congratulations to Eoin Crossen who has been successfully selected for a second term of SU Academic Life Representative for next year**.**
* Jing provided an updated on the Staff Student Forums. It was noted that Jing/QPO would send the highlights from the Staff Student Forums to QPC.

The next meeting will be held on the **17th May 2023**