

**Quality Promotion Committee Meeting**  
**11.00am – 12.00pm**  
**Wednesday 23<sup>rd</sup> September 2020**  
**Zoom Online Conference Call**  
**Minutes**

**Attending:** Anne Sinnott (Chair), Aisling McKenna, Fiona Brennan, Goretti Daughton, Billy Kelly, Karsten Fleischer, Celine Heffernan, Margaret Heffernan, Gabriel Munetan, Paula Murphy, Siobhan McGovern, Alan Mangan, Orla Nic Aodha, Cora O'Farrell, Jennifer O'Halloran, Aisling Twohill, Monica Ward, Claire Gubbins, Derek Hand, Deirdre Nic Mhathúna, Nuala Lonergan, Marie O' Flanagan, Lucien Waughdaly, Dylan Mangan, Fiona Dwyer (Recording Secretary).

- 1 **Apologies:** Annabella Stover
- 2 **Adoption of Agenda** – The agenda approved with no changes.
- 3 **Minutes of meeting held 17<sup>th</sup> June 2020** – The minutes of the previous meeting were adopted with no changes
- 4 **Matters arising and action items updates** – The Chair welcomed new members joining QPC for the first time including Dr. Claire Gubbins, Prof Derek Hand, Dr Deirdre Nic Mhathúna, Ms Nuala Lonergan, Ms. Marie O' Flanagan, Mr. Lucien Waughdaly, Mr. Dylan Mangan

Actions addressed;

1. The draft Student Partnership Framework is pending approval with DCU Executive.
2. Student Survey.ie slide-deck circulated to QPC members.

## 5. Quality Review Updates

### Faculty of Humanities and Social Sciences

- The QUIP follow-up meeting was held on 27th August with minor changes agreed to the final report and a copy has been circulated to SMG and QPC. All QUID funding proposals have been assessed and approved by a QPC subgroup. Special thanks to Gabriel Munetan and Cora O'Farell for their participation in this process. All funding proposals are approved and internal transfers complete;
- The report is available for distribution to staff and publication on the QPO website, upon approval by SMG and Governing Authority;
- A one-year Progress Report is due next year and will be shared with QPC accordingly.

**Action 1: QPO to follow-up with H&SS regarding plans to circulate the final report to staff members.**

### Human Resources

- Successful Virtual HR Quality Review took place from 24th - 26th June 2020;
- Peer Group Report is now finalised and submitted to SMG;
- Deadline for receipt of QulP Report by QPO is November 2020;
- Special thanks to Annabella Stover who represented QPC as rapporteur on this review.

### Registry

- Rescheduled Peer Review Group (PRG) visit is confirmed to take place from 18th-20th November 2020;
- Final SAR has been printed and distributed to PRG members. Registry will submit supplementary material to the PRG outlining COVID related impact and associated plans;
- Special thanks to Monica Ward who will be acting as rapporteur on behalf of QPC.

### Digital Learning Review

- A series of separate staff and student focus groups have been conducted by an external consultants H2 Learning, and a summary report of the outputs expected for submission to QPO in the coming weeks;
- The Steering Group are working to finalise the SAR by the end of October and the PRG visit is now confirmed to take place from the 9th-11th December;
- The next Steering Group Meeting is taking place on the 7th September.

## 6. Review of arrangements for Online Reviews

- Feedback from QPC members has been incorporated into the processes and procedures for the HR online review visit in June 2020;
- A summary paper was provided outlining logistical arrangements for the digital review, incorporating feedback received from members of the HR team and the HR PRG. The primary revision to the arrangements based on this feedback was around extending the review schedule to 4 half days in order to provide additional time for the PRG to conduct the review in a meaningful capacity and deliberate over their findings in preparation for the final report; this approach will be used for the pending Registry and Digital Learning Review(s);
- A notable disadvantage in conducting online reviews for the PRG is a loss in opportunities to engage in informal conversations which can work to enhance the quality of effective collaborate discussions;
- Quality Directors are engaging in sector-wide conversations to share experiences of conducting a remote revisit during the COVID timeframe; the output of these discussions confirmed a number of potential models for consideration; conducting review visits over 5 half days; or spreading the visit over a 2-week timeframe (2 days each week) to allow a mid-way break for reflection and deliberation. It was suggested that the latter model might work best for DCU and a decision to further evaluate the structure would be conducted following the Registry and Digital Learning Review visits.

## 7. StudentSurvey.ie

Members engaged in a brief discussion around the outputs of two DCU Survey Reports focusing on staff and student experiences of teaching and learning during COVID lockdown from March-June 2020.

## 8. Staff & Student Forums

An progress update on the 2019/20 Student-Staff Forums was provided by Celine Heffernan. Now entering the third consecutive year, these forums are providing valuable opportunities

for effective engagement between staff and students. Planning for 2020/21 is underway and a further update will be provided at the next QPC meeting.

It was noted that Celine Heffernan delivered a presentation on the Staff Student Forums at a UK and Ireland Higher Education Institutional Research Conference, hosted by the University of Brighton in September 2020.

## 9. QCI Reports

DCU have submitted a CINNTE Institutional Review one-year Progress Report following the review visit in 2018. The report noted good progress on recommendations and outlined necessary changes made as a result of the pandemic.

QCI Report on the 'Impact of COVID Arrangements on Teaching, Learning and Assessment', which DCU contributed to, was provided for reference.

## 10. QPO Activity Report (Sept - Nov 2020)

The committee received a detailed update of QPO activities covering the period of September to November 2020.

## 11. Any Other Business – Proposed change to 2020/2021 on 3 meetings, Fiona will send out confirmation of new QPC meeting dates.

- 18 November is now changed to 25 November 11am
- 20 January is now changed to 27 January 11am
- 16 June is now changed to 23 June 11am

**Next Meeting – January 27<sup>th</sup> at 11am**