

**Quality Promotion Committee Meeting**  
**11.00am – 12.00pm**  
**Wednesday 24<sup>th</sup> March 2021**  
**Zoom Online Conference Call**  
**Minutes**

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

- 1 **Apologies:** Monica Ward, Aisling Twohill, Enda McGlynn, Celine Heffernan,
- 2 **Adoption of Agenda** – The agenda approved with no changes.
- 3 **Minutes of meeting held 27<sup>th</sup> January 2021** – The minutes of the previous meeting were adopted with no changes
- 4 **Matters arising and action items updates – Actions from previous meeting;**
  - Based on the suggestions of QPC, the QPO have scheduled in additional 45 minutes into the timetable for future quality review visits, and the QPO have arranged a planning meeting a week ahead of the review visit with the objective of selecting a chair with one of the external reviewers.
  - Student reviewers have been identified for the ISS and Finance Review, the QPO recruited directly from students who were former sabbatical officers or faculty representatives, as this cohort had experience of part taking in quality reviews.

## 5 Quality Review Updates

### Human Resources

- It was noted that the Quality Improvement Plan was completed and received by the QPO.
- It was noted that a draft university response is currently being drafted by SMG
- It was noted that the follow-up meeting for the HR review is due to take place in May 2021

### Registry

- It was noted that the final PRG report for the Registry Review has been finalised and circulated to the Area and SMG
- It was noted that the Registry has now commenced the Quality Improvement Planning phase, with the report due for submission on the 9th April 2021

### Digital Learning Review

- It was noted that the Peer Review Group Report was circulated to QPC, SMG, and the Digital Learning Review Steering Committee.
- Billy Kelly noted that the review surfaced activities across the University that colleagues wouldn't have been aware enabling a clearer understanding in terms of Digital Learning. It was noted that the recommendations from the PRG are very welcome.

- It was noted that in formulating a Quality Improvement Plan, recommendations have various audiences some which are not as well defined in comparison to a normal quality review. A distributed model of quality improvement planning across a number of units and roles was therefore suggested. It was noted that the QPO will work with focused areas within the university as follows;
  1. Recommendations Strategy for Digital Learning 1-4 of the PRG will be led by the VPAA and Mark Brown
  2. Recommendations: 5-6 Students and Staffing, will be led by SS&D and TEU
  3. Recommendations: 7 Work Load Module, will be led by the Executive Deans.
  4. Recommendations: 8-12 Delivery of Digital Learning – led by Associated Deans of Teaching & Learning.

It was noted that the QPO will discuss with the Registrar on the appropriateness of Education Committee providing oversight for the ongoing implementation of the Quality Improvement Plan for the recommendations.

**Action 1:** QPO will coordinate the quality improvement plan with identified areas

### Information Systems and Support (ISS)

- It was noted that the Review Visit dates are confirmed for 27th - 30th April 2021.
- It was noted that the QPO is providing ongoing liaison and advice regarding development and delivery of Self-Assessment Report (SAR)
- It was noted that ISS have completed a series of focus groups to support the self-assessment process
- It was noted that the area is also using Staff-Student Forums to provide information on the student perspectives of interactions with ISS
- It was noted that QPO support of planning for review visit has commenced

### Finance Office

- It was noted that the review visit will be take place from 25<sup>th</sup>-28<sup>th</sup> May 2021
- It was noted that the QPO are continuing to liaise with Finance on the development and delivery of Self-Assessment Report (SAR), due for submission on 6<sup>th</sup> May
- It was noted that Finance have completed focus groups with Finance and other staff as well as one-on-one structured interviews with members of SMG to inform self-assessment
- It was noted that a further Staff-Student Forum is being scheduled to supplement a forum conducted in semester 1, 2020/21
- It was noted that QPO support for the planning of the review visit is underway, and the structure will be informed by feedback received from other remote reviews

### 2021/22 Review Visits

- It was noted that the QPO is recommending the scheduling of quality reviews to semester 2 of the 2021/22 academic year, to provide the best opportunity to conduct on-campus reviews. It was noted that there are currently two faculty reviews planned for 2021/22- Faculty of Science & Health (FSH) and Institute of Education (IOE).

**Action 2:** QPO to finalise dates for the 2021/22 Quality Review Visits

### 6. Staff-Student Forums 2020/21

It was noted that Semester II Staff-Student Forums commenced during week 4 (w/b 8th February) and the remaining forums for 2020/21 are scheduled to take place throughout week 10 (w/b 22nd March). Professional Support Staff-Student Forums with 1) Library, 2) Estates and, 3) ISS were held

during week 5 of Semester II (w/b 15th February). The main themes discussed within all forums will be collated in the 2020/21 Thematic Report.

A number of QPC members shared positive feedback on the Staff-Student Forums, from both academic and professional support areas, including Institute of Education, Estates Office and the Library.

It was noted that the Thematic Report highlighting issues raised within the Staff-Student Forums will be included in the QPC papers for the May meeting.

**Action 3:** Thematic Report will be included in the May 2021 QPC meeting papers.

#### **Studentsurvey.ie:**

Studentsurvey.ie was open to eligible DCU UG students from February 22nd closing on March 14th at midnight with the PGR survey running in parallel.

It was noted that the UG PGT Survey Response Rate for 2021 was 24.5% (2,735 participants), which was slightly lower than the 2020 response rate and just below the sector average of 25%. It was noted that considering the circumstances of this academic year, the total number of respondents includes participation from students across all faculties to share their feedback. It was noted that the data from this year's survey will be available in May or June 2021.

It was noted that the response rate for the PGR survey was 41.5% (346 participants). As a biennial survey, it is 9.5% higher than the response rate in 2019.

### **8 Quality Review Procedures for Students**

It was noted that a Student Reviewer will join the External Peer Review Group (PRG) for the ISS and Finance Quality Reviews. It was noted that in 2021/22, a more systematic approach to recruit student reviewers will be developed and rolled out by the QPO. It was noted that the QPO will develop a DCU Student Reviewer Training Programme and associated manual to improve the readiness of student participation on the PRG.

**Action 4:** Development of a DCU Student Reviewer Training Programme and Manual

### **9 QPO Activity Report (March- May 2021)**

The committee received a detailed update of QPO activities covering the period of March to May 2021.

10 **AOB** – none

**The next meeting will be held on the 19<sup>th</sup> May 2021**