**Quality Promotion Committee Meeting**

**11.00am – 12.00pm**

**Wednesday 19th September, A204 Glasnevin Campus**

**Minutes**

1. **In attendance:** Daire Keogh – Chair, Aisling McKenna, Gillian Barry, Margaret Irwin-Bannon, Fiona Brennan, Nicholas Dunne, Brian Freeland, Karen Johnston, Celine Heffernan, Catherine Maunsell, Callaghan Commons, Lark McGovern, Siobhan McGovern, Niamh O’Sullivan , Sharon O’Brien, Monica Ward, Fiona Dwyer (Recording Secretary).
2. **Apologies**: Billy Kelly, Eamon Costello, Goretti Daughton, Margaret Heffernan, Paula Murphy, James O’Higgins Norman, Emer McMahon, Paul Smith, Annabella Stover
3. **Adoption of Agenda** – The agenda approved with no changes.
4. **Minutes of meeting held 27th June**– were adopted
5. **Matters arising and action items updates –** matters arising will be dealt with as part of the main body of the meeting.
6. **Irish Survey of Student Engagement (ISSE)**

KJ presented a proposal for Programme Chairs on an ISSE Dashboard (Tableau) to allow them to better interpret results from the ISSE Survey. The Dashboard will be circulated to all Programme Chairs by the end of the week.

**Action 1: JK to send all QPC members a link to the reports on Tableau Reader and Programme Chairs.**

1. **DCU Institutional Review update**

AMcK provided an update on the Institutional Review Visit and planning visit.The Institutional Review planning visit took place on Wednesday 12th September 2018, 2018. DK, AMK and QPO team met with the Chair - Professor Marijk van der Wende and Coordinating Reviewer, Ms. Sarah Butler, ex-Assistant Director, QAA. The review team also met with members of Senior Management Group and the Institutional Review Steering Group.

During the visit, the team requested a number of additional documents. The QPO will be co-ordinating the collation of this additional evidence over the coming weeks. The planning visit also included a discussion on the main review visit timetable, which is currently being finalised. It was noted that the main site visit shall include an opportunity for any member of staff to meet with the peer review team through two open-session meetings, one on the Glasnevin, and one of the St Patrick’s campus. In advance of the main visit review, the QPO and HR Training and Development will host a series of workshops for staff who will be participating the main review visit. The purpose of the briefing sessions will be to provide information on the terms and objectives of the review. The panel noted that they considered the self-evaluation to be of high quality, and closely aligned to the objectives of the Cinnte review cycle.

**Action 2: Additional Information and logistics for the Main Site Visit to be arranged.**

1. **Quality Reviews updates**

AMK provided an overview of the review status as follows:

* **President’s and Deputy President’s Office** Review – Prioritised spending proposals now agreed by the QPC sub-group and distributed to the President’s Office
* **Office of Vice-President External Affairs** – SMG sub-group convened to co-ordinated university report to PRG report. Follow-up meeting scheduled for early December 2018.
* **School of Mathematical Sciences** – SMG sub-group convened to co-ordinated university report to PRG report. Follow-up meeting scheduled for late November 2018.
* **Office of Student Life** – Continuing liaison regarding development of Self-Assessment Report. Completion of Peer Review Group.
* **Student Support and Development** – Continuing liaison regarding development of Self-Assessment Report. Completion of Peer Review Group.
* **Chief Operations Officer** Quality review visit for 22nd, 23rd & 24th May 2019. External PRG nominations due in November 2018.

1. **N-Step**

CH provided an update on the NStEP initiative and delivered a brief presentation on the Institutional Workshop, which was held in March 2018. CH will forward a copy of the presentation to the committee.

**Action 3 : CH to send QPC members a copy of the presentation.**

1. **QUID Funding** –22 QUID Funding interim Progress Reports were received in June 2018. The Final Reports are due before the 15th October 2018. A theme for the 2018/19 QuID funding call was discussed among members. It was agreed that the topic of ‘sustainability’ would be selected.

**Action 4: AMcK to bring a proposal document for QuID 2018/19 in line with a sustainability theme to next QPC meeting**

1. **QPO Activity Report (May - June 2018)**

The committee received a detailed update of QPO activities covering the period June – September 2018, within their papers.

1. **AOB**

**Next QPC meeting 2018:** 21st November 2018