

Quality Promotion Committee Meeting

11.00am – 12.00pm

Wednesday 17th January 2018, St Patrick's Campus

Draft Minutes

In attendance: Daire Keogh – Chair, Aisling McKenna, Gillian Barry, Goretti Daughton, Billy Kelly, Celine Heffernan, Karen Johnston, Neil O'Boyle, Catherine Maunsell, Emer McMahon, Louise McDermott, Siobhan McGovern, Siobhan McTague, Emer Ní Bhrádaigh, James O'Higgins Norman, Annabella Stover, Fiona Dwyer (Recording Secretary) ,

1. Apologies: Fiona Brennan, Miriam Corcoran, Eamon Costello, Nicholas Dunne, Brian Freeland, Podge Henry, Michael Gannon, Niamh O'Sullivan & Paul Smith.

2. Adoption of Agenda – The agenda was adopted with no changes.

3. Minutes of meeting held 15th November – These were approved with no changes

4. Matters arising and action items updates

AMK will provide an update on the progress of institutional review to QPC.

5. Irish Survey of Student Engagement (ISSE)

It was noted that the ISSE national data for 2017 will be online and available to the public from 14 December 2017. The data published this year will enable institutions to compare themselves directly with other institutions. In a discussion on improvement of the quality of responses from students, it was noted that some preparatory work should be done with students to ensure that there is an understanding of the language of the criteria on which the ISSE survey is based, in advance of the completion of the survey. ADTLs will work with KJ on the areas where DCU scores are a little low. It was agreed that we need to work on managing are students expectations and improve our communication.

The targeted faculty level approach to the 2018 ISSE fieldwork is currently underway. Students are working in close consultation with faculty members to demonstrate the impact of the student voice and ensure maximum reach and encouragement for eligible student cohorts to participate. The survey will go live on March 12th and will remain open until March 31st. In an effort to increase awareness across all campuses, an ISSE Promotional morning will take place on Wednesday 21st March from 10am - 1pm in each of our faculty foyers. QPO are working with faculties and support units, and trying to promote the survey in-class by displaying a promotional slide at the beginning of lecturers as well as a review of incentives and their impact.

6. DCU Institutional Review update

AMcK gave a short presentation on legislative context, key purpose and objective of the Cinnte Review Process- Purpose, Objectives, Criteria of institutional review, the timeline for

the completion of the review process, and the ways in which QPC may be involved in the review process.

Actions:

AMcK to schedule communication to Heads and Deans and other internal committees on process and ongoing progress.

AMcK will draft an Institutional Self-Assessment Report template, this will be distributed to the QPC at the next meeting.

AMcK welcomes suggested case studies for potential inclusion in the self-assessment report from QPC members before the next QPC meeting. AMcK will shared a link to a google doc which you can add further suggestions to.

7. Quality and Qualifications (QQI)

Update provided by AMcK. The QPO is currently working on the annual Annual Institutional Quality Report for QQI. This is due on 23rd February, 2018. The QPO is working with staff in the OVPAA and COOs office in relation to the understanding of Linked Provider relationships, and classification of DCU's collaborative relationships, in particular where these are linked provider arrangements. QQI asked DCU to put together a profile of reviewers for the DCU Institutional Review. This has been completed. AMcK is attending a Quality Officers meeting on Monday 24th January in UCC

8. Quality Enhancement Theme- update on progress and 2016/17 Theme

The N-Step working group have developed a proposal which considers a pilot approach for implementation in Semester II. March 20th has been confirmed as the date for our Engagement Workshop.

Student- Staff Forum Pilot.

- Forum will take place twice a semester, in weeks 3 or 4, and weeks 10 or 11
- For the pilot, it is suggested that 6 staff members and 6 student representatives take part.
- Students should include the Faculty Convenor who will lead the meeting
- Other students should include represent different programmes and year group cohorts

Staff representatives may include 2 Heads of School (or their deputy), the Faculty Associate Dean for Teaching and Learning, 2 Programme chairs, the Faculty Manager or another senior Faculty administrator.

Mapping Students to Committee Structures;

QPO are currently reviewing the current committee structure where our students are represented on University committees to ascertain if there is appropriate representation in place, CH has engaged with each faculty to gain an understanding of the level to which they engage their student reps on teaching / research and management board meetings and will pull together a comprehensive organisational chart to showcase.

9. Quality Reviews updates

- School of Health & Human Performance- Follow-up Meeting taking place on 19th January, 2018
- President's and Deputy President's Office Review – Received PGR, QuIP development in progress and a follow-up meeting is to be arranged. AMK would like to thank Catherine Maunsell for all her hard work during the review process.
- Office of Vice-President External Affairs – AMcK is meeting with External Affairs to discuss progress on SAR, and the review visit timetable
- School of Mathematical Sciences - SAR work ongoing
- 2018/19 Reviews – examination of review timetable
 - QPC agreed the revised timetable

10. QPO Activity Report

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

11. AOB: None