**Quality Promotion Committee Meeting**

**10.30am – 11.30pm**

**Wednesday 20th September 2017, A204**

**Minutes**

**In attendance:** Daire Keogh – Chair, Aisling McKenna, Gillian Barry, Fiona Brennan, James Brunton, Jennifer Bruton, Miriam Corcoran, Eamon Costello, Goretti Daughton, Brian Freeland, Billy Kelly, Celine Heffernan, Karen Johnston, Neil O’Boyle, Emer McMahon, Louise McDermott, Michele Pringle, Annabella Stover, Siobhan McTague, and Fiona Dwyer (Recording Secretary)

1. **Apologies:** Nicholas Dunne, Michael Gannon, Catherine Maunsell, Siobhan McGovern, Emer Ní Bhrádaigh, Niamh O’Sullivan, James O’Higgins Norman, Paul Smith
2. **Adoption of Agenda** – The agenda was adopted with no changes.
3. **Minutes of meeting held 20th September** – These were approved with no changes
4. **Matters arising and action items updates**

Welcome to the new members;

- Louise McDermott - Office of Vice President Academic Affairs

- Eamon Costello - National Institute for Digital Learning

- Goretti Daughton – Faculty Manager in Faculty of Humanities and Social Sciences

- Emer McMahon – Nominee from HR

- Fiona Brennan – Nominee from VPRI

**Action 1:** Daire emphasised the importance of Student Representative on QPC and asked Siobhan McTague if she was unavailable to attend a meeting she would ask a representative to stand in.

**Action 2**: KJ and CH met with SU Officers about the ISSE results and analysis, it’s now a work in progress.

1. **Irish Survey of Student Engagement (ISSE)**

CH noted the agreement on fieldwork dates selected for 2017/18 fieldwork for the 2018 ISSE survey. The dates were selected in consultation with the Students’ Union and Faculties were placement occurs with a view to increasing the level of valuable participation in 2018

Proposed dates are 12th - 30th March 2018, subject to the approval of Education Committee. It was noted that as many final year undergraduate students are on placement during the proposed fieldwork, the QPO will work closely with the Faculty Managers from the Institute of Education and the Faculty of Health & Science to try and engage with these students. The QPO is also working on an institutional level survey calendar to capture the dates of the various surveys we circulate to our student body. This will provide a snapshot of what is expected from our students throughout the academic term 2017/18.

**Action:** Survey calendar to be finalised prior to next QPC meeting

BK noted that the national report will be circulated to institutions in the coming weeks, and is due for publication in November 2017.

1. **DCU Institutional Review update**

AMcK presented a proposal on cross institutional membership of Institutional Review steering group. It was agreed that based on this proposal, nominees would now be sought from the identified faculties and units within DCU.

**Action:** AMcK/ DK to approach nominees for Institutional Review steering group, with a view to having an initial meeting by end November, 2017

AMcK also that QQI intended to consult with institutions on the review panel composition for DCU. It was noted by the committee that it was important the profile of institutional review teams should be reflective of the mission and culture of the university.

1. **Quality and Qualifications (QQI)**

AMcK noted that she and LD, representing the OVPAA attended a QQI-DCU meeting on linked colleges, to discuss the response to DCU of it’s obligations to Linked Providers under the QQI 2012 Act, and advise on the definition of currently DCU awards for programmes delivered by Ballyfermot College of Further and Dundalk Institute of Technology. AMcK also noted her attendance at the launch of Institutional Review process, “CINNTE” on 26/09/17

AMcK also noted the publication of report on professional accreditation in Irish HE (copies available from QPO).

1. **Quality Enhancement Theme- update on progress and 2016/17 Theme**  
   CH and AMcK updated the QPC on Internal Communication discussions to date with Comms and Marketing and HR on potential initiatives like Good Practise Workshops focusing on individual units and the development of the DCU QPO website.

One idea which will now be suggested to areas undergoing self-assessment is a round table discussion between the area under review and Central Support Units to enhance better quality dialogue before meeting the Quality Review Panel during the review visit.

The NStep working group is now set up with a schedule of meetings confirmed. The Focus is on Student Training. Student training dates are confirmed in consultation with Sparks. The incentive will be chaired with DK and DCU President, Niall

1. **Quality Reviews updates**

* **School of Chemical Sciences -** Quality improvement projects approved and funding has been provided.
* **School of Nursing and Human Sciences** - Quality improvement projects approved and funding requirements to be finalised.
* **School of Health & Human Performance** – Quality Improvement Planning underway, QuIP due September 2017
* **President’s and Deputy President’s Office Review**  - Continuing liaison regarding development of Self-Assessment Report.
* **Office of Vice-President External Affair**s - Continuing liaison regarding development of Self-Assessment Report. Completion of Peer Review Group.
* **School of Mathematical Sciences** - Continuing liaison regarding development of Self-Assessment Report. Completion of Peer Review Group.
* **2018/19 Reviews -** DCU Institutional Review, Office of Student Life, VP Academic

Affairs, COO Offices & Faculty of Humanities and Social Sciences.

1. **Quality Improvement & Development (QuID) Funding Projects 2017.**  
   A reminder was emailed to members that monies are to be spent by end September, 2017.

**Action:** QPO to launch 2017/18 QuID funding call

1. **AOB:**  None to discuss