**Quality Promotion Committee Meeting**

**11am – 12.00pm**

**Wednesday 28th June 2017, St Patricks College**

**Minutes**

**In attendance:** Billy Kelly – Chair, Aisling McKenna, Nicholas Dunne, Michael Gannon, Niamh O’Sullivan, Emer Ní Bhrádaigh, Neil O’Boyle, Catherine Maunsell, Michele Pringle, Annabella Stover, James O’Higgins Norman, Paul Smith, Siobhan McTague, Celine Heffernan, Karen Johnston, and Fiona Dwyer (Recording Secretary)

1. **Apologies:** Gillian Barry, James Brunton, Jennifer Bruton, Miriam Corcoran, Brian Freeland, Daire Keogh, Siobhan McGovern, Ana Terres
2. **Adoption of Agenda** – The agenda was adopted with no changes.
3. **Minutes of meeting held 28th June** – These were approved with no changes
4. **Matters arising and action items updates**

**Action 1**: work is progressing with VPRI and RIS regarding how quality assurance for research programmes and research activities are structured within our overall quality framework

**Action 2**: QPO presentation scheduled for June Heads and Deans meeting

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

High level results presented by Karen Johnston

**Action 3**: Share slides with QPC members
**Action 4:** Provide Programme Reports to Programme Chairs ASAP before the Institutional Review.

**Action 5**: KJ and CH to meet with SU Officers ahead of new academic year to discuss 2017 ISSE results and analysis.

1. **DCU Incorporation**

No further updates were reported. I was suggested that the DCU Incorporation Programme would no longer be a standing item on the QPC agenda. A proposal to include the DCU Institutional Review update becomes standing item in 2017/18 was discussed and agreed.

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

AK updated QPC about the QQI-DCU dialogue meeting on 20th June, 2017. In particular, an update was provided on work currently ongoing with the Academic Services Unit, to develop procedures for the approval of QA procedures for DCU Linked Colleges. This is a requirement for universities as Designated Awarding Bodies under the QQI Act (2012). Additional consultation will take place with QQI over the coming months to further define the status of a Linked College, and agreement on the definition of currently DCU awards for programmes delivered by Ballyfermot College of Further and Higher Education and Dundalk Institute of Technology.

It was noted that DCU would be facilitated to provide a suggested profile of appropriate reviewers, which QQI will consider when identifying peer reviewers for Institutional Review. It was noted that the Institutional Review SAR will be submitted by June 2018, with the review visit taking place before December 2018. An internal, cross-institutional steering group for Institutional Review will be established early in the 2017/18 academic year.

1. Quality Review Consultation- Review of Processes –

A number of new documents, templates and draft timetables were reviewed and approved by QPC.

* + Self Assessment Template- Support Areas
	+ Self Assessment Template- Academic Areas
	+ PRG Visit Timetable- Support Areas
	+ PRG Visit Timetable- Academic Areas
	+ QPC Terms of Reference
1. Quality Enhancement Theme- update on progress and 2016/17 Theme
 Presentation by Celine Heffernan the activities and initiatives as part of the 2016/17 Quality Enhancement theme on student engagement, including the QPO’s continued involvement in 2017/18 with the national N-StEP initiative. The quality enhancement theme of “internal communications” was considered and agreed for 2017/18.
2. Quality Reviews updates
* **Faculty of Engineering and Computing** - Quality improvement projects approved and funding has been provided.
* **School of Chemical Sciences -** Organisation and facilitation of QPC sub-group to review QuIP projects and make recommendations for funding.
* **School of Nursing and Human Sciences** - The QuIP has now been completed and the follow-up meeting has been arranged to take place on the 11th September following the inclusion of the university response.
* **School of Health & Human Performance** – QuIP template and timelines for next steps provided to Head of School waiting to receive the Final QuIP. Follow-up Meeting is to be scheduled for October.
* **President’s and Deputy President’s Office Review**  - Continuing liaison regarding development of Self-Assessment Report. Completion of Peer Review Group. Second letter pack with documentation was sent to the Peer Review Group.
* **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. No completion reports have been submitted yet.
2. QPO Activity Report was noted
3. QPC Membership Review

New QPC members starting in September are as follows;

* 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 - HR representative

 Aisling thanked James Brunton, Michele Pringle, Miriam Corcoran and Brendan Gillen for their considerable contributes as members of DCU QPC.

1. AOB: N-Step, Identify five Themes, enhanced Themes and send around an email to QPC members who would like to participate in National Working Group