

Quality Promotion Committee Meeting

Wednesday 18 September A204

Draft Minutes

In attendance: Jim Dowling (Deputy President – Chair), Sarah Ingle (Director of Quality Promotion), Siobhain McGovern, Ruth Mattimoe, Mark Roantree, Jennifer Bruen, Brenda Daly, Denise Proudfoot, Paraic James, Billy Kelly, Martin Leavy, Fergus Donohoe, Lorna Finnegan, Gerard McEvoy, Catherine Maunsell (St Patrick’s College), John Murray (MDI)

Apologies received from: Joseph Stokes, Anne Morrissey, Ursula Baxter, Claire Bohan, Marjorie Fitzpatrick, Aisling McKenna

1. **Welcome to:** Siobhain McGovern, Lorna Finnegan, Mark Roantree, Ger McEvoy, Denise Proudfoot
2. **Adoption of Agenda** – The agenda was adopted with no changes.
3. **Minutes of meeting held 26 June** – These were approved.
4. **Action items completed.**

Matters arising

1. OSCAIL

The Oscail Peer Review Group (PRG) visit and report were completed in 2012. The Quality Improvement Plan (QuIP) is currently in draft format, and requires the university response in order to be finalised. The plans to create a National Institute for Digital Learning are nearing completion and these will be integral to the university response to the PRG recommendations. It is hoped that a new Head for the Institute will be appointed shortly, and after this process the formal response from the university can be provided to finalise the QuIP.

The University has also submitted an application to the HEA under the strategic development fund, applying for funding to support aspects of Digital Learning, inter alia, within the University and the Colleges of DCU.

2. Quality Review matters

No update from Finance has been provided regarding the payment of honorariums / associated taxation implications to external PRG members.

3. QQI Consultation 2013

SI developed a consultation matrix and co-ordinated DCU responses from QPC members and other DCU staff on the QQI green papers. The DCU response is almost finished and will be provided to QQI when completed.

ACTION ITEMS

Action 1: SI and JD to continue working on developing a new Governing Authority (GA) reporting structure for Quality Review documents including providing to GA a note on the experience / role of the external members of the PRG appointed for each quality review.

Quality Promotion Committee

Action 2: SI and JD to continue reviewing the Self Assessment Report templates currently in use along with the terms of reference for PRGs. ML will provide any relevant feedback on the SAR template used by HR.

Action 3: SI to provide a diagrammatic version of DCU's Quality Assurance Structure to QPC. This diagram covers all Quality Assurance activities in DCU.

Action 4: JB to forward input to JD & SI on Green Paper 4.1 Awards & Standards.

Action 5: SI to submit DCU feedback to QQI regarding the green papers.

Action 6: SI to revise QuID 2014 application form and guidelines and circulate to QPC for comment. Following final revision, SI to circulate QuID 2014 funding call to all staff.

4. DCU Colleges Update

CM provided a brief update on SPD activities in relation to Quality Assurance. It was a busy summer responding to QQI green papers and white papers but SPD welcomes the opportunity to provide feedback. The College is currently beginning the process of a 'review of reviews' that took place in the College over the last few years.

JM provided a brief update on MDI. He advised that the data from the INSS is now being analysed, and it is hoped to increase participation rates in next year's survey. MDI is currently undertaking a review of their main undergraduate programme with the help of the Teaching Council, with a site visit scheduled for October.

MF sent her apologies but provided a brief update to SI. She welcomes the opportunity to participate in DCU's QPC as AHC's new Director of Quality and Institutional Analysis. AHC also provided responses to QQI on the green and white papers over the summer. The development of the Self Assessment Report (SAR) in regard to the implementation of AHC's strategic plan, *Aisling*, is currently in process.

5. Quality Promotion Office Matters

Administrative Assistance to QPO August – December 2014

SI welcomed Ann-marie Lenehan to QPC while Fiona Dwyer is on maternity leave, and thanked her for her support and engagement to date.

QPO Website and QPC Intranet

The QPO Website has moved to the new DCU format and style. SI asked QPC to review the site and to advise of any ideas or comments for improvement /input. SI updated the Committee in relation to the removal of the QPC Intranet and advised that from 2014 all documentation will be provided on Google Drive.

QPC Membership

SI advised that there is now a full complement of QPC members for 2013 / 2014.

6. Quality & Qualifications Ireland

SI updated the Committee on QQI developments. DCU has been granted an extension (to Friday, 20 September) for provision of feedback on the green papers. Any outstanding comments or suggestions from QPC should be submitted to SI by 19th. JB volunteered to forward input on Green Paper 4.1 Awards & Standards. JD & SI thanked all those on QPC and who have provided input to the QQI Papers to date.

7. INSS Survey

BK circulated a one page document outlining updated information on the National Student Survey. Following a number of discussions at various fora it has been decided to change the survey name to the Irish Survey of Student Engagement. The survey will be repeated next year in Spring 2014, at a more appropriate time in order to increase the response rate.

8. Quality Review Updates

SI updated QPC Committee on the status of the upcoming quality reviews. The Human Resources quality review visit will take place on 16th – 18th October 2013 and plans for that are progressing as expected. The Finance Office review visit is scheduled for 2-4 April 2014.

Indicative timetable – SI outlined the content of the seven year Indicative Quality Review Timetable approved by Executive. There may be some proposed amendments for 2014 / 2015 which will be brought to QPC and Executive for review.

9. Quality Improvement and Development (QuID) Funding

SI advised that funding is available again for 2014. A discussion took place regarding how this should best be disseminated. A number of points were raised in the context of the suggestion of funding 2 or 3 larger multi-disciplinary projects as well as 5 or 6 smaller projects as in previous years. BD felt that this would be a useful approach and could have an increased overall benefit to the university. ML raised the point that it is important to keep the small projects as these sometimes lose out to the bigger projects. RM addressed the issue of funding DCU staff contracts by means of the QuID funding, and whether funding is just for materials and equipment. JD advised that it was important to use the funding solely for Quality Improvement and Development projects and not for day to day requirements.

10. EUREQA – West Balkan Universities EU Tempus Project

SI briefed QPC on her recent trip to Albania as part of the EUREQA project on improving quality assurance in West Balkan Universities. The workshop was attended by West Balkan and EU partners and went very well. One year of the project has now been completed with two years remaining. There will be three visitors coming from the Balkans to DCU to shadow SI and her QPO work, as well as learn from QPC and gain insight into DCU's quality assurance and promotion activities. SI advised that the support of the QPC Committee during these visits would be very welcome.

11. QPO Activities

All QPO activities were covered within the meeting agenda.

Next Meeting: 27th November 2013