**Quality Promotion Committee Meeting**

**11am – 12.00pm**

**Wednesday 15th March – H206**

**Draft Minutes**

**In attendance:** Daire Keogh– Chair, Aisling McKenna, Gillian Barry, Jennifer Bruton, James Brunton, Miriam Corcoran, Michael Gannon, Celine Heffernan, Karen Johnston, Billy Kelly, James O’Higgins Norman, Niamh O’Sullivan, Emer Ní Bhrádaigh, Neil O’Boyle, Catherine Maunsell, Michele Pringle, Ana Terres, Fiona Dwyer (Recording Secretary).

1. **Apologies:** Nicholas Dunne, Brian Freeland, Siobhan McGovern, Annabella Stover, Cody Byrne.
2. **Adoption of Agenda** – The agenda was adopted with no changes.
3. **Minutes of meeting held 18th January 2017**– These were approved
4. **Matters arising and action items updates**

Action 1&2: Quality in Research- work ongoing

Action 3: On the agenda for discussion

Action 4: Propose to review SAR Templates at next QPC Meeting

1. **Irish Survey of Student Engagement (ISSE)**Response rate updated at noon on Monday was 16%, almost 1500 responses

Celine provided an update on promotional activities and response rate by faculty. She noted her thanks to both the Students’ Union and staff within faculties for their support so far in the fieldwork.

1. **DCU Incorporation**Karen reported that she presented to the Incorporation Board last week on a student survey completed among students on the St Patrick’s and All Hallows Campus, and briefed the QPC on key the outputs.
2. **Quality and Qualifications (QQI)**

The QQI AIQR (Annual Institutional Quality Report) for 2015/16 was submitted by DCU in February 2017. Aisling noted the considerable support provided by VPAA- particularly Margaret Irwin Bannon and Louise McDermott- in the completion of Section 1 of the report. This report is likely to be published alongside all other universities by QQI.

**Action 1: Any suggestions please send onto Aisling. Link this report to the QPO Webpage.**

1. Annabella Stover gave a presentation to the QPO on- Student Support & Development Engagement Initiatives, in particular the work currently ongoing in relation to students identified as being at risk of academic non-progression.

**Action 2: Annabella to share presentation with the QPO.**

1. Quality Review Consultation- Review of Processes
   * Peer Review Visit Timetable- for consultation and input from QPC.

Key proposed changes:

* Earlier start time on the Wednesday
* A number of sessions made longer- move from 25 mins to 40 mins
* Consultations with stakeholder spread between Wednesday and Thursday
* Earlier completion time on Friday
  + Guidelines for required information for SAR appendices
* Based on feedback received from peer review groups, based on additional information requested during reviews. For consultation and input by QPC

**Action 3: QPC to agree on new timetable changes and Guidelines for SAR Appendices.**

1. **Quality Reviews updates**

* **Faculty of Engineering and Computing** – QuIP agreed and published, QuIP funding proposals to be finalised with New Dean. Sub-group convened shortly to discuss
* **School of Chemical Sciences**- PRG completed, QuIP underway with the School- PRG report in papers. Thanks to Emer for acting as rapporteur
* **School of Nursing and Human Science** – Visit complete on Friday 10th March. Very positive engagement from the school. Billy as rapporteur gave some input and feedback on process.
* **School of Health & Human Performance**- SAR nearing completion
* **President’s and Deputy President’s Office Review** – presentation to Pres Office staff- initial discussion on PRG membership and timeline for SAR
* **Office of Vice-President External Affairs** – meeting with VPEA on nominations for PRG and timeline for review
* **School of Mathematical Sciences**- meeting scheduled with Brien Nolan to discuss 2017/18 dates for quality review visit
* 2018/19 Reviews

1. **QPO Activity Report**

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

1. **Quality Improvement & Development (QuID) Funding**   
   Aisling thanked Niamh and Nicholas for working on the QPC Subgroup for the Quality Improvement Funding. Initially there was a €12,500 budgeted for call, given limited Quality Improvement funding available; however, given demand for the call (36 applications) this was extended to €20,000.

**13. Any Other Business.**

**Next QPC Meeting:**  17th May 2017 in A204