**Quality Promotion Committee Meeting**

**11.00am – 12.00pm**

**Wednesday 25th November 2020
Zoom Online Conference Call**

**Minutes**

**Attending:** Anne Sinnott (Chair), Aisling McKenna, Fiona Brennan, Goretti Daughton, Billy Kelly, Karsten Fleischer, Celine Heffernan, Annabella Stover, Margaret Heffernan, Gabriel Munetan, Paula Murphy, Siobhan McGovern, Alan Mangan, Orla Nic Aodha, Jennifer O’Halloran, Aisling Twohill, Monica Ward, Claire Gubbins, Derek Hand, Deirdre Nic Mhathúna, Nuala Lonergan, Marie O' Flanagan, Fiona Dwyer (Recording Secretary).

**1 Apologies**: Cora O’Farrell, Justin Doyle, Lucien Waughdaly, Dylan Mangan,

1. **Adoption of Agenda** – The agenda approved with no changes.
2. **Minutes of meeting held 23rd September**– The minutes of the previous meeting were adopted with no changes
3. **Matters arising and action items updates –**

No matters arising, all outstanding items are followed up

**5. Quality Review Updates**

**Faculty of Humanities and Social Sciences**

It was noted that the Peer Review Group (PRG) Report has now been published on the QPO website, following approval by Governing Authority in October 2020, and is now published on QPO website along with the Faculty’s Quality Improvement Plan (QuIP). Thanks was extended to Margaret Heffernan who acted as Rapporteur for this review.

**Human Resources**

It was noted that HR are continuing to develop their QUIP, which is due to QPO in December 2020. Following receipt of the draft QuIP, QPO will work with members of SMG to complete the University response to the QuIP ahead of the quality review’s follow-up meeting, which is hoped to be completed in February 2021.

**Registry**

It was noted that the PRG visit for the quality review of Registry took place from the 17th – 20th November 2020. Thanks was extended to Monica Ward who acted as rapporteur on behalf of QPC. The effectiveness of arrangements for the completion of remote reviews was discussed, following some amendments to the process following the June 2020 HR review. It was noted that the documentation and planning information received from QPO was considered to be clear and helpful to the review team. The availability of ongoing logistical support and note-taking by QPO team members during the PRG visit meetings was welcomed. It was suggested that it may be beneficial to ensure that students participating in the review meetings are fully briefed on the purpose of the review, and their role in the visit to ensure they are confident to actively engage from the start of the meeting.

It was suggested that the length of each meeting be extended to facilitate more in-depth conversation with each group. It was also noted that it might be helpful to ask if PRG of they require to have a note taker during private and/or group meetings.

**Action: QPO to refine the procedures for the Digital Learning reviewed, based on feedback received from PRG members from the Registry review, specifically in relation to the provision of note-taking during private meetings, and the extension of the length of meetings with stakeholders.**

**Digital Learning Review**

It was noted that the PRG visit for the thematic review of Digital Learning will take place on 8th-11th December, 2020. It was noted that the self-assessment report and supporting documentation has been circulated to the PRG, and the QPO are working on finalising the review timetable. It was noted that a number of QPC members were involved in the Steering Group, and almost all of the self-assessment activity to support the review was completed remotely. Aisling Twohill will be rapporteur on behalf of the QPC for this review. Quality Review training will be arranged for the internal DCU Peer Group Members. The SAR is available to all QPC members and also is sent to SMG, ADTLs and all staff attending the review visit.

**Information Systems and Support (ISS)**

It was noted that a QPC subgroup has met to approve Peer Review Group nominations for this review, and letters of invitation have been sent to potential reviewers. To date, two members have been confirmed. The ISS review visit is scheduled to take place from the 28th - 30th April 2021

**Finance Office**

It was noted that a QPC subgroup will meet shortly to review the proposed external peer review panel members for the Finance review. The review visit for the Finance Office is scheduled to take place from the 26-28 May, 2021.

1. **Overview on First Year Check-in at DCU**

Celine Heffernan and Martin Grehan provided a presentation on the First Year Check-in at DCU. The study invites students to take part in a weekly survey using a mobile app developed by DCU Insights Centre for Data Analytics. The survey is short, taking less than 2 minutes to complete, and the study will run until the end of semester one.

The survey is designed to measure 3 aspects relating to how new entrants are transitioning into higher education,

1. Belongingness: the degree to which students feel a sense of belongingness to the university and or programme of study.
2. Engagement: the ways in which students are engaging with your studies
3. Self-Confidence: the degree of self-confidence students feel in their abilities to be successful in their studies.

The longitudinal data gathered will be used in two ways. Firstly, students will be able to monitor their own level of Belongingness, Engagement and Self-Confidence through the app, and can track their progress throughout the semester (individual scores are confidential, and only visible to the student). Secondly, the University will receive weekly anonymised data from all participants and will use this information to help refine and target communications on activities and resources that might help students adjust to university learning during the first semester.

It was noted that in gathering real-time data on the student experience, this study provided an opportunity to test the technology, and processes for collecting this type of information. The challenges of maintaining student engagement and ongoing participation in longitudinal studies of this nature were discussed

**Action: QPO to provide an updated post survey to QPC.**

1. **Staff-Student Forums 2019/20**

Celine Heffernan provided members with a brief update on the 2019/20 Staff Student Forums. Staff-Student Forums were conducted in all five Faculties during Semester 1, as well as with Student Support and Development, Finance, and Registry. An end of semester reports from the Faculty Forums have been circulated to all Executive Deans. A number of common issues across all faculties have been discussed at the forums, including the impact of Covid-19 restrictions on the availability of INTRA and work-placement opportunities, and challenges for students in managing workload during the 10-week semester 1 in 2020/21.

1. **QUID (Quality Innovation and Development) Funding 2020**

It was noted that a number of the 2019/20 QuID projects are still ongoing due to delays as a result of the campus closures. It was agreed to postpone the development of a QuID funding call for 2020/21. This is a result of ongoing Covid-related restrictions in acknowledgement of the capacity for people to engage in a meaning full way with various projects, as a result of managing distance working. The next QuID funding call will be opened in September 2021/22.

**Action: QPC agreed to postpone QUID Funding until 2021/22; a progress report on 2019/20 projects will be provided at the next QPC meeting.**

1. **QPO Activity Report (November 2020 to January 2021)**

The committee received a detailed update of QPO activities covering the period of November to January.

1. **Any Other Business –** none

**The next meeting will be held on the 27th January, 2021.**