**Quality Promotion Committee Meeting**

**11.00am – 12.00pm**

**Wednesday 27th January 2021
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, Paula Murphy, Siobhan McGovern, Alan Mangan, Orla Nic Aodha, Jennifer O’Halloran, Aisling Twohill, Claire Gubbins, Derek Hand, Deirdre Nic Mhathúna, Nuala Lonergan, Marie O' Flanagan, Fiona Dwyer (Recording Secretary). Cora O’Farrell, Lucien Waugh Daly,

1. **Apologies**: Justin Doyle, Gabriel Munetan, Monica Ward, Dylan Mangan,
2. **Adoption of Agenda** – The agenda approved with no changes.
3. **Minutes of meeting held 25th November**– The minutes of the previous meeting were adopted with no changes
4. **Matters arising and action items updates –** provided below
5. **Quality Review Updates**

**Human Resources**

Extension agreed for the submission of the Quality Improvement Plan by the end January 2021.

The QPO are hoping to arrange the Follow-up Meeting in April 2021.

**Registry**

It was noted that the PRG visit for the quality review of Registry took place from the 17th – 20th November 2020. The Peer Group Report is in the QPC papers. Quality Improvement Planning phase is now underway.

**Digital Learning Review**

It was noted that the PRG visit took place in 8th - 11th December 2020.

Peer Review Group report has been received by QPO this week and is being reviewed for factual accuracy. We hope to finalise the report with the PRG by the end of January 2021.

Billy Kelly provided feedback on the review process to QPC, the University has a much more holistic view of digital learning as a result of completing the review, and the recommendations are very welcome. Aisling Twohill, felt the review had a broad remit, and it was challenging but the time schedule worked well. Aisling McKenna provided QPC members with feedback that the QPO received from PJ Byrne (Internal Reviewers). Time pressure was noted as a particular issue for the peer review group. One of the suggestions was allocating an extra 45 minutes at the end of each day for a planning session to consider the outcomes of the day and plan a strategy for the next day.

Also discussed with QPC was the role of the chair for the review group, the internal reviewers feel that it is challenging to select a chair at the commencement of the review in an online environment. It was noted that in other universities the Chair of the panel is identified prior to the review visit commencing. The QPC agreed that selecting a chair in a pre-meeting setting with the review team a week prior to the review visit would be more beneficial.

**Action 1:**

1. QPC will schedule in additional 45 minutes into the Timetable for ISS and Finance.
2. QPC will arrange a planning meeting a week ahead of the review visit with the objective of selecting a chair with one of the external reviewers.

**Information Systems and Support (ISS)**

Planning is well underway for the ISS review visit taking place on the 27th – 30th April 2021, The Peer Review Group is now complete and the QPO would like to thank Alan Mangan who will represent QPC as Rapporteur for this review.

**Finance Office**

Planning is underway and the review visit for the Finance Office is scheduled to take place from the 25th -28th May 2021. Four PRG members are confirmed so far it had been quite challenging to fill the external reviewer position during these busy times in Finance. Thank you to Fiona Brennan who will represent QPC as Rapporteur for this review.

**6.**      **Staff-Student Forums 2020/21**

Celine Heffernan provided QPC members with a brief update on the 2020/21 Staff Student Forums.

Semester 1 summary reports have been circulated to Executive Deans. Forums for Semester 2 will begin in week 4 for all academic facilities.  Professional Support Units will take place in week 5 with the Library, Estates, ISS & Finance. The QPO are revising the effectiveness of the current model and will present an update at the March QPC meeting.

**7.**    **Student Survey.ie**

The Studentsurvey.ie dates have been confirmed for DCU students and will run from the 22nd February through to the 14th March for first and final year undergraduate students, postgraduate taught cohorts. In parallel, the Postgraduate Research bi-annual survey will also run for this three-week window.  Unfortunately, due to Covid 19 restrictions, there are no opportunities to do on-campus promotion and therefore promotion for the fieldwork will be largely focused on social media messaging. Student Survey.ie have provided a variety of guidance and tips for online promotion and have also donated incentives.

1. **Quality Review Procedures for Students**

A paper on a proposal for Student Reviewers as members of Peer Review Groups on quality reviews’ was discussed. It was noted that the DCU Student Partnership Framework includes a commitment to developing procedures enabling the inclusion of a student reviewer on the PRG for all DCU internal quality reviews. A number of options were presented for discussion and agreement. It was agreed that student reviewers will;

* Be considered full members of the PRG
* Contribute to the development of the PRG report in line with his/her experience and student perspective
* Will receive an honorarium payment in line with external panel members and will be required to commit to up to 4 days to complete the process, in addition to preparation and write-up time.

**Student Reviewer Criteria agreed at QPC is as follows;**

* are in Year 3 or 4, of an undergraduate programme, or a postgraduate student, or a recent graduate (no more than 2 years since completion of award)
* will have participated, or will participate in either class-rep training, or national N-StEP student reviewer training
* are willing to participate in DCU student reviewer training prior to the quality review visit
* recognition for participation in quality reviews acknowledged by awarding a “Quality Peer Reviewer” Digital Badge (this is to be considered in the future)

In line with the current Quality Review Structure, the QPO anticipate the need for approx. 3 or 4 student reviewers to join a review team during an academic year.

The QPO will develop a DCU Student Reviewer Training Programme to prepare students to actively and fully participate in quality review panels.

**Action 2:** QPO will work to finalise the Student Reviewers on the DCU Quality Review Structure Guidelines document for approval by QPC

1. **QUID Funding Update**

Collation of status updates on outstanding QUID projects are in the QPC papers.

1. **QPO Activity Report (January 2021 – March 2021)**

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

1. **Any Other Business –** none

**The next meeting will be held on** the 24th March, 2021