**Quality Promotion Committee Meeting**

**11.00am – 12.00pm**

**Wednesday 20th November 2019, Mentoring Suite Library**

**Minutes**

**In attendance:** Daire Keogh (Chair), Aisling McKenna, Fiona Brennan, Niamh O’Sullivan, Goretti Daughton, Margaret Heffernan, Monica Ward, Aisling Twohill, Cora O’Farrell, Justin Doyle, Orla Nic Aodha, Jennifer O’Halloran, Annabella Stover, Siobhan McGovern, Karen Johnston, Gabriel Munetan, Karsten Fleischer, Alan Mangan, Celine Heffernan, Fiona Dwyer(Recording Secretary).

**1 Apologies**: Billy Kelly, Paula Murphy, Sharon O’Brien, Eamon Costello, Callaghan Commons, Katie Fay

1. **Adoption of Agenda** – The agenda approved with no changes.

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1. **Minutes of meeting held November 2019** – were adopted with no changes
2. **Matters arising and action items updates –** will be discussed in the agenda items

**Action 1:** AMK to work on a proposal on student-partnership, including consideration of student reviewers in DCU Quality reviews. A proposal, working with N-StEP initiative will be proposed at the next QPC

1. **Student Engagement Activities –**

Celine Heffernan provided a presentation to the QPC on Staff-Student Forums. A number of the key issues emerging from the semester one Forums were presented including suggestions for improvements in Loop, more consistent module descriptor information, calendars for continuous assessment, and class attendance. There was a discussion on the positive impact of the Forums to improve staff-student dialogue. There was a suggestion that this model could be explored for professional support areas within the University.

**Action 2:** QPO to send presentation out to all QPC members.

1. **DCU University Rankings- Summary of 2019 Results –**

Karen Johnston provided a presentation on DCU University Rankings Summary of 2019 Results to QPC. There was a discussion about the increased awareness among staff of how rankings were developed and the impact of rankings performance on external activities.

**Action 3:** QPO to send presentation out to all QPC members.

1. **Quality Review Updates**

**Office of Student Life**

* Follow-up Meeting held on 11th October, 2019
* Their Quality Improvement Plan is now finalised
* We are now arranging for the prioritised spending requirements to be finalised by QPC Subgroup in January.

**Student Support and Development**

* Their Quality Improvement Plan is now finalised
* We are now arranging for the prioritised spending requirements to be finalised by QPC Subgroup in January.

**Office of the Chief Operations Officer**

* The Quality Improvement Plan has been received for SMG responses before finalisation.

**Faculty of Humanities and Social Sciences**

* Quality Review Visit to take place 6th December. The QPO are continuing to support the Faculty in preparing for the review visit.

**Human Resources**

* Continued support for development and delivery of Self-Assessment Report
* Communication with PRG members regarding documentation and the PRG visit sent out.

**Registry**

* Continuing liaison and advice regarding development and delivery of Self-Assessment Report
* Communication with PRG members regarding documentation and the PRG visit sent out.

**Digital Learning Review**

* Preparations for participation in National Forum for Teaching and Learning Impact Survey on Digital Learning (Index Survey)
* Finalisation of Digital Learning Steering Group
* Development of draft Terms of Reference for Steering Group, and scope of review
* Internal Steering group confirmed and kick-off meeting scheduled for November 18th

**8 QUID Funding**

2020 QUID Funding Theme approved by QPC. AMK will send out email to all staff in early December, the Application Deadline is for the 10th January 2020.

**Action 4:** QuID Funding Call- Building the DCU Community- Application Deadline 10th January and email to be sent to all staff.

**9 QPO Activity Report (Sept – November 2019)**

The committee received a detailed update of QPO activities covering the period September – November 2019

**10 Any Other Business**

**Next Meeting: 15th January 2020**