

Quality Promotion Committee Meeting

Wednesday 26 June 2013

11am-12.30pm AG01

(Minutes of the above meeting approved at QPC on 18 September 2013)

In attendance: Jim Dowling (Deputy President – Chair), Sarah Ingle (Director of Quality Promotion – Secretary), Fiona Dwyer, Fergus Donohoe, Martin Leavy, Aisling McKenna, Anne Morrissey, Phylomena McMorrow, Caroline McMullan, Ruth Mattimoe, Jennifer Bruen, Catherine Maunsell (St Patrick’s College), John Murray (MDI)

Apologies received from: Ursula Baxter, Claire Bohan, Conor Brennan, Brenda Daly, Francesco Cavatorta, Billy Kelly, Paraic James, Davide Susta, and Neil Patrick Collins (DCUSU).

1. **Welcome to:** Jennifer Bruen School of Applied Language and intercultural Studies, taking over from Francesco Cavatorta.
2. **Adoption of Agenda** – The agenda was adopted with no changes.
3. **Minutes of meeting held 6 May** – These were approved.
4. **Action items completed.**
 - QuID progress projects report completed and on agenda for discussion.

Matters arising

- SI advised that she submitted a piece on QPO / QPC activities to Communications & Marketing for the next edition of the DCU E-Zine.
- SI advised that she made a presentation to Heads QPO / QPC activities based on the QPO annual report.
- A *Europass* update from QQI requested by Claire Bohan is now available on the QPC Web site.
- JD advised QPC on discussions within Governing Authority (GA) regarding Quality Review documents including PRG reports and QuIPs. GA members are concerned that the level of detail in the reports means that it is difficult for them to assimilate the content. It was suggested by JD and a GA breakout group that these reports could be summarised to highlight the important issues, and to remind them periodically at what stage the PRG and QuIP reports are in the review process and also in relation to the diagrammatic structure.

Action 1: SI and JD to develop a new GA reporting structure for Quality Review documents, including a note on the experience / role of the external members of the PRG.

Action 2: SI and JD to review the Self Assessment Report templates currently in use along with the terms of reference for PRGs.

5. DCU Colleges Update

- CM provided a brief update on developments in SPD in regard to quality review activity next year. She also advised her attendance at the QQI Consultation Day and noted that the report on the review of Communications that took place in SPD will be finalised shortly.
- JM provided a brief update on MDI in regard to the INSS results and advised of a high 19% response rate. MDI plan to act on the feedback provided by students in the survey.
- SI advised that a new director of Quality and Institutional Analysis will be appointed shortly in All Hallows College. AHC staff are currently working on actions arising out of the QulP undertaken last year for the Research Sector.

6. Quality and Qualifications Ireland (QQI) update

DCU's Annual Dialogue meeting with QQI in May was a very positive and constructive event. Chief Executive Padraig Walsh was very interested in, and impressed with, the DCU quality assurance / review structure. QQI advised that it would be consulting with all providers in the development of quality related policies via a Green/White paper process. QQI will also consult with the sector on the development of its strategy for 2014 - 2016.

SI advised that she attended the consultation day held by QQI which was attended by a wide variety of providers, some of which were only starting on the quality assurance process. The DCU feedback process for the first four Green papers was also discussed and it was agreed that DCU responses to the rest of the Green Papers (14 in total) should be co-ordinated via SI and the QPO. SI and JD will meet to consider a potential 'matrix' whereby relevant DCU staff, including those on QPC, will be asked to comment on one or more of the Green Papers related to their own expertise.

Action 3: SI / JD to develop consultation matrix and co-ordinate DCU responses from QPC and others on the Green Papers to QQI before the 13 September 2013 deadline.

7. Irish National Student Survey (INSS) update

AMcK provided an update on the INSS results for DCU. A number of feedback issues were provided by students including that the survey was too long, there were too many questions and poor choices on some questions, Postgraduate students in particular and distance learners found some of the questions difficult to answer. Further analysis of the DCU results will be provided later in the year.

Some discussion then took place about the merits of online vs. paper surveys, inside and outside of the classroom. The time and effort needed to analyse 'paper-based' surveys was acknowledged.

8. HEA Landscape Report and letter from Minister DES

The letter from the Minister for Education and Skills and the associated HEA Landscape Report were noted, and briefly discussed. These have been also discussed in detail at other fora throughout the university.

9. IHEQN Guidelines on Collaborative and Transnational Provision

SI outlined the development of the IHEQN guidelines which was briefly discussed. She advised that every QPC member would be provided with a hard copy of the document and more copies can be provided if needed. All agreed it will be a useful resource for those involved in developing national and international collaboration initiatives.

Action 4: SI to request more copies of the IHEQN guidelines and circulate throughout the university.

10. Quality Reviews updates

Oscail: Discussions are ongoing in Senior Management regarding the online/distance learning strategy in DCU. The Chair of the Peer Review Group (PRG) has been notified of the delay in the QuIP follow-up meeting and is aware of the reason, but is concerned with the delay.

Faculty of Science & Health: The QuIP follow-up meeting was successfully completed on 24 June. The external PRG suggested that there should be more time lines included for action items. It was also suggested at the meeting that the Faculty could have asked for more funding to undertake action plans arising from the QuIP.

Registry: The PRG report and the QuIP have been published on the website following approval by Governing Authority.

National Centre for Plasma Science & Technology (NCPST): SI met with NCPST staff following the final PRG report and work is being undertaken to complete the QuIP Report.

Information Systems & Services (ISS): The first draft of the Peer Group Report is in progress.

Human Resources: The PRG members for the HR review have been confirmed, and HR staff are working on the research required for the Self Assessment Report.

Library & Estates: Both of these review visits have been postponed due to extenuating circumstances. JD advised that in future, those requesting a postponement of a quality review will be asked to provide an alternative area for review so that the overall indicative schedule is maintained.

11. Quality Review Matters

SI advised that she has received no update from Finance in regard to the payment of honorariums and expenses to external PRG members so they will continue as before with just with-holding tax deducted from the honorarium payments.

CMcM advised that DCUBS is undergoing a major accreditation process and it would be helpful to discuss with SI about the possibility of utilising the work undertaken to coincide with the next DCUBS quality review.

Action 5: SI to discuss DCUBS quality review process with CMcM

12. QUID Funding

SI provided an update on QUID Funding. All progress reports have been submitted, some of the projects have claimed the funding awarded. The final feedback report date is during September 2013 by which time all monies should have been claimed.

13. EUREQA West Balkans Tempus Project

SI advised that the first EUREQA workshop was undertaken successfully in Slovenia. She will attend and participate in the next one which will be held in Korca, Albania during 4-6 September 2013.

14. QPC Membership

JD thanked Caroline McMullan and Phylomena McMorrow for their significant participation in, and work on, QPC during their term on the committee. Other members now leaving were thanked in absentia, including Conor Brennan, Davide Susta, Francesco Cavatorta, and Neil Patrick Collins.

15. QPO Activities

SI outlined the activities that took place in the QPO since the last meeting.

16. AOB

- (a) SI Advised that the Association for Technological Universities have recently developed a Quality Framework, and it will be made available on the QPC Intranet for review.
- (b) SI thanked Fiona Dwyer for her continuing significant contribution and efforts to QPC and the QPO and wished her well as she went on maternity leave. She presented Fiona with a bouquet and card on behalf of all QPC members.

Next QPC meetings in 2013: 18 September; 27 November.