Maynooth University Quality Committee
Teams Meeting 15th September 2020 at 12 noon

Minutes

Present: Dr Alison Fitzgerald (Chair), Dr Teresa Lee (Secretary), Ms Rebecca Kavanagh, Professor Fiona Lyddy, Mr Julian Nagi, Ms Joan O'Riordan Bruton

In Attendance: Ms Helen Berry

Agenda Item	Key Points/Decisions	Actions (if any)
1 Terms of Reference	The Chair stated the main business of the Committee is to act in a steering capacity and have a role of oversight in terms of best governance practice in relation to Quality Assurance and Quality Enhancement The membership of the Committee has not yet been completed with the following positions yet to be filled: • Faculty member from Arts, Celtic Studies and Philosophy • Faculty member from Social Sciences • External member of Governing Authority	The Vice President for Academic will bring this item to the next meeting of Academic Council
2 Minutes	The Chair stated that due to COVID19 restrictions two sets of minutes from the previous Committee are outstanding: • Draft Minutes from 15th February 2019 need confirmation of adoption • Minutes from 20th May 2019 need to be made available and brought to this Committee for adoption	Quality Office to follow up with previous Chair on both sets of outstanding minutes
3 Matters Arising	None	
4 Correspondence	The Chair proposed to send a note of thanks to the members of the previous Quality Committee	Approved
5.1 Update on 3rd Cycle of Quality Reviews	The Director of Quality gave an overview of the 3rd Cycle of Quality Reviews schedule which runs to 2020/21. The rescheduling of a number of Units and Institutes is required. Clarification is being sought on the process of updating the schedule. An update on the process is expected for the next Quality Committee meeting.	The Director of Quality to clarify the process of updating the schedule at the next meeting

5.2 Quality Reviews Update	It was confirmed by the Director of Quality that the final review reports for the eight departments of the Faculty of Science and Engineering and the Estates and Capital Development Unit were received by the Quality Office. The Quality Committee were asked to note their receipt prior to their publication on the Quality Office website. In response to a query from the Committee, the Director of Quality outlined the steps involved in bringing quality review reports to the Committee. A Quality Review Team, appointed to review a Unit, independently prepare a draft report following completion of a review visit. This is submitted, via the Quality Office, to the unit under review for factual corrections. The Review Team considers corrections returned and makes any changes required. The final report is then submitted to the Quality Office after which the Director of Quality reports its receipt to the Quality Committee. Review reports are subsequently published on the Quality Office website.	All reports noted and to be placed on the Quality Webpage
	The Committee were updated on progress with the quality reviews of the Faculty of Arts, Celtic Studies and Philosophy (FACSP). It was noted that 5 Departments are scheduled for review in Semester 2, 2020/21 and the other 3 Departments are scheduled for Semester 1, 2021/22.	Noted
6.0 QQI Engagement and Reporting	The Director of Quality gave an overview of Quality and Qualifications Ireland (QQI) and its various processes and timelines.	
6.1 Annual Dialogue Meeting (ADM)	The University is required to meet with QQI once a year to discuss various topics. This year the meeting was held in July with the Vice-President Academic, the Dean of the FACSP and the Director of Quality in attendance together with a broad representative group from QQI including the CEO, Dr Padraig Walsh. Discussions included a focus on impacts from COVID19 such as the transition to online teaching and learning, impacts on assessment, research, etc. Other areas of discussion were in relation to MU's broad plans for the coming year, any impacts expected on operations arising from changes to the leaving cert/CAO, and any impacts on International students. It was noted that some discussion took place about MU's response and the actions it had undertaken on foot of the completion of the CINNTE Institutional Review. Brief discussion also took place in relation to MU's Annual Institutional Quality Report (AIQR) which was submitted to QQI in March 2020.	
6.2 Annual Institutional Quality Report (AIQR)	The University is required to submit an Annual Institutional Quality Report (AIQR) to QQI every year. Part 1 relates to the processes and procedures MU has in place and Part 2-6 relates to Quality Enhancement activities and changes made since the last reporting period. The report format is currently being updated in preparation for the AIQR submission of 2021. In the new format, the various sections of the report are aligned more closely to QQI guidelines (statutory and non-statutory).	

	The AIQR would normally go through the Quality Committee for feedback before submission to QQI but as the 2020 submission was submitted to QQI in March 2020 it is submitted, in this instance, to the Committee for noting only.	Noted	
6.3 CINNTE follow up Report	MU received its Final CINNTE Institutional review report in the Summer of 2019. As part of the CINNTE review process, following receipt of its final review report, the University was required to submit a Quality Improvement Plan (QIP) to QQI outlining the range of actions the University proposed to take in order to address each recommendation made. One year on, the University was required to submit a follow up report outlining progress made in addressing each of the recommendations. The follow up report, submitted to QQI in August 2020 and now published on the QQI website, outlines progress made so far. The follow-up report was now being submitted to the Quality Committee for noting and will be published on the MU Quality Office Webpage. The Committee were informed that the report was submitted for noting to Academic Council and will also be submitted to Governing Authority. Further updates to QQI on progress with CINNTE review recommendations will form part of the Annual Dialogue meetings and will be referred to in MU's annual AIQR submissions.	Noted	
6.4 Other Activities	QQI published a report over the Summer, ***Teaching, Learning and Assessment COVID 19 Report****.* As part of preparations for this report, QQI asked HEIs, Student Unions and other stakeholders to provide them with outcomes of any relevant surveys they had undertaken. QQI then conducted a meta type analysis of findings from the various surveys and used the results to inform the final report. On a practical point the report provides hints and tips across a broad range of activities for teaching, learning and assessment.	Quality Office to upload the Report to Teams	
	The Director of Quality is on a Consultation Group to provide feedback to QQI on a report it is compiling on ***Reports of Programme Reviews.*** QQI are conducting an analysis of programmatic reports that are published**.** As variation in practice exists across the wider HEI sector in how programmes are monitored, updated and reviewed (some HEIs undertake programme focused reviews, others, such as MU, have integrated and ongoing processes for monitoring, updating and reviewing their programmes) it is important that the differences in approaches are reflected in any final report produced. The Director of Quality will keep the Committee up to date on any progress in relation to this report.	The Director of Quality to keep the Committee up to date on any progress	
7 AOB	The Chair clarified that one of the major roles of this Committee is to produce an Annual Report that will go to Academic Council and Governing Authority. The reporting period will be from June 2019 to May 2020.		
8 Date of next meeting	The date of the next meeting is Monday 30th November at 2pm via Teams		