



Maynooth University Quality Committee
Meeting 29th May 2024 at 9.30am

Minutes

Present: Professor Aidan Mulkeen (Chair), Dr Teresa Lee (Secretary), Dr Antonio Cascelli, Professor Joseph Coughlan, Professor Fiona Lyddy, Dr Austin Power

Apologies: Ms Alex Balfe, Dr Elizabeth Boyle, Ms Sian Cowman

In Attendance: Ms Helen Berry

Mr Tom O’Hara, Quality Officer attended for item no 6.4

Agenda Item	Key Points/Decisions	Actions, if any (Follow-up by)
1. Declaration of Interest.	The Chair asked the Committee members if they had any conflicts of interest.	No conflicts.
2. Membership and Terms of Reference	<p>The Chair went through the membership of the Committee and its functions. The VPA/Registrar is serving as the interim Chair, with Prof. Ronan Farrell, the incoming VPA/Registrar, taking up this role from July 2024. This arrangement will continue until the Governing Authority appoints a long-term Chair. It was noted that this was the last meeting for the Faculty of Arts & Humanities, Academic Council representative member, Dr Antonio Cascelli, and for the current MSU President, Alex Balfe. Both were thanked for their inputs to the work of the Committee.</p> <p>The Chair remarked that it is not ideal that a member of University Executive (UE) is serving as Chair as there should be clear separation between UE and QC.</p>	
3. Minutes	The draft minutes of the meeting of 2 nd October 2023 were already approved electronically by the previous Committee.	Minutes approved.

<p>4. Matters Arising</p>	<ul style="list-style-type: none"> • Access to previous Quality Committee documents has been given to all members, which includes a list of abbreviations. • An update on the Faculty Analysis Reports to be discussed under Item 5. • Student participation to be discussed under Item 6.4. • The University has provided data to QQI regarding grade inflation for their report on Honours Bachelor’s Degree classifications 2012-2022. <p>4.1 International Education Mark (IEM) The Chair introduced this item and gave some background on the IEM. The Director of Quality gave an outline on the three documents circulated: the HE IEM Code of Practice, the Policy on IEM Authorisation, and the HE IEM Application Handbook. The VP International has been asked to lead on the MU IEM application process. It was noted that the launch of the IEM has not yet taken place. A discussion followed on IEM requirements in relation to collaborative arrangements and it was clarified that online programme provisions fall within the scope of the IEM. The fact that a focus is being placed as part of this process on ensuring the ethical behaviour of education agents and consultants as required under the 2012 London Statement of principles was welcomed. It was recommended that awareness be raised, at unit level in addition to at university level, of the requirements for the IEM once it is approved for use within the University:</p>	<p>The Director of Quality and the VPA to follow up with QQI, at the June MU:QQI Annual Dialogue meeting, on IEM requirements for collaborative arrangements with MU. Also, in relation to any impacts on international student recruitment for 2025/2026 intake.</p>
<p>5. Third Cycle of Quality Reviews</p>	<p>5.1 Faculty of Arts & Humanities: Quality Improvement Plan follow-up reports The Director of Quality introduced this item and confirmed all the QIP (Quality Improvement Plan) follow-up reports from the Departments/Schools were received. They will be compiled into an analysis report of the faculty and provided to the Dean.</p> <p>Following discussion, it was agreed that the QIP template and the QIP follow-up report template will be compulsory for use in cycle 4.</p> <p>5.2 Quality Review – Analysis Reports The Director of Quality introduced this item. The FAH analysis report will be merged with the FSS/FSE analysis report to see if any patterns/themes are emerging. This overall analysis report will be sent to the Deans.</p>	<p>The Director of Quality to provide the FAH analysis report to the Dean.</p> <p>The Director of Quality to provide the overall analysis report to the Deans.</p>
<p>6. Fourth Cycle of Quality Reviews</p>	<p>6.1 Research and Development Office (RDO) quality review reports.</p>	<p>The Quality Office to place the RDO Peer Review Report</p>

	<p>The Director of Quality presented the RDO Peer Review Report and Quality Implementation Plan for note. The VP Research will be asked to bring the two documents to the University Executive for note after which they will be placed on the Strategy & Quality website.</p> <p>It was agreed by the Committee that where actions require the involvement of entities or individuals that sit outside the unit reviewed, the unit under review must consult and agree the action(s) with that entity/individual in advance of submitting the draft QIP for consideration at a QIP discussion meeting.</p> <p>6.2 Draft schedule of reviews for 2024/2025 and beyond. The Director of Quality presented a draft quality review schedule for consideration. A discussion followed and the Director of Quality will make some changes to the draft. Once the schedule has been finalised it will be brought to University Executive for approval.</p>	<p>and Quality Implementation Plan on the Website.</p> <p>The Director of Quality to discuss the Research Institutes with the VPR, and follow up with VP Students & Learning regarding Critical Skills.</p> <p>The Director of Quality to follow up with QQI regarding the timing of the Institutional Review.</p>
	<p>6.3 Revision of MU Framework for Quality Assurance and Enhancement and associated quality review material. The Director of Quality presented three documents, the MU Framework for Quality Assurance and Enhancement 2022, MU guidelines for Internal Quality Reviews Academic 2016 and MU Guidelines for Internal Quality Reviews Admin Support Units 2014. All three documents need to be reviewed and updated for the 4th Cycle of Quality Reviews as highlighted in the Internal Audit review report of MU Framework 2023. It was agreed that the Director of Quality should highlight the areas that need to be updated in the three documents and send to the Quality Committee members for their input.</p> <p>6.4 Student participation/engagement in quality review processes. The Quality Officer made a presentation on student participation/engagement in quality review processes. A series of staff, student and joint workshops were held in 2023 to discuss ways to improve student engagement</p>	<p>The Director of Quality to send out draft documents to the Quality Committee for feedback.</p>

	<p>within Quality Reviews in Cycle 4. Based on feedback & proposals, the Strategy and Quality Office is currently planning several initiatives to introduce in Quality Reviews in Cycle 4.</p> <p>The Quality Committee was happy with the positive direction this initiative was taking.</p>	
7. QQI Matters	<p>7.1 QQI External Review of MU-CINNTE 2018 recommendations: evaluate status of implementation.</p> <p>The Director of Quality introduced this item. The CINNTE review was completed in 2018 followed by a follow-up report one year later. As part of the next Institutional Review MU will be requested to give an update on the previous review. The Director of Quality plans to follow up with the University Executive member(s) that were assigned to each recommendation, on the status of all recommendations that were marked as incomplete in the 2019 follow-up report. The Quality Committee agreed this was a very worthwhile exercise.</p> <p>7.2. MU 2024 Annual Quality Report to QQI</p> <p>The Director of Quality outlined the Annual Quality Report submitted to QQI in February this year. The report is submitted every year, and it is hoped we will receive the call earlier next year to give time for the Quality Committee to review the report before it is submitted to QQI.</p>	<p>The Director of Quality to follow up on any outstanding Institutional Review recommendations with the UE member assigned to them.</p>
AOB	<p>The Chair updated the Committee on an IPA external review of Standing Committees of the Governing Authority specifically in relation to some minor recommendations for the Quality Committee. The Director of Quality will circulate the recommendations to QC members for discussion at the next meeting.</p> <p>The Chair thanked everyone on the Committee for their input and also thanked those members departing the Committee for all their work over their term serving on the Committee. The Director of Quality thanked the Chair for their recent work as Chair and for their long-time and continued support for the work of the Committee.</p>	<p>The Director of Quality to circulate the table of recommendations to the QC.</p>
Date of next meeting	To be determined.	