

Quality Promotion Sub-Committee

Minutes of the meeting of 19 September 2012

Present: Professor Jim Walsh (Chair), Dr David Redmond, Dr Tom O'Connor, Mr Cathal McCauley, Professor Honor Fagan

Apologies: Professor Rowena Pecchenino, Professor Ray O'Neill, Professor Bernard Mahon

In Attendance: Ms Helen Berry

Professor Jim Walsh opened the meeting. He noted the numerous vacancies on the Committee. The priority in this regard is the appointment of a new Director of Quality by the end of 2012. Jim Walsh is currently filling this role on an Acting basis.

1. Minutes of Meeting of 15th February 2012

The Minutes of the meeting were accepted

2. Matters Arising

Quality Implementation Plans

The QIP's for the Chemistry Department, Celtic Studies, French Department, and the Commercialisation Office have been published on the QPO website.

Draft QIP's have been prepared for the Maths Physics Department, Access Office, and Student Services

Status of QIP's for Finance Office and Computer Centre to be queried

Institutional Review

The implementation of the recommendations from the Institutional Review is being monitored. Progress will be summarised in the Annual Report for consideration at the next meeting of QPSC.

QQAI

The Bill has been passed and is expected to become effective mid October. It will have implications for the next cycle.

National Student Survey

Progress on the project has been slow. A national steering committee has been put in place which includes two representatives from NUIM: Dr Una Crowley, Director of CTL and another to be decided. In the meantime NUI Maynooth and UCD have conducted Student Engagement surveys of first year and final year students using a questionnaire that facilitates some international benchmarking.

3. International Office Self Assessment Report

The draft document was considered to be significantly improved by comparison with an earlier draft. However, the Committee noted the absence of some critical items of information. After a lengthy discussion it was decided the report should go back to the

International office and ask them to (a) conduct student surveys (incoming students and students who were abroad last year) to be included and (b) get feedback from all the units they engage with (e.g. library, graduate studies, student services, admissions, exams, records, and the academic departments) - they should run a questionnaire by adapting one already used by the graduate studies office and (c) provide a new list of reviewers/more independent and (d) check headcount against FTE's and (e) include a paragraph on departmental arrangements with other Universities.

4. IUQB Annual Dialogue Meeting

The meeting took place in May of this year. The Chair noted that the meeting was very positive about Maynooth

5. QQAI Bill

A document summarising the main implications was circulated. The specific requirements in the Bill will be considered after it comes into effect.

6. AOB

Agreed that priorities for the committee in the short to medium term are as follows:

- Appoint Director
- Complete cycle 2 reviews – The Chair will consult with the President on the appropriate scheduling of the reviews that have not yet commenced
- Review QQAI Bill and prepare for cycle 3

7. Next meeting

The next meeting will be scheduled in November