

Quality Promotion Sub-Committee

Draft Minutes of meeting on 23rd May 2014

Present: Professor Jim Walsh (Chair), Professor Rowena Pecchenino, Dr. Tom O'Connor, Mr. Cathal McCauley

Apologies: Professor Aidan Mulkeen, Professor Bernard Mahon, Professor Ronan Reilly, Dr. Fiona Lyddy, Mr. Ben Finnegan.

1. Minutes of meeting of 22nd January 2014

The draft minutes were accepted.

2. Matters arising

The Chair commented that the Annual Report for calendar year 2013 had been submitted to the Academic Council for noting. It also formed the basis of the Annual Institutional Report submitted to QQI.

The National Survey of Student Engagement had progressed from the pilot phase in 2013. The 2014 survey was renamed as the Irish Survey of Student Engagement (ISSE). Despite a very active promotion of the survey on the Maynooth campus the response rate for 2014 was lower than in the pilot phase. This may have been partially due to a coincidence of timing with other surveys on campus. In future any clashes in timing with other surveys will need to be avoided.

The Review of the Campus Services unit has been completed. A Quality Improvement Plan has been prepared.

3. Quality Promotion Sub-Committee Terms of Reference and Membership

The Chair introduced this item. He noted that the ToR and membership of all committees and sub-committees of the Governing Authority and Academic Council are being reviewed. He also noted that the context within which the QPSC carries out its work has changed very much from when the Committee was first established. He proposed that in future there should be a Quality Committee that would report to both the Governing Authority and the Academic Council. A revised draft terms of reference was considered and approved by those present. It was agreed that it was also timely to review the membership of the Committee. **A proposal on the terms of reference and membership will be prepared for consideration by the University Executive, the Governing Authority and the Academic Council.**

4. Programme of Quality Reviews 2014/15 – 2020/21

A document prepared by the Chair was discussed. The document notes significant changes in the context within which quality reviews are undertaken. A draft suite of guiding principles for the next cycle of quality reviews was agreed. A draft schedule of reviews was considered and approved. The main features of the draft schedule are that the reviews in 2014/15 and the next year will focus on academic support units

and on the main administrative units. In subsequent years all academic units will be reviewed either individually or collectively. In addition a practice of bi-annual progress reports on quality assurance and enhancement will be introduced. Provision is also made for separate reviews of the major academic programmes. The Committee is sensitive to the need for close alignment of the quality review process with the work on implementing the recommendations of the Curriculum Commission. **The Chair will report to the University Executive on the draft schedule for the next cycle of quality reviews and subsequently bring forward proposals for approval by both the Academic Council and the Governing Authority.**

5. Annual Institutional Report to QQI and annual dialogue meeting with QQI Director and staff.

The Annual Institutional Report was pre circulated. The Chair informed the Committee that the report had been well received by QQI. The annual dialogue meeting had focused mostly on work to be undertaken by QQI on guidelines for future reviews (external and internal) and on the manner in which QQI is engaging with the universities on matters such as the International Education Mark. **The Chair will coordinate responses from the University on discussion documents and draft policy statements prepared by QQI.**

6. Appointment of Director of Strategic Planning and Quality

The Chair informed the meeting the process to appoint a Director of Planning and Quality was underway and that an appointment was anticipated for the start of the academic year 2014/15.

7. AOB

As this was the last meeting for the out-going Dean of Arts, Philosophy and Celtic Studies, Dr. Tom O'Connor, the Chair thanked him for his commitment to the work of the Committee, his sustained advocacy for the highest levels of quality assurance, and for the assistance he provided to review teams and others during his term as a member of the Committee. The Committee members present wished him every success in the next phase of his career.