



Maynooth University Quality Committee
Meeting 7th February 2023 at 12.00 pm

Minutes

Present: Dr Alison FitzGerald (Chair), Dr Teresa Lee (Secretary), Dr Antonio Cascelli, Professor Fiona Lyddy, Ms Joan O’Riordan Bruton, Mr Gerry O’Sullivan, Ms Sneha Pala, Ms Sarah Searson.

Apologies: Professor Joseph Coughlan, and Mr Niall Daly.

Professor Eva Leinonin (MU President) attended for Item 5.

In Attendance: Ms Helen Berry.

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. Minutes.	The draft minutes of the meeting of 28 th November 2022 were accepted as accurate.	Minutes adopted.
3. Membership Update.	The Chair welcomed Ms Sneha Pala the Postgraduate Representative on the Committee to the meeting.	
4. Matters Arising.	<p>4.1 International Education Mark (IEM) The Director of Quality introduced this item. The IUA IEM working group submitted feedback to QQI before Christmas based on feedback received from all the IUA universities. There are a number of issues still outstanding to be responded to by QQI. The Director of Quality has been appointed to the working group.</p>	The Director of Quality will provide updates as required.

<p>5. MU President's address.</p>	<p>5 MU President's address</p> <p>The President thanked the Committee for the invitation to present at the meeting. She expressed her appreciation to members for the Committee's submission as part of the consultation process for developing the Strategic Plan. The President stressed that a commitment to quality will be at the heart of the new strategic plan and addressed a number of the areas highlighted by the Committee in its submission.</p> <p>The Chair asked the President about the possibility of introducing a funding scheme for quality enhancement initiatives. The President identified potential for funding which would support quality enhancement initiatives, as part of a broader scheme.</p> <p>The Chair thanked the President for her time and commitment to the Quality Committee.</p>	
<p>6. Third Cycle of Quality Reviews.</p>	<p>6.1 Quality Review Reports: Faculty of Arts, Celtic Studies & Philosophy</p> <p>The Director of Quality presented, for note, the Peer Review Group (PRG) Reports and Quality Improvement Plans (QIPs) of the School of Modern Languages, Literatures and Cultures, and of the Department of English.</p> <p>A discussion followed with differences between the PRG reports noted. It was remarked that there was greater consistency between the two QIP reports, a fact attributed to the use of the newly introduced QIP template. The Director of Quality stressed that a unit's self-assessment report, made available in advance to the PRG, provides a substantial body of evidence to the PRG that good practice across a broad number of areas already exists. Recommendations from the PRG report will therefore focus on areas identified by the PRG that the Group considers in need of improvement or enhancement.</p> <p>6.2 Quality Reviews: follow-up reports</p> <p>The Director of Quality confirmed that twenty-four follow-up reports have been received from a total of twenty-seven. The Quality Office is actively following up on the outstanding reports. In some cases, clarification of points made in the reports is needed, but in the main the reports provided are of a high quality and provide a significant level of detail.</p> <p>6.3 Faculty analysis reports</p> <p>The Director of Quality to meet with the VPA to advance discussions regarding a procedural gap that the Committee has identified in regard to the Quality Review process. This relates to how themes/issues highlighted in Faculty Analysis Reports are being addressed via follow-up actions at Faculty Executive level and</p>	<p>The Director of Quality to bring a proposal for the analysis of the follow-up reports to the next meeting.</p> <p>The Director of Quality to meet with the VPA and provide feedback on this</p>

	<p>feedback to the Quality Committee. The Committee noted that the Faculty Executive serves an important function in closing the feedback loop in the Quality Review process and also requested an update from the Deans as to how themes identified in the analysis of documentation from Cycle 3 have been, or are being, addressed.</p> <p>MU Student Feedback Process (replacement process for SELE) The Director of Quality informed the Committee that the Dean of Teaching & Learning will attend the next QC meeting to discuss this item.</p>	<p>issue at the next QC meeting.</p> <p>The Dean of T&L to attend the next QC meeting.</p>
7. Fourth Cycle of Quality Reviews.	<p>7.1 Schedule of Quality Reviews for Cycle 4 <i>Strategy & Quality Office (SQO) review format.</i> The terms of reference are being finalised for an Internal Audit Review of the University's Framework for Quality Assurance and Enhancement. This item will be advanced once these terms of reference have been received.</p> <p>7.2 Student participation in quality review processes The Director of Quality met with Niamh Lynch, Assistant Registrar, who confirmed that student transcripts would be a viable and appropriate way to incorporate student representation as part of the Quality Review Process.</p> <p>The Director of Quality also met with Trevor Vaugh, Director of Mi:Lab to explore creative methods of engaging with students. Several ways to promote student engagement were outlined. This item will be brought to the next QC meeting for further discussion.</p> <p>7.3 Cycle 4 Quality Review Parameters-benchmarking report The Director of Quality to meet with the VPA to discuss the updated report before bringing it to the Deans Group to clarify and agree on setting out the parameters for Cycle 4. This item will be brought back to the Committee to make recommendations once the meeting with the Deans has taken place.</p>	<p>The Director of Quality to give an update at the next QC meeting.</p> <p>Item 7.2 to be on the Agenda for the next QC meeting.</p> <p>Item 7.3 to be brought back to QC meeting following a meeting with the Deans.</p>
AOB.	None.	
Date of next meeting.	Monday 20 th March at 12 noon in the Council Room, Riverstown House.	