

Maynooth University Quality Committee

Teams Meeting 15th February 2021 at 12 pm

Minutes

Present: Dr Alison FitzGerald (Chair), Dr Teresa Lee (Secretary), Professor Joseph Coughlan, Professor Fiona Lyddy, Dr Conor McCarthy, Mr Julian Nagi, Ms Joan O’Riordan Bruton

Apologies: Ms Nicole Carr

Dr Zsuzsanna Zarka attended for Item No 4

In Attendance: Ms Helen Berry

Agenda Item	Key Points/Decisions	Actions (if any)
1 Membership Update	<p>The Chair welcomed Professor Joseph Coughlan, the Faculty of Social Sciences representative and Dr Conor McCarthy, the Faculty of Arts, Celtic Studies & Philosophy representative to the Committee.</p> <p>The membership of the Committee has not yet been completed with the following position yet to be filled:</p> <ul style="list-style-type: none"> • External member of Governing Authority 	<p>It was confirmed at Governing Authority that the external member of GA should be confirmed by June 2021</p>
2 Minutes	<p>The Minutes of the meeting on 30th November 2020: Under Item 3 Matters Arising/First bullet point should read: The Director of Quality to bring the draft Quality Report to the QC meeting of 15th February for discussion and feedback. The Quality Report is subsequently brought to Academic Council and Governing Authority for note. The minutes were then accepted as accurate.</p>	<p>Accepted</p>
3 Matters Arising	<ul style="list-style-type: none"> • The Chair suggested, and it was agreed, to suspend the pursuit of the outstanding minutes of 20th May 2019 with the former Chair until further notice/campus reopens. • The Director of Quality stated that the MU Incoming Survey 2020 which is the annual survey of all incoming Undergraduate first year students was completed in September 2020. This item under AOB at the last meeting will be discussed for Strategic reasons at the next meeting. 	<p>All agreed to suspend the pursuit of the 20th May 2019 minutes until further notice</p> <p>Put item on the Agenda for the next meeting</p>

<p>4 MU Student Survey.ie 2021</p>	<p>Dr Zsuzsanna Zarka, Quality Officer gave a presentation on the MU Student Survey.ie 2021</p> <p>Each year <i>Studentsurvey.ie</i> (formerly known as the <i>Irish Survey of Student Engagement</i>) invites first year undergraduate, final year undergraduate, and taught postgraduate students across Ireland to complete a survey about their higher education experience. This national survey is supported by Maynooth University and by the Maynooth Students' Union. The 2021 survey is the first one that supports department/subject level reporting for MU. Academic units can now be supplied with a suite of reports to indicate how their students responded. The 2021 survey will be open for three weeks from Monday 1st February to Sunday 21st February.</p> <p>As a pilot the School of Modern Languages, Literatures and Cultures (SMLLC) and School of Celtic Studies are working with the Quality office on enhanced survey promotions and exploring the potential for more in-depth data analysis.</p> <p>The Quality Office in partnership with Maynooth Students Union coordinate the promotional activities for the Taught Survey across the University.</p> <p>As an incentive, the Quality Office offers a draw for prizes to students who complete the survey. This year StudentSurvey.ie provided MU with additional prizes to offer over the three week period.</p> <p>The Graduate Studies Office leads the Postgraduate survey promotional activities and data analysis. This survey is undertaken every other year.</p> <p>A discussion followed and the Committee agreed with the importance of the development of the subject level scrutiny. It is hoped that if there is potential for more in-depth analysis that such level of reporting would become standard for all Schools and Departments in the future.</p>	<p>All Committee members endeavoured to actively promote the Student Survey where possible</p>
<p>5.1 Update on 3rd Cycle of Quality Reviews</p>	<p>The Chair and Director of Quality gave an update on the 3rd Cycle of Quality Reviews:</p> <p>5.1 (i) Faculty of Science and Engineering QIPs - The four QIPs tabled for Biology, Chemistry, Psychology and Theoretical Physics are final documents. The remaining FSE departments (Computer Science, Experimental Physics, Mathematics & Statistics, and Electronic Engineering) are on target to be completed by mid-late March. Finalised QIPs are presented by the Dean to UE and are then available for publication. AC and GA are given notice of receipt of the final documents.</p> <p>A discussion followed and various issues were raised:</p> <ul style="list-style-type: none"> • The exclusion of undergraduate students on Faculty level Committees/MSU role not mentioned in areas of the plans 	<p>The Quality Committee to record the issues arising from the QIPs and include</p>

<p>5.2 Schedule for 3rd Cycle Quality Reviews</p>	<ul style="list-style-type: none"> • The disparity/inconsistency in the reporting styles of the QIPs • The Quality Office completes an analysis of the Faculty Peer Review Reports which the Faculty Dean brings to UE. The Director of Quality will bring this analysis report to the next Quality Committee meeting for feedback • Once all QIPs for the FSE have been completed there is potential for the Quality Committee to review them and to determine what actions in terms of the QIP process or the QIPS themselves may be appropriate • QIPs may need to be formatted/templated • What is the role of the Quality Committee in relation to QIPs. Should the Quality Committee review the QIPs before they are brought to the President’s meeting for finalisation <p>5.1 (ii) Estates & Capital Development QIP - on schedule to be completed by mid-late March.</p> <p>5.1 (iii) – FACSP reviews- all unit reviews are proceeding as scheduled. The History and Music Departments will be undertaken as virtual reviews during the last two weeks in April.</p> <p>At the last meeting it was proposed that two external reviewers be required for a review to proceed and to bring the proposal to the Dean of FACSP and VPA. The Director of Quality having consulted with the VPA and the Dean of the FACSP on this matter reported that the consensus opinion was that, given the ongoing uncertainty associated with the current Covid19 situation, it was considered advisable that a review still proceed with one external reviewer if this scenario were to arise.</p> <p>The Department of History has three external reviewers and the Department of Music has two external reviewers.</p> <p>The Director of Quality is exploring with the VP Academic the potential of merging the remaining items of Cycle 3 into the start of Cycle 4 so they can begin planning for units to be reviewed under Cycle 4 without any undue delay.</p>	<p>them in the Annual Report to GA and AC</p> <p>The Chair to investigate/discuss with the VP Academic with regard to bringing the QIPs to the Quality Committee in advance of the President’s meeting</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted: The Director of Quality to explore further with the VP Academic and this item will be brought back to the next meeting</p>
<p>6 Annual Quality Report to Academic Council and Governing Authority 2021</p>	<p>The Chair introduced this item: This is the Annual Report which is produced by the Quality Office on behalf of the Quality Committee which the Quality Committee reviews and amends as required. The Director of Quality will circulate a draft report to the Quality Committee by the 12th April to enable members to review and provide feedback at the meeting scheduled on 26th April.</p> <p>The VP Academic requires the report by 10th May to review and bring to the 24th May Academic Council meeting. The report will be submitted to the Governing Authority meeting on 3rd June. The report will cover the period September 2019 to April 2021.</p>	<p>The Quality Office to upload the previous annual reports to the Teams site</p> <p>The Director of Quality to circulate the draft report by 12th April for</p>

<p>6.1 MU Strategy and Quality Office Annual Report 2018-2019</p>	<p>The Director of Quality outlined the two different types of reports which have been submitted between 2014 and 2018. The report for this year could be an amalgamation of the two different types of reports. The report should highlight the key work of the Quality Office and the role and recommendations of the Quality Committee.</p> <p>The Chair requested the Committee to formally accept the Quality Office Annual Report 2018-2019, as in the absence of minutes for the 20th May 2019 meeting we do not know if they were formally accepted.</p>	<p>discussion at the 26th April meeting</p> <p>Accepted</p>
<p>7. QQI engagement and other national activities</p> <p>7.1 QQI AQR (Annual Quality Report) submission 2021</p> <p>7.2 QQI Thematic Analysis of Programme Approval and Review Reports</p> <p>7.3 National Academic Integrity Network</p> <p>7.4 Towards Principles for Accreditation and other Professional Engagements</p>	<p>The Chair introduced this item: The AQR submission is made each year to QQI. The deadline for submission has been extended by QQI from 26th Feb to 26th March 2021 for all HEIs. This is an opportunity for the Quality Committee to input into the AQR.</p> <p>The Director of Quality gave a brief overview of the AQR and would welcome discussion and ideas for input into the AQR, especially Part B, section 2.0 (<i>Internal QA System- enhancement and impact</i>) and 4.0 (<i>additional themes and case studies</i>).</p> <p>The Centre of Irish Language was mentioned as a possible example for a Case Study.</p> <p>The Chair introduced this item: This is an ongoing QQI project. There are concerns around how the Universities approach to programme approval and review/monitoring is presented. Following a meeting with QQI, IUA and Quality Officers it was agreed that IUA working with Quality Officers would redraft the report to ensure a more representative perspective of University practices.</p> <p>The Chair introduced this item: This is a QQI led initiative-established November 2019. NAIN seeking to raise awareness about academic integrity with students and to support HEIs in their work with a variety of enhancement led activities.</p> <p>The Chair introduced this item: This is a QQI led initiative. Principles used are based on an Australian model. It is proposed that all HEIs and PRSBs (Professional, Regulatory and Statutory Bodies) will be invited to subscribe to the principles document with QQI proposing to publish names of all those who subscribe.</p> <p>The Director of Quality stated the original timeframe was the end of February but this may have been pushed out, no contact from QQI has been received as yet.</p>	<p>The Director of Quality to send an email to the Committee outlining the nature of feedback required to inform the Report</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

<p>7.5 NStEP consultation on student engagement framework</p>	<p>The Chair introduced this item: This is a HEA, QQI, USI initiative (established 2016) with an aim to strengthen student engagement in decision making processes and to increase partnership between students and staff with a practical based approach of workshops, training, and capacity building. This is an update of the original framework document. The consultation exercise has been extended to March 1st (from early February). Quality Officers have been invited by the IUA to provide feedback to inform the IUA response. The Director of Quality would welcome Quality Committee members to provide feedback by 23rd February.</p> <p>7.6 QQI Quality in Irish Higher Education 2020 Report</p> <p>7.7 QQI Quality in Action in Higher Education 2020</p> <p>7.8 QQI Thematic Review of the CINNTE Institutional Reviews</p> <p>7.9 QQI Irish National Framework of Qualifications (NFQ) Updated Report on European Qualifications Framework (EQF) Referencing and Self-Certification of Compatibility with Qualifications Framework (QF) of the European Higher Education Area</p>	<p>The Director of Quality to send an email to the Committee regarding the nature of feedback required and the timeline</p> <p>Items 7.6 to 7.9 are all for reading/information and possible discussion at future meetings Item 7.9 is not publicly available yet</p>
<p>AOB</p>	<ul style="list-style-type: none"> The Director of Quality informed the Committee that the Strategy & Quality Office has advertised a one year SEA post to work with the Institutional Research Officer on a project to identify Data for Student Success. Funded through money secured via Alison Hood from the Strategic Alignment of Teaching & Learning Enhancement (SATLE) funding initiative 2020 (National Teaching and Learning Forum and HEA). 	<p>The Committee confirmed this was a welcome development</p>
<p>Next Meeting</p>	<p>The next meeting will take place on Monday 26th April 2021 at 12 noon via Teams.</p>	