

Maynooth University Quality Committee

Teams Meeting 26th April 2021 at 12 pm

Minutes

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

Apologies: Professor Joseph Coughlan, Dr Conor McCarthy

In Attendance: Ms Helen Berry

Agenda Item	Key Points/Decisions	Actions (if any)
1 Membership Update	The membership of the Committee has not yet been completed with the following position yet to be filled: <ul style="list-style-type: none"> External member of Governing Authority 	It was confirmed at Governing Authority that the external member of GA should be confirmed by June 2021
2 Minutes	The Minutes of the meeting on 15 th February 2021 were adopted.	Minutes adopted
3 Matters Arising	The Chair stated that at the last meeting, under matters arising, the ‘MU Incoming Survey 2020’ was scheduled to be included as an agenda item at today’s meeting. Owing to agenda constraints for today’s meeting this will be included instead at the next meeting. The annual survey of all incoming undergraduate first-year students was completed in September 2020.	Put item on the Agenda for the next meeting
4 Annual Quality Report to Academic Council and Governing Authority 2021	The Chair stated this is the Annual Quality Report (AQR) which will go to the Academic Council meeting on 24 th May and the Governing Authority meeting on 3 rd June. The draft AQR was reviewed with feedback for changes agreed. The Director of Quality to update the AQR based on feedback before submitting to Academic Council and to Governing Authority. Arising from discussion on the content of the AQR the following points were noted. <ul style="list-style-type: none"> The Faculty level thematic analysis reports referred to in the report will be presented to the Quality Committee at its next meeting. It was noted that these reports will be 	The Director of Quality to submit the report, with feedback incorporated, to AC and GA

	<p>presented as appropriate to the Dean of Faculty (FSE report) and to UE (all reports).</p> <ul style="list-style-type: none"> • In relation to the subject level reporting that is now available to MU as part of StudentSurvey.ie it was stressed that this is an area of work that the Quality Committee has voiced strong support for previously and that it needs to continue to support going forward. • It was noted that reports should be available to Departments at the end of June. <p>The Chair acknowledged the work of the Quality Office Team for the range of Quality Enhancement initiatives reflected in the Report.</p> <p>The QC noted the dedication of staff and students in endeavouring to promote high standards in respect of quality assurance during an exceptionally challenging period for all.</p>	
<p>5 Update on 3rd Cycle of Quality Reviews</p>	<p>The Chair congratulated the Quality Team on the completion of the University's first virtual Quality Review.</p> <p>The Chair introduced this item and stated that she had followed up with the VP Academic regarding QIP's going to the Quality Committee in advance of the President's meeting. There were some concerns of blurring of Management and Governance functions. The Chair proposed forming a small working group (Fiona, Joe, Joan and Zsuzsanna Zarka/Quality Officer) to reflect on good practice in the use of QIP templates elsewhere, look at the format and what improvements could be made. One meeting to be scheduled before the end of May and return to the Committee with a recommendation. There is an open invitation to Committee members if anyone else would like to join the group.</p> <p>The 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 finalised QIPs were tabled for information. This is the last of the QIPs for the FSE. Finalised QIPs are presented by the Dean of the FSE to UE and are then available for publication on the Quality Office website. AC and GA are given notice of receipt of final documents.</p> <p>5.1 (ii) Estates & Capital Development - Quality Improvement Plan (QIP)</p> <ul style="list-style-type: none"> • Final editing is being completed on this QIP and is on schedule to be completed shortly. <p>5.1 (iii) – Arts, Celtic Studies and Philosophy Quality Reviews</p> <ul style="list-style-type: none"> • History and Music completed this Semester. In the short term, feedback from the internal reviewers will be requested to see if any improvements can be made to the virtual review process. • Six other FACSP Departments scheduled for Semester 1 2021/22. 	<p>Working Group to come back with a recommendation to the QC meeting in May as to the need to develop a QIP template. The Quality Office to implement any changes</p> <p>Noted</p> <p>An update to be provided at the next meeting</p> <p>Noted</p>

<p>5.2 Schedule for 3rd Cycle Quality Reviews</p>	<ul style="list-style-type: none"> • SMLLC changed their week from week beginning of 22nd Nov to week beginning 15th Nov 2021. • Reviews scheduled for Semester 1 2021/2022 --SARs to be completed by June 2021. • Have commenced arrangements for setting up Review Groups, planning for the possibility of either an onsite or virtual visit. <p>The Chair asked when a final decision will be made on virtual vs on-site reviews for next Semester. A decision on this has not been made yet. All potential reviewers are asked to commit to both on-site and virtual review dates. A backup list of external reviewers may need to be requested from some Departments.</p> <p>The Chair raised the question regarding student representatives from outside the University on the review panels. This will be discussed at the next QC meeting in May or the first QC meeting next Semester. It was agreed this is something that should be considered. The potential role that NStep could play in this process was discussed and it was noted that the incoming MSU Vice President of Education, Niall Daly, has experience of the NStep student reviewer process.</p> <p>The Director of Quality brought a proposal, to consider merging Cycle 4 with Cycle 3 and start planning for cycle 4, to the VP Academic. No immediate action is planned but this needs more discussion and clarification.</p>	<p>To be discussed at next QC meeting in May or first meeting next Semester</p> <p>Noted</p>
<p>6 QQI engagement and other national activities</p> <p>6.1 QQI AQR (Annual Quality Report) submission 2021</p> <p>6.2 QQI Thematic Analysis of Programme Approval and Review Reports</p> <p>6.3 National Academic Integrity Network</p>	<p>The Director of Quality gave an update on the following Reports:</p> <ul style="list-style-type: none"> • Extended deadline set for the end of this week- in process. A copy of the report will be tabled for information at the next meeting. • The internal process for preparing the report will be reviewed for next year. • An update of the document, coordinated through IUA, was submitted to QQI 2 weeks previously with a new section included that outlined programme approval and review processes for each of the Universities. A rewrite of other sections was also undertaken to highlight constraints with interpretation. Feedback is that QQI are happy with the updated draft. • This document was published in draft format as NAIN are anxious to have this area addressed as there is an increase in essay mills offering their services in Ireland. Legal structures are now in place to deal with those who sell essays. • There may be an update on this after the IUA Registrars' meeting in June. 	<p>Report tabled at next meeting for information</p> <p>The Director of Quality to inform the VP Academic the Quality Committee is seeking clarification on the University's response to the document</p>

<p>6.4 Towards Principles for Accreditation and other Professional Engagements</p> <p>6.5 NStEP consultation on student engagement framework</p>	<ul style="list-style-type: none"> • This is an updated version of the document that was presented to AC at its last meeting. AC asked members to consider the document and provide feedback and to reconsider the proposal for MU to subscribe to the document at the next AC meeting. • Feedback being requested directly from HoD's- deadline of 5th May. • The updated document and report on feedback received to be presented to the May AC meeting. • It was remarked that this document may present difficulties for some professional bodies who are already trying to meet the demands of other entities whose processes they must comply with. • QQI had indicated that on the 12th April they would post up the Principles document with a list of Entities that have endorsed the Principles. So far, no listing has been posted. <p>This framework was presented to the Quality Committee at its last meeting and members were asked for feedback to submit to IUA who were drafting a sectoral response. Feedback from Committee members and from the Quality Office was used to inform the IUA response. No other information, as yet, as to next steps.</p>	<p>The Director of Quality to contact the IUA to enquire if their response can be shared with Quality Committee members</p>
<p>AOB</p>	<ul style="list-style-type: none"> • The Chair thanked colleagues for engaging with all the Agenda items. • Congratulations to Ms Nicole Carr who has been shortlisted for Postgraduate Champion of the Year Award by USI. • Congratulations to Ms Nicole Carr who has been conferred with the first ever MSU honorary membership. • It was reported that Nicole Carr was re-elected as the MSU postgraduate representative. • Commiserations issued to Julian Nagi who narrowly missed out in his election bid for MSU President. 	
<p>Next Meeting</p>	<p>The next meeting will take place on Monday 31st May 2021 at 11am via Teams.</p>	