



Maynooth University Quality Committee  
Teams Meeting 27<sup>th</sup> September 2021 at 12.10 pm

**Minutes**

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

Dr Zsuzsanna Zarka, Quality Officer attended for Item 4.2

In Attendance: Ms Helen Berry

Agenda Item	Key Points/Decisions	Actions, if any (Follow-up by)
1 Membership Update	The Chair stated the outgoing President agreed to liaise with the incoming President re: filling the final place on the Quality Committee (external member of Governing Authority). The Chair will update on this at the November meeting.  The Chair welcomed Mr Niall Daly, MSU VP for Education to the Committee.	The Chair of the Quality Committee to follow up with the President.
2 Minutes	The minutes of the meeting held on 31 <sup>st</sup> May 2021 were adopted.	Minutes adopted
3 Matters Arising	The Director of Quality gave an update on the following:  <b>Explore capacity to benchmark 1<sup>st</sup> generation students at national level (item 4.1 in May).</b> This is currently not possible as there is no systematic national recording of this	For Note

	<p>information for HE (HEA have not done this for some time). If reports are produced in this area in the future then some comparative analysis may be possible then.</p> <p><b>Notified VPA Academic:</b> of the greater emphasis on employability than on the availability of critical skills or electives in attracting students to MU as per the annual incoming survey.</p> <p><b>Follow up of the annual incoming student survey: Undertake an annual follow up survey of 2<sup>nd</sup> year students.</b> Capacity to do this is now limited as the focus of work is now being taken up on a 'Data for Student Success' project that is part of a wider MU Student Success Initiative.</p> <p><b>High level thematic analysis reports of quality reviews completed. (item 6.4 in May)</b> The Quality Office completed a number of high-level thematic reports on the findings and recommendations from the outputs of the quality reviews undertaken in the Faculty of Social Science, and of Science and Engineering. This included a cross analysis, of the emerging themes to the Strategic Plan, the CINNTE report and the CINNTE follow up report. Moving forward to Cycle 4 these reports should assist in highlighting areas to focus on at Institutional, Faculty or Departmental level.</p> <p><b>National Academic Integrity Network 'Interim Academic Integrity Guidelines' (item 7.4 in May).</b> The MU Teaching &amp; Learning Committee are leading the work on this with various actions undertaken already.</p> <p><b>Under Item 7.5 in May:</b> QQI were made aware that timelines to provide feedback on QQI documents are too short.</p>	<p>For Note</p> <p>The 'Data for Student Success' project lead and executive to be asked to give a presentation at the November meeting.</p> <p>The Chair and Director of Quality to make all Reports available to the Deans. Prioritise/rank items and present to the Deans for their feedback and how this may feed into their own strategic priorities and into the 4<sup>th</sup> Cycle of Quality Reviews.</p> <p>For Note</p> <p>For Note</p>
<p>4 Update on the 3<sup>rd</sup> Cycle of Quality Reviews</p>	<p><b>4.1 3<sup>rd</sup> Cycle Schedule</b> The Director of Quality introduced this item. The six remaining Departments/ Schools in the Faculty of Arts, Celtic Studies and Philosophy will be reviewed this Semester. The reviews will take place virtually.</p> <p><b>4.2 Draft QIP Template and Guidelines</b> The Chair and the Director of Quality thanked the Working Group for the excellent work completed on the documents.</p>	<p>For Note</p> <p>The final version of the document will be sent to the VP Academic for approval.</p>

	<p>The Director of Quality introduced this item and the Committee then went through the document. The format for sign-off for draft and final Quality Improvement Plans (QIPs) were agreed and the use of the term unit is to be reconsidered. It was recommended that academic schools/departments currently under review be provided a copy of section 3 and 4 to use as a QIP template if they wished.</p>	<p>Outline at Deans' meeting how their role integrates more into the revised QIP process.</p>
<p>5 4<sup>th</sup> Cycle of Quality Reviews</p>	<p><b>5.1 Planning for 4th Cycle of Quality Reviews</b>  The Chair introduced this item stressing that this is the main item we will be working on over the coming months.</p> <p>The MSU Vice President for Education gave an overview of his experience with NStep and the joint initiative with QQI on student involvement in the Quality Review process.</p> <p>The Director of Quality introduced the tabled document '<i>Planning for MU Quality Reviews Cycle 4</i>' that highlighted the broad range of areas that need to be considered in planning for Cycle 4 and a discussion followed. In establishing Cycle 4 consultation will be required with various groups such as for example the Deans, the Heads of Administrative Areas, the VP for Research, etc. The proposal will be brought to the VP Academic/University Executive for approval. A lack in process for following up and closure on recommendations especially those that have budgetary implications was noted. This should be integrated into the Cycle 4 process.</p>	<p>The MSU Vice President for Education to give a brief presentation on student involvement in Quality Review processes at the next meeting.</p> <p>The Director of Quality to follow up with the VP for Research for an exploratory discussion regarding reviews of Research Centres.</p> <p>The Director of Quality and Chair to prepare a preliminary schedule for a 4<sup>th</sup> Cycle of reviews, then consult with the VP Academic before bringing a working document to the next Quality Committee meeting.</p>
<p>6 AOB</p>	<p>None</p>	
<p>7 Date of next meeting</p>	<p>The next meeting is scheduled on 22<sup>nd</sup> November 2021 and will take place via Teams</p>	<p>Face to face meetings will be reviewed for the new calendar year</p>