



Maynooth University Quality Committee  
Meeting 29<sup>th</sup> May 2023 at 12.00 pm

**Minutes**

Present: Dr Alison FitzGerald (Chair), Dr Teresa Lee (Secretary), Dr Antonio Cascelli, Professor Joseph Coughlan, Ms Joan O’Riordan Bruton, Mr Gerry O’Sullivan, Ms Sarah Searson

Via Teams: Mr Niall Daly, Mr Craig McGabhann

Apologies: Professor Fiona Lyddy

In Attendance: Ms Helen Berry

Agenda Item	Key Points/Decisions	Actions, if any (Follow-up by)
<b>1. Declaration of Interest.</b>	The Chair asked the Committee members if they had any conflicts of interest.	No conflicts.
<b>2. Minutes.</b>	The draft minutes of the meeting of 21 <sup>st</sup> April 2023 were accepted as accurate.	Minutes adopted.
<b>3. Matters Arising.</b>	<p><b>International Education Mark (IEM)</b> The Director of Quality confirmed that the official documents have not been released and are expected from QQI in the next few weeks. Once they are received, the Director of Quality will collaborate with the Vice President International, the Director of Internationalisation and the Registrar to ensure MU is prepared for a submission of its application for the IEM.</p>	The Director of Quality will provide updates as needed.

	<p><b>QC Annual Quality Report 2023</b> The Director of Quality confirmed that the QC Annual Quality Report was submitted for note to the Academic Council meeting on the 22<sup>nd</sup> of May and will be submitted for note to the Governing Authority meeting on the 8<sup>th</sup> of June.</p> <p><b>Presentation from the Strategy &amp; Quality Office to Governing Authority</b> The Director of Quality reported that she is to give a presentation to the Governing Authority meeting of the 8<sup>th</sup> of June in which key activities and outcomes from the Strategy &amp; Quality Office will be highlighted.</p> <p><b>External Audit of the Strategy and Quality Office</b> The Director of Quality stated that the audit is progressing well. The Director of Quality is currently following up on final queries received from Mazars.</p>	<p>For note</p> <p>For note</p> <p>For note</p>
<p><b>4. Third Cycle of Quality Reviews.</b></p>	<p><b>4.1 Quality Reviews: Follow-up reports:</b> The Director of Quality presented a preliminary report of the analysis of the follow-up reports from the Faculty of Social Sciences and the Faculty of Science and Engineering outlining: the status of implementation of recommendations; the categorisation of recommendations across six broad themes; the breakdown of recommendations across the six broad categories by Faculty with the number of recommendations implemented, partially implemented, not implemented or unknown indicated and; the nature of recommendations identified as not-implemented.</p> <p>A discussion followed on high/medium/low priorities and the need for more emphasis on research going forward. It was stressed that some recommendations are not under the control of the Department. It was agreed to differentiate recommendations in the analysis report according to whether they were categorised as university or departmental-level recommendations. It was also agreed, where it had been indicated by an academic unit, to highlight instances where a recommendation was no longer relevant for the unit.</p> <p>The Director of Quality confirmed the academic units of the Faculty of Arts, Celtic Studies and Philosophy will be requested for their follow-up reports in September, with submission due in December 2023. An analysis of the status of implementation of the FACSP units' recommendations will then be undertaken.</p>	<p>The Director of Quality to present the full report at the next QC meeting.</p> <p>Recommendations to be categorised further as being departmental or university level recommendations. Instances where a recommendation is no longer relevant to be highlighted where this was indicated by a unit.</p>

	<p><b>4.2 Faculty analysis reports:</b></p> <p>The Director of Quality introduced this item. This relates to how themes/issues highlighted in reports are being addressed where follow-up action requires faculty or university-level intervention or support. The Director of Quality engaged with the VPA on this matter, and it was generally agreed that most issues are dealt with and considered over time as part of the University’s planning processes whilst others could be classified as being deliverable over a reasonable time frame. The Committee observed that a road map is needed for units to assist them in progressing these items. The Committee asked that these matters be explored further with the VPA and in particular in relation to how such recommendations are addressed via follow-up action(s) at Faculty Executive level and how progress made with these recommendations are fed back to the Quality Committee.</p> <p>It was remarked that the use of a tracker system to monitor progression made with the implementation of these recommendations might be a useful development. It was also observed that a reasonable time frame for delivery of certain items could be 5 years or longer. It was highlighted that consideration of resources and facilities are part of the European Standards &amp; Guidelines (ESG).</p>	<p>The Director of Quality to follow up with the VPA and the Deans in terms of a decision.</p>
<p><b>5. Fourth Cycle of Quality Reviews.</b></p>	<p><b>5.1 Student participation in Quality Review process.</b></p> <p>The Director of Quality introduced this item indicating that the focus is on increasing the student voice in quality review processes. The Director also outlined plans for staff and student workshops to explore this area. It was agreed that more student engagement in the Quality Review process would be beneficial.</p> <p>It was reported that following a meeting between the MSU President and the Director of Quality it was considered advisable to restructure the format of the workshops as follows:</p> <ul style="list-style-type: none"> <li>• Proceed with staff workshop on 13<sup>th</sup> or 14<sup>th</sup> June, led by MSU. A written outcomes/ideas report to be prepared on foot of this workshop.</li> <li>• Host a student workshop in late September, led by MSU. (ND to confirm with incoming MSU President that MSU are in a position to support and lead on this workshop). A written outcomes/ideas report to be prepared on foot of this workshop.</li> <li>• The two outcomes/ideas reports from the workshops to be used to produce a composite report to inform deliberations at a final workshop of staff and students in mid-October (led by MSU). A final outcomes report will be produced with a series of recommendations.</li> </ul> <p>The decision not to proceed with a student workshop in May was in recognition of the fact that most students have already departed for the Summer.</p>	<p>MSU to lead the three workshops.</p> <p>The outgoing MSU President to consult with the incoming MSU President re the feasibility of MSU supporting and leading on the 2<sup>nd</sup> and 3<sup>rd</sup> workshop. The MSU President to confirm outcome with the Director of Quality.</p>

<b>6. QCI Matters.</b>	<p><b>6.1 Advanced draft of QCI QA Guidelines for Providers of Programmes supported by Digital Education.</b></p> <p>The Director of Quality introduced this item and a discussion on the draft document followed. The guidelines were considered worthwhile although there were concerns expressed in relation to the scope of the document, its wide remit, its prescriptive tone, and the implications for reporting that were considered onerous.</p> <p>The Director of Quality is collating feedback on the draft document to produce an MU submission for QCI.</p>	<p>The Director of Quality to send a Word version of the document to the Committee members requesting feedback by Tuesday 6<sup>th</sup> June.</p>
<b>AOB.</b>	<ul style="list-style-type: none"> <li>• The Chair informed the Committee this is Niall Daly's last meeting, thanked him for being such a strong advocate for the student voice and wished him well in his future endeavours.</li> <li>• A member suggested that regarding blended learning, Micro-credentials be added to on-line learning.</li> <li>• A member informed the Committee that the UK will exit the Erasmus Programme in May and we will lose our relationship with the UK. It was agreed to invite the VP International to a Quality Committee meeting to discuss international matters.</li> <li>• The Director of Quality informed the Committee that the Student Survey conducted this year was very successful with improved response rates and it is expected that dashboards will be available for most academic units.</li> <li>• The Chair thanked Helen Berry, Teresa Lee and all the Committee members for their excellent work and support throughout the Year.</li> <li>• The Committee thanked the Chair for an outstanding job done.</li> </ul>	<p>The VP International to be invited to a future meeting.</p>
<b>Date of next meeting.</b>	<p>The Chair informed the Committee there will be a new Governing Authority appointed in November and the next Quality Committee meeting will take place prior to that, date to be confirmed.</p>	<p>A date for the next QC meeting to be confirmed.</p>