



Maynooth University Quality Committee
Teams Meeting 29th November 2021 at 12.10 pm

Minutes

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

Apologies: Ms Nicole Carr, Mr Niall Daly, Professor Fiona Lyddy

Mr Eddie Corr, Project Executive Data for Student Success attended for Item 4

In Attendance: Ms Helen Berry

| Agenda Item | Key Points/Decisions | Actions, if any (Follow-up by) |
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| 1 Membership Update | The Chair introduced this item and stated she has spoken to the President who has confirmed she will follow up on the appointment of an external member of Governing Authority to the Committee. | The President has confirmed she will follow up on the appointment of an external member of Governing Authority to the Committee. |
| 2 Minutes | The minutes of the meeting held on 27 th September 2021 were adopted with the following changes: Item 1 Under Action Item change to: The Chair of the Quality Committee to follow up with the President . Item 5.1 change to: The Chair introduced this item stressing that this is the main item we will be working on over the coming months. The minutes were then accepted as accurate. | Minutes adopted. |
| 3 Matters Arising | There were no matters arising. | |

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| <p>4 Data for Student Success Project</p> | <p>The Chair introduced this item outlining how the project is one of three strands of work being undertaken as part of an MU 'Student Success Initiative' funded under the Strategic Alignment of Teaching & Learning Enhancement (SATLE) funding call of 2020.</p> <p>Mr Eddie Corr, Data for Student Success Project Executive, based in the Strategy & Quality Office working under the direction of Dr Laura McElwain, Institutional Research Officer, gave an overview of the Initiative which aims to further embed a shared vision and culture of student success at MU and enhance the University's capability to support students to achieve their full potential. The three strands of work underway as part of the Initiative provide for: an exploration of approaches to support student engagement and re-engagement (Working Group (WG) 1); the development of a student success strategy and proposed framework for student success at MU (WG2); and in the case of EC's own work, exploring how student data may be used to inform and support student success and to also develop a learning analytics guideline/policy document (WG3).</p> <p>The Chair noted this very positive development and congratulated those involved in securing funding for this initiative. Committee members agreed that this is a welcome initiative. It was noted that a Steering Group was in place overseeing and coordinating the work of the three working groups. In response to queries from Committee members the following was noted:</p> <ul style="list-style-type: none"> • There are numerous sources of data across the University that have great potential to inform work in supporting student success. • Work on defining what is meant by student success forms part of the Initiative. • Communication will be key, and the feedback loop is critical to students and staff. • The draft policy/strategy documents will go through the consultative/steering group for feedback, to the Faculty T&L Committees, the T&L Committee and to Academic Council for approval. • The principal of transparency and informed consent applies to staff and students in terms of the Virtual Learning Environment. | <p>A copy of the presentation to be sent to all Committee members and the Committee members to follow up with Eddie Corr on any further ideas they have for the project.</p> <p>The Committee to continue to engage with the project as required.</p> |
| <p>5 High level thematic</p> | <p>The Chair introduced this item and highlighted that two thematic analysis reports were completed and circulated to the Quality Committee earlier this year. The Chair and the</p> | <p>The Chair of the QC and the Director of Quality to finalise the thematic analysis</p> |

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| analysis reports of Quality Reviews | Director of Quality are working on a ranking order for themes identified in the reports. Themes are cross referenced to action items in the MU Strategic Plan and to recommendations in the MU CINNTE report together with the associated CINNTE QIP follow-up report. This work will be presented to the Deans to explore how key themes may be progressed either at an institutional or at a faculty level. It may also be used in informing preparations for the 4 th Cycle of Quality Reviews or to identify themes for exploring during Cycle 4. This is a work in progress and should be completed by the end of the Semester before being brought forward to the Deans. | ranking report by the end of this Semester, forward to the VP Academic and update the Quality Committee in the New Year. |
| 6 3 rd Cycle of Quality Reviews | <p>The Chair introduced this item and noted that the last review for FACSP took place this week. All reviews for FACSP were undertaken virtually.</p> <p>The Director of Quality noted the virtual quality reviews worked very well.</p> <p>The Chair congratulated the Team in the Strategy and Quality Office for completing the Cycle of virtual reviews under difficult circumstances.</p> | For note. |
| 7 4 th Cycle of Quality Reviews | <p>7.1 Student Engagement in Quality Reviews The Chair informed the Committee that Mr Niall Daly, VP Education, MSU was due to give a presentation but has been unavoidably detained. The apologies were noted, and it was agreed that this item will be revisited.</p> <p>7.2 Schedule of Reviews for Cycle 4 The Director of Quality is in contact with the VP Academic (VPA) and VP Research to explore how Units under their brief might be reviewed in Cycle 4. The VPA is also being consulted to devise a draft Cycle 4 plan and approach for Cycle 4 reviews across the University. This may also need discussion at University Executive. The draft schedule for Cycle 4 should be finalised by next Semester.</p> <p>7.3 Draft QIP Template and Guidelines The Director of Quality highlighted the changes made to the draft on foot of the previous meeting. All units in the FACSP provided with a copy of the draft template, to use on a voluntary basis, will be invited to provide feedback that can be used to inform final amendments. The draft is also with the VPA for comment.</p> | <p>Item to be revisited.</p> <p>The Director of Quality to consult with the VP Academic and bring a draft schedule for Cycle 4 to the next Quality Committee meeting.</p> <p>Document to be used as a Pilot for Cycle 3 with finalised document ready for Cycle 4 Reviews. The document to be brought to the February 2022 meeting for final sign off.</p> |

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| | The Chair thanked the Working Group and the Committee for all their work and input into the draft document. | |
| AOB | <ul style="list-style-type: none"> • MU Framework for Quality: Work on this will commence in the New Year. • The invitation for submission of the 2022 Annual Quality Report (AQR) was received from QQI with a deadline of 11th February 2022. • QQI launch their <i>Statement of Strategy 2022-24</i> on 30th November. The Director of Quality will share the invite link and will distribute a copy of the Statement to members. • It was noted that a draft joint-sectoral protocol between designated awarding bodies and Quality and Qualifications Ireland (QQI) for the inclusion of qualifications within the National Framework of Qualifications is currently under discussion. The IUA is working with the universities and with QQI to finalise the protocol with the expectation it will be completed early in the new year. • Departments received an update last week from the Dean of T&L regarding student evaluation of learning including an outline of positive initiatives and resources for module surveys on Moodle and a teaching evaluation initiative. It was agreed that the Committee needs to have some oversight/insight into how initiatives are taken up and how feedback loops are closed. | <p>The Chair and the Director of Quality to meet in January to prepare a briefing for the QC.</p> <p>For note.</p> <p>The Director of Quality to share the meeting link and to circulate a copy of the QQI Statement of Strategy.</p> <p>For note.</p> <p>The Chair of the QC to invite the Dean of T&L to the February meeting for further discussion including oversight of student evaluation processes.</p> |
| Date of next meeting | <p>Date of the next meeting is Monday 14th February at 12 noon to be held via Teams.</p> <p>The Chair thanked everyone for their great work on the Committee this year.</p> <p>The Director of Quality thanked the Chair and all members of the Committee for their hard work over the last year.</p> <p>The Chair and the Director of Quality thanked Ms Helen Berry for the excellent support and administration of the Committee this year.</p> | |