

Maynooth University Quality Committee

Teams Meeting 30th November 2020 at 2pm

Minutes

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

Dr Joe Curran and Dr Alison Hood 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 Ms Nicole Carr who has replaced Ms Rebecca Kavanagh as the Postgraduate Representative</p> <p>The membership of the Committee has not yet been completed with the following positions yet to be filled:</p> <ul style="list-style-type: none"> • Faculty member from Arts, Celtic Studies and Philosophy • Faculty member from Social Sciences • External member of Governing Authority 	<p>The Vice President for Academic to bring this item to the Academic Council meeting in December The President is in the process of appointing the external GA member. Gender balance to be sought.</p>
2 Minutes	<p>The Minutes of the meeting on 15th September were adopted</p> <p>The Director of Quality spoke to the previous Committee Chair who confirmed that the minutes of the 15th February were most likely adopted. The minutes for 20th May 2019 were still outstanding. The Chair suggested, and it was agreed, to adopt the minutes of 15th February 2019 from the previous Committee and to continue to follow up on the outstanding minutes of 20th May 2019 with the former Chair</p>	<p>Quality Office to follow up with former Chair on the outstanding minutes of 20th May 2019</p>
3 Matters Arising	<ul style="list-style-type: none"> • 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. 	<p>All agreed</p>

	<ul style="list-style-type: none"> • The Director of Quality gave an update on the status of the QQI Thematic Report of Programme Review. QQI have convened a meeting next week to review an updated draft of their report. The Director of Quality will give an update of further outcomes at the next QC meeting. • Letters of thanks have been sent to the previous Quality Committee members 	<p>The Director of Quality will give an update at the next meeting</p>
<p>4 MU Student Feedback and Teaching Evaluation Project</p>	<p>Dr Joe Curran gave a presentation on the Student Feedback and Teaching Evaluation Initiative</p> <p>The aim of the initiative is to examine how qualitative and quantitative approaches to student feedback and teaching evaluation, at module and programme level, can support the enhancement of the student learning experience and contribute to the continuing professional development of staff who teach</p> <p>There are two strands:</p> <ul style="list-style-type: none"> • Exploring and piloting a range of student feedback mechanisms; including in-class digital feedback approaches such as formative feedback apps. • Exploring and piloting developmental approaches to the evaluation of teaching. <p>The project aims to foster ongoing collaboration between students and staff.</p> <p>Progress to date:</p> <ul style="list-style-type: none"> • Literature review on student feedback which includes recommendations for guiding feedback gathering processes. • Communicating with partners, documenting existing practice, and forming networks beyond the Initiative team. • Feedback pilots in progress – a range of qualitative and quantitative approaches across disciplines and year groups, and across modules and programmes. • ‘How to’ guides are in development • Planning the teaching evaluation strand of Initiative <p>Ongoing work and final outputs.</p> <ul style="list-style-type: none"> • Complete and document teaching evaluation pilots. • Case study reports on the student feedback aspects of the project that will be available to the wider Maynooth University community. • A portfolio of evidence-based outputs providing practical guidance on approaches to student feedback and teaching evaluation. <p>A discussion followed and everyone agreed this was an excellent initiative. The feedback to students in such a short timeframe was commended. Members of the Committee highlighted the importance of closing the cycle of feedback where evaluations were concerned.</p> <p>The Dean of Teaching and Learning discussed the potential to use outputs to inform other QA processes. It was agreed that the</p>	<p>If any member of the Committee would like to provide feedback they should send an email to joe.curran@mu.ie</p>

	<p>Quality Committee could play a role in this area working in collaboration with the Dean of Teaching and Learning. All the project outputs should be available in May. They will be available on the webpage of the Office of the Dean of Teaching and Learning.</p>	
5.1 Update on 3 rd Cycle of Quality Reviews	<p>The Director of Quality gave an update on the 3rd Cycle of Quality Reviews</p> <p>Faculty of Science & Engineering and Estates & Capital Development Quality Improvement Plans (QIPs) Work is currently underway to bring the QIPs for the Faculty of Science and Engineering and the Estates and Capital Development Unit to completion with a timeline projected for the end of February.</p> <p>5.1a Arts, Celtic Studies & Philosophy Quality Reviews Update The Director of Quality presented an updated schedule for the Faculty of Arts, Celtic Studies and Philosophy Quality Reviews. Two Departments will be reviewed in Semester 2 2020/21 and six Departments will be reviewed in Semester 1 2021/22</p> <p>5.1b FACSP Internal Reviewers List The Director of Quality presented the confidential list of internal reviewers drawn from the Faculty of Social Sciences and Science and Engineering, Senior Lecturer and above. Two internal reviewers are required for each Quality Review and gender balance is sought.</p> <p>5.1c Interim Measure for MU Quality Review: Virtual Site Visits The Director of Quality presented a document on Virtual Quality Reviews, that provides a contingency plan to enable quality reviews to continue to take place during the prevailing Covid-19 climate.</p> <p>A discussion followed and it was recommended that two external reviewers be required for a review to proceed and that the reviews scheduled for next Semester be virtual.</p>	<p>Noted</p> <p>Noted</p> <p>Noted the updated list was received and internal reviewers will be drawn from the list</p> <p>The Director of Quality to discuss recommendations with the VP Academic and Dean</p>
5.2 Updating the schedule for 3 rd Cycle Quality Reviews	<p>The Director of Quality presented a document outlining the current status of the schedule for 3rd Cycle Quality Reviews together with proposals for bringing each item on the schedule forward.</p>	<p>All agreed for the Director of Quality to discuss all proposals with VP Academic</p>
6 QQI Engagement and Reporting Activities	<p>The Director of Quality discussed the Annual Quality Report (AQR) which is completed by the Quality Office and required by QQI every year. It has two parts, the first on Quality Assurance Policy and Procedures which requires small changes from year to year and the</p>	

	<p>second part on Quality Enhancement and actions undertaken in the previous Academic Year. This year the format for the AQR, and in particular the second part, has changed giving Institutions a lot more autonomy.</p> <p>The Director of Quality requested input/ideas/case studies for the completion of part two of the Report. The submission date for the Report is 26th February 2021. There is an expectation that we will include reference to COVID19.</p>	<p>The Director of Quality to send a brief email to the Committee outlining the nature of feedback needed to inform the Report. The feedback is required before Christmas</p>
AOB	<ul style="list-style-type: none"> • The National Student Survey 2021 is scheduled for February. It covers 1st and Final Year Undergraduates, taught Postgraduates and this year research Postgraduates. This year MU will be in a position to analyse returns in greater depth which will be very helpful. MU normally receive the results in May and expect to be able to Report in June 2021. • The MU Incoming Survey 2020 which is the annual survey of all incoming Undergraduate first year students was completed in September 2020 <p>These items will be on the Agenda for the next meeting</p>	<p>Put items on Agenda for next meeting</p>
Next Meeting	<p>The next meeting will take place on Monday 15th February 2021 at 12 noon via Teams</p>	