



Maynooth University Quality Committee

Teams Meeting 31st May 2021 at 11 am

Minutes

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

Dr Laura McElwain, Institutional Research Officer attended for Item 4.1

Dr Zsuzsanna Zarka, Quality Officer attended for Item 6.1

In Attendance: Ms Helen Berry

Agenda Item	Key Points/Decisions	Actions, if any (Follow-up by)
1 Membership Update	<p>The position on the Committee for an external member of Governing Authority is still vacant. The Chair of the Governing Authority has committed to filling this position as soon as possible.</p> <p>The Chair thanked Mr Julian Nagi for the exceptional job in his role as MSU VP for Education and his involvement, commitment, and engagement with the Quality Committee.</p>	Follow up- <i>Chair of the Quality Committee (QC).</i>
2 Minutes	<p>The following amendments were made to the minutes of the meeting on 26th April against the item AOB:</p> <ul style="list-style-type: none"> • Congratulations to Ms Nicole Carr who has been shortlisted for Postgraduate Champion of the Year Award <i>by USI.</i> 	Updated minutes accepted.

	<ul style="list-style-type: none"> It was reported that Ms Nicole Carr was re-elected as the <i>MSU</i> postgraduate representative. Commiserations issued to Mr Julian Nagi who narrowly missed out in his election bid <i>for MSU President</i>. 	
3 Matters Arising	<ul style="list-style-type: none"> The Director of Quality reported that the StudentSurvey.ie 2021 results were recently made available. The Director of Quality provided a short sectoral outline of Student representation on quality review panels and brief discussion ensued. 	<ul style="list-style-type: none"> Indicator level reports for departments with sufficiently high response rate scheduled for end June/mid-July (<i>Strategy & Quality Office</i>). Item to be scheduled for discussion at next meeting.
4 Annual Incoming Survey	<p>4.1 Annual Incoming Survey 2020/21 Report</p> <p>Dr Laura McElwain, Institutional Research Officer gave a short presentation on this Survey. The Quality Committee voiced its support for: additional capacity to enable earlier reporting across the University on the survey; undertaking a follow-up report of students in second year; and having an institutional-wide calendar of surveys.</p>	<ul style="list-style-type: none"> Explore capacity to benchmark, at the national level, findings on first generation students (<i>Dr McElwain</i>). Committee's observation of a need to look closely at the greater emphasis on employability than on the availability of critical skills or electives in attracting students to MU to be brought to the attention of the VP Academic (<i>Director of Quality</i>). Explore benefit and potential of undertaking an annual follow-up survey of students, and of having an institutional-wide calendar of surveys in place (<i>Director of Quality</i>).
5 Annual Quality Report to Academic Council and Governing Authority 2021	It was reported that this document was submitted to Academic Council on 24 th May 2021 and to Governing Authority for their 3 rd June meeting.	Noted
6 Update on 3 rd Cycle of Quality Review	<p>6.1 Report from Working Group on QIPs and Template</p> <p>The Chair of the Working Group (Fiona Lyddy) gave an overview of the tabled report and thanked the group for their input. The Groups' recommendation that a template and guidelines be produced was accepted by the Committee.</p>	<ul style="list-style-type: none"> Update the report in preparation for circulation beyond the Committee (<i>Chair of the Working Group</i>). Seek feedback from the VP Academic to inform the current proposal. (<i>Director of Quality</i>). Develop draft template and guidelines to present at next meeting (<i>Director of Quality</i>).

	<p>The Chair and Director of Quality introduced the following items:</p> <p>6.2 (i) Estates and Capital Development: Quality Improvement Plan (QIP).</p> <p>6.2 (ii) Arts, Celtic Studies and Philosophy Quality Reviews: An update on progress with the quality reviews of the Faculty was provided.</p> <p>6.2(ii) List of Internal Reviewers: The Committee were updated on progress in appointing internal review panel members. The Committee confirmed it was satisfied that the process in appointing internal reviewers was being followed correctly.</p> <p>6.3 Schedule for 3rd Cycle Quality Reviews: This item was not discussed.</p> <p>6.4 High level thematic analysis reports of Quality Reviews completed</p> <p>6.4(i) FSE Thematic Analysis Report: It was noted that this report was submitted to the Dean of the Faculty of Science & Engineering and VP Academic on 21st May 2021.</p> <p>6.4(ii) Cross Faculty Thematic Report: It was noted that this report was submitted to the VP Academic on the 21st May 2021 together with the reports on which this spreadsheet was based on.</p> <ul style="list-style-type: none"> • The Quality Committee remarked that it is keen not to lose sight of important items such as succession planning for HOD's and retirements. • The Quality Committee thanked Dr Zsuzsanna Zarka, Quality Officer for the excellent work on these reports. 	<p>Final QIP Noted</p> <p>Noted</p> <p>Noted</p> <p>Include in the agenda of next meeting (<i>Chair</i>)</p> <p>Noted</p> <p>Discuss with the VP Academic as to the use of the reports going forward (<i>Director of Quality</i>).</p>
7 QQI engagement and other national activities	<p>The Chair introduced these items and the Director of Quality gave an update on the following Reports:</p> <p>7.1 QQI AQR (Annual Quality Report) submission 2021:</p>	

	<p>The report was submitted to QQI in April 2021 and is published on the QQI website.</p> <p>7.2 QQI Public consultation on QQI Statement of Strategy 2022-2024: QQI is currently consulting on its next three-year strategy 2022-2024 and has issued a survey to solicit feedback.</p> <p>7.3 QQI Thematic Analysis of Programme Approval and Review Reports: QQI are now consulting with the original drafters of the report.</p> <p>7.4 National Academic Integrity Network ‘Interim Academic Integrity Guidelines’ (2021): The document is an update from the previous version circulated and is now published on the National Academic Integrity Network (NAIN) as a working draft. The new document states clearly that it is not a statutory document.</p> <p>7.5 QQI Principles for Accreditation and other Professional Engagements: An updated version of the document was presented to Academic Council (AC) on 24th May and it was approved with notice to be provided to QQI on a number of matters of concern to the AC. The Chair acknowledged the input from everyone into this document during a very busy period.</p> <p>7.6(i) The Path to a New National Approach to Student Engagement in Decision Making. It was noted that the final version of the Framework was launched on 27th May 2021.</p> <p>7.6(ii) IUA feedback on <u>NStEP consultation on student engagement framework (2020-2021)</u> This is a copy of the IUA submission made as part of the NstEP consultation process that the IUA are happy to see shared with the Quality Committee.</p>	<p>Noted</p> <p>Provide feedback to the Director of Quality by 4th June 2021 to feed into QQI consultation process (<i>Quality Committee members</i>).</p> <p>Noted</p> <p>Follow up with the VP Academic as to how the University is responding to this document. Update Committee at its next meeting (<i>Director of Quality</i>).</p> <ul style="list-style-type: none"> • Future submissions to AC clearly differentiate between documents considered/endorsed by the QC and those that were not (<i>Quality Committee/Director of Quality</i>). • Provide feedback to QQI regarding the timelines required to consider documents for approval (<i>Director of Quality</i>). <p>Noted</p> <p>Noted</p>
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AOB	<ul style="list-style-type: none"> • TU, Dublin is joining the IUA as a member from 1st June 2021. • Congratulations to Ms Nicole Carr who was voted Postgraduate Champion of the Year by USI. • A schedule of meetings for the next academic year will be circulated before September. • The Chair thanked the VP Academic for his continued support, the Quality Committee members for their active engagement and their contributions, the Director of Quality and the team in the Strategy & Quality Office for all their hard work throughout the year (virtual round of applause). • The Director of Quality acknowledged the hard work of the Strategy & Quality Team, the Chair of the Committee and all the Quality Committee members. • Fiona Lyddy thanked the Chair, the Director of Quality and the Office Team for the excellent way of conducting the Committee meetings. 	A schedule of meetings for the next academic year will be circulated before September (<i>Chair</i>).
Next Meeting	The next meeting will take place in September 2021.	