

Quality Committee Meeting Minutes: 7th March, 2018

Present: Paula Murray (Chair), Marie Griffin, Siobhán Harkin (Secretary), Jeneen Naji, Stephen Buckley

Apologies: Anne Ryan, Killian Brennan, Colin Graham, Niamh Halpenny

1. Minutes of last meeting

The minutes of the meeting of 16th January 2018 were adopted.

2. Matters Arising

The Director of Strategic Planning and Quality informed the Committee about her forthcoming extended medical leave.

The letter to Dr Alison Hood, Dean of Teaching and Learning noting the Committee's concerns regarding SELE has been finalized for signature by the Chair.

The Director of Strategic Planning and Quality informed the Committee about proposed changes to the Terms of Reference (ToR) for the Collaborative Provisions sub-committee and the Programmatic Review working group. Following discussion, members agreed to change the ToR and set both up as ad-hoc working groups chaired by a member of the Quality Committee. Jeneen Naji will chair the ad-hoc Working Group on Collaborative Provision, and Stephen Buckley will chair the ad-hoc Working Group on Developing a Framework for Programmatic Review of Omnibus degrees. The Quality Office will provide support for both working groups. The Committee was informed that the Dean of International Affairs welcomed the development of an ad-hoc working group on Collaborative Provision.

3. Correspondence

No.

4. Update on 3rd cycle of quality reviews in 2017-18

The Director of Strategic Planning and Quality provided an update to the Committee, noting that list of internal reviewers has been finalized.

The Committee was informed that review teams are in place for all forthcoming internal reviews. Internal reviews have been scheduled in semester two for the Departments of Design Innovation,

Business, Economics, Finance and Accounting, and Geography. The internal reviews of the Kennedy Institute and Campus Planning and Development and all its related areas have both been scheduled for October 2018.

The Director of Strategic Planning and Quality informed the Committee that the Quality Improvement Plans with the Education departments are currently being closed out. Once they are closed out, the plans will go to the University Executive. The synthesis report on the peer review reports will go the University Executive, Academic Council and Governing Authority for noting. The Quality Improvement Plans for IT Services, Human Resources and Finance are also nearing closing out.

Following discussion about any recurring issues that are also appearing in the new reviews, the Committee noted that the synthesis report is alluding to such common learnings. The Committee welcomed the availability of faculty-level learnings from departmental reviews and the strategic opportunities this shift represented for the University.

The Committee also noted that the Registrar will decide who will oversee the internal quality reviews that are scheduled for semester two.

5. Updated Quality Assurance and Enhancement Framework

Professor Jim Walsh joined the Committee for this item.

The Director of Strategic Planning and Quality introduced this item noting that members of the Committee received two versions of the document to enable members to see where changes were made. Prior to reviewing all the changes made to the framework document, the Director noted that while some updates were made to the ToR to reflect QQI's language, the majority of changes relate to the language around quality reviews process (such as shifting from 'panel' to 'peer review group'). In addition, references to the previous Strategic Plan were removed to ensure the framework document withstands the test of time.

The Committee welcomed the addition of formal annual dialogue meetings with unit-level heads on progress and executive development to link departmental planning to quality review processes. The Committee noted that such review conversations already took place with the Library, Student Services and the Research office, and review statements were also produced.

The Committee noted that while linked providers are currently only considered in the national context, the proposed ad-hoc working group on collaborative provisions will incorporate international partners in its remit. The Working Group, working with the Quality Office, will also map all such arrangements.

The Committee agreed to amend the proposed follow-up process by adding annual updates from unit heads to the annual reporting issuing from the Director of Strategic Planning and Quality.

Following minor edits, the framework document will go to Academic Council and the University Executive for noting and will also be published on the Quality Office's webpage for transparency and openness.

6. QCI Cinnte Institutional Review

Professor Jim Walsh, CINNTE Institutional Coordinator, briefed the Committee on the purpose, objectives, process elements and the composition of the international review team for the forthcoming Institutional Review. Updating members of the Committee on the leadership and governance structures for the Review, the Coordinator outlined the functions and the rationale for membership of the various structures.

Outlining the planned methodologies and content details for the Institutional Self-Evaluation Report (ISER), the Coordinator described the Quality Committee's engagement in the Institutional Review process.

The Committee would dedicate a special meeting to reflection on Quality Committee's role and activities in Quality Assurance (QA) and Quality Enhancement (QE) processes at the University, and produce a report as input to the ISER. Members of the Committee agreed to schedule a special meeting to reflect on the effectiveness of Committee and its relationship with the governance structures of the University.

The Coordinator left the meeting after item 6.

7. 3rd Cycle Quality Reviews: Results from Reviewer and Staff Surveys

Dr Zsuzsanna Zarka, Quality officer presented the Committee with the results of the reviewer and staff surveys distributed among individuals involved in the third cycle of quality review processes at the University.

Members noted that the Quality Office is following up on the recommendations and has already made amends to processes in this cycle of the reviews. Members also agreed that the surveys would be published on the Quality pages of the University website.

8. Overview of Professional and Statutory Body Accreditation

Dr Zsuzsanna Zarka, Quality officer presented the Committee with an overview of the professional and statutory body accreditation activities at the University. The Secretary noted thank you for the Quality Officer for compiling the table.

Noting that details in the table would be finalized and confirmed with respective Heads of Department, the Quality Officer informed members that the table will be presented to Academic Council for noting, and will also be published on the Quality pages subsequently.

9. A.O.B.

No.

Members of the Committee agreed to schedule a meeting dedicated to reflection on the Committee's role and activities in the Quality Assurance and Quality Enhancement processes of the University.