

## Quality Committee Meeting Minutes: 19<sup>th</sup> September, 2017

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Present: Paula Murray (Chair), Anne Ryan, Colin Graham, Marie Griffin, Niamh Halpenny, Stephen Buckley, Siobhán Harkin (Secretary), Zsuzsanna Zarka (in attendance)

### 1. Minutes of last meeting

The minutes of the meeting of 14<sup>th</sup> June 2017 were adopted.

### 2. Matters Arising

The Terms of Reference of the Committee were recirculated to the Members as requested.

The Secretary of the Quality Committee has written to the Secretary of the Governing Authority (GA), requesting that the matter of a nominee from amongst the academic members of GA be addressed; the matter will be raised at the GA meeting of 21<sup>st</sup> September, 2017.

### 3. Update on 3<sup>rd</sup> cycle of quality reviews

The Director of Quality updated the Committee on the status of recent internal quality reviews undertaken in the Faculty of Social Sciences and unit-level reviews.

Seven departmental reviews have been undertaken and all bar one of the final peer review group reports have been received. Quality improvement plans are in preparation, setting out its specific response to addressing areas for improvement and enhancement. The Quality Office will bring all seven reports to the next meeting of the Quality Committee, as well as presenting on emerging themes arising from the peer review group reports. The Director of Quality informed the Committee that the internal and external reviewers, as well as staff of the Departments were to be surveyed in relation to their experience of the quality review process.

The Committee welcomed the update and expressed their interest in receiving the reports, presentation and results of the survey in the upcoming period.

The Committee questioned the status of preparation of the outstanding Quality Improvement Plans from the Registry and from Human Resources. The Director of Quality informed the Committee that her Office had not received a QIP following the Registry review. The Human Resources QIP will be completed by the end of 2017. The Committee expressed its concern in relation to the lack of a QIP from the Registry and associated units; the Director of Quality confirmed that she would contact the Registrar in this regard. The Committee discussed its terms of reference in relation to “oversight” in respect of the full implementation of quality reviews.

#### **4. Internal Peer Reviewers: Finance Office**

A list of potential internal quality reviewers for the upcoming review of the Finance function (25<sup>th</sup> – 26<sup>th</sup> October, 2017) was tabled, and in line with the University's current quality guidelines, the Quality Committee reviewed and considered the list. The recommendation that additional expertise from the administrative and technical staff of the University was made, and with those additions, the list was endorsed.

#### **5. Office of the Director of Strategy and Quality: Annual Report on Quality Assurance 2016/17**

The draft report of the Office of the Director of Strategy and Quality was considered and discussed by the Committee. The following points and observations were made:

- A significant level of activity has occurred, coincident with the stepping down of the VP for Strategy and Quality. The Director of Strategy and Quality outlined the other roles in her brief, alongside the quality brief. The Office was commended for the level of work but expressed its concern at the small staff complement in the Quality function of the University. This concern was raised, particularly in relation to the upcoming Institutional Review process. The Director of Strategy and Quality advised the Committee that the resourcing of the Quality Office would be the subject of an upcoming meeting and she would revert with any updates in that regard.
- The Committee would welcome further analysis, reflection and description of lessons learned, impact and effectiveness of the quality assurance and enhancement activities undertaken. The Director of Quality thanked the Committee for this feedback and informed the Committee that a number of tasks underway in her office, including feedback from reviewers and staff and synthesis of emerging themes from reviews would be included in the next draft of the report and would enhance the depth of the report.

#### **6. Draft Quality Review Schedule 2017-2021**

The revised draft schedule of quality reviews was considered and discussed by the Committee and the following changes noted:

- The High Level BA programme and high Level BSc programme reviews have been put back to 2020/2021, following advice from the Committee.
- The President's Office and associated functions, as well as the Office of the Director of Strategy and Quality will be reviewed in 2019/20.
- It is proposed that the review of Campus Planning and Development be postponed and combined into a larger review in 2018/19 of the newly coalesced Campus Planning and Development and Commercial Services, under a newly appointed Vice President for Estates and Capital Development.

The Committee endorsed the Quality Review Schedule, with these changes and additions.

## **7. Institutional Review 2018**

The Committee noted the final version of the Annual Institutional Quality Report (AIQR), as formatted by the QQI. The AIQR will form an important source document for the upcoming Institutional Review process.

The Committee noted some concerns regarding the somewhat rigid, template structure provided by QQI. The Director of Strategy and Quality stated that feedback had been provided to QQI in relation to the limitations and IT challenges posed by the online template.

## **8. A.O.B.**

The Director of Strategy and Quality proposed that the upcoming meeting of the Committee focus on student feedback, curriculum evaluation and synthesis of quality reports recently completed. The Committee indicated their interest in such agenda items.