



Maynooth University Quality Committee
 Teams Meeting 25th April 2022 at 12.00 pm

Minutes

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

Apologies: Ms Nicole Carr, Mr Niall Daly, Dr Conor McCarthy, Ms Sarah Searson

Dr Alison Hood, Dr Laura McElwain, Mr Eddie Corr & Ms Lisa O’Regan, of the *Student Success Initiative* Project attended for Item No.7

In Attendance: Ms Helen Berry

Agenda Item	Key Points/Decisions	Actions, if any (Follow-up by)
1 Membership Update	The Chair informed the Committee that Dr Conor McCarthy has come to the end of his term on Academic Council and has kindly agreed to remain on the Quality Committee (QC) until a replacement has been actioned. This has been discussed with the VPA/Registrar, who has confirmed that committees in the new cycle of AC are usually formed in September/October.	
2 Minutes	The draft minutes of the meeting of 14 th February 2022 were accepted as accurate.	Minutes adopted.
3 Matters Arising	QQI Annual Quality Report 2022: The Chair introduced this item, and the Director of Quality gave a brief overview. It was noted that input from key departments across the University was greatly increased this year. The Director of Quality clarified that the tight turnaround time for the AQR had not facilitated discussion of the report at committee level this year. The Chair requested that this be factored into the sequencing of QC meetings for next year, in order to enable input from the QC. The Chair acknowledged the comprehensive report submitted by the Director of Quality.	QC meetings for next year are set to provide time for the Committee to provide feedback/input to report.

	<p>Discussion regarding the provision of follow-up reports on the Quality Improvement Plans (QIPs) of reviewed units took place. It was agreed that it was timely to request follow-up reports from the departments of the Faculty of Science & Engineering (FSE). All other units, reviewed prior to the FSE reviews, to be asked for a synoptic report at this time. In terms of the Faculty of Arts, Celtic Studies and Philosophy (FACSP), units reviewed would be asked for a follow-up report one year post-finalisation of their QIPs. A clear timeframe will be provided to units for the return of their follow-up report in Cycle 4.</p>	<p>QIP follow-up reports to be requested from FSE units. FACSP QIP follow-up reports to be requested one-year post finalisation of their QIPs. For units reviewed prior to FSE, synoptic reports to be requested.</p>
<p>4 Annual Quality Report to Academic Council and Governing Authority-draft</p>	<p>The Chair introduced this item and invited discussion/feedback on the draft document from the Committee members. The following matters were raised:</p> <ul style="list-style-type: none"> • Include a response rate target (in percentage terms) for <i>StudentSurvey.ie</i> 2023; • It was noted that a light-touch review of the MU Framework for Quality Assurance Framework will be undertaken in the short-term, with a more rigorous review taking place on completion of the new MU Strategic Plan; • Include some more detail in relation to the Student Complaint's function; • Reference to resourcing issues for the Strategy & Quality Office need to be stronger in the report. It was recommended that, within 6 months of integrating the new University Student Complaint's function within the Office, a review be undertaken to evaluate any impacts on the quality-related work of the Office and on workload in general. It was noted that the Institutional Research Office, of the Strategy & Quality Office, is dealing with increased requests for supports and reports in relation to institutional data. To respond to these demands and to enable more support to be provided to units for planning and reporting purposes additional resources for this area of work will be needed. 	<p>Members of the QC to provide any additional feedback to the Director of Quality by 6th May.</p> <p>A review to be undertaken to identify any impacts on quality-related activities arising from the incorporation of the Student Complaint's function within the Strategy & Quality Office.</p>
<p>5 Third Cycle of Quality Reviews</p>	<p>The Director of Quality gave an update on the 3rd Cycle of Quality Reviews: All the quality reviews for the FACSP are now finalised. The Departments of History and Music have submitted their final QIPs and are due to be presented to the next QC meeting for note. It was reported that the remaining six Departments/Schools have submitted their draft QIPs, or are due to submit them shortly. QIP executive meetings can then be set up.</p>	

6 Fourth Cycle of Quality Reviews	The Chair stated this item will be discussed in detail at the next QC meeting in May and will include a focus on the updating of the Framework for Quality, the scheduling of unit reviews for the 4 th Cycle, consideration of a concept map for Quality Assurance, the enhancement of student participation in reviews, and the QIP template.	All items to be included on the Agenda for the QC meeting in May.
7 MU Student Success Initiative (SSI) -Consultation on draft documents	<p>The Chair welcomed Mr Eddie Corr, Dr Alison Hood and Ms. Lisa O'Regan, who made this presentation on behalf of the <i>Student Success Initiative</i>. The nature and background of the initiative, together with the approach used in working collaboratively and in consultation with the University community was outlined. QC members were invited to provide feedback on a draft <i>Student Success Strategy-Part 1 for consultation</i> document and on a draft <i>Student Success Analytics-Guiding Principles</i> document.</p> <p>Committee members complimented the <i>Student Success Initiative</i> group on their work, acknowledged the huge amount of work completed, and indicated their resounding support for the initiative. Members provided the following feedback:</p> <ul style="list-style-type: none"> • There is a need for greater clarity, within the documents, of the difference between what MU is defining as Student Success Analytics and what is classically defined as Learning Analytics; • Clarity is also needed, in particular in relation to data analytics, that the current initiative with its associated documents, provides a preliminary framework to inform future work in this area. The current initiative is only the start of the development of this type of work in MU; • Support from staff for this work will be critical in ensuring its success; • Indicators used must be carefully developed and analysed to ensure that they are robust and valid. It needs to be made clear in the documentation that in-depth, expert research and analysis will be conducted in order to ensure that data indicators developed will be underpinned by this approach; • A handbook to support any work undertaken in the area of student success analytics would be useful; • It was remarked that future proofing of the management of data is needed to ensure that data and data sets developed and designed over time are expertly developed and managed. The Institutional Research Office, working in close collaboration with other offices across the University, is well placed to play a 	<p>Members of the QC asked to provide feedback to studentsuccess@mu.ie by Friday 29th April.</p> <p>Slides to be shared with Committee members.</p>

	<p>leading role for such work. This is an area that requires resourcing and development. Beyond the Student Success Initiative, this is a rapidly changing environment and the lines of reporting need to be clear. There will be a bigger draw on resources as more data becomes available.</p> <ul style="list-style-type: none"> • It is important that students are made aware of the range of data that is available from their electronic footprint. It must also be made clear to students, in terms of consent, that there is a difference between the use of aggregate data that identifies trends and patterns, as opposed to the use of data that highlights issues in relation to individual students. 	
8 QQI engagement exercise and projects	The Director of Quality reported that the QQI <i>Joint-Sectoral Protocol between Designated Awarding Bodies and Quality and Qualifications Ireland for the Inclusion of Qualifications within the National Framework of Qualifications</i> is to be presented to Academic Council on 23 rd May for approval.	
AOB	The Chair stated that the President has scheduled individual meetings with all the Chairs of the joint Committees of Academic Council and Governing Authority. Reference was made to the potential of small-scale funding initiatives to support quality enhancement-led work that would serve to highlight the importance of quality within the University. This to be discussed again at the next meeting of the Committee.	To be discussed at the next Committee meeting.
Date of next meeting	The next meeting is on Monday 30 th May at 12 noon. It will be a face-to-face meeting.	