

Minutes of the 2nd Joint Quality Committee Meeting

Date: 31/05/2024
Time: 9.30am, *via* MS Teams

Chairperson: Pauline Oakes

Attendees: Dr Derek O’Byrne (Secretary)
 M Boland
 Dr Tom O’Toole
 Richard Lacey
 Aubrey Storey
 Emer McGann
 Kevin Doolin

Apologies: Claus Derenda
 Eileen Curtis
 Ronan Larkin

Secretariat: Dolores McCann

Item Title	
1.	<p>Apologies: The following apologies were noted: Claus Derenda and Eileen Curtis</p>
2.	<p>Minutes of Joint Quality Committee Meeting: 09/04/24 AGREED Approved.</p>
3.	<p>Policy Framework</p> <p>i. University Reviews Policy (Draft)</p> <p>NOTED Feedback received from Executive Management Team (EMT) and the Quality Reviews Committee have now been incorporated into revised draft. The wording of section 5.3 has been amended to clarify that EMT will consider and recommend the outcomes of reviews of services to Governing Body.</p> <p>Additional edits to draft are required to ensure consistency in formatting and in hyperlink presentation. Under Section 4.1, review of research is too vague and needs to be expanded upon.</p> <p>ACTION Office of VP Academic Affairs, Teaching and Learning (VPAAT&L) to revise and recirculate draft policy document to JQC.</p> <p>AGREED Approve policy subject to above changes being implemented. Subsequently, Office of VPAAT&L to present final policy to Academic Council and Governing Body.</p>

4. **Work Plan**

i **Quality Assurance and Enhancement Cycle and Data Requirements**

NOTED All areas to be reviewed within a 5-year cycle. To ensure reviews are effective, it will be important that JQC is judicious in its selection of qualitative, quantitative and sustainable, data sources – the Strategic Plan will provide a guide in selecting relevant data. It was clarified that the committee will be considering aggregated data only. It is necessary to establish a single SETU-wide review system that has clear, transparent and fair guidance procedures. There will be ongoing monitoring of the outcomes of completed thematic / service / discipline reviews by the Joint Quality Committee until all recommendations have been closed off.

ii **Joint Quality Committee Work Plan 2024-25 – Revised Draft**

NOTED 'Retention' and 'Research' were suggested as possible areas for thematic reviews. 'Strategy' was suggested as a possible service area review. It may be useful to draft a position paper before the commencement of the thematic review process to communicate the envisaged/desired impact. Rather than focusing on programme level, it was felt that reviews should focus on discipline- areas, possibly based on 'ISCED' allocations. It was noted that careful systematisation (e.g. development of a process and manual) will be necessary to support consistency across the university and to produce quality comparative data.

SETU's organisational structure may provide a basis for the identification of review areas. It was suggested that SETU Vice Presidents be requested to identify and select the most meaningful 'unit' reviews within their area.

ACTION Office of VPAAT&L to prepare and present indicative list of review areas at the September JQC meeting.

ACTION Office of VPAAT&L to draft list of all professional services and academic management areas within SETU with each of their individual 'unit' sub-areas and present at the September JQC meeting.

AGREED The first thematic review will be in the area of retention. Office of VPAAT&L to:

- scope and present draft work plan to be to the September meeting of JQC.
- advise Governing Body at their June 2024 meeting that the JQC inaugural review will be in the area of Retention.
- communicate to all involved in retention across SETU that a review will commence in September 2024 and advise that their participation will be required.

AGREED A project manager will be required to manage and lead each of of the reviews. This person will be selected on the basis of a competitive call for funding (the thematic review area and priorities having been established by JQC) and be seconded internally for a fixed period. Office of VPAAT&L to draft job description; position to be advertised during the summer to allow for a September start.

5. **Date of Next Meeting**

Tuesday 24 September 2024 at 9.30am via MS Teams

6. **AOB:**

None.


Pauline Oakes
Chair of Joint Quality Committee

1st Oct '24
Date