

**Minutes of the 3<sup>rd</sup> Joint Quality Committee Meeting**

**Date:** 01/10/2024  
**Time:** 9.30am, *via* MS Teams

**Chairperson:** Pauline Oakes

**Attendees:** Dr Derek O’Byrne (Secretary)  
Mairéad Boland  
Eileen Curtis  
Richard Lacey  
Aubrey Storey  
Emer McGann  
Brian Power  
Corey Shanahan

**Apologies:** Kevin Doolin  
Claus Derenda  
Professor Marie Claire Van Hout

**In attendance:** Dr Chris O’Riordan (Items 4 and 5)  
Susan Green (Item 5 iii)

**Secretariat:** Dolores McCann

Item Title	
1.	<p><b><u>Apologies</u></b></p> <p>The following apologies were noted: Kevin Doolin and Professor Marie Claire Van Hout</p>
2.	<p><b><u>Minutes of Joint Quality Committee Meeting: 31/05/24</u></b></p> <p>AGREED Approved.</p>
3.	<p><b><u>Matters Arising</u></b></p> <p><b>Membership</b>  The Chairperson welcomed the two new Students’ Union VP’s for Education, Brian Power and Corey Shanahan, to the membership of the Joint Quality Committee for academic year 2024-25.  In addition, JQC noted that Professor Marie Claire Von Hout was recently appointed as the VP Research, Innovation and Impact; Professor Van Hout will replace Dr Tom O’Toole on the membership of the Joint Quality Committee.</p>

### **Thematic Review**

VP Academic Affairs, Teaching & Learning (VPAAT&L) advised that discussions have now taken place with the VP Student Experience (VP SE) in relation to a thematic review of 'Retention' in academic year 2024-25. A detailed resource plan is being developed by the VP SE; this will be presented to Executive Management for approval before the review itself can commence.

## **4. Policy Framework**

### **i. University Reviews Policy (Revised Draft)**

M Boland noted that a detailed presentation on this topic had been made at the last meeting of JQC. Subsequently, an updated version of the draft policy had been circulated to all members with amendments that had arisen from the committee's discussion. It was agreed that no detailed discussion of the policy was required at this meeting.

AGREED Approve revised draft. VP AAT&L to present to the next meeting of both Academic Council and Governing Body.

### **ii. Academic Unit Review Policy (Draft)**

M Boland gave a detailed PowerPoint presentation on both the Academic Unit Review Policy and the Academic Unit Review Procedure.

NOTED VP AAT&L advised that the Department of Nursing have been identified to undertake an Academic Unit Review (AUR) in 2024/25 academic year.

NOTED Following this AUR, JQC to review the implementation of the AUR Policy within that process to ensure best practice going forward.

NOTED The AUR Peer Review Group will include learner representation and regard will be had to international representation and gender balance in establishing the group.

ACTION A number of small typos were identified which will be corrected in the final draft.

AGREED Approve Academic Unit Review Policy and Academic Unit Review Procedure subject to typos being corrected. Subsequently VP AAT&L to present to the next meeting of both the Academic Council and Governing Body.

### **iii. Quality Framework (Revised Draft)**

Dr C O'Riordan gave a detailed PowerPoint presentation on this topic.

ACTION Page 10, under Service Reviews diagram, replace Academic Council with Executive Management Team.

AGREED Approve policy subject to above change. Subsequently VP AAT&L to present to the next meeting of Governing Body.

5. **Work Plan**

i **Joint Quality Committee Work Plan 2024-25 (Revised Draft)**

M Boland presented the proposed work plan to the committee.

NOTED JQC are committed to conducting 2 reviews in academic year 2024-25.

1. Thematic Review (TR): Retention
2. Academic Unit Review (AUR): Department of Nursing

NOTED Each review will incorporate a workplan which will:

1. Align to the review framework
2. Identify risks within the area under review
3. Articulate the management of the review.

ACTION Within the Work Plan, change the words 'Programmatic Review' to become 'Academic Unit Review'.

AGREED Approve JQC Work Plan 2024-25 subject to above change. Subsequently VPAAT&L to present to the next meeting of both the Academic Council and Governing Body.

ii **Reporting of Data for Quality Purposes**

M Boland gave a detailed PowerPoint presentation on this topic.

NOTED There must be clarity on what data must be collated along with a timeline for when that data is required for submission.

NOTED A consistent approach to the formatting and the qualitative value of data across SETU is important. This will ensure a organised collection and comparison of all data.

ACTION Data collection process must be closely monitored to ensure transparency, value and progress. VP AAT&L will present this information to JQC at each meeting.

ACTION Determine timelines for consideration of data.

iii **Academic Risk Register**

VP AAT&L advised that legislation outlines that Academic Council has a statutory responsibility for academic governance and its academic quality assurance; this is separate to corporate governance. Some of this academic responsibility is around academic risk and how to monitor that risk.

S Green, Corporate Compliance and Risk Manager at SETU, gave a PowerPoint presentation on Risk Management.

Dr C O'Riordan, Academic Quality Integration Lead, SETU, gave a PowerPoint presentation on categorising academic risk.

ACTION Circulate PowerPoint presentations to JQC members.

NOTED VP AAT&L will develop the Academic Risk Register and will manage it for ongoing review by the JQC.

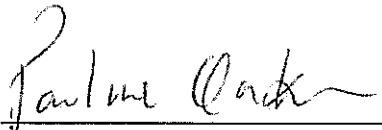
ACTION VP AA&L to present a draft Academic Risk Register at the next JQC meeting in December 2024.

5. Date of Next Meeting

Tuesday 10 December at 9.30am. This will be an in-person meeting and will take place on the Waterford Campus.

6. AOB

ACTION VP AAT&L to schedule for JQC meetings in 2025 and present to December meeting for review/approval.



Pauline Oakes  
Chair of Joint Quality Committee

10 Dec '24  
Date