

Minutes of the Inaugural Meeting of the Joint Quality Committee

Date: 09/04 /2024
Time: 9.30am, via MS Teams

Chairperson: Pauline Oakes

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

Apologies: Claus Derenda
Ronan Larkin

In attendance for Agenda Item 2:
Dr Chris O’Riordan, Academic Quality Integration Lead

Secretariat: Dolores McCann

Item Title	
1.	<p><u>Chairperson’s Opening:</u> The Chair welcomed all those present to the first meeting of the newly established Joint Quality Committee (JQC).</p>
2.	<p><u>Terms of Reference and Membership</u> The Secretary presented the JQC Terms of Reference.</p>
3.	<p><u>Policy Framework</u></p> <p>i <u>University Reviews Policy (Draft)</u> M Bolan presented the Quality Reviews Policy.</p> <p>NOTED New review policy will be specific to the requirements of the new University; policy will be cognisant of the central role of faculties and schools in its implementation.</p> <p>NOTED Due to constraints under the ESG, this policy must be international in its scope.</p>

ii	<p>Quality Assurance and Enhancement Cycle and Data Requirements (Draft) Dr C O’Riordan gave a presentation on QA and Enhancement.</p> <p>NOTED Availability of summary reports to be reviewed to reflect current practice within faculties/schools.</p> <p>NOTED JQC will require a list of data that are available within SETU; Governing Body minutes may help identify formal areas. Once received, JQC will commence the process to identify areas for thematic reviews. Awareness of data relevance, data timing and review urgency.</p> <p>NOTED Transparency of responsibilities at each stage of the review process along with agreed timelines will be established.</p> <p>ACTION Dr C O’Riordan/M Boland to review QA&E document to reflect current practice within faculties/schools. Dr C O’Riordan/M Boland to identify and present draft Data List to JQC.</p>
4.	<p><u>Types of Reviews</u> M Boland gave a presentation on types of reviews.</p> <p>NOTED Quality of SETU research papers could be an example of a thematic review.</p> <p>NOTED Review of the research area as a whole would come under Programmatic Review.</p>
5.	<p><u>Work Plan</u> Draft JQC Work Plan was presented by the Chair.</p> <p>NOTED Suggestions for reviews must be approved by Governing Body before they can commence.</p> <p>ACTION Dr D O’Byrne to present the following to EMT for consultation, with aim to submit both to Governing Body for formal approval at their June 2024 meeting: Draft University Reviews Policy and Indicative Areas for Reviews</p>
6.	<p><u>Date of Next Meeting</u> Meetings of the JQC will take place 4 times in each academic year: late September, early December, early March and early June.</p> <p>ACTION Dr D O’Byrne to circulate draft schedule of JQC meetings for comment and/or approval.</p>
7.	<p><u>AOB:</u> None.</p>

Approved: Pauline Oakes, Chair of Joint Quality Committee

Date: 31 May 2024