



Maynooth University Quality Committee
Meeting 21st April 2023 at 2.30 pm on Teams

Minutes

Present: Dr Alison FitzGerald (Chair), Dr Teresa Lee (Secretary), Dr Antonio Cascelli, Mr Niall Daly, Professor Fiona Lyddy, Mr Craig McGabhann, Mr Gerry O’Sullivan, Ms Sarah Searson.

Apologies: Professor Joseph Coughlan and Ms Joan O’Riordan Bruton.

In Attendance: Ms Helen Berry.

Agenda Item	Key Points/Decisions	Actions, if any (Follow-up by)
1. Declaration of Interest.	The Chair asked the Committee members if they had any conflicts of interest.	No conflicts.
2. Minutes.	The draft minutes of the meeting of 20 th March 2023 were accepted as accurate.	Minutes adopted.
3. Membership Update.	None.	
4. Matters Arising.	None for this meeting, items will be carried to the meeting scheduled in May, since the purpose of the April meeting was to discuss the Annual Quality Report.	

<p>5. Annual Quality Report to Academic Council and Governing Authority.</p>	<p>5 Annual Quality Report to Academic Council and Governing Authority</p> <p>The Chair introduced this item and thanked everyone for their input into the document. The document is submitted for approval as a key output from the Strategy & Quality Office and the Quality Committee. On approval the Report will be sent to Academic Council and Governing Authority as the Annual Quality Report of the Quality Committee.</p> <p>The Director of Quality thanked everyone for their feedback and stated that overall Committee members had indicated they were happy with the document. All edits submitted by Committee members prior to the meeting have been completed.</p> <p>The point made by the Chair on Page 6 was discussed and the changes were agreed.</p> <p>A discussion followed with regard to the last paragraph on Page 13 and the possibility of making it clearer. It was agreed that AF, TL and SS would work on this paragraph. The updated final document will then be circulated on Monday afternoon and Committee members would be asked to send their approval via return of email.</p>	<p>AF, TL and SS to amend the last paragraph on Page 13. The updated final document to be circulated to QC members on Monday afternoon for approval via return email.</p>
<p>AOB.</p>	<p>Workshop on Student Engagement in quality review process.</p> <p>The Director of Quality informed the Committee of a proposed workshop with students at the end of May. The outputs from the workshop could be brought to a staff workshop provisionally scheduled for the 2nd week in June. The MSU representatives supported this initiative. The Director of Quality advised the SU representatives that the Student's Union should lead on this initiative for both workshops.</p>	<p>The Student's Union to lead the initiative on the Workshops on Student Feedback</p>
<p>Date of next meeting.</p>	<p>The next meeting will take place on Monday 29th May 2023.</p>	