



## Meeting - Minutes


### *Cruinniú – Miontuairiscí*

<b>Meeting Title</b>	Further Education and Training Quality Council				
<b>Date</b>	20 <sup>th</sup> July 2021	<b>Start Time</b>	10 am	<b>Finish Time</b>	10:45
<b>Venue</b>	Teams Meeting				
<b>Present</b>	Paul Patton, Alan Hogan, Hanorah Lyons, Triona Lynch, Brendan Ryan, Bernadette Enright, Bernie Kelleher.	<b>Apologies</b>	Pat Maunsell, , Arlene Douglas, James Maher, Martin Cournane.		
<b>Objective(s)</b>					

No.	Agenda Item	Minutes	Key Decisions & Actions	Responsible
1.	<b>Welcome</b>	PP welcomed all, apologies were noted for staff on annual leave.		
2.	<b>Minutes of last meeting</b>	Minutes of last meeting will be looked at next meeting.		
3.	<b>Quality Assurance Policies and Procedures</b>	<p>Update to “Assessment Online - Safe Practice Guidelines for Online and Blended Assessment in Further Education and Training”</p> <p>This FET Quality Council meeting will assess risks identified in Data Protection Impact Assessment. This meeting was proposed at the recent FET SRPN meeting.</p> <p>PM gave feedback on DPI Assessment by email, BR had responded by email. AH shared emails.</p>		

No.	Agenda Item	Minutes	Key Decisions & Actions	Responsible
		<p>Points of meeting as follows. Summary of Controls in DPI.</p> <ul style="list-style-type: none"> <li>• September 2021 only the following platforms to be used MS Teams/Moodle/OneDrive No transfer of Data Across Platforms</li> <li>• No External Devices or Internal Network Drives to be used</li> <li>• 2022/2023 work towards two platforms only MS Teams/Moodle</li> <li>• Provide PD, input as required for platforms</li> </ul> <p><b>Recommendations</b></p> <ul style="list-style-type: none"> <li>• Learner Experience - use of one platform recommended</li> <li>• Encourage online assessment as much as possible</li> </ul> <p>TL asked how this will be communicated to staff. AH to work on communication piece and email staff. BR suggested sending last week of Aug. TR to be made aware so she can plan PD sessions on MS Teams/Moodle.</p>	<p>AH to draft staff email re use of platforms and circulate last week of Aug. Inform TR re PD requirement.</p>	
	<b>Next Meeting</b>	14 September		

Signed:



Dated:

14/09/2021