SE Ollscoil
Teicneolaíochta
an Oirdheiscirt

TU South East
Technological
University

MINUTES

Meeting	:	SETU Academic Council
Meeting Number	:	11
Date	:	23rd May 2023
Duration	:	10.15am – 12.25pm
Attendees	:	Prof. Veronica Campbell (Chairperson), Dr. Derek O'Byrne (Secretary), Mr. David Denieffe, Dr. Laura Keane, Mr. Pascal Harte, Mr. Mark Dunne, Dr. Brian Casey, Dr. Greg Doyle, Dr. Rosemary O'Hara, Dr. Hazel Farrell, Dr. Anne Graham, Dr. Sharon Harris Byrne, Dr. Padraig Kirwan, Dr. Corinne Power-O'Mahony, Dr. Eileen Doyle, Dr. Suzanne Denieffe, Dr. Colette Moloney, Dr. Ken Thomas Dr. Geraldine Cleere, Mr. John Maher, Dr. Cathal Nolan, Dr. Louise Bennett, Dr. Joseph Collins, Mr. Diarmuid O'Gorman, Mr. Aubrey Storey, Dr. Paula Rankin, Mr. John Tully, Mr. Larry Banville, Dr. Cara Daly, Dr. Zeta Dooly, Dr. David Dowling, Dr. Dina Brazil, Dr. Orla O'Donovan, Dr. Helen Murphy, Dr. Chris Meudec, Ms. Wiktoria Szeremeta, Prof. John Wells, Dr. David Allen Dr. David Scanlon, Mr. Rónán Lynch
In Attendance	:	Dr. Paul O'Leary (Item 3) Dr. Chris O'Riordan (Items 7 & 9)
Secretariat	:	Ms. Margaret Maher
Apologies	:	Dr. Frances Hardiman, Dr. Carmel Smith, Ms. Mary Lyng, Mr. Ken McCarthy, Ms. Claire Fitzpatrick, Dr. Janette Davies, Dr. Tom O'Toole, Ms. Maura Bolger, Mr. Patrick Morgan

1. Minutes of Academic Council Meeting 24th April 2023
AGREED: The minutes of the Academic Council Meeting of 24th April 2023 were approved.

2. Matters Arising
NOTED: There were no matters arising

3. Annual Quality Review
NOTED: Document "Annual Quality Report (SETU) Reporting Period May-December 2022" was circulated to all members prior to this meeting.
NOTED: Dr. Paul O'Leary joined the meeting and talked through the document advising members that this is the first Annual Quality Report (AQR) for SETU and covers the reporting period 1st May 2022 – 31st December 2022. The AQR captures the quality structures in place in the University and provides documentary evidence of the robustness and progress of our internal quality assurance system. The AQR will be published on the QQI website along with

the AQR's from all other HEIs in Ireland and will be considered as part of the next Institutional Review. The AQR was presented to the Executive Management Team at its last meeting and changes recommended here have been included in the draft presented today.

AGREED: While the AQR does include a number of excellent Case Studies, it was agreed Case Studies relevant to Lifelong Learning such as RPL and Industry Engagement should also be included. Dr. Helen Murphy to liase with Dr. O'Leary on this.

AGREED: Reference should be made to the Human Capital Initiative.

AGREED: The Annual Quality Report was approved by Academic Council subject to the above amendments. The document will now be presented to Governing Body at its meeting on 6th June and will be submitted to QQI in time for the Annual Dialogue meeting scheduled for 12th June.

NOTED: The Chairperson thanked Dr. O'Leary and all those involved in developing this documents and Dr. O'Leary left the meeting.

4. Committee Reports,

4.1 Research Committee

NOTED: The Minutes of the Research Committee meeting of the 9th May 2023 were circulated to all members prior to this meeting.

AGREED: Postgraduate Matters including requests for Confirmation of Doctoral registration, Transfer- Doctoral registration, notification of changes, Admission to Postgraduate Register, Nomination of External Examiners for confirmation/transfer, Notice of Intention to Submit, Probationary direct entry to Structured PhD and Direct entry to Masters by Research (MSc) were noted and approved by Academic Council.

4.2 Academic Development, Learning & Teaching Committee

NOTED: The Minutes of the Academic Development, Learning and Teaching Committee meeting of the 9th May 2023 were noted by Council.

NOTED: The AI Working Group has been very active over the past month. Guidance on ChatGPT and AI has been provided to all staff and students and a number of training courses for staff have been offered across all campuses. Members noted that AI and cyber security are on the risk register and an update on these is due to the Executive Management Team (EMT) shortly.

AGREED: Document "*Principles for Professional Engagements with Education Providers, including Programme Validation, Professional Accreditation and Approval*" was circulated to all members prior to this meeting and was approved by Academic Council.

4.3 Academic Quality and Regulation

AGREED: The Minutes of the Academic Quality and Regulation Committee meeting of the 12th May and 18th May 2023 were circulated to all members prior to this meeting. The following were approved by Academic Council:

Minor Changes

- BEng (H) in Mechanical & Manufacturing Engineering
- BSc (H) Pharmaceutical Science
- MBS Finance & Business Analytics
- MSc in Computing (Enterprise Software Systems) (subject to confirmation that brackets to remain)

Programme Validations

- Embedded Award - HC in Engineering.
- CE2 BA in Employee Support and Wellbeing
- CE3 HDip in Science in Business Systems Analysis
- PP2 Certificate in Digital Marketing – L8 Special Purpose Award
- PP2 Certificate in Professional Video Editing – L7 Special Purpose Award
- PP2 Certificate in Social Pedagogy in Relationship-Centred Practice – L8 Special Purpose Award

AGREED: External Examiner nominations from both the Carlow and Waterford campuses were noted and approved by Academic Council.

AGREED: Postgraduate matters including notice of Intention to Present/Nomination of Examiners, Admission to Level 10, Examiner nominations for research postgraduate candidates submitting for award, External Reviewer nominations for research postgraduate candidates seeking Confirmation of Doctoral Candidature and External Reviewer nominations for research postgraduate candidate seeking transfer to the Doctoral Register were noted and approved by Academic Council.

4.2 Student Experience Committee
AGREED: The Minutes of the Student Experience Committee meeting of the 12th May 2023 were noted by Council.
NOTED: Work is still ongoing on the following policies
- Fitness to Continue in Study Draft Policy
- SETU Reasonable Accommodations Policy for Students with Disabilities
NOTED: A presentation on the Student Survey 2022 and 2023 Preliminary Findings will be brought to the June meeting of Academic Council.

5. First Year Experience/start date Working Group
NOTED: The minutes of the First Year Experience/start date Working Group meeting of the 12th May were circulated to all members prior to this meeting.
NOTED: D. O'Byrne advised members that the Minister for Education is due to meet with the SEC later this week and a date for the release of the leaving certificate results may be available after this. .
NOTED: The Working Group recommended that the group best positioned to understand and respond to the challenge of the impact of the late release of leaving certificate results are the individuals closest to the teaching and learning activity within the programme. Therefore Programme Boards should be empowered to develop a contingency schedule of teaching and assessment to reflect a 10 week semester should the need arise.
AGREED: The recommendation of the Working Group was approved by Academic Council. VPs Academic Affairs to write to all Faculties/Schools advising them of this.
AGREED: The issue of resources required for a successful Orientation was discussed and it was agreed the minutes of the Working Group should be presented to EMT where these issues can be more appropriately addressed.

6. Ratification of Semester 1 Examination Results
NOTED: A list of programmes recently approved at exam board meetings across the University was presented to Council for ratification.
AGREED: Academic Council note and approve exam results determined at examination boards for the Departments and programmes listed in appendix A.

7. Academic Delivery Framework – Terms of Reference

NOTED: Dr. Chris O'Riordan joined the meeting and gave a brief presentation on the Working Group to develop a new Academic Framework for SETU advising members that the Framework is needed for the consideration of our academic delivery model and associated procedures. Some of the broad issues include:

- Development of a core academic delivery model across the University that is unified and consistent
- The usage of the credit accumulation system by the University, which will require deeper discussions around areas such as semesters and stages, modules and programmes, progression, transfer and awards
- The implications of lifelong learning, other modes of learning, new and emerging characteristics of learners, and micro-credentials (amongst others) for SETU, and how these are addressed by the University
- New models of delivery based on our new status and realities
- The context in relation to a programme development charter and graduate attributes

NOTED: The draft Terms of Reference are:

- Examine ways in which SETU can utilise a modularised and semesterised system to maximise student learning, and make recommendations to Academic Council on the best approach to adopt in the University's new Academic Framework.
- Consider how the delivery and assessment of student learning can be optimised within a modularised and semesterised system, and make recommendations on appropriate structures and approaches to allow Academic Council to achieve this as part of the University's new Academic Framework

AGREED: Following indepth discussion it was agreed that each Committee should include this as an agenda item for its next meeting. Members are invited to forward any feedback on the Terms of Reference to Dr. Chris O Riordan. Final Terms of Reference to be brought to the June meeting of Academic Council.

8. Matters for Noting
8.1 Final SETU Academic Colours

NOTED: D. O'Byrne advised members that the tender process for the design and provision of gowns has now been completed and the contract has been awarded to Phelan Conan Ltd Robemakers. Images of the final SETU academic colours had been circulated to all members prior to this meeting and were noted by Council.

8.2 Preparation for Summary Report on Activity for 2022/23

AGREED: Each Committee is asked to prepare a summary of their achievements over the past academic year. Integration Leads have also been asked to contribute to this. Summaries will be collated and presented to a future meeting of Academic Council and will also be presented to Governing Body and will feed into future AQRs.

9. Governing Body Matters - Academic Council Design Update

NOTED: Dr. Chris O'Riordan re-joined the meeting and gave an update on the approved design following the last meeting of Academic Council and the recent Governing Body meeting where the final report was presented. Based upon the feedback received the overall membership has been increased to 59, this includes an increase in the representation from School/Faculties (from 11 to 22) and an increase in the numbers of ex-officio members (from

7 to 16). Governing Body has requested that this structure be reviewed after six months of operation.

NOTED: Planned timeframe for implementation is as follows:

- Agree composition/electoral process – October 2023
- Elections – November/December 2023
- New Council in place – January 2024
- Other work around establishing the secretariat role, developing a draft Constitution and stakeholder engagement is also required.

Until then the existing Academic Council and structures would remain, allowing for a smooth and orderly transition.

NOTED: Members expressed concern at the number of Heads of Department (2) on Academic Council and felt this group is under-represented. However, members recognised that the composition of Academic Council and election process is the responsibility of the Governing Body.

NOTED: Effective communication will play a key role in the success of Academic Council. A more engaging interactive platform for all staff needs to be identified and the dissemination of Academic Council papers needs to be reviewed.

8. A.O.B

NOTED: The June meeting of Academic Council will be an in-person meeting (venue to be advised). As this is the last meeting of this academic year and there are quite a number of items to come to Council on that date members are advised that extra time may be required for this meeting.

NOTED: For the 2023/24 academic year members requested that the possibility of holding the Academic Council meetings on different days be explored.

Signed: _____   Date: _____

Appendix A

Academic Council Meeting 23rd May 2023

Item 6 – Ratification of Semester 1 Examination Results

Examination Results for Ratification
Presented to May 2023 Meeting of SETU Academic Council
by David Denieffe, Vice President for Academic Affairs & Registrar, SETU Carlow

April/May 2023 Examination Boards:

			Exam Board	Chairperson	Secretary
A	**Faculty of Engineering**				
	(i)	Department of Aero and Mechanical Engineering	3 May 2023	F Hardiman	C Nolan
	(ii)	Extended Campus – Industry Programmes	25 April 2023	F Hardiman	E Homan

David Denieffe
Vice President for Academic Affairs & Registrar
South East Technological University, Carlow Campus

16 May 2023

SOUTH EAST TECHNOLOGICAL UNIVERSITY

PRESENTATION OF EXAMINATION RESULTS TO ACADEMIC COUNCIL FOR RATIFICATION

Examination Results for the following Institute programmes, as listed below, are hereby presented to Academic Council for ratification. The Examination Board has been convened under Institute Regulations and the guidelines for conduct of Examination Boards. The Broadsheets of Results have been duly signed by the Institute Examiner/s.

Examination Session: 2022/2023

Programme Code	Date of Examination Board Meeting	Programme Title	Specialisation	Award Stage	Award Level	Award Class	No of Candidates
CW_EMMEC_B	3/5/23	BEng (Honours)	In Mechanical Engineering	1	08	Honours Degree	1

Exam Board Chair: Dr Frances Hardman
Exam Bd Secretary: Dr Cathal Nolan

SIGNED: _____   DATE: _01/05/2023_

Head of Faculty/Centre/Department

APPROVED: Academic Council   Date: _____

Governing Body   Date: _____

SOUTH EAST TECHNOLOGICAL UNIVERSITY

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Examination Session: January 2023

Programme	Year	Date of Meeting	Awards	Level of Award	Award Type	Number
CW_ESFPM_U	AWARD	25/04/23	Certificate in Fundamental Process Control	6	Special Purpose Award	2
CW_ESFPM_U	1	25/04/23	Certificate in Fundamental Process Control	6	Special Purpose Award	2

SIGNED

Head of Department

DATE   25ᵗʰ April 2023

APPROVED   Academic Council: Date: _____

Governing Body   Date: _____