



## MINUTES

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|----------------|--|
| Meeting        | : SETU Academic Council  |
| Meeting Number | : 12   |
| Date           | : 8 April 2025   |
| Duration       | : 10.15am – 12.40pm  |
| Attendees      | : Prof. Veronica Campbell (Chairperson), Dr. Derek O’Byrne (Secretary), Ms. Amanda Freeman-Gater, Mr. Aubrey Storey, Mr. Brian Power, Dr. Cathal Nolan, Dr. Cara Daly, Dr. Ciara O’Hagan, Mr. Conor Phelan, Dr. Corinne Power O’Mahony, Dr. Daire O’Broin, Dr. Danielle Douglas, Mr. David Denieffe, Mr. David O’Callaghan, Dr. David Scanlon, Dr. Dean Callaghan, Mr. Derek Sheridan, Dr. Eileen Doyle-Walsh, Ms. Eleanor Kent, Ms. Emer McGann, Dr. Eugene Crehan, Mr. Gregg Murphy, Dr. Hazel Farrell, Dr. Helen Murphy, Dr. Katherine Cagney, Ms. Katie Haughney, Dr. Karen Hennessy, Dr. Ken Thomas, Mr. Kevin Doolin, Ms. Laura Widger, Dr. Maeve Doyle, Prof. Marie Claire Van Hout, Mr. Mark Dunne, Mr. Martin Walshe, Mr. Michael Tobin, Dr. Mrinal Chada, Dr. Patricia Mulcahy, Dr. Paula Lane, Dr. Paula Rankin, Dr. Pauline Flanagan, Dr. Richard Coady, Ms. Sadhb Reddy, Ms. Siobhan Wall, Dr. Stephen Whelan, Dr. Suzanne Denieffe, Dr. Thomas O’Toole, Dr. Tony Murphy, Ms. Yvonne Scully |
| In attendance  | : Dr. Chris O’Riordan (items 3.1, 3.2, 6, 10 & 11)<br>Prof. Kim Murphy (item 3.3)<br>Dr. Gina Noonan and Mr. Ken McCarthy (item 12)<br>Dr. Paul O’Leary, (observing)<br>Dr. Colette Moloney (observing)<br>Ms. Emer Doyle (observing)  |
| Secretariat    | : Ms. Margaret Maher   |
| Apologies      | : Dr. Claire O’Gorman, Dr. Frances Hardiman, Dr. Geraldine Cleere, Dr. Janette Davies, Prof. John Wells, Prof. Peter McLoughlin,   |

The chairperson welcomed Dr. Paula Lane and Dr. Eugene Crehan to Academic Council replacing Dr. Kathleen Moore-Walsh and Dr. Sinéad O'Halloran, respectively.

### **1. Minutes of Academic Council Meeting of 4 March 2025**

**AGREED:** Minutes of the Academic Council meeting of 4 March 2025 were approved.

### **2. Matters Arising**

#### **2.1 Revised Code of Conduct for Responsible Research Practice**

The Code of Conduct for Responsible Research Practice was presented at the previous meeting of Academic Council and was approved subject to the inclusion of a section on the responsible use of AI in research. This amendment has been made, and a revised document is presented today for noting by Academic Council.

#### **2.2 Revised Minutes of Academic Council Meeting of 28 January 2025**

Revised Minutes of Academic Council meeting of 28 January 2025 detailing the amendment to section 9 TrustEd Application were noted by Academic Council. It was agreed that, in future, any such amendments would be noted under Matters Arising.

### **3. Policies for Approval**

#### **3.1 Governance Protocol for Professional Accreditation**

The Governance Protocol for Professional Accreditation was circulated prior to this meeting. This protocol communicates to all University stakeholders how SETU seeks, obtains, monitors and maintains the professional accreditation of its programmes. The protocol applies to, and should be followed by, all University bodies and staff members as relevant and to all professional accreditations of university programmes.

C. O'Riordan presented on the document. The following points were suggested and agreed:

1. There should be an annual report from each Faculty to the Taught Studies Programmes, Teaching and Learning Committee.
2. To ensure that the protocol is widely disseminated, it will be brought to a meeting of Executive Management Team, published on the SETU website and Heads of Faculty are asked to share at Faculty meetings.

**AGREED:** The Governance Protocol for Professional Accreditation was approved by Academic Council.

#### **3.2 Statement of SETU's Commitment to Academic Freedom**

The Statement of SETU's Commitment to Academic Freedom was circulated prior to this meeting. This statement explains what academic freedom is and sets out the university's commitment to the principle of academic freedom.

C. O'Riordan presented on the document but first acknowledged the input of the Taught Studies Programmes, Teaching & Learning Committee, the Research and Research Programmes Committee, Professor Marie Claire Van Hout, Professor Kim Murphy and Dr. Derek O'Byrne to the document.

Members suggested that Section 4.3 should include a reference to relevant policies relating to legal obligations in the conduct of research.

**AGREED:** The Statement of SETU’s Commitment to Academic Freedom was approved by Academic Council, subject to further context being provided in Section 4.3.

### **3.3 Procedure for Managing Allegations of Research Misconduct**

The Procedure for Managing Allegations of Misconduct in Research were circulated prior to this meeting. Prof. Kim Murphy joined the meeting and gave a presentation which included information on consultation and revisions. Members noted that feedback received from Academic Council at the meeting of 4 March 2025 in relation to AI in Research had been included in the document presented today.

The following minor points were suggested:

1. the acronym CRO should be defined at the first reference to it in the document. Members were advised an Acting Complaints Resolution Officer (CRO) is currently in place but this arrangement will have to be reviewed.
2. the requirement for consistent terminology throughout the document.

**AGREED:** The Procedure for Managing Allegations of Research Misconduct was approved subject to the above amendments being made.

## **4. Committee Reports**

### **4.1 Research & Research Programmes Committee**

The Draft Minutes of the Research & Research Programmes Committee meeting of the 25 March 2025 were circulated prior to this meeting.

Prof. Marie Claire Van Hout thanked Prof. Kim Murphy for her work on the Statement of SETU’s Commitment to Academic Freedom and the Procedure for Managing Allegations of Research Misconduct. She also thanked Dr. Sinead O’Halloran for her work on the Cotutelle Agreement.

Members were advised that the President’s Scholarship scheme will be launched shortly. Members were also advised that Prof. Kim Murphy and Dr. James O’Sullivan are offering bespoke training on research security and export controls and staff are strongly encouraged to attend.

**AGREED:** As per the Committee Report the following were approved by Academic Council:

| <b>Application Type</b> | <b>Number of Applicants</b> |
|-------------------------|-----------------------------|
| Nomination of Examiner  | 12                          |

### **4.2 Taught Studies Programmes, Teaching & Learning Committee**

The Draft Minutes of the Taught Studies Programmes, Teaching & Learning Committee meeting of the 25 March 2025 were circulated prior to this meeting. Members noted work is ongoing on the SETU Graduate Attributes

**AGREED:** The following were approved by Academic Council:

#### **Programme Validations**

- CE2 Master of Pharmacy including a number of derogations (which were presented to Academic Council today for reference only)

### Minor Change Applications

- BSc in Fashion Buying & Retail Management
- Late 2024/25 APRs Minor Changes

### External Examiner Nominations

| Category  | Number of External Examiners |
|---|------------------------------|
| New Programme Examiner contracts Sep 2024- Sep 2027               | 7                            |
| Programme Examiner three-year extension from Sep 2024 to Sep 2027 | 1                            |
| Subject Area Examiner new contract Sep 2024-Sep 2027              | 2                            |
| Additional Modules for existing Subject Area External Examiners   | 2                            |

### 4.3 Student Experience Committee

The Minutes of the Student Experience Committee meeting of the 28 February 2025 and the Draft Minutes of the Student Experience Committee meeting of 1 April 2025 were circulated prior to this meeting and were noted by Academic Council. D. Denieffe advised members that 2,452 students had completed the Student Experience Survey and the data gathered will input to the ISAID dashboard which will be made available.

Work is ongoing on the Student Retention Thematic Review; a university summary will be presented at a future meeting of Academic Council. It was suggested that an analysis on the impact of commuting will be included.

### 4.4 Joint Quality Committee

There has been no meeting of the Joint Quality Committee since the previous meeting of Academic Council, the next meeting is scheduled for 13 May 2025.

### 5. Teaching, Learning, Assessment and Feedback Strategy Working Group update

The Draft Minutes of the Teaching, Learning, Assessment and Feedback Strategy Working Group meeting of 6 March 2025 were circulated prior to this meeting and were noted by Academic Council.

**AGREED:** It was agreed that updates from the Working Group would be included on the agenda of future meetings of Academic Council, as appropriate.

### 6. Post Results Phase of Student Assessment: Seeking SETU Alignment

C. O’Riordan presented, advising members there is a need to agree a singular approach for SETU regarding the post-results phase of assessment, which relates to what happens after results are issues to students. A detailed position paper has been presented to the Taught Studies Programmes, Teaching & Learning Committee, however, further work is required to align current SETU processes.

**AGREED:** Members were invited to submit feedback on the proposed principles and approach presented today with a view to developing this further for formal approval and implementation.

## 7. Update on Cyber Incident

D. Denieffe provided an update on the current IT status following the cyber security incident.

Members noted there is still an issue with WIFI in the Business Building and requested this be improved for September. There is also a problem with the WIFI connection in the Walton Building and FTG building with staff still using “hot spot” for internet connection. D. Denieffe agreed to follow up on these. It was also noted that Administration Staff in the College Street Campus still do not have access to the network which is a cause for concern considering the upcoming examination boards.

It was noted that the recovery phase is ongoing and Academic Council will be kept informed.

## 8. Terms of Reference for Academic Delivery Framework Follow-on Working Groups

Terms of Reference and proposed membership for the following Working Groups were circulated prior to this meeting:

- Working Group on External Examiners
- Working Group on Faculty Boards
- Semester Structure Working Group
- Working Group to Develop New Models of Integration Between Modules
- First Year Experience and Structures Working Group

**AGREED:** Academic Council agreed to prioritise in what order these Working Groups should be implemented, while cognisant of the number of Working Groups currently in place and the workload involved with these. Project workplan/structure to be brought to the next meeting of Academic Council.

## 9. Ratification of Examination Results

A list of programmes approved at exam board meetings was presented to Academic Council for ratification.

**AGREED:** Academic Council noted and approved exam results determined at examination boards for the Departments and programmes listed in appendix A.

## 10. Academic Risk Register

Academic Risk Register including Action Alert Framework was circulated prior to this meeting.

C. O’Riordan presented on the Register advising members that the focus is on higher level risks. The Academic Risk Register will come to Academic Council quarterly for review.

Members suggested that a Workshop on the Academic Risk Register would be beneficial to staff and this was agreed.

## 11. Review of Academic Council

A presentation on “Review of Academic Council and Committees” was circulated prior to this meeting. The presentation included a proposed approach for the review and members also suggested a review on how to improve communications from Academic Council.

**AGREED:** Questionnaire/Survey for Academic Council members to be brought to the next meeting of Academic Council.

## 12. Centre for Academic Practice

Dr. Gina Noonan and Mr. Ken McCarthy joined the meeting and gave a presentation on the Centre for Academic Practice which will launch on Friday 11 April.

**13. CINNTE Panel Report**

The Institutional Review Report 2025 was circulated prior to this meeting. The recommendations from the Review Panel are detailed in the Report and we will now move forward with implementing these. Chairperson thanked Dr. Paul O'Leary and all Academic Council members who contributed to the Review.

**14. A.O.B**

Questions were raised over the Rising Stars scheme; some staff were unaware of this scheme and were unable to answer questions on this at the recent Open Evening.

**AGREED:** D. O'Byrne to discuss with the Marketing Team with a view to having a presentation on the various schemes available at a future meeting of Academic Council. It was also suggested that a brochure of schemes available should be developed and made available to staff working at the Open Evening events.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Appendix A



Academic Council Meeting 8 April 2025

Item 8 – Ratification of Examination Results

Academic Council Meeting on 8 April 2025

Examination Ratifications

Campus: Carlow & Wexford



|    | Faculty                           | Department                                | Programme Title  | Stage | Number of Learners | Exam Board Date |
|----|-----------------------------------|---|--|-------|--------------------|-----------------|
| 1  | Business                          | Sport Media and Marketing                 | Bachelor of Science in (Honours) in TV and Media Production                              | 3     | 1                  | 06/02/2025      |
| 2  | Business                          | Business                                  | Bachelor of Business (Honours) in Human Resource Management                              | Award | 2                  | 06/02/2025      |
| 3  | Business                          | Business                                  | Bachelor of Arts in Accounting   | Award | 1                  | 06/02/2025      |
| 4  | Business                          | Business                                  | Bachelor of Business   | 2     | 1                  | 06/03/2025      |
| 5  | Engineering and Built Environment | Electronic Engineering and Communications | Bachelor of Engineering in Electronic Engineering (Military Communications Systems)      | 2     | 1                  | 13/02/25        |
| 6  | Engineering and Built Environment | Electronic Engineering and Communications | Bachelor of Engineering (Honours) in Robotics and Automated Systems                      | 1     | 1                  | 13/02/25        |
| 7  | Engineering and Built Environment | Aerospace and Mechanical Engineering      | Bachelor of Engineering (Honours) in Aerospace Engineering                               | 2     | 1                  | 26/02/25        |
| 8  | Engineering and Built Environment | Aerospace and Mechanical Engineering      | Bachelor of Engineering (Honours) in Aerospace Engineering                               | 2     | 1                  | 27/03/25        |
| 9  | Engineering and Built Environment | Aerospace and Mechanical Engineering      | Bachelor of Engineering in Aircraft Systems  | 2     | 1                  | 26/02/25        |
| 10 | Engineering and Built Environment | Extended Campus                           | Certificate in Critical Incident Stress Management                                       | Award | 8                  | 13/03/25        |
| 11 | Education and Lifelong Learning   | Carlow Lifelong Learning                  | Certificate in Decision Making and Critical Thinking                                     | Award | 11                 | 21/03/25        |
| 12 | Education and Lifelong Learning   | Carlow Lifelong Learning                  | Certificate in Design Thinking and Management  | Award | 6                  | 21/03/25        |
| 13 | Education and Lifelong Learning   | Carlow Lifelong Learning                  | Certificate in Effective Leadership and Change Management                                | Award | 11                 | 21/03/25        |
| 14 | Education and Lifelong Learning   | Carlow Lifelong Learning                  | Certificate in Effective Leadership and Change Management                                | Award | 20                 | 21/03/25        |
| 15 | Education and Lifelong Learning   | Carlow Lifelong Learning                  | Certificate in Effective Leadership and Change Management                                | Award | 14                 | 21/03/25        |
| 16 | Education and Lifelong Learning   | Carlow Lifelong Learning                  | Certificate in Equality, Diversity and Inclusion Management and Leadership               | Award | 9                  | 21/03/25        |
| 17 | Education and Lifelong Learning   | Carlow Lifelong Learning                  | Certificate in Management Development  | Award | 5                  | 21/03/25        |
| 18 | Education and Lifelong Learning   | Carlow Lifelong Learning                  | Certificate in Research Methods  | Award | 7                  | 21/03/25        |
| 19 | Education and Lifelong Learning   | Carlow Lifelong Learning                  | Certificate in Research Methods  | Award | 13                 | 21/03/25        |
| 20 | Education and Lifelong Learning   | Carlow Lifelong Learning                  | Certificate in Strategic Human Resource Management and Equality, Diversity and Inclusion | Award | 8                  | 21/03/25        |
| 21 | Education and Lifelong Learning   | Carlow Lifelong Learning                  | Certificate in Technology Integration and Management                                     | Award | 12                 | 21/03/25        |
| 22 | Education and Lifelong Learning   | Wicklow Lifelong Learning                 | Certificate in Effective Leadership and Change Management                                | Award | 15                 | 21/03/25        |
| 23 | Education and Lifelong Learning   | Wicklow Lifelong Learning                 | Certificate in Advocacy  | Award | 11                 | 21/03/25        |
| 24 | Education and Lifelong Learning   | Wicklow Lifelong Learning                 | Certificate in Meeting the Challenge of Challenging Behaviour                            | Award | 12                 | 21/03/25        |
| 25 | Education and Lifelong Learning   | Wicklow Lifelong Learning                 | Certificate in Health and Well Being in Social Care Practice                             | Award | 26                 | 21/03/25        |
| 26 | Education and Lifelong Learning   | Wicklow Lifelong Learning                 | Certificate in Introduction to Community Development                                     | Award | 10                 | 21/03/25        |
| 27 | Education and Lifelong Learning   | Wicklow Lifelong Learning                 | Certificate in Learning to Learn at Third Level  | Award | 3                  | 21/03/25        |
| 28 | Education and Lifelong Learning   | Wexford Lifelong Learning                 | Certificate in Effective Leadership and Change Management                                | Award | 33                 | 21/03/25        |
| 29 | Education and Lifelong Learning   | Wexford Lifelong Learning                 | Certificate in Effective Leadership and Change Management                                | Award | 18                 | 21/03/25        |
| 30 | Education and Lifelong Learning   | Wexford Lifelong Learning                 | Certificate in Learning To Learn at Third Level  | Award | 2                  | 21/03/25        |
| 31 | Education and Lifelong Learning   | Carlow College, St Patrick's              | Certificate in Cyberpsychology   | Award | 9                  | 21/03/25        |
| 32 | Science and Computing             | Applied Sciences                          | Bachelor of Science (Honours)  | 1     | 1                  | 20/03/25        |
| 33 | Science and Computing             | Wexford                                   | Bachelor of Science (Honours) in Sustainable Farm Management and Agribusiness            | 2     | 1                  | 24/03/25        |
| 34 | Science and Computing             | Wexford                                   | Bachelor of Science (Honours) in Sustainable Farm Management and Agribusiness            | 3     | 1                  | 24/03/25        |

Presented by: Dr Derek O'Byrne  
Vice President for Academic Affairs, Teaching and Learning

8 April 2025

## Academic Council Meeting 8 April 2025

### Examination Ratifications - Academic Year 2023/24

#### Waterford Campus



| Faculty                          | Department              | Banner Programme Code | Programme Title  | Stage | Number of Students | Exam Board Date     |
|----------------------------------|-------------------------|-----------------------|--|-------|--------------------|---------------------|
| Faculty of Science and Computing | Computing & Mathematics | WD_KACMI_B            | Bachelor of Science (Honours) in Applied Computing (International)           | 1     | 36                 | 19/06/24 & 22/10/24 |
| Faculty of Science and Computing | Computing & Mathematics | WD_KACMI_B            | Bachelor of Science (Honours) in Applied Computing (International)           | 2     | 34                 | 19/06/24 & 22/10/24 |
| Faculty of Science and Computing | Computing & Mathematics | WD_KINTI_B            | Bachelor of Science (Honours) in the Internet of Things (International)      | 1     | 36                 | 19/06/24 & 22/10/24 |
| Faculty of Science and Computing | Computing & Mathematics | WD_KINTI_B            | Bachelor of Science (Honours) in the Internet of Things (International)      | 2     | 33                 | 19/06/24 & 22/10/24 |
| Faculty of Science and Computing | Computing & Mathematics | WD_KSOFE_B            | Bachelor of Science (Honours) in Software Engineering                        | 1     | 36                 | 19/06/24 & 22/10/24 |
| Faculty of Science and Computing | Computing & Mathematics | WD_KSOFE_B            | Bachelor of Science (Honours) in Software Engineering                        | 2     | 36                 | 19/06/24 & 22/10/24 |
| Faculty of Engineering           | Engineering Technology  | WD_EELAE_B            | Bachelor of Engineering (Honours) in Electrical & Automation Engineering     | 1     | 35                 | 20/11/2024          |
| Faculty of Engineering           | Engineering Technology  | WD_EELAE_B            | Bachelor of Engineering (Honours) in Electrical & Automation Engineering     | 2     | 36                 | 20/11/2024          |
| Faculty of Engineering           | Engineering Technology  | WD_EINFE_B            | Bachelor of Engineering (Honours) in Information Engineering (International) | 1     | 35                 | 20/11/2024          |
| Faculty of Engineering           | Engineering Technology  | WD_EINFE_B            | Bachelor of Engineering (Honours) in Information Engineering (International) | 2     | 35                 | 20/11/2024          |
| Faculty of Engineering           | Engineering Technology  | WD_EEINS_R            | Master of Engineering in Electronic Information Systems                      | 5 & 7 | 29                 | 20/11/2024          |

**Presented by:** **Dr. Derek O'Byrne**  
**Vice President for Academic Affairs , Teaching & Learning**  
**SETU Waterford**