



MINUTES

Meeting	: SETU Academic Council
Meeting Number	: 10
Date	: 25 th April 2023
Duration	: 10.15am – 11.45pm
Attendees	: Prof. Veronica Campbell (Chairperson), Dr. Derek O’Byrne (Secretary), Mr. David Denieffe, Dr. Tom O’Toole, Mr. Pascal Harte, Mr. Mark Dunne, Dr. Brian Casey, Dr. Greg Doyle, Dr. Rosemary O’Hara, Ms. Maura Bolger, Dr. Hazel Farrell, Ms. Mary Lyng, Mr. Liam O’Shea, Dr. Anne Graham, Dr. Pdraig Kirwan, Dr. Corinne Power-O’Mahony, Dr. Eileen Doyle, Dr. Suzanne Denieffe, Dr. Carmel Smith, Dr. Colette Moloney, Dr. Geraldine Cleere, Mr. John Maher, Dr. Karen Hennessy, Dr. Louise Bennett, Ms. Claire Fitzpatrick, Dr. Joseph Collins, Mr. Aubrey Storey, Dr. Paula Rankin, Mr. John Tully, Mr. Larry Banville, Dr. Cara Daly, Dr. Zeta Dooly, Dr. David Dowling, Dr. Janette Davies, Dr. Orla O’Donovan, Dr. Helen Murphy, Dr. Chris Meudec, Mr. Bryan O’Mahony, Prof. John Wells
In Attendance	: Dr. Chris O’Riordan (Items 3 & 7)
Secretariat	: Ms. Margaret Maher
Apologies	: Dr. Frances Hardiman, Dr. Laura Keane, Ms. Victoria McDonagh, Dr. Sharon Harris Byrne, Dr. Cathal Nolan, Mr. Ken McCarthy, Dr. Ken Thomas, Dr. David Allen, Mr. Diarmuid O’Gorman, Mr. Kevin Doolin,

1. Minutes of Academic Council Meeting 21st March 2023

AGREED: The minutes of the Academic Council Meeting of 21st March 2023 were approved.

2. Matters Arising

2.1 Leaving Certificate Results 2023

NOTED: Document “*Academic Council Note on the timing of Leaving Certificate results 2023 and developing a contingency plan for a late issue*” was circulated to all members prior to this meeting. Dr. O’Byrne advised members that the SEC have not yet given a date for the release of the Leaving Certificate results and this in turn may impact the start date for incoming first year students. It was acknowledged that the first year experience has been less than ideal the past few years and a contingency plan needs to be put in place should the release of results be delayed again this year.

AGREED: Working Group to be established to look at this issue in a holistic manner to include the on-campus experience. D. O’Byrne to e-mail all members seeking volunteers to act

Secretary

on this Working Group. Given the nature of this Working Group it may be necessary to co-opt non-academic council members to the group.

3. Policies for Approval –Interim Academic Regulations

NOTED: The following documents were circulated to all members prior to this meeting:

- SETU Academic Regulations for Taught Programmes - Revised Discussion Draft (V2) for Academic Council.
- Issues Paper for Academic Council: Areas for Future Consideration by Council and Interim Regulations for Taught Programmes.

NOTED: Dr. D. O’Byrne advised members that the regulations being presented today are interim in nature and intended to be in place for one year. These interim regulations will allow us to have a consistent delivery framework across all campuses where no student is disadvantaged while allowing time for Council to debate more “weighty” issues.

NOTED: Dr. Chris O’Riordan joined the meeting and gave a brief presentation advising members that:

- All feedback and comments received from Council members since the previous meeting have been considered.
- The issues paper circulated summarises some of the key issues resolved in the new draft
- For 2023/24 regulations, the focus is on alignment and having a unified set of regulations that work across all campuses
- We have adopted the most student-centred approach where differences were identified

Some of the issues to be addressed beyond the 2023/24 regulations include:

- the development of a core academic delivery mode across the university that is unified and consistent
- the usage of the credit accumulation system by the University; discussions around areas such as semesters and stages, modules and programmes, progression, transfer and awards
- the implications of micro-credentials and how these are addressed in regulations and policies
- integration of unified policies that are consistent with the regulatory framework and new delivery model

NOTED: It is suggested that a Working group be established to propose a new academic framework. Committees of Academic Council to be involved in developing the terms of reference for this working group. To allow for the new regulations to be in place for 2024/25 academic year the following timeline is suggested:

- Establish terms of reference – June 2023
- Establish working group – September 2023
- Interim report by working group – November 2023
- Final report by working group – February 2024
- Implementation plan – April 2024

AGREED:The Interim Academic Regulations were approved by Council subject to the following minor amendments being made:

- 7.4.2 to include External Examiner feedback
- Professional Masters to be referenced in the document (wording to be provided by Dr. C. Moloney)

AGREED: Academic regulations beyond 2023/24 to be included as an agenda item for the next number of meetings of Council

Secretary

NOTED: The chairperson thanked Dr. O’Riordan for his excellent presentation and Dr. O’Riordan left the meeting.

4. Committee Reports,

4.1 Research Committee

NOTED: The Minutes of the Research Committee meeting of the 28th March 2023 were circulated to all members prior to this meeting. .

AGREED: Postgraduate Matters including requests for Confirmation of Doctoral registration, and notification of changes were noted and approved by Academic Council.

4.2 Student Experience Committee

AGREED: The Minutes of the Student Experience Committee meeting of the 23rd March 2023 were noted by Council.

NOTED: D.Denieffe advised members that the two main bodies of work currently being undertaken by the Committee are as follows:

- Fitness to Continue in Study Draft Policy
- Reasonable accommodations

AGREED: High level data from the Student Survey 2023 to be presented to the June meeting of Academic Council.

4.3 Academic Development, Learning & Teaching Committee

AGREED: The Minutes of the Academic Development, Learning and Teaching Committee meeting of the 28th March 2023 were noted by Council.

NOTED: The Annual Quality Report is due to be submitted to the QQI in May and work is ongoing on this.

NOTED: A Working Group on Artificial Intelligence has been established and met on the 24th April, the main areas of concern for this group are regulation, guidance to staff and students and training on best practice, an update on these will be brought to the next meeting of Council.

4.3 Academic Quality and Regulation

AGREED: The Minutes of the Academic Quality and Regulation Committee meeting of the 31st March were circulated to all members prior to this meeting. The following were approved by Academic Council:

Programme Validations:

- CE3 BA (Honours) in Early Childhood Care & Education

Minor Changes

- Diploma in Restaurant Management
- MBS in Finance and Business Analytics

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

AGREED: Postgraduate matters including Transfer to L10 Register, Admission to L10 Register Examiner nominations for research postgraduate candidates submitting for award and External Reviewer nominations for research postgraduate candidates seeking Confirmation of Doctoral Candidature were noted and approved by Academic Council.

LanguageCert - a new type of English language proficiency exam accepted by most universities as well as the Department of Justice for visa purposes was approved as an accepted English language proficient examination for SETU entry.

NOTED: Members noted the External Examiners being approved today are quite local and suggested there is a need for some International Externs to give an international perspective on what we do. The role of the External Examiner was discussed and members agreed there is a large body of work to be done in terms of operational matters and payment structures and that the process needs to be redesigned if we want to attract good people.

AGREED: Profile of External Examiners to be brought to future meeting of Academic Council.

5. 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 subject to the following amendment:

- On page two of the document the Chairperson for the Department of Humanities Exam Board meeting on the 22nd March should read Joseph Collins instead of Myles Kelly.

6. Strategic Plan Update

NOTED: The draft Strategic Plan was circulated to all members prior to this meeting and was noted by Council.

7. Governing Body Matters

7.1 Academic Council Design Working Group

NOTED: Document "*Draft Only – Academic Council Design Working Group – Final Report to Governing Body*" was circulated to all members prior to this meeting.

NOTED: Dr. Chris O’Riordan joined the meeting and gave a presentation on the draft final report including:

- Background to the report
- Conceptual Framework developed to underpin Council Design
- Design Principles
- Structure
- Membership
- Elections

NOTED: Discussion followed where issues such as timelines, gender balance and campus representation were discussed. It was noted that the co-opting process could address both the gender balance and campus representation issue. Members also felt they had not been afforded sufficient time to consider the document, it was therefore agreed that this item would be put on the agenda for the next meeting of Academic Council and any further feedback is welcomed.

8. A.O.B

NOTED: There was no other business

Signed: _____

Date: _____

Appendix A



Academic Council Meeting 25th April 2023

Item 5 – Ratification of Semester 1 Examination Results

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

March/April 2023 Examination Boards:

		Exam Board	Chairperson	Secretary	
A	Faculty of Business and Humanities				
	(i)	Department of Humanities	22 March 2023	J. Collins	E Doyle-Walsh
	(ii)	Department of Business	18 April 2023	J Collins	M Meagher
B	Faculty of Engineering				
	(i)	Department of Electronic Engineering and Communications	14 March 2023	F Hardiman	D Lowney
	(ii)	Department of Electronic Engineering and Communications	18 April 2023	F Hardiman	D Lowney
	(iii)	Department of Built Environment	21 March 2023	F Hardiman	E Homan
	(iv)	Department of Built Environment	18 April 2023	F Hardiman	E Homan
	(v)	Extended Campus	27 March 2023	F Hardiman	E Homan
C	Faculty of Lifelong Learning				
	(i)	Carlow and Wicklow Campuses	17 April 2023	J Collins	E O'Brien

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

18 April 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 University Regulations and the guidelines for conduct of Examination Boards. The Broad sheets of Results have been duly signed by the Institute Examiners/s.

Examination Session: 2022/2023

Programme	Year	Date of Exam Board	Award	Award Level	Award Type	Actual No	Chair person	Secretary
CW BBMAS M	Y5	18 th April 2023	Master of Business	09	Major	06	J Collins	M Meagher


 Head of Department

SIGNED:

DATE:

18/4/23

**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 University 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	Year	Date of Meeting	Award	Award Level	Award Type	No
CW_HHLAW_B	Y1	22 nd March 2023	Honours Bachelor of Laws (LLB) Semester 1 Review	08	MAJOR	01

SIGNED

Head of Department



DATE: 22/3/2023

CHAIRPERSON: Joseph Collins

**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 Broad sheets of Results have been duly signed by the Institute Examiners/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_CMARC_B	18 April 23	BSc (Honours)	In Architectural Technology	1	08	Honours Degree	1

Exam Board Chair: Dr Frances Hardiman
Exam Bd Secretary: Dr Eoin Homan


Head of Faculty Centre/Department

DATE: 17/4/23

SIGNED

APPROVED

Academic Council Date: _____

Governing Body Date: _____

**SOUTH EAST TECHNOLOGICAL UNIVERSITY
PRESENTATION OF EXAMINATION RESULTS TO ACADEMIC COUNCIL FOR RATIFICATION**

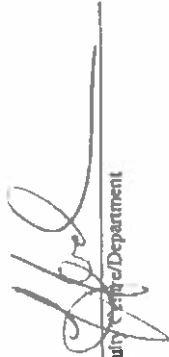
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Examination Session: 2022/2023

Programme Code	Date of Examination Board Meeting	Programme Title	Specialisation	Award Stage	Award Level	Award Class	No of Candidates
CW_CMARC_B	01 March 23	BSc (Honours)	In Architectural Technology	1	08	Honours Degree	1

Exam Board Chair: Dr Frances Hardiman
Exam Bd Secretary: Dr Eoin Homan

SIGNED:


Head of Faculty

DATE:

21/3/23

**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_EEEN_D	14/3/23	BEng	in Electronic Engineering	1	07	Ordinary Degree	2
CW_EEMCS_D	14/3/23	BEng	in Electronic Engineering (Military Communication Systems)	1	07	Ordinary Degree	1
CW_EEBIO_D	14/3/23	BEng	In Biomedical Electronics	1	07	Ordinary Degree	2
CW_EEBIO_B	14/3/23	BEng (Honours)	In Biomedical Electronics	1	08	Honours Degree	7

Exam Board Chair: Dr Frances Hardiman
Exam Bd Secretary: Dr Donnacha Lowncy

SIGNED:


Head of Faculty/Chair/Department

DATE:

14/3/23

APPROVED

Academic Council Date

Governing Body Date

**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_EETVM_B	18 April 23	BSc	In TV and Media Production	1	08	Honours Degree	3

Exam Board Chair: Dr Frances Hardiman
Exam Bd Secretary: Dr Donnacha Lowney


 Head of Faculty/College/Department

SIGNED:

DATE:

18/4/23

APPROVED:

Academic Council Date: _____

Governing Body Date: _____

**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: March 2023
 Chair: Dr. Eoin Homan - Head of Department of Built Environment
 Secretary: Dr. Frances Hardiman - Head of Faculty of Engineering

Programme	Year	Date of Meeting	Awards	Level of Awd	Award Type	Number
CW SSFMD V	AWARD	27/03/23	Certificate in Facilitation, Mentoring and Development	7	Special Purpose Award	1

SIGNED:

Head of Department



DATE 27th March 2023

APPROVED:

Academic Council Date _____

Governing Body Date: _____

SOUTH EAST TECHNOLOGICAL UNIVERSITY
PRESENTATION OF EXAMINATION RESULTS TO ACADEMIC COUNCIL FOR RATIFICATION

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

Examination Session: **CW WW WX LLL 2022.23**

Chairperson: **Dr Joseph Collins**

Secretary: **Eoin O'Brien**

Program Code	Date	Award	Award Year	Award Level	Award Class	No. of Candidates
CW_BRCCA_U	17/04/2023	Certificate in Customs Compliance and Trade Facilitation	Y1	6	Special Purpose	17
CW_BRCCB_U	17/04/2023	Certificate in Customs Compliance and Trade Facilitation	Y1	6	Special Purpose	5
CW_BRCCC_U	17/04/2023	Certificate in Customs Compliance and Trade Facilitation	Y1	6	Special Purpose	17
CW_BROPA_V	17/04/2023	Certificate in Organisational Psychology and Behaviour	Y3	7	Special Purpose	11
CW_ERELP_U	17/04/2023	Certificate in Electrical Principles	Y1	6	Special Purpose	6
CW_HRGES_M	17/04/2023	Master of Arts in Gestalt Psychotherapy	Y5	9	Master Taught	2
CW_HKCCB_W	17/04/2023	Certificate in Meeting the Challenge of Challenging Behaviour	Y4	8	Special Purpose	24
CW_HKCYF_M	17/04/2023	Master of Arts in Child Youth and Family Studies	Y5	9	Master Taught	1

SIGNED:



Head of Faculty

DATE: 17.04.2023