



MINUTES

Meeting	: SETU Academic Council
Meeting Number	: 3
Date	: 13 th September 2022
Duration	: 10.15am – 12.30pm
Attendees	: Prof. Veronica Campbell (Chairperson), Dr. Derek O’Byrne (Secretary), Mr. David Denieffe, Dr. Brian Casey, Dr. Greg Doyle, Dr. David Scanlon, Mr. Larry Banville, Mr. Patrick Morgan, Dr. Hazel Farrell, Dr. Laura Keane, Mr. John Tully, Dr. Pdraig Kirwan, Dr. Sharon Harris Byrne, Dr. Ken Thomas, Ms. Victoria McDonagh, Dr. Chris Meudec, Ms. Maebh Maher, Dr. Geraldine Cleere, Mr. John Maher, Dr. Carmel Smith, Dr. Anne Graham, Dr. Mark White, Dr. Janette Davies, Mr. Liam O’Shea, Ms. Maura Bolger, Mr. Ken McCarthy, Mr. Kevin Doolin, Prof. John Wells, Mr. Aubrey Storey, Dr. Cara Daly, Dr. Cathal Nolan, Dr. Frances Hardiman, Dr. Eileen Doyle, Dr. Karen Hennessy, Ms. Mary Lyng, Dr. Louise Bennett, Dr. Orla O’Donovan, Dr. David Allen, Dr. Helen Murphy, Mr. Patrick Curtin, Mr. Bryan O’Mahony, Dr. Joseph Collins, Mr. Rónán Lynch, Ms. Wiktoria Szeremeta, Mr. Mark Dunne
In Attendance	: Dr. Robin Flynn (Item 4.), Dr. Gina Noonan, Ms. Anne-Marie Frampton, Ms. Rosemary Flynn and Dr. Chris O’Riordan (Item 5)
Secretariat	: Ms. Margaret Maher
Apologies	: Dr. Tom O’Toole, Dr. Suzanne Denieffe, Mr. Pascal Harte, Dr. Dina Brazil, Dr. David Dowling, Mr. Diarmuid O’Gorman, Ms. Claire Fitzpatrick, Dr. Paula Rankin, Dr. Colette Moloney, Dr. Rosemary O’Hara, Ms. Una Grant,

1. Introduction from the President

NOTED: The Chairperson welcomed members to the first meeting of Academic Council for the new academic year and as this is her first meeting, introduced herself to Council.

2. Minutes of Special Academic Council Meeting 20th June 2022 and Standing Committee of Academic Council 19th August 2022

AGREED: The minutes of the Special Academic Council Meeting on 20th June 2022 and the Standing Committee of Academic Council on 19th August 2022 were approved.

NOTED: Chairperson advised members that draft minutes of Academic Council will go before Governing Body and once approved at the next meeting of Academic Council will be posted to a dedicated page on our website.

3. Matters Arising

NOTED: Members queried the timing of reading week and were advised this would be raised under items 6 & 8 of the agenda.

4. Policies for Approval – Graduate Studies Regulations

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

- Graduate Studies Code of Practice
- Graduate Studies Regulations

NOTED: Dr. Robin Flynn joined the meeting and together with Dr. Mark White, VP Research, Innovation and Graduate Studies gave a presentation on the above mentioned documents.

AGREED: Following a lengthy discussion the Graduate Studies Code of Practice and Graduate Studies Regulations were approved by Academic Council subject to a number of small amendments being made, these amendments include

- changing External Examiner to External Reviewer,
- using confirmation/transfer instead of just transfer,
- 24 month and 48 month timelines to be reviewed although Council are conscious there may be funding issues associated with these timelines.

NOTED: Chairperson thanked all involved for their work to date. Dr. Robin Flynn left the meeting.

5. Committee Reports

5.1 Presentation from Academic Integration Leads

NOTED: Dr. Gina Noonan, Teaching & Learning Integration Lead, Dr. Chris O’Riordan, Academic, Legal and Compliance Integration Lead, Ms. Anne-Marie Frampton, Academic Administration Integration Lead and Ms. Rosemary Flynn, Student Support Integration Lead joined the meeting to give members an update on work complete to date and plans going forward that will help inform the work plan of Academic Council.

NOTED: Chairperson thanked the Integration Leads for their work to date and asked that the slide deck be circulated to all members after the meeting. The Integration Leads left the meeting.

5.2 Development of Academic Council Work Plan

NOTED: Academic Council Work Plan 2022-23 was circulated to all members prior to this meeting and was presented at the meeting by D. O’Byrne and D. Denieffe.

NOTED: Presentation included current membership of each Committee and members who have not yet indicated their preference are invited to do so. Committees can also co-opt members as necessary.

NOTED: Committee Work Plan template was circulated as part of the document and committees are encouraged to use this template. Committees will be required to report monthly to Academic Council.

6. Graduation

NOTED: Conferring ceremonies for all level 8 programmes on both the Carlow and Waterford Campuses will be held the week beginning the 31st October while ceremonies for level 6,7,9 & 10 and Defence Force programmes will be held the week beginning 9th January 2023 (two days each campus). Conferring ceremonies for all programmes on the Wexford campus are scheduled for 11th November 2022. Venues used traditionally on the Carlow and Wexford campuses will continue to be used this year while the ceremonies on the Waterford campus will be held in the SETU Arena. In terms of graduation hoods, a set of interim colours has been agreed for use across all campuses.

7. Academic Council Design

NOTED: Document “Academic Council Design Working Group” was circulated to all members prior to this meeting.

NOTED: In May 2022, the SETU Academic Council was established by Governing Body. The term of this Council is envisaged to be for no longer than one year and as such is described as an interim Academic Council. A new Academic Council will need to be established to replace the interim Council and it is proposed that the design work for this new Council is undertaken by an Academic Council Design Working Group. The document sets out the purpose, terms of reference and membership of the Academic Council Design Working Group which are the responsibility of Governing Body and must be approved through Governing Body processes. The Working Group will report and be accountable to Governing Body as the body who will approve the establishment of the new Council.

8. A.O.B First Year Calendar

NOTED: Document “Current CAO intake and First Year Semester 1” was circulated to all members prior to this meeting. Members were advised that the issuing of leaving certificate results was delayed again this year and the implications of this is that first year students will commence a week later than continuing students and therefore the semester 1 academic calendar cycle is problematic for this cohort of students. This document sets out the options available.

AGREED: Following lengthy conversation where the concerns of members were discussed the following option was approved by Council:

- Run the semester as scheduled and consistent with continuing students

NOTED: Academic year structure to be revisited at a later date. Full academic calendar including reading weeks will be published shortly.

Signed: _____ Date: _____
Prof. Veronica Campbell