



## MINUTES

Meeting	: SETU Academic Council
Meeting Number	: 12
Date	: 13 <sup>th</sup> June 2023
Duration	: 10.15am – 12.25pm
Attendees	: Prof. Veronica Campbell (Chairperson), Dr. Derek O’Byrne (Secretary), Mr. David Denieffe, Dr. Laura Keane, Mr. Mark Dunne, Ms. Wiktoria Szeremeta, Mr. Bryan O’Mahony, Mr. Patrick Curtin, Dr. Hazel Farrell, Dr. Colette Moloney, Dr. Orla O’Donovan, Dr. Padraig Kirwan, Dr. Corinne Power-O’Mahony, Dr. Cara Daly, Mr. Aubrey Storey, Mr. Larry Banville, Dr. David Scanlon, Dr. Zeta Dooly, Dr. David Dowling, Mr. Rónán Lynch, Mr. Liam O’Shea, Dr. Tom O’Toole, Ms. Mary Lyng, Dr. Frances Haridman, Mr. Patrick Morgan,
In Attendance	: Dr. Chris O’Riordan (Items 3.1 & 8) Ms. Anne Marie Frampton (Item 8)
Secretariat	: Ms. Margaret Maher
Apologies	: Dr. Anne Graham, Dr. Brian Casey, Dr. Carmel Smith, Dr. David Allen, Dr. Eileen Doyle, Mr. Ken McCarthy, Dr. Ken Thomas, Dr. Rosemary O’Hara, Dr. Suzanne Denieffe, Dr. Karen Hennessy, Mr. John Maher, Dr. Paula Rankin, Mr. Pascal Harte, Mr. John Tully, Ms. Victoria McDonagh, Dr. Greg Doyle, Dr. Dina Brazil, Dr. Sharon Harris Byrne, Mr. Diarmuid O’Gorman, Dr. Helen Murphy, Ms. Claire Fitzpatrick, Dr. Chris Meudec, Dr. Geraldine Cleere, Dr. Louise Bennett

Chairperson welcomed all to what is the last meeting of Academic Council for this academic year and the first in-person meeting of Council.

### 1. Minutes of Academic Council Meeting 23<sup>rd</sup> May 2023

**NOTED:** D. O’Byrne advised members of an amendment to item 4.1 of the minutes where one of the applications was reported incorrectly as a Confirmation of Doctoral Registration and should be Probationary Direct Entry to Structured PhD.

**AGREED:** The minutes of the Academic Council Meeting of 23<sup>rd</sup> May 2023 were approved subject to the above amendment.

### 2. Matters Arising

**NOTED:** Further to the previous meeting of Academic Council were the First Year Experience/Start Date was discussed, D. O’Byrne advised members that the leaving certificate

examination results will be released on 30<sup>th</sup> August. Continuing students will return on Monday 11<sup>th</sup> September while First Years will begin on Monday 18<sup>th</sup> September. This will result in an 11 week semester for First year students. D. O’Byrne advised that the VP’s for Academic Affairs have written to all Schools/Faculties with the decision of Academic Council at its meeting of 23<sup>rd</sup> May 2023. Plans for Induction and Orientation are currently in train and it is expected that on campus orientation for first years will take place on Thursday 14<sup>th</sup> and Friday 15<sup>th</sup> September with the online element being held on Tuesday 13<sup>th</sup> September.

**NOTED:** AQR was presented at recent Governing Body meeting where it was endorsed, it has since been submitted to QQI and Annual Dialogue meeting will take place tomorrow.

### 3. Policies for Approval

#### 3.1 Policy for Noting– Fitness to Continue in Study

**NOTED:** Document “*Supporting and Determining Student’s Fitness to Continue in Study – Policy and Procedure*” was circulated to all members prior to this meeting.

**NOTED:** Dr. Chris O’Riordan joined the meeting and gave a presentation on the document.

**NOTED:** Following brief discussion it was noted that the policy will now be presented to the Executive Management Team and Governing Body for final approval and will be in place for September 2023.

**NOTED:** The Chairperson thanked Dr. O’Riordan and all those involved in developing this document and Dr. O’Riordan left the meeting.

#### 3.2 Policy for Approval – SETU Student Academic Integrity Policy

**NOTED:** This item was deferred to the next meeting of Academic Council

### 4. Committee Reports,

#### 4.1 Research Committee

**NOTED:** The Minutes of the Research Committee meeting of the 30<sup>th</sup> May 2023 were circulated to all members prior to this meeting. .

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

Application Type	Number of Students
Application for Masters by Research	1
Transfer of Doctoral Registration – application for confirmation of candidature	1
Confirmation of Doctoral registration	2
Notification of Changes	4
Deferral Requests	1

**NOTED:** SETU has joined IReL (Irish Research electronic Library) which is a consortium of Irish Research Libraries providing access to licensed e-resources, Open Access Publishing Agreements and open science infrastructure. It is a really positive development that TUs and IoTs can now avail of a selection of IReL Resources. As a result of this development you can access 8 databases with new or expanded content which have been added to our existing online collection on our library websites.

- *Cambridge Core Journals (Read and Publish offering free / discounted APCs)*
- *JSTOR Vol I-VII*
- *Oxford University Press Journals (Read and Publish offering free / discounted APCs )*
- *SAGE Online Journals (Read and Publish offering free / discounted APCs)*
- *AAAS Science Classic*
- *Proquest Social Science Premium Collection*
- *Taylor and Francis Social Science and Humanities and Medical Collection (Read and Publish offering free / discounted APCs)*

- *Wiley Online Library (Read and Publish offering free / discounted APCs)*

#### **4.2 Academic Development, Learning & Teaching Committee**

**NOTED:** The Minutes of the Academic Development, Learning and Teaching Committee meeting of the 30<sup>th</sup> May 2023 were noted by Council.

**NOTED:** A number of Position/Interim papers which included the following were circulated to all members prior to this meeting:

- Assessment & Feedback Draft Policy
- Interim Position Paper: The development of a policy and procedure on External Examining
- Draft Potential Role and Functions of External Examiners – for Council feedback
- Management of engagement with Professional, Statutory, Regulatory Body's (PSRB)
- Programme Development Policy Sub Group Report
- A short guide to Digital Education at SETU

**NOTED:** D. O'Byrne advised members that the purpose of these papers is to showcase the amount of work that has been ongoing in the various sub-groups. If members wish to provide feedback on any of these documents they are welcome to do so.

**AGREED:** Members acknowledged the huge amount of work accomplished and agreed that a webinar or "Town Hall" event should be scheduled for the beginning of the new academic year to inform staff of changes and new policies being implemented. D. O'Byrne advised members that a Communications Group has been established and a newsletter will issue to all staff after each Academic Council meeting informing them of any decisions made.

**NOTED:** ChatGPT and the importance of academic integrity were briefly discussed. Members noted the need for flexibility to evolve and to change the modes of assessment in line with developments with ChatGPT and AI in general.

#### **4.3 Academic Quality and Regulation**

**AGREED:** The Minutes of the Academic Quality and Regulation Committee meeting of the 2<sup>nd</sup> June 2023 were circulated to all members prior to this meeting. The following were approved by Academic Council:

##### **Minor Changes**

- BA (Honours) in Accounting
- Bachelor of Business (Honours)
- BA (Honours) in Applied Criminal Justice Studies
- BA (Honours) in Criminal Justice Studies
- BA (Honours) in Marketing & Digital Media
- Bachelor of Architecture (Honours)
- Bachelor of Laws (Honours)
- BEng (Honours) in Sustainable Civil Engineering
- BSc (Honours) in Agricultural Science
- BSc (Honours) in Applied Computing
- BSc (Honours) in Food Science & Innovation
- BSc (Honours) in Molecular Biology with Biopharmaceutical Science
- BSc (Honours) in Physics for Modern Technology
- BSc in Molecular Biology with Biopharmaceutical Science (change in assessment to Applied Immunology only)
- Certificate in Advanced Materials Characterisation
- Certificate in International Reg Affairs
- MA in Social Justice & Public Policy
- Module Cell Biology & Biochemistry

- Module Good Laboratory Practice and Core Skills (amendments to module learning outcomes, assessment and indicative content only)
- Module Hispanic Identities
- Module Intensive Spanish (clarification of assessment only)
- Module Plant Biology
- MSc in Computing (Information Systems Processes)
- MSc in Organic & Biological Agriculture

### Programme Validations

2-credit Level 6 micro-credential awards as follows:

1. Certificate in Communications and Radio Use
2. Certificate in Conflict Resolution
3. Certificate in Data Maintenance and Forecasting
4. Certificate in Data Management
5. Certificate in Goods Handling and Technology
6. Certificate in Health and Safety
7. Certificate in Internal and External Customers
8. Certificate in Introduction to Sustainability
9. Certificate in IT Systems
10. Certificate in Load and Route Planning
11. Certificate in Negotiation and People Skills
12. Certificate in Regulatory Practice
13. Certificate in Route Optimisation
14. Certificate in Time Management
15. Certificate in Vehicle and Maintenance Overview
16. Certificate in Warehouse Operations and Stock Control

The Annual Programme Reviews 2023 (Carlow and Wexford) were approved by the Committee, subject to clarification of special regulations.

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

### Postgraduate Matters

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

Application Type	Number of Students
Admission to Level 10	7
Level 10 Evaluator	1
Transfer to Level 10	5
Intention to Present/Nomination of Examiners	3
Admission to Level 9	7
Examiner nominations for research postgraduate candidates submitting for award	10
External Reviewer nominations for research postgraduate candidates seeking Confirmation of Doctoral Candidature	6
Change to Research Examiner Approval	1

#### **4.4 Student Experience Committee**

**AGREED:** The Minutes of the Student Experience Committee meeting of the 8<sup>th</sup> June 2023 were noted by Council.

**NOTED:** A presentation on the Student Survey 2022 and 2023 Preliminary Findings will be brought to the September meeting of Academic Council.

#### **5. Ratification of Semester2 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.

#### **6. Academic Delivery Framework – Terms of Reference**

**NOTED:** Document “Proposed Terms of Reference and Membership of Working Group (following committee input)” was circulated to all members prior to this meeting.

**AGREED:** Membership of the Working Group to include student representatives and the graduate attributes and programme development charter to be captured in the document.

**AGREED:** The Terms of Reference and Membership of the Working Group were adopted by Council.

#### **7. Standing Committee Summer 2023**

**NOTED:** Meetings of the Standing Committee may be called over the summer months should the need arise. The Standing Committee will primarily be made up of members of the Academic Quality and Regulation Committee however an invitation to any meeting will issue to all members of Academic Council and those who can attend are asked to do so. A meeting of the Academic Council will be scheduled for early September to sign off on any work completed over the summer months

#### **8. Summary Report on Activity for 2022/23**

**NOTED:** Ms. Anne-Marie Frampton, SETU Academic Administration Integration Lead joined the meeting and gave a presentation on Academic Administration Activities May 2022 – May 2023.

**NOTED:** Members noted all the changes made in this area and recommended that this needs to be communicated to the wider community. It was suggested this could be done in the form of FAQ’s.

**NOTED:** Chairperson thanked Ms. Frampton for the quantity of work accomplished and Ms. Frampton left the meeting.

**NOTED:** Dr. Chris O’Riordan joined the meeting and gave a presentation on SETU Policy and Academic Council Activities – May 2022 to May 2023.

#### **9. A.O.B**

**NOTED:** As this is the last Academic Council meeting for this academic year, the Chairperson thanked all for their contribution to Council over the past year. The Chairperson also acknowledged the contribution of the Students Union and wished Wiktorina, Bryan and Patrick all the best in their future careers as they will be leaving us at the end of this academic year, she also wished Mark well for the next academic year as President of SETU Students Union.

**NOTED:** The Chairperson thanked Ms. M. Maher for all her work as Secretariat to Academic Council and also D. Denieffe and D.O’Byrne for their support throughout the year.

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

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