



MINUTES

Meeting	: SETU Academic Council
Meeting Number	: 8
Date	: 28 th February 2023
Duration	: 10.15am – 12.10pm
Attendees	: Prof. Veronica Campbell (Chairperson), Dr. Derek O’Byrne (Secretary), Mr. David Denieffe, Dr. Rosemary O’Hara, Dr. Tom O’Toole, Mr. Patrick Morgan, Mr. Diarmuid O’Gorman, Dr. David Allen, Dr. Hazel Farrell, Ms. Maura Bolger, Dr. Laura Keane, Ms. Mary Lyng, Dr. Pádraig Kirwan, Mr. Kevin Doolin, Dr. Corinne Power-O’Mahony, Dr. Suzanne Denieffe, Mr. Ken McCarthy, Dr. David Scanlon, Dr. Geraldine Cleere, Mr. John Maher, Ms. Wiktorja Szeremeta, Dr. Anne Graham, Dr. Janette Davies, Mr. Bryan O’Mahony, Mr. Aubrey Storey, Dr. Paula Rankin, Dr. Eileen Doyle, Mr. John Tully, Dr. Cara Daly, Dr. Zeta Dooly, Mr. Mark Dunne, Dr. Helen Murphy, Dr. Joseph Collins, Ms. Victoria McDonagh, Ms. Claire Fitzpatrick, Dr. Orla O’Donovan, Mr. Rónán Lynch, Dr. Frances Hardiman, Dr. David Dowling, Dr. Colette Moloney, Dr. Sharon Harris Byrne, Dr. Cathal Nolan, Mr. Larry Banville, Dr. Carmel Smith, Dr. Mark White, Dr. Karen Hennessy, Dr. Ken Thomas, Dr. Chris Meudec, Mr. Liam O’Shea
In Attendance	: Dr. Paul O’Leary (Item 6.1), Dr. Chris O’Riordan (Item 7.1)
Secretariat	: Ms. Margaret Maher
Apologies	: Dr. Brian Casey, Dr. Greg Doyle, Ms. Úna Grant, Dr. Dina Brazil, Mr. Pascal Harte

1. Minutes of Academic Council Meeting 31st January 2023

AGREED: The minutes of the Academic Council Meeting of 31st January 2023 were approved.

2. Matters Arising

NOTED: Further to the previous meeting of Academic Council where it was agreed to adopt the title of Doctor of the University (short title D.Univ) for the purpose of grading honorary degrees, the SETU Honorary Doctorate Award Standard was circulated to all members prior to this meeting and was noted by Academic Council.

3. Policies for Approval

NOTED: There were no policies for approval.

4. Committee Reports,

4.1 Research Committee

NOTED: The Minutes of the Research Committee meeting of the 8th February 2023 were circulated to all members prior to this meeting. .

AGREED: Postgraduate matters including requests for Probationary direct entry to Structured PhD, Transfer to Doctoral registration, Confirmation of Doctoral registration, notice of intention to submit for examination for postgraduate research award and notification of changes were noted and approved by Academic Council

4.2 Academic Development, Learning & Teaching Committee

AGREED: The Minutes of the Academic Development, Learning and Teaching Committee meeting of the 7th February 2023 were noted and approved by Council.

4.3 Academic Quality and Regulation

AGREED: The Minutes of the Academic Quality and Regulation Committee meetings of the 10th February and 17th February 2023 were circulated to all members prior to this meeting. The following were approved by Academic Council

Programme Validations:

Waterford Campus

Minor Changes:

- BSc (H) in Applied Computing
- Certificate in Pre-Admission Nursing

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

AGREED: Postgraduate Matters including nominations of Level 10 Evaluators, requests for Admission to Level 9 programmes and notification of withdrawal from Level 9 programmes were noted and approved by Academic Council.

NOTED: SETU English Language Requirements were discussed at the Academic Council meeting on 6th December 2022 where it was agreed not to accept the recommendation of the Academic Quality and Regulation Committee to approve a unified approach on the English Language Requirements. Academic Quality and Regulation Committee were asked to reconsider. A revised paper was discussed at the Committee meeting on 17th February 2023 and the Committees recommendation is to adopt level of requirements that will not disadvantage current applicants and students of the University. A working group to be established immediately to conduct a full review of ELR scores and to recommend a unified SETU framework. It is anticipated this review should be complete by the end of this academic year.

NOTED: Canadian Award Equivalences – The Academic Quality and Regulation Committee recommend that a working group be established to conduct a full review of current international qualification practices for entry, including advanced entry, and to recommend a unified SETU approach.

AGREED: Council acknowledge there is a need for a unified SETU approach in relation to English Language Requirements and Canadian Award Equivalences and gave approval to proceed with this body of work. Council emphasised the urgency of this body of work and that it should designed in the best interest of the student.

4.4 Student Experience Committee

NOTED: There was no meeting of the Student Experience Committee

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.

7. Governing Body Matters - SETU Honorary Degrees – Call for nominations

NOTED: As the meeting was running ahead of schedule and Dr. Paul O’Leary and Dr. Yvonne Kavanagh had not yet joined the meeting, it was agreed to take item 7.2 on Governing Body Matters next.

NOTED: Dr. Derek O’Byrne advised members that the Honorary Degrees call for nominations has been issued and encouraged members to give it some consideration. The closing date for nominations is 10th March 2023. Advisory Committee to be established.

6. Matters for Noting

6.1 CINNTE Review

NOTED: Dr. Paul O’Leary joined the meeting and gave apologies on behalf of Dr. Yvonne Kavanagh who was unable to join the meeting. Dr. O’Leary gave an update on the CINNTE Review including the timeline of events. The Self-Evaluation Report is due to be submitted in March 2024 and the physical panel visit is scheduled for October 2024.

NOTED: Chairperson thanked Dr. O’Leary for his presentation and Dr. O’Leary left the meeting.

6.2 Report from ChatGPT Working Group

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

- QQI - Current advice on artificial intelligence (including Chat GPT) in education and training.
- SETU Principles for Students and Staff using Generative Artificial Intelligence
- Draft Guidelines for Academic Staff on the Use of Generative Artificial Intelligence at SETU

NOTED: Members discussed the increasing prevalence of AI in society, work and in education.

AGREED: The working group to be maintained for the remainder of this semester, new members welcome. The committee should consider discipline specific activities, the potential for developing protocols and the best methods of communicating these changes and developments to staff and students.

6.3 CAO Performance 2022/23

NOTED: Report for SETU on CAO Performance for 2022/23 for Academic Council was circulated to all members prior to this meeting and Dr. Derek O’Byrne gave a presentation on the data presented.

AGREED: Update on 2023/24 to be provided at the next meeting of Academic Council.

7. Governing Body Matters

7.1 Academic Council Design Working Group

NOTED: Dr. Chris O’Riordan joined the meeting and gave a presentation on the Academic Council Design Working Group which included the following:

- Information about the Design Working Group
- Legislative context

- List of universities considered
- Conceptual Framework developed to underpin council design
- Proposed academic governance structure
- Proposed members of Council
- Committee Membership
- Proposed Membership Model

NOTED: Members expressed concern about the status of School Boards and their role in the new academic council design.

AGREED: Final paper including terms of reference to be circulated to Council and included as an agenda item at a future meeting of Council.

NOTED: Chairperson thanked Dr. O’Riordan and he left the meeting.

8. A.O.B

NOTED: Chairperson thanked Dr. Mark White for his contribution to Academic Council over the past number of years and wished him well in his new role in the RCSI .

NOTED: J. Maher congratulated the organisers of the Fitzgibbon and Sigerson Cup Championships held recently in the Arena.

Signed: _____

Date: _____



Academic Council Meeting 28th February 2023

Item 5 – Ratification of Semester 1 Examination Results

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

February 2023 Examination Boards:

		Exam Board	Chairperson	Secretary	
A	Faculty of Business and Humanities				
	(i)	Department of Business	17 February 2023	J Collins	M Meagher
	(ii)	Department of Humanities	9 February 2023	M Kelly	E Doyle-Walsh
B	Faculty of Engineering				
	(i)	Department of Aero & Mechanical Engineering	14 February 2023	F Hardiman	C Nolan
	(ii)	Department of Electronic, Engineering & Communications	14 February 2023	F Hardiman	D Lowney
C	Faculty of Lifelong Learning				
	(i)	Carlow Campus	13 February 2023	J Collins	R Flynn
	(ii)	Carlow Campus	20 February 2023	J Collins	R Flynn

**David Denieffe
Vice President for Academic Affairs & Registrar
South East Technological University, Carlow Campus
28 February 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 Broad sheets of Results have been duly signed by the Institute Examiner/s.

Examination Session: 2021/2022

Programme	Year	Date of Exam Board	Award	Award Level	Award Type	Actual No
CW_BBIB_B	Y3	17 th February 2023	Bachelor of Business (Hons) in International Business (Hannover)	08	Major	01

SIGNED: 
 Head of Department

DATE: 17/2/23

APPROVED: _____
 Academic Council: Date: _____
 Governing Body: Date: _____

Chair: Joe Colucci
 Secretary: Martin Meagher

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Examination Session: 2022/2023

Programme	Year	Date of Meeting	Award	Award Level	Award Type	No
CW_HCYF_M	Y5	9 th February 2023	Master of Arts in Child Youth and Family Studies (Semester 1 Reviews)	09	MAJOR	02

Eileen Doyle
Head of Department

DATE: 9/2/2023

CHAIRPERSON: MYLES KELLY

APPROVED: Academic Council: _____ Date: _____
Governing Body: _____ Date: _____

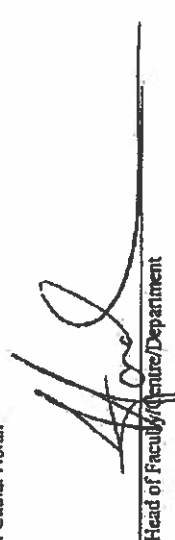
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Examination Session: 2022/2023

Programme Code	Date of Examination Board Meeting	Programme Title	Specialisation	Award Stage	Award Level	Award Class	No of Candidates
CW_EEAER_B	14 February 23	BEng (Honours)	In Aerospace Engineering	1	08	Honours Degree	1
CW_EEPLT_D	14 February 23	BSc	In Pilot Studies	1	07	Ordinary Degree	1
CW_EMMEC_B	14 February 23	BEng (Honours)	In Mechanical Engineering	1	08	Honours Degree	1

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

SIGNED: 
 Head of Faculty/Centre/Department

DATE: 16/2/23

APPROVED: _____ Date: _____
 Academic Council: _____ Date: _____
 Governing Body: _____ Date: _____

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

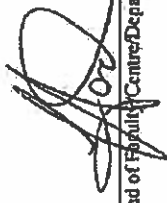
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Examination Session: 2022/2023

Programme Code	Date of Examination Board Meeting	Programme Title	Specialisation	Award Stage	Award Level	Award Class	No of Candidates
CW_EEROO_D	14 February 23	BEng	In Robotic and Automated Systems	1	07	Ordinary Degree	1

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

SIGNED:


Head of Faculty/ Centre/ Department

DATE:

16/2/23

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 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 Broad sheets of Results have been duly signed by the University Examiner/s.

Examination Session: **CW LLL 2022.23**

Program Code	Date	Award	Award Year	Award Level	Award Class	No. of Candidates
CW BREML_S	13/02/2023	Certificate in Equality, Diversity and Inclusion Management and Leadership	Y4	8	Minor Award	17
CW BRPSB_U	13/02/2023	Certificate in Professional Sales Advice	Y2	6	Special Purpose	13
CW BRPCA_U	13/02/2023	Certificate in Professional Customer Care Advice	Y1	6	Special Purpose	14
CW BRCCP_U	13/02/2023	Certificate in Custom Clearance Procedures	Y1	6	Special Purpose	2
CW_HRAAS_D	13/02/2023	Bachelor of Arts in Applied Addiction Studies and Community Development	Y2	7	Ordinary Bachelor Degree	1
CW_HRAAS_D	13/02/2023	Bachelor of Arts in Applied Addiction Studies and Community Development	Y3	7	Ordinary Bachelor Degree	1
CW_HRPAP_U	13/02/2023	Certificate in Personal and Professional Development	Y1	6	Special Purpose	12
CW_KRSIT_H	13/02/2023	Higher Diploma in Science in Computing (Systems and Information Technology Services)	Y4	8	Higher Diploma	28



Head of Faculty

DATE: 13.02.2023

SIGNED:

APPROVED: _____ Date: _____

Academic Council:

Governing Body: _____ Date: _____

Governing Body:

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

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Examination Session: CW LLL 2022.23

Program Code	Date	Award	Award Year	Award Level	Award Class	No. of Candidates
CW_BREML_S	13/02/2023	Certificate in Equality, Diversity and Inclusion Management and Leadership	Y4	8	Minor Award	17
CW_BRPSB_U	13/02/2023	Certificate in Professional Sales Advice	Y2	6	Special Purpose	13
CW_BRPCA_U	13/02/2023	Certificate in Professional Customer Care Advice	Y1	6	Special Purpose	14
CW_BRPCA_U	20/02/2023	Certificate in Professional Customer Care Advice	Y1	6	Special Purpose	1
CW_BRCCP_U	13/02/2023	Certificate in Custom Clearance Procedures	Y1	6	Special Purpose	2
CW_HRAAS_D	13/02/2023	Bachelor of Arts in Applied Addiction Studies and Community Development	Y2	7	Ordinary Bachelor Degree	1
CW_HRAAS_D	13/02/2023	Bachelor of Arts in Applied Addiction Studies and Community Development	Y3	7	Ordinary Bachelor Degree	1
CW_HRPAP_U	13/02/2023	Certificate in Personal and Professional Development	Y1	6	Special Purpose	12
CW_KRSIT_H	13/02/2023	Higher Diploma in Science in Computing (Systems and Information Technology Services)	Y4	8	Higher Diploma	28

SIGNED:



CHAIRPERSON & Head of Faculty of Lifelong Learning

DATE: 20.02.2023

Exam Board Secretary: Rosemary Flynn

SETU Waterford - School of Engineering

December Exam Session 202200

Exam Board Date

Programme

Year

Full-time

Part-time

SE	EE	WD_EAMDA_D	Bachelor of Science in Additive Manufacturing	3	None	15.02.23
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