



## MINUTES

Meeting	: SETU Academic Council
Meeting Number	: 13
Date	: 20 May 2025
Duration	: 10.15am – 12.40pm
Attendees	: Dr. Derek O’Byrne (Acting Chairperson), Ms. Amanda Freeman-Gater, Mr. Aubrey Storey, Mr. Brian Power, Dr. Cara Daly, Dr. Ciara O’Hagan, Dr. Claire O’Gorman, Mr. Conor Phelan, Dr. Corinne Power O’Mahony, 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. Frances Hardiman, Dr. Geraldine Cleere, Dr. Hazel Farrell, Dr. Helen Murphy, Dr. Janette Davies, Prof. John Wells, 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 Rankin, Dr. Pauline Flanagan, Prof. Peter McLoughlin, Dr. Richard Coady, Ms. Sadhb Reddy, Ms. Siobhan Wall, Dr. Stephen Whelan, Dr. Suzanne Denieffe, Dr. Tony Murphy, Ms. Yvonne Scully
In attendance	: Dr. Richard Hayes, VP Strategy (item 3) Dr. Chris O’Riordan (items 5 & 6) Ms. Muirghin Brophy (item 9) Dr. Laura Keane (item 10) Dr. Paul O’Leary, (observing) Dr. Colette Moloney (observing)
Secretariat	: Ms. Margaret Maher
Apologies	: Prof. Veronica Campbell, Dr. Cathal Nolan, Dr. Daire O’Broin, Dr. Eugene Crehan, Mr. Gregg Murphy, Dr. Paula Lane, Dr. Thomas O’Toole

Prof. Veronica Campbell was unable to attend the meeting; Dr. Derek O'Byrne acted as Chairperson.

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

**AGREED:** Minutes of the Academic Council meeting of 8 April 2025 were approved.

### 2. Matters Arising

There were no matters arising.

### 3. Student Enrolment & Retention

Dr. Richard Hayes, VP Strategy/CORDA joined the meeting and presented on Student Enrolment 2024-25. The presentation included an update on student enrolment for the current academic year with members being advised that figures provided are unvalidated and provisional. It is envisaged a complete and validated return will be available in June. Presentation also included an initial analysis of student retention and progression.

### 4. Committee Reports

#### 4.1 Research & Research Programmes Committee

The Draft Minutes of the Research & Research Programmes Committee meeting of the 6 May 2025 were circulated prior to this meeting.

Members were advised that the President's Scholarship scheme will be launched shortly.

Members noted the substantial number of research ethics applications which required amendments or clarifications and suggest this highlights the need for training for new supervisors.

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

Application Type	Number of Applicants
Nomination of Examiner	8

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

The Draft Minutes of the Taught Studies Programmes, Teaching & Learning Committee meeting of the 6 May 2025 were circulated prior to this meeting. Several items arising from the committee were identified as separate agenda items for Academic Council.

Members noted work is ongoing on the Academic Portfolio Project and it was suggested that the Academic Integration Leads be invited to a meeting of Academic Council in the next academic year to update members on the Project.

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

#### Programme Validations

- CE3 BSc in Agriculture, BSc in Horticulture and BSc in Forestry (request to amalgamate Level 7 programmes and add-on year Land Management into ab initio Level 8 degrees with the following titles BSc (Honours) in Agriculture, BSc (Honours) in Horticulture and BSc (Honours) in Forestry)
- Embedded Awards – Tertiary Programmes – Certificate in Health Science

- Embedded Awards – Bachelor of Arts and Higher Certificate in Arts (off the BA (Honours) in Culinary Arts)
- Micro-credentials – Current & Emerging Issues in Health Care (Level 7, 2.5 ECTS)  
Digital Competency in Health Care (Level 7, 2.5 ECTS)

#### Minor Change Applications

- MSc Sustainable Agri-Food and Postgraduate Diploma in Science in Sustainable Agri-Food
- Certificate in Personal Development

#### External Examiner Nominations

Category	Number of External Examiners
New Programme Examiner Contracts Sept 2024 – Sept 2027	6
New Programme Examiner Contracts Sept 2025 – Sept 2028	2
Three-year Programme Examiner extensions Sept 2024 – Sept 2027	4
One-year Programme Examiner extensions Sept 2024 – Sept 2025	1
New Subject Area contracts Sept 2024 – Sept 2027	2
New Subject Area contracts Sept 2025 – Sept 2028	3
One-year Subject Area extensions Sept 2024 – Sept 2025	2

#### 4.3 Student Experience Committee

The Student Experience Committee met on Monday, 19 May 2025. Several items arising from the committee were identified as separate agenda items for Academic Council today.

Student Survey analysis dashboard will be brought to the next meeting of Academic Council, data from this survey will be made available to Faculties, Departments and Programme Board Teams in June 2025.

#### 4.4 Joint Quality Committee

The Draft Minutes of the Joint Quality Committee meeting of the 13 May 2025 was circulated prior to this meeting and were noted by Academic Council.

#### 4.5 GenAI Steering Committee Report

GenAI Steering Committee Report was circulated prior to this meeting and was noted by Academic Council.

#### 5. Academic Regulations 2025/26

The following documents were circulated prior to this meeting:

- Draft Academic Regulations for Taught Programmes 2025-2026
- Supporting Document 1 – Work Placement of Learners (Interim based on old ADF System)

- Supporting Document 2 – Examination Rules (Interim based on old ADF System)
- Supporting Document 3 – Examination Rules (Interim based on old SAM System)
- Supporting Document 4 – External Examining (Interim based on old ADF System)
- Supporting Document 5 – External Examining (Interim based on old SAM System)
- Supporting Document 6 – Viewing Examination Scripts and Examination and Assessment Review Procedures (Interim based on old ADF System)
- Supporting Document 7 – Recheck, Viewing of Examination Scripts and Academic Appeals Procedure (Interim based on old SAM System)

Dr. Chris O’Riordan presented on the document first advising members that the draft documents have previously been brought to the Taught Studies Programmes, Teaching & Learning Committee and have been reviewed by the VP Academic Affairs, Teaching and Learning Management Team. The presentation included an introduction and a summary of the key changes to the Academic Regulations document and the seven supporting documents.

Discussion followed during which members highlighted the need for a guidance document in relation to the use of ISCED codes in the nomination and appointment of External Examiners process. In addition, there was a discussion regarding section 8.2.3 and the Internal Examiner engagement with the External Examiner.

Members requested that the role of programme boards in section 7.4.7 refers to engagement with PSRBs and that section 8.5 makes appropriate reference to the Reasonable Accommodation for Students with Disabilities Policy.

Members raised concern over language used in section 8.11 Repeat assessments in particular section 8.11.3. It was agreed that to further inform our decision, the VP Academic Affairs, Teaching and Learning will request data on the volume of repeat assessment from the various Faculties which we will consider at our next meeting.

**AGREED:** Decision deferred to the next meeting of Academic Council.

## **6. SETU Graduate Attributes**

Statement of SETU Graduate Attributes was circulated prior to this meeting.

C. O’Riordan presented on the document which included introduction and context, summary of further developmental work completed and details on some graduate and employer feedback.

**AGREED:** The SETU Graduate Attributes were approved by Academic Council as a “living” document.

## **7. 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.

**8. Update on Cyber Incident**

D. Denieffe provided an update on the current IT status following the cyber security incident. It was noted that the recovery phase is ongoing, and Academic Council will be kept informed.

**9. Student Success Strategy**

Muirghin Brophy joined the meeting and David Denieffe presented on SETU Thematic Analysis – Student Retention. The presentation included context, terms of reference and scope of the thematic review on student retention, it also outlined the timeframe for this review and membership of the Steering Group, it was noted that volunteers are welcome to this group.

**10. Student Belonging and Wellbeing Project**

Dr. Laura Keane joined the meeting and jointly presented with David Denieffe on the Student Volunteering Strategy.

**AGREED:** The Student Volunteering Strategy was endorsed by Academic Council.

**11. Review of Academic Council – Questionnaire/Survey**

This item was deferred to the next meeting of Academic Council.

**12. June Meeting of Academic Council**

Members were advised that the next meeting of Academic Council scheduled for 17 June will be an in-person meeting on the Waterford campus.

**13. A.O.B**

Members were advised that the release of semester two examination results will be within the normal timeframe.

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

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

Appendix A



Academic Council Meeting 20 May 2025

Item 7 – Ratification of Examination Results

**Academic Council Meeting  
Examination Ratifications  
Campus: Carlow & Wexford**



Faculty	Department	Banner Programme Code	Programme Title	Stage	Number of Learners	Exam Board Date
1 Engineering	Extended Campus	CW_ESFPM_U	Certificate in Fundamental Electrochemical and Weight Measurement	Award	14	30/04/2025
2 Engineering	Extended Campus	CW_ESFPC_U	Certificate in Fundamental Electrochemical and Weight Measurement	Award	2	30/04/2025
3 Education and Lifelong Learning	Carlow Lifelong Learning	CW_HKADB_U	Certificate in Advocacy	Award	11	30/04/2025
4 Education and Lifelong Learning	Carlow Lifelong Learning	CW_HKADC_U	Certificate in Advocacy	Award	8	30/04/2025
5 Education and Lifelong Learning	Carlow Lifelong Learning	CW_HKADD_U	Certificate in Advocacy	Award	5	30/04/2025
6 Education and Lifelong Learning	Carlow Lifelong Learning	CW_HKHQB_Q	Certificate in Health and Wellbeing in Social Care Practice	Award	13	30/04/2025

**Presented by**

**Dr Derek O'Byrne**  
**Secretary, Academic Council**  
**(Vice President Academic Affairs, Teaching and Learning)**

**Tuesday 20 May 2025**