



MINUTES

Meeting	: SETU Academic Council
Meeting Number	: 1
Date	: 17 th May 2022
Duration	: 10.15am – 11.15am
Attendees	: Mr. David Denieffe (Chairperson), Dr. Derek O’Byrne (Secretary), Dr. Brian Casey, Dr. Greg Doyle, Dr. Dina Brazil, Dr. Colette Moloney, Dr. David Scanlon, Mr. Larry Banville, Mr. Patrick Morgan, Dr. Hazel Farrell, Mr. Aubrey Storey, Dr. Laura Keane, Mr. John Tully, Dr. Chris O’Riordan, Ms. Claire Fitzpatrick, Dr. David Allen, Mr. John Maher, Dr. Pdraig Kirwan, Dr. Sharon Harris Byrne, Dr. Suzanne Denieffe, Ms. Victoria McDonagh, Dr. Chris Meudec, Dr. Geraldine Cleere, Dr. Corinne Power-O’Mahony, Dr Declan Doyle, Dr. Anne Graham, Dr. Mark White, Dr. Janette Davies, Mr. Rónán Lynch, Mr. Liam O’Shea, Ms. Maura Bolger, Dr. Carmel Smith, Dr. Ken Thomas, Ms. Maebh Maher, Mr Pascal Harte, Mr. Kevin Doolin, Dr, Rosemary O’Hara, Ms. Una Grant, Dr. Cara Daly, Dr. Cathal Nolan, Dr. David Dowling, Dr. Eileen Doyle, Dr. Karen Hennessy, Dr. Louise Bennett, Dr. Orla O’Donovan, Dr. Paula Rankin, Dr. Helen Murphy, Mr. Mark Dunne
In Attendance	: Dr. Paul O’Leary
Secretariat	: Ms. Margaret Maher
Apologies	: Dr. Zeta Dooly, Prof. John Wells, Dr. Joseph Collins, Dr. Tom O’Toole, Dr. Frances Hardiman, Mr. Ken McCarthy

David Denieffe welcomed all members to the first meeting of the SETU Academic Council and advised that on this occasion he would act as Chairperson and Dr. Derek O’Byrne would act as Secretary, he then invited all members to briefly introduce themselves.

1. Appointment of Academic Council

NOTED: Document titled “*Appointment of Academic Council*” was circulated to all members prior to this meeting and was noted by Council. D. Denieffe advised members that this document was approved by Governing Body at its second meeting on 3rd May 2022, he also advised Governing Body are keen to stress this Council is interim in nature and we will be moving towards a more permanent Council over the coming months.

NOTED: It was noted that the document provides that “*until the President is available to preside at Academic Council, the Registrars will make arrangements to chair meetings. It is anticipated in this situation that the Registrars would alternate the positions of Chair and Secretary.*” D. Denieffe advised that D. O’Byrne will therefore Chair the meeting on 7th June while he will act as Secretary with the roles being reversed for the meeting on 20th June.

2. Academic Council Procedures Document – Interim Arrangements

NOTED Document titled “Academic Council Procedures Document – Interim Arrangements” was circulated to all members prior to this meeting.

AGREED: On proposition of M. Maher seconded by V. McDonagh the Academic Council Procedures Document- Interim Arrangements was approved by Council

3. Academic Council Committees and Roles of Committees

NOTED: Document titled “Interim Academic Council Committees and Roles of Committees” was circulated to all members prior to this meeting. It is proposed that the interim Academic Council will establish a series of committees to help it to fulfil its functions namely:

- Academic Quality and Regulation
- Academic Development, Learning and Teaching
- Research
- Student Experience

NOTED: Following a request for clarification on how the committees from the founding Institutes fit into this new structure, C. O’Riordan advised that the old committees were mapped as follows to the new committee structure

SETU Committee	WIT/ITC Committee
Academic Quality and Regulation	Academic Quality (WIT) Academic Regulations (ITC) Collaborative Provision (ITC) Quality Assurance & Enhancement (ITC)
Academic Development, Learning and Teaching	Learning & Teaching (WIT) Planning (WIT) Programme Planning & Validation (ITC) Teaching, Learning & Support Services (ITC)
Research	Research & Development (ITC) Research, Innovation & Entrepreneurship (WIT)
Student Experience	Teaching, Learning & Support Services (ITC)

NOTED: Academic Councils of both founding Institutions will remain in place to ratify the results from the semester 2 examination boards, these results will be ratified formally by SETU Academic Council on 20th June 2022.

AGREED: On proposition of M. White seconded by D. Dowling the document Academic Council Committees and Roles of Committees was approved by Council

AGREED: D. Denieffe and D. O’Byrne to write to all members seeking expressions of interest to act on these committees and to indicate their order of preference.

AGREED: D. Denieffe and D. O’Byrne to draft the Terms of Reference for each Committee and bring, along with the Committee membership list, to the next meeting of Academic Council on 7th June 2022.

4. Transferring of ITC and WIT Students to SETU

AGREED: On proposition of K. Thomas seconded by G. Doyle the following was approved by Council

“On the establishment of the South East Technological University (SETU), all registered students of Institute of Technology Carlow (ITC) and Waterford Institute of Technology (WIT) on 30th April 2022 who are undertaking programmes of study on the Irish National Framework of Qualifications within the existing institutions are transferred to SETU. From

D. O’Byrne
/D. Denieffe

establishment day (1st May 2022), these students are students of SETU and will be recorded as such on any systems or registers of the Technological University”.

5. Quality Assurance

5.1 Approach to the Development of Academic Delivery and Services through the Transitional Merging Phase

NOTED: Document “*Approach to the Development of Academic Delivery and Services through the Transitional Merging Phase*” was circulated to all members prior to this meeting. D. Denieffe advise members that this is a “live” document that has previously been approved by Academic Councils of both founding Institutions and at a joint meeting of these Academic Councils.

AGREED: On proposition of G. Cleere seconded by D. Doyle the Approach to the Development of Academic Delivery and Services through the Transitional Merging Phase was approved by Academic Council

5.2 SETU Generic Awards Standards

NOTED: Document “SETU Generic Award Standards” was circulated to all members prior to this meeting.

NOTED: Dr. Paul O’Leary, Head of Quality Promotion and Academic Policy Development, Waterford Campus joined the meeting to present this document which was produced by Work Group 3, co-chaired by both Dr. O’Leary and Dr. Siobhan Ryan, Carlow Campus.

NOTED: Members raised some concern over the Higher Diploma award and agreed that the programme design and validation must take into consideration the various nuances and entry requirements that have to be met.

AGREED: On proposition of M. Maher seconded by H. Farrell the SETU Generic Award Standards were approved by Academic Council.

6. Register of Validated Programmes

NOTED: A register of programmes from both Carlow and Waterford Campuses and the combined list was circulated to all members prior to this meeting.

AGREED: On proposition of A. Graham seconded by H. Murphy the Register of Validated Programmes was approved by Council.

7. SETU Parchment & Wording

NOTED: SETU Parchment wording and an example of the parchment were circulated to all members prior to this meeting and were noted by Council.

8. Academic Council Agenda Structure

NOTED: A proposed template for the Academic Council Agenda Structure was circulated to all members prior to this meeting and was noted by Council

9. A.O.B.

NOTED: O. O’Donovan expressed concern that neither Dr. Paul O’Leary nor Dr. Siobhan Ryan are members of this Academic Council. D. O’Byrne advised that while we are limited to the number of members on Council there is capacity for both to be members of the Committees and to attend Council when/if the need arises.

NOTED: Training on roles and responsibilities of members to be provided in September.

NOTED: Academic Calendar for 2022/23 will be discussed with staff representative bodies later this afternoon.

NOTED: Concerns were raised over the possible late release of the leaving certificate results in August and the volume of repeat exams in August and the impact these will have on the start-up in September.

AGREED: Given the size of Council, it was agreed that we continue with virtual meetings for the moment.

AGREED: Items for A.O.B to be notified to the Chair prior to the meeting.

Signed: _____

Date: _____