



MINUTES

Meeting	:	SETU Academic Council
Meeting Number	:	4
Date	:	11 th October 2022
Duration	:	10.15am – 12.15pm
Attendees	:	Prof. Veronica Campbell (Chairperson), Dr. Derek O’Byrne (Secretary), Mr. David Denieffe, Dr. Brian Casey, Dr. Greg Doyle, Mr. Patrick Morgan, Dr. Rosemary O’Hara, Mr. Diarmuid O’Gorman, Dr. Hazel Farrell, Dr. Laura Keane, Dr. Corinne Power O Mahony, Dr. Pdraig Kirwan, Dr. Sharon Harris Byrne, Dr. Ken Thomas, Ms. Victoria McDonagh, Dr. Chris Meudec, Dr. Suzanne Denieffe, Dr. Geraldine Cleere, Mr. John Maher, Dr. Carmel Smith, Dr. Anne Graham, Dr. Mark White, Dr. Janette Davies, Mr. Liam O’Shea, Mr. Ken McCarthy, Ms. Claire Fitzpatrick, Prof. John Wells, Mr. Aubrey Storey, Dr. Paula Rankin, Dr. Cara Daly, Dr. Cathal Nolan, Dr. Zeta Dooly, Mr. Mark Dunne, Dr. Eileen Doyle, Dr. Karen Hennessy, Dr. Joseph Collins, Dr. Louise Bennett, Dr. Orla O’Donovan, Mr. Rónán Lynch, Dr. Helen Murphy, Mr. Bryan O’Mahony
In Attendance	:	Dr. Robin Flynn (Item 3.), Dr. Richard Hayes (Item 5)
Secretariat	:	Ms. Margaret Maher
Apologies	:	Dr. Frances Hardiman, Dr. Dina Brazil, Dr. David Dowling, Dr. Colette Moloney, Ms. Mary Lyng, Mr. Patrick Curtin, Ms. Una Grant, Dr. David Scanlon, Mr. Larry Banville, Ms. Maebh Maher,

1. Minutes of Academic Council Meeting 13th September 2022

AGREED: The minutes of the Academic Council Meeting of 13th September 2022 were approved.

2. Matters Arising

NOTED: There were no matters arising.

3. Policies for Approval

3.1 Graduate Studies Regulations

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

- Graduate Studies Regulations & Code of Practice – Response to SETU Academic Council 13/09/22
- Graduate Studies Code of Practice
- Graduate Studies Regulations

NOTED: The Graduate Studies Code of Practice and Regulations were presented at the previous meeting of Academic Council on 13th September 2022. Dr. Robin Flynn joined the

meeting and together with Dr. Mark White, VP Research, Innovation and Graduate Studies gave a detailed description of the changes made to the document following input/comments from members at that meeting.

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

- 4.6.3 should be changed to “*VP for Research will act as chair of the review panel*”
- 6.3 needs to be clearer, suggested text “*...grace period normally for 3 months but may be extended to 6 months in exceptional circumstances*”

NOTED: A working group has been established to look at the implementation of these regulations, they will also look at issues raised by members including operational matters such as registration processes and start dates.

NOTED: Report on student completion periods including outcome of the examination process to be brought to a future meeting of Academic Council

NOTED: Dr. Robin Flynn left the meeting.

3.2 Authorship Policy

NOTED: Draft Authorship Policy was circulated to all members prior to this meeting. The scope of this policy is to outline the guiding principles on authorship of publications arising from research activities, including collaborative work of SETU staff, researchers and students. This document was approved by the Research Committee at their meeting on 27th September.

AGREED: The Authorship Policy was approved by Academic Council

3.3 Student Charter

NOTED: Draft Student Charter was circulated to all members prior to this meeting. The purpose of this Student Charter is to articulate a formal statement of the commitment that the University makes to our learners and outlines their part in the community that forms the overall environment that enables new knowledge creation and social change, by ensuring meaningful involvement and input of students to the strategic and operational development of the University. The Charter is designed to set out the commitment to learners in creating a mutually supportive and values driven environment. This Charter is built upon a philosophy of learner engagement.

AGREED: Following discussion the Student Charter was approved by Academic Council subject to a small number of amendments which include:

- Page 3, final point under “*SETU will Provide an internationally recognised qualification that is recognised within the national framework of qualifications and is valued for the quality that enables career progression*” should read “*...and is valued for the quality that enables self-development/career progression*”
- Page 4, point number 5 under “*SETU will*” should include a caveat

NOTED: Mechanisms for publication to be explored.

4. Committee Reports

4.1 Research Committee

AGREED: The Minutes of the Research Committee meeting of the 27th September 2022 were noted and approved by Council.

4.2 Academic Development, Learning & Teaching Committee

NOTED: The Minutes of the Academic Development, Learning and Teaching Committee meetings of the 27th September and 3rd October were circulated to all members prior to this meeting.

NOTED: Members voiced concern over the volume of work and number of working groups on this committee. The co-chairs of the committee acknowledged the workload on members and advised the Integration Leads will be assisting on some items while others will be picked up on

in the Strategic Plan. Members also queried if representatives from library services should be co-opted to this committee. All committees are encouraged to co-opt members as required.
AGREED: The Minutes of the Academic Development, Learning and Teaching Committee meetings of the 27th September and 3rd October were noted and approved by Academic Council.

4.3 Student Experience Committee

AGREED: The Minutes of the Student Experience Committee meeting of the 30th September 2022 were noted and approved by Council

4.4 Academic Quality and Regulation

AGREED: The Minutes of the Academic Quality and Regulation Committee meeting of the 30th September 2022 were circulated to all members prior to this meeting. The following were approved by Academic Council

Minor Changes to Approved Programme Schedules

- BSc (H) in Agricultural Science, BSc in Agriculture
- BA (H) in Accounting
- BB(H) in Business Information Systems
- HDip in Business Systems Analysis

Programme Validations

Waterford Campus:

- CE2 Cert in Plant-Based Cookery & Sustainable Practice
- CE3 Cert in Culinary Skills
- CE3 Cert in Food & Beverage Operations
- CE3 PGDip in Advanced Facilitation Skills for Health & Well Being

Carlow Campus:

- MSc in Industrial Networks and Cybersecurity, PGDip in Science in Industrial Networks and Cybersecurity and Minor Awards:
 - ✓ Certificate in Industrial Automation and Control Systems
 - ✓ Certificate in Cybersecurity for Industrial Networks
 - ✓ Certificate in Securing Industrial Automation and Control Systems
 - ✓ Certificate in Securing Critical National Infrastructure

External Examiners

External Examiners from the Carlow and Waterford Campuses were noted and approved by Academic Council

Research Matters

Research Postgraduate Enrolment Group Report (Waterford Campus) was noted and approved by Academic Council.

Research Examiners/Reviewer Nominations (Waterford Campus) were noted and approved by Council

Research Matters/Postgraduate Register Update (Carlow Campus) was noted and approved by Academic Council

Social Care Quality Management System – Carlow/Wexford Campus

- “SETU Carlow Campus Quality Assurance and Audit Report 2022” and “Social Care Quality Management System – CORU”

Social Care programmes alignment – Waterford Campus

- Request from the Department of Social Care & Early Childhood at the Waterford Campus for the alignment of programme learning outcomes, schedules and modules for the BA in Applied Social Care with the BA in Professional Social Care Practices and the BA (H) in Social Care Practice with the BA (H) in Professional Social Care Practices.

AGREED: Following a request for student data, Dr. Fintan Bracken, Director of the Office for Institutional Planning & Research to be invited to a future meeting of Academic Council to present the SETU Student Dashboard 2021/22.

AGREED: Academic Council work plan to be brought to future meeting of Academic Council following further meetings of the various committees.

5.1 Strategic Plan Process

NOTED: Dr. Richard Hayes, VP for Strategy joined the meeting and gave a presentation on the Strategic Plan process.

NOTED: Nine Working Groups have been established to assist in developing the Strategic Plan 2023-2028 and relevant Working Group will be reporting periodically to Academic Council.

NOTED: Chairperson thanked Dr. Hayes for his presentation and Dr. Hayes left the meeting.

6. Governing Body Matters

6.1 Student Expected Behaviour Policy and Dignity and Respect Policy

NOTED: Documents “Draft Student Expected Behaviour Policy and Disciplinary Procedure for SETU” and “Draft SETU Dignity and Respect Policy for Students” were circulated to all members prior to this meeting.

NOTED: Dr. Chris O’Riordan, Academic, Legal and Compliance Integration Lead, joined the meeting to present both documents and acknowledged input from Dr. Neil O’Sullivan, HR Manager (Recruitment, Remuneration, Pensions) Waterford Campus, to the Dignity and Respect Policy and also the work of the Working Group established to develop these documents.

NOTED: The Draft Student Expected Behaviour Policy and Disciplinary Procedure for SETU and Draft SETU Dignity and Respect Policy for Students were noted by Academic Council and will be presented to Governing Body for approval.

NOTED: Chairperson thanked Dr. O’Riordan for his work on these documents and Dr. O’Riordan left the meeting.

7. A.O.B

7.1 Ratification of Autumn Examination Results

AGREED: Report on the effect of Covid measures, previously put in place, on examination results to be brought to a future meeting of Academic Council.

AGREED: Academic Council note and approve exam results determined at all examination boards across all campuses to date.

Signed: _____
Prof. Veronica Campbell

Date: _____