



MINUTES

Meeting	: SETU Academic Council
Meeting Number	: 6
Date	: 6 th December 2022
Duration	: 10.15am – 11.50am
Attendees	: Mr. David Denieffe (Acting Chairperson), Dr. Derek O’Byrne (Secretary), Dr. Brian Casey, Dr. Greg Doyle, Dr. Rosemary O’Hara, Mr. Patrick Morgan, Mr. Diarmuid O’Gorman, Dr. Tom O’Toole, Dr. Hazel Farrell, , Ms. Maura Bolger, Dr. Laura Keane, Ms. Mary Lyng, Dr. Pádraig Kirwan, Mr. Kevin Doolin, Dr. Corinne Power-O’Mahony, Dr. Chris Meudec, Dr. Suzanne Denieffe, Dr. Geraldine Canny, Dr. Geraldine Cleere, Mr. John Maher, Ms. Wiktorja Szeremeta, Dr. Anne Graham, Dr. Janette Davies, Mr. Bryan O’Mahony, Mr. Liam O’Shea, Mr. Ken McCarthy, Dr. David Scanlon, Mr. Aubrey Storey, Dr. Paula Rankin, Mr. Larry Banville, Dr. Cara Daly, Dr. Cathal Nolan, Dr. Zeta Dooly, Mr. Mark Dunne, Dr. Karen Hennessy, Dr. Joseph Collins, Mr. Patrick Curtin, Dr. Louise Bennett, Dr. Orla O’Donovan, Mr. Rónán Lynch, Dr. Frances Hardiman, Dr. David Dowling, Dr. Colette Moloney,
In Attendance	: Dr. Chris O’Riordan (Item 3)
Secretariat	: Ms. Margaret Maher
Apologies	: Prof. Veronica Campbell, Dr. Ken Thomas, Dr. David Allen, Mr. Pascal Harte, Ms. Úna Grant, Mr. John Tully Dr. Sharon Harris Byrne, Ms. Victoria McDonagh, Dr. Carmel Smith, Dr. Mark White, Ms. Claire Fitzpatrick, Prof. John Wells, Dr. Eileen Doyle, Dr. Helen Murphy, Dr. Dina Brazil, Ms. Maebh Maher

NOTED: As the President has sent her apologies, Mr. David Denieffe will act as Chairperson for this meeting.

1. Minutes of Academic Council Meeting 15th November 2022

AGREED: The minutes of the Academic Council Meeting of 15th November 2022 were approved.

2. Matters Arising

NOTED: Following discussion on Strategic Plan Update at the previous meeting of Academic Council it was agreed that a number of reports be brought to a future meeting of Academic Council, one such report was on CAO Performance and members suggested that a similar report on all students who come to SETU and how they progress should be brought before Council. D. O’Byrne advised members there is a wide range and variety of data available but we need to identify the ones relevant to Academic Council and perhaps produce a “dashboard” for these.

SRS data could form basis of this and the Strategic Planning Offices should be invited to show their analysis of the integrated SRS data annually.

3. Policies for Approval

NOTED: Dr. Chris O’Riordan joined the meeting for these items.

3.1 SETU Quality Framework

NOTED: Document “South East Technological University (SETU) Quality Framework” was circulated to all members prior to this meeting. This document sets out the SETU Quality Framework. It represents an overarching Quality Framework that encompasses the whole of SETU and which covers all activities of the university across all units, areas and functions. Under this Quality Framework exist three core elements – Academic Reviews, Service Reviews and Regulation and Policy. Dr. O’Riordan commended the huge amount of groundwork by Dr. Siobhan Ryan, Dr. Paul O’Leary and their Working Group on this document and also advised that the document had been before the Executive Management Team (EMT) last week and feedback from that meeting and today’s meeting of Academic Council will be incorporated into the document.

NOTED: Dr. Chris O’Riordan gave a presentation on the policy which included:

- The Underpinning philosophy
- Purpose of the Quality Framework
- SETU Approach to QA and QE
- Principles of the SETU Quality Framework

AGREED: While the Policy articulates quality as the delivery of the Quality Framework in practice, it might be beneficial to include a broader definition on quality based on International and National practices. A small group of members should look at international definitions of Quality, this group to include Brian Casey, John Maher and Chris O’Riordan. The document “South East Technological University (SETU) Quality Framework” was approved as a working document.

3.2 SETU English Language Requirements

NOTED: Document “SETU English Language Requirements – Discussion Paper for Academic Quality and Regulation Committee” was circulated to all members prior to this meeting. This document was discussed by the Academic Quality and Regulation Committee at its meeting on 25th November 2022. The recommendation of the Committee was to integrate SETU English Language Requirements and that requirements should be set at a point where no student is displaced and that it should be set at a minimum collective level.

NOTED: There was concern amongst members regarding Duolingo as an entry qualification. Members expressed a desire for wider discussion on application of English Language Requirements.

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 to reconsider.

3.3 Student Academic Misconduct Policy and Disciplinary Procedure for SETU

NOTED: Document “Student Academic Misconduct Policy and Disciplinary Procedure for SETU” was circulated to all members prior to this meeting. This policy provides the means by which allegations of academic misconduct by any student of SETU may be made, investigated and addressed.

NOTED: Dr. Chris O’Riordan gave a presentation on the policy and began by acknowledging the great work of the Working Group set up to develop this policy. Dr. O’Riordan advised members that the document has been sent to staff unions for consultation, it has also been presented to the Executive Management Team and was sent to the Presidents and Education Officers of both Students Unions.

NOTED: Members welcomed the document but had some concerns over the retention of data and it was suggested the Data Protection Office should be asked to review the document to ensure compliance. Members also suggested that appendix 1 & 2 should be updated to include AI tools and that the High Level Workflow Diagram of Student Academic Misconduct included in the presentation be included in the policy document.

AGREED: The Student Academic Misconduct Policy and Disciplinary Procedure for SETU was approved.

NOTED: Dr. Chris O’Riordan left the meeting.

4. Committee Reports,

4.1 Research Committee

AGREED: The Minutes of the Research Committee meeting of the 22nd November 2022 were noted and approved by Council.

4.2 Academic Development, Learning & Teaching Committee

AGREED: The Minutes of the Academic Development, Learning and Teaching Committee meeting of the 22nd November 2022 were noted and approved by Council.

4.3 Academic Quality and Regulation

AGREED: The Minutes of the Academic Quality and Regulation Committee meeting of the 25th November 2022 were circulated to all members prior to this meeting. The following were approved by Academic Council

- Quality Management System for Social Care Programmes: Policies and Procedures Facilitating Adherence to CORU Education Criteria and Standards of Proficiency, Waterford Campus

Programme Validations

Carlow Campus:

- PP2 Minor Awards BEng in Electronic Engineering (Military Com Systems)

Waterford Campus:

Minor Changes to Approved Programme Schedules

- BSc/BSc (Honours) in Software Systems Development
- Structured PhD in Science
- BA (Honours) in International Business
- BSc (Honours) in Sustainable Civil Engineering

Programme Evaluations

- CE3 BSc in Food Science/BSc (Honours) in Food Science & Innovation

External Examiners

NOTED: External affiliations to be included for all External Examiners and Minutes to be retrospectively adjusted.

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

Postgraduate Matters

Research Examiner Nominations (Carlow Campus) were noted and approved by Academic Council.

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

Research Examiner/Reviewer Nominations (Carlow Campus) were noted and approved by Academic Council.

4.4 Student Experience Committee

AGREED: The Minutes of the Student Experience Committee meeting of the 25th November 2022 were noted and approved by Council

5. Ratification of Results

AGREED: Academic Council note and approve exam results determined at examination boards for the Departments and programmes listed below:

Faculty/Programme	Department	Exam Board Date
Business and Humanities	Business	29/11/22
Business and Humanities	Humanities	29/11/22
Business and Humanities	Sport, Media & Marketing	29/11/22
Engineering	Aero & Mechanical Engineering (Industry Programme Offering Part-Time)	15/11/22
Engineering	Aero & Mechanical Engineering (Full-Time)	30/11/22
Engineering	Electronic, Engineering & Communications	30/11/22
Engineering	Built Environment	30/11/22
Engineering	Extended Campus	30/11/22
Science	Computing	30/11/22
Science	Health Science	30/11/22
Science	Applied Sciences	30/11/22
Wexford Campus FT		20/11/22
Lifelong Learning	Carlow, Wicklow & Wexford Campus	28/11/22 & 30/11/22
CW_SARPH_P	Doctor of Philosophy	05/12/22
CW_SARSC_M	Master of Science	05/12/22
CW_HWRAR_M	Master of Arts	05/12/22

6. Matters for Noting

NOTED: There were no matters for noting

7. Governing Body Matters

NOTED: There were no Governing Body Matters

8. A.O.B

NOTED: D. O'Byrne thanked all members for all their work on Council since the formation of SETU and he and the Chairperson wished all a happy Christmas.

Signed: _____ Date: _____