ACADEMIC COUNCIL

MINUTES

Wednesday 10 April 2002

2.00-4.00 p.m. in AG01

PRESENT:

P Barker	L Mac Mathúna	R O'Kennedy
D Beirne	L McDermott	B Pierce
P Brereton	C McDonagh	A Pratt
J Bruton	P McGee	P Preston
F Buckley	B McMullin	B Quilty
J Burzlaff	B McNamara	M Roantree
M Byrne	K Monks	H Ruskin
D Cameron	J Morris	M Ryan
J Carroll	A Morrissey	T Ryan
E Cassidy	T Moynihan	R Saunders
F Corcoran	C Mulcahy	R Scaife
E Cunningham	B Murphy	A Scott
J Dowling	J Murphy	M Shine Thompson
J Doyle	J Murray	B Trench
R Forster	S Ní Mhaolrúnaigh	D Vender
A N Glynn	C Nic Pháidín	R Verbruggen
S Hashmi	E O'Connell	F von Prondzynski
P Kinsella	B O'Connor	P Walsh
L Looney	N O'Connor	P Willis
M Mac Conmara		

APOLOGIES:

P Burke	C Mac Murchaidh	G Scalzo
T Carey	P MacNeela	P Sheehan
B Carter	E McGlynn	A Sinnott
R Costello	G McNamara	S Wickham
E Dubsky	G Murphy	J Williams
M Henry	E Ó Maoláin	A D Wood
J Kerrane	O O'Reilly	

OBSERVER:

G Barry

Action

1.   Adoption of agenda

The agenda was adopted.

2.   Minutes of the meeting of Academic Council of 13 February 2002

The minutes were confirmed and signed by the Chairman.

3.   Matters arising from the minutes of Academic Council

3.1   CHIU joint universities initiative on foundation/access programmes (Item 3.1)

The Chairman reported that work on this was ongoing.

3.2   Policy on plagiarism (Item 3.2)

The proposed guidelines were <u>approved</u>, subject to the following:
- the addition of a reference to 'flagrant falsification of data' to Item 2.3
- the addition to Item 2.7 of a stipulation that, where an offence is penalised but not referred to the Disciplinary Committee, the University Secretary will be informed so that the penalty and the circumstances leading to it can be logged in an index of precedents.

It was <u>agreed</u> that the guidelines would be communicated to students by means of the portal pages as well as in hardcopy versions to be made available at registration, that all examiners would be requested to refer to the guidelines when handing out assignments, and that students would be required to submit a signed declaration with each assignment to indicate that they had read and understood the guidelines. It was <u>agreed</u> that the guidelines would be reviewed by Academic Council at its meeting in April 2003. The Registrar thanked all those who had submitted feedback on the guidelines as originally circulated.

Registrar

3.3   Special single-issue meeting of Academic Council to discuss current proposals on University structures (Item 6)

The Chairman will convene a meeting, following discussions with Executive and with Heads and Professors.   **Chairman**

3.4   Personal tutor system (Item 8)

To be discussed at the meeting of Academic Council of 12 June 2002.

3.5   Academic calendar 2002/2003 (Item 9)

See Item 10 below.

3.6   Proposal on post-examination information (Item 12)

See Item 8 below.

**3.7   Proposal that the decision to have the Education Officer of the Students'
Union on Programme Boards be revisited by Academic Council (Item 13)**

See Item 13 below.

4.   Minutes of meetings of Academic Council Standing Committee

4.1   Minutes 7 February 2002

Noted and approved.

4.2   Minutes 7 March 2002

Noted and approved.

5.   Matters arising from the minutes of Standing Committee

**5.1   Academic exercises on Saturdays of bank holiday weekends
(Item 4.5 of meeting of 7 February 2002)**

To be discussed by Heads and Professors.

**5.2   Recognition of overseas Bachelor's degrees
(Item 6.2 of meeting of 7 February 2002)**

Work on a proposal on this issue is ongoing.

5.3 Proposal on students registering for more than one programme (Item 7 of meeting of 7 March 2002)

Approved.

During the course of the debate, a member raised the issue of registering for parts of two programmes. The Registrar noted a proposal from Dr Bill Richardson, on 'half degrees', and asked if members would be willing to read it and submit comments to Dr Richardson or herself. This was agreed.

Registrar

6. Validation recommendations

6.1 BSc in Enterprise with Computing/Applied Irish (Irish medium) (Fiontar)

Approved. It was noted that the funding for this programme had now been approved by Executive.

6.2 MA/GD in Cross-border Studies (DCU Business School & School of Communications)

Approved.

6.3 BSc (Hons) in Environmental Science & Health (Faculty of Science & Health)

Approved.

It was noted that the possibility of discontinuing some current programmes offered by the University would have to be addressed.

6.4 MA in Globalisation (DCU Business School)

Approved. It was agreed that the introduction of this programme, and the fact that its title is unique to date in Ireland, would be brought to the attention of the Director of Communications and Marketing.   **Registrar**

6.5 GD/MA in Humanities: Holistic Development (All Hallows College)

Approved.

6.6   MA in Management: Pastoral and Voluntary Services (All Hallows College)

Approved.

7.   Accreditation recommendations

* 7.1   GD/MSc in Education & Training Management (School of Education Studies)

Noted. It was pointed out that the reference to 'the … Master's Programme in ICTs in Education …' should read 'the … programme in Computer Applications for Education … '.

7.2   BSc in Education and Training (School of Education Studies)

Approved. It was noted that the report from the accreditation panel was particularly positive. The Registrar pointed to a particular feature of the programme which should be considered by other programmes as they review their structures: the multiple entry and exit points. This feature is in line with our strategy of facilitating lifelong learning and flexible learning. A discussion took place about some issues arising from the report: the consistency of usage of titles such as 'Bachelor of Science' and 'Bachelor of Arts', the extent to which it was desirable to expect students to work towards a degree while studying part time over one year, and the forthcoming proposals on APEL. It was agreed that Academic Council would, at future meetings, further review these issues and also that accreditation panels would be asked to ensure, in their deliberations, that account is taken of them.   **Registrar**

8.   Proposal on post-examination information

Following detailed discussion, the proposal was approved, subject to the following:
- the replacement of the stipulation that all scripts should be retained by the internal examiner by a stipulation that all scripts should be retained in appropriate locations (to be accompanied by a reference to the standard operating procedure on the retention and disposal of examination scripts which is available on the website)
- the rewording of the final bullet point to include a general reference to the possible non-availability of an examiner (to be accompanied by the existing stipulation that, if this situation arises, an appropriately qualified alternate should be appointed).
                                                                                        Registrar

It was noted that, at its meeting of 4 April 2002, Standing Committee of Academic Council had agreed that the Registrar would prepare a single-page guide to the

provisions of the Freedom of Information Act, 1997, in so far as they relate to the marking of examination scripts, and that this guide would be given to examiners along with each batch of scripts with effect from the Semester 2 examinations in May 2002.

It was agreed that the procedure on post-examination information would be reviewed by Academic Council at its meeting in June 2003.

It was noted that the dates for consultation for 2002 would be 1 and 2 July and 23 and 24 September.

9.   Report from February 2002 Appeals Board, and updated list of precedents

Approved. It was noted that the February board was the first which had included an independent legal member and a student member, and the first in advance of which screening of appeals had taken place. It was noted that the index of precedents would be available on the website and would be added to as appropriate after each meeting of the Appeals Board. The importance of distinguishing between decisions of the Appeals Board and decisions of the Disciplinary Committee was emphasised.

* 10.   Academic Calendar 2002/2003

Noted and approved.

* 11.   Official University schedule of meetings 2002/2003

Noted and approved.

12.   Academic Council statute

It was agreed that approval of the statute would be deferred until after decisions had been taken about revised University structures, and that therefore further discussion of the statute would take place at the end of the special single-issue meeting on structures (see Item 3.3. above).

13.   Proposal that the decision to have the Education Officer of the Students' Union on Programme Boards be revisited by Academic Council

Following a discussion, it was agreed that the problem of poor attendance by class representatives at Programme Board meetings was not best addressed by having the

Vice-President of the Students' Union attend meetings on an *ex officio* basis. It was agreed that the best person to represent student views is a student taking the programme. The Students' Union undertook to arrange elections as early as possible each year and to reinforce the training of student representatives. Faculty Administrators will be requested to ensure, as far as possible, that dates set coincide with periods when students are normally on campus, and to liaise with the Students' Union so as to ensure that maximum notice of the schedule of meetings is given.

It was agreed that the Education Officer of the Students' Union would no longer be an *ex officio* member of Programme Boards.

14.   Bologna process briefing

Dr Murray circulated a briefing document for members on the Bologna process. He noted that he is the DCU representative on a CHIU group which is dealing with this issue, and invited any members who have queries or suggestions on any matter arising from Bologna to contact him.

15.   Demonstration of modular database

The database was demonstrated. It is expected that it will be operational from the middle of the summer. In response to queries, Dr. Murray explained that it would be linked to various other sources of information such as the student portal page and the proposed staff portal page and would be fully searchable. In the medium term, it will indicate the names both of module co-ordinators and of all lecturing staff for each module, and will include the assessment schedules. In the longer term, and subject to the agreement of Academic Council, it will be linked to a full set of bibliographical references.

The Chairman requested that any further queries about the database be directed to Dr Murray.

16.   Intra report 2001

Deferred to the meeting of 12 June 2002.

17.   Any other business

None.

Date of next scheduled meeting:

Wednesday 12 June 2002
2.00 p.m. in AG01

Signed: _____   Date:
              Chairman