

ACADEMIC COUNCIL – STANDING COMMITTEE

MINUTES

THURSDAY, 5 OCTOBER 2000
AT 9:00 AM IN EXECUTIVE MEETING ROOM

Present: Dr P Barker (Chairperson), Mr J Dowling, Mr L Doyle, Dr A Glynn, Mr B Kehoe, Mr J Kerrane, Dr L MacMathuna, Dr B McMullin, Dr K Monks, Dr J Murray.

Apologies: Professor Richard O’Kennedy, Dr T Ryan.

1. Adoption of agenda

The agenda was adopted, subject to the inclusion of additional item tabled by Jim Dowling under AOB.

2. Minutes of meeting of 7 September 2000

The minutes of the meeting of 7 September were adopted and signed by the Chair person subject to the following amendments: (i) to omit L Doyle from the list of those present and (ii) in items 6.4 and 6.5 to replace the students names with the phrase ‘a candidate’.

3. Matters arising from the minutes

Follow-up actions arising from the minutes per the attached schedule were reported, as were the following:

3.1 Application Process for Disabled Students BA in Journalism

Barry Kehoe raised the issue of the Programme Board’s requirement that direct applicants, including disabled students, should submit a 300 word essay entitled ‘Why I want to do Journalism’, which is designed to test the motivation of prospective students. Standing Committee agreed that it was inappropriate that motivation should count as a selection criterion for students with disabilities as it was not a criterion for applicants coming through the CAO. It was agreed that the Chairperson would write to the Programme Board to this effect.

3.2 Revision of Part-time Lecturers/Tutors Pay

The Chairperson reported that a working group chaired by Brian Leavy had brought a paper on the issue to Executive. Barry McMullin has been asked to advise on the academic issues, and asked that members of Standing Committee might send him their views on such matters as whether part-time lecturers should be paid at the same rate as full time lecturers, and the quality assurance concerns surrounding the use of part-time and occasional staff.

3.3 Consolidation of Nursing Programme Boards

The Chairperson will be discussing the question with the Head of Nursing and will keep Standing Committee briefed.

3.4 Draft Guidelines for the Control of Assessments and Projects

The Chairperson spoke to the paper and the following points were agreed by Standing Committee:

- To replace the word 'control' with 'co-ordination' in the title.
- Under the heading 'Notification of Assessed work' it was agreed that module leaders should also include information on the date and mechanism for promulgating results and giving feedback.
- Under the heading 'Retention of Assessments' it was agreed that such work would have to be retained for a period of two-years for part-time postgraduate programmes (item 8).
- Under the same heading (item 11) further clarification is required concerning the retention of assessments that involve the creation of artefacts/objects, as is often the case with Engineering projects. There is a major difficulty here in terms of the practicalities of storage.

It was agreed that the Guidelines should be passed on to the Teaching and Learning Committee for further discussion and refinement, before they go to Academic Council.

3.5 Draft Guidelines on retention and disposal of examination scripts

The Guidelines were approved by Standing committee subject to the removal of the last sentence in the opening paragraph entitled 'Background'.

4 Faculty/Committee/Programme Board Minutes

- 4.1 Programme Board: BSc in Biotechnology, 28/06/00. Standing Committee noted the external examiners wish for 'pointers' for what modules examiners are looking for in correcting exams (item 4.1 (i)). The Chairperson will write to the Programme Chair concerning the provision of model answers. Standing Committee also noted the Board's concerns about Examination procedures (items 4.2 and 4.3). The Chairperson informed the meeting that the newly reconstructed Exams Office is developing new policies and procedures which will address many of these issues. Standing Committee noted item 7 concerning policies relating to the late submission of assignments. Draft Guidelines, prepared by the Registrar, are currently under discussion before Standing Committee and the Teaching and Learning Committee. It is hoped that these Guidelines will help the Board in its future deliberations on the matter.
- 4.2 Programme Board: Bachelor of Nursing Studies, 28/08/00. Standing Committee noted the changes made to the Continuous Assessment elements of modules NS407, NS408 and NS413 (item 6.2) and the new framework for marking the Research Enquiry module (item 6.3). It also noted the concerns about forward planning concerning the resourcing of new courses implicit in item 7.1 and the concerns about

the personal tutor system (item 9.2). Barry Kehoe informed the meeting that he is attempting to draft new guidelines on the tutor system.

- 4.3 Programme Board: Graduate Diploma in Operations Management, 13/09/00. Standing Committee noted the issue concerning the progression of student 98101196, but agreed it is a matter for the Progression and Award Board to decide (item). Standing Committee also noted and approved the Board's new ruling on compensation (item 3), the proposed change to the Academic Cycle in 2001-2002
- 4.4 Programme Board: International Master of Business Administration, 20/09/00. Standing Committee noted that the meeting was inquorate and that all items agreed would have to be confirmed by the next quorate meeting. It was noted that individual students' names should not appear in the minutes. They should be identified by number only.

5 Appointment of external examiners

5.1. Appointment of Examiners: Taught Programmes

- 5.1.1. Prof N Rees, University of Limerick
All Government modules. Approved.
- 5.1.2. Dr C Mac Fhionnlaoich, UCD
BSc Airgeadas, Riomhaireacht & Fiontraíocht, Diplóma do Chéimithe/M.Sc. i nGnó agus i dTeicneolaíocht an Eolais. Approved

5.2. Appointment of Examiners: Postgraduate Research Students

- 5.2.1. Prof K Nolan, The Royal College of Surgeons in Ireland
Student no. 95970703, PhD, School of Chemical Sciences. Approved.
- 5.2.2. Prof N Brown, University of Ulster
Student no. 97970697, PhD, School of Chemical Sciences. Approved.
- 5.2.3. Dr L Dowling, Trinity College Dublin
Student no. 96970481, MEng, School of Electronic Engineering. Approved.

6. Special Case Admission: Corporate MBA (Executive Education)

Standing Committee approved a request from the Programme Board to admit two students (ILP 9 and 10) on the basis of relevant experiential learning. Standing Committee recommends that the progress of the special case admissions on this course is carefully monitored and that a report should be forwarded to Standing Committee at the end of the academic year.

7. Academic Calendar 2001/2002

The calendar was confirmed as being correct.

8. AOB

8.1 Proposal to lower the specific French requirement on the European BEng/Meng in Electronic Systems

Standing Committee approved the Programme Board's proposal to lower the specific French requirement from

HC3 French to HD3 or OC3 French (Leaving Cert) and to set the applicable equivalent for A Level/AS level/GCSE levels in consultation with the Admissions Officer.

The proposal is the first in a series of measures designed to boost the number of students taking the programme.

8.2 Response to the SU's Code of Good Teaching Practice

Liam Doyle reported that he had received no response from the Heads of Schools re the identification of Class Group Co-ordinators and Module Co-ordinators as stipulated in the SU's code Good Teaching practice. Barry McMullin reported that the Teaching and Learning Committee will be reviewing their response, but noted that progress will be slow in implementing the document until the requisite IT support comes on stream.

8.3 First Year Student Orientation

Barry Kehoe reported that the student experience of orientation this year was very uneven. Some Programmes were very diligent in meeting their responsibilities, others less so. Basic requirements such as timetables and booklists were not made available to all first year students.

Date of Next Meeting: 2 November 2000

Signed: _____
Chairperson

Date: _____