

ACADEMIC COUNCIL – STANDING COMMITTEE

MINUTES

THURSDAY, 7 DECEMBER 2000
AT 9:00 AM IN EXECUTIVE MEETING ROOM

Present: Dr J Murray (Chairperson), Mr J Dowling, Mr B Kehoe, Mr J Kerrane, Dr B McMullin, Dr T Ryan, Mr L Doyle, Dr K Monks, Ms V Cooke (recording secretary),

Apologies: Dr P Barker, Dr C Long, Professor R O’Kennedy, Dr L MacMathuna, Dr A Glynn

1. ADOPTION OF AGENDA

The agenda was adopted, subject to the inclusion of additional items tabled by the Chairperson under AOB.

2. MINUTES OF MEETING OF 2 NOVEMBER 2000

The minutes of the meeting of 2 November were adopted and signed by the Chairperson.

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 Draft Guidelines for co-ordination of assessments and projects and on retention and disposal of examination scripts

Item was deferred in the Registrar’s absence. Copies of the guidelines were requested by Liam Doyle and Kathy Monks.

3.2 Termination of MCAE Programme

Registrar to clarify if advice regarding the termination of this programme was accepted.

3.3 Draft Guidelines for Writing Minutes

Item was deferred in the Registrar’s absence. In the meantime, all Standing Committee members were requested to forward comments to Pat Barker. A copy of the guidelines were requested by Liam Doyle.

3.4 Identification of Standing Committee Members

It was suggested that the surnames of the members be used in the minutes and other documents to avoid confusion (e.g. Barry Kehoe and Barry McMullin).

3.5 Scheduling of Programme Board Meetings

Liam Doyle requested that consideration be given to the availability of class representatives when scheduling Programme Board meetings. It was agreed that the Registrar should write to all Chairpersons of Programme Boards requesting they schedule the meetings to include class representatives.

4 FACULTY/COMMITTEE/PROGRAMME BOARD MINUTES

- 4.1 Programme Board: BA in Applied Languages, 21/09/00. Noted
- 4.2 Programme Board: GD/MA in Translation Studies, 17/10/00. Noted
- 4.3 Programme Board: Professional Diploma in Accounting, 18/10/00. Noted. It was unclear whether this meeting was quorate. The Committee members asked for clarification on the definition of a quorum. It was agreed that the Registrar should ask Chairpersons of Programme Boards to list on Programme Board minutes, the number of members, to ascertain if it is quorate and they also requested that information be sought about the ex-officio membership. It was noted that it is not the function of the Chairperson to ensure that programme board members attend their meetings.
- 4.4 Programme Board: BSc in Finance Computing & Enterprise, 18/10/00. Noted
- 4.5 Programme Board: MSc in Finance, Computing & Enterprise, 18/10/00. Noted. The schedules attached to these minutes were noted. It was agreed that assessment schedules should be placed on the Web and made available to everyone. Jim Murray will discuss the need for an automated template submission with Bernadette Dowling in the Registry.
- 4.6 Programme Board: BSc in Multimedia, 18/10/00. Noted.
- 4.7 Programme Board: MSc in Multimedia, 18/10/00. Noted.
- 4.8 Programme Board: Diploma in Education & Training, 18/10/00. Noted. Standing Committee agreed that the rules and regulations regarding late submission of assignments are too complex and too difficult to police (Item 7). The Registrar will write to the Chairperson of the Programme Board and bring this matter to his attention. The adoption of the code of best practice was noted (Item 8).
- 4.9 Programme Board: Graduate Diploma/MSc in Education & Training Management, 18/10/00. Noted. The rules and regulations were questioned as per item 4.8, above.
- 4.10 Programme Board: MA in Film & Television Studies, 18/10/00. Noted. Standing Committee noted the pool system for allocating external examiners and agreed that it is a good policy.
- 4.11 Programme Board: Graduate Diploma in Information Technology, 24/10/00. Noted. Standing Committee noted the Board's rules for 'honours classification on resits' and agreed that it was too broadly defined. It was agreed that the Chairperson should amend the rules to reflect Standing Committee's previous statement on the matter, which is detailed in the minutes of 7 September 2000 under item 9.
- 4.12 Programme Board: BEng in Mechatronic Engineering, 24/10/00. Noted. "Examination Results and Procedures" – Standing Committee noted the Board's concern that four failed results upheld by the Appeals Board had subsequently been overturned (Item 5). Clarification of the details of the cases was formally requested from the Registrar.
- 4.13 Programme Board: BEng in Mechanical & Manufacturing Engineering, BEng in Computer Aided Mechanical & Manufacturing Engineering, BEng in Manufacturing Engineering with Business Studies, BEng in Medical Mechanical Engineering, 25/10/00. Noted. Liam Doyle requested that draft assignment

schedules be distributed earlier to the class representatives (Item 5). The Registry should send a note with an appropriate deadline date, using an electronic template, to Programme Boards in time for the next semester.

- 4.14 Programme Board: MA in Journalism, 25/10/00. Noted. Standing Committee advised that extenuating circumstances should be specified when late projects were accepted (Item 3.a).
- 4.15 Programme Board: GD/MA in Intercultural Studies, 26/10/00. Noted.
- 4.16 Programme Board: MA in Communication & Cultural Studies, 01/11/00. Noted. The opening times of the Registry with regard to the submission of “change of mind forms” to be clarified by the Registry.
- 4.17 Programme Board: BA in Communication Studies, 01/11/00. Noted. It was agreed that student I.D. numbers should not be included in the circulated programme board minutes.
- 4.18 Programme Board: BSc in Computer Applications (Day & Evening), 14/11/00. Noted. Barry Kehoe sought clarification on the administrative process regarding transfer students, i.e. volume of requests, subject exemptions as well as year exemptions. The process may need to be reviewed by the Chairperson.
- 4.19 Programme Board: MBS in Accounting, 13/10/00. Noted.

5 APPOINTMENT OF EXTERNAL EXAMINERS

5.1. Appointment of Examiners: Taught Programmes

- 5.1.1. External Examiner no. 1
BA in Pastoral Theology (All Hallows College)
Approval deferred. Unpublished appendix for reference.
- 5.1.2. Prof T Corbett, St Patrick’s College, Maynooth
Systematic Theology Area (All Hallows College)
Approved
- 5.1.3. External Examiner no. 2
English Literature Area (All Hallows College)
Not Approved. Unpublished appendix for reference.
- 5.1.4. Dr G Goulding, Edinburgh University
Spirituality Area (All Hallows College)
Approved
- 5.1.5. Dr T Mooney, NUI Belfield
Philosophy Area (All Hallows College)
Approved
- 5.1.6. Dr M Mullins, St Patrick’s College, Maynooth
Scriptures Area (All Hallows College)
Approved
- 5.1.7. Prof N Sheehy, Queen’s University Belfast
Psychology Area (All Hallows)
Approved
- 5.1.8. Prof DJ Schiffrin, University of Liverpool
Physical Chemistry Area
Approved
- 5.1.9. Mr D Quin, Dublin Institute of Technology
Modules on BA in Journalism and MA in Journalism
Approved

- 5.1.10. Prof B Jurdant, Strasbourg University
Modules on MSc in Science Communication
Approved
- 5.1.11. Dr F Burnet, University of the West of England
Modules on MSc in Science Communication
Approved
- 5.1.12. Dr R Gates (extension of contract)
School of Nursing
Approved
- 5.1.13. Mr S Devilly, Communications Consultant & Trainer
Modules on BA in Communication Studies
Approved

5.2. Appointment of Examiners: Postgraduate Research Students

- 5.2.1. Prof O Pelkonen, University of Oulu, Finland
Student No. 95970142, PhD, School of Biotechnology
Approved
- 5.2.2. Prof A Sreberny, University of Leicester
Student No. 95971107, PhD, School of Communication Studies
Approved
- 5.2.3. Dr M O'Keeffe, The National Food Centre
Student no. 9790662, MSc, School of Chemical Sciences
Approved

6. POSTGRADUATE RESEARCH STUDENTS

6.1 APPLICATIONS TO TRANSFER TO PhD REGISTER

- 6.1.1 Student no. 97970220, School of Mechanical & Manufacturing Engineering
Approved
- 6.1.2 Student no. 98970755, School of Chemical Sciences
Approved
- 6.1.3 Student no. 93092008, School of Computer Applications
Approved
- 6.1.4 Student no. 98970577, School of Physical Sciences
Approved

6.2 RE-REGISTRATION OF STUDENT NO. 96970634, SCHOOL OF COMPUTER APPLICATIONS

Approved

6.3 REPLACEMENT SUPERVISORS, SCHOOL OF COMMUNICATION STUDIES

Approved

6.4 APPLICATION FOR DIRECT ENTRY TO PhD REGISTER, STUDENT NO. 50162349

Not Approved. The registration process for research students is automatic and clear cut. Students must register for a Masters and then apply to the PhD register.

7. MODULE EXEMPTIONS (BSc IN COMPUTER APPLICATIONS)

Noted and Approved.

8. ANY OTHER BUSINESS

APPOINTMENT OF EXAMINERS: TAUGHT PROGRAMMES

8.1.1 Dr K Trew, Queen's University of Belfast

Certificate in Business Management

Approved subject to submission of C.V.

8.1.2 Dr J Swan, University of Warwick

Management subjects on MSc in E-Commerce, MBA Corporate

Approved

8.1.3 Mr W F Scharf, University of Ulster

Extension of term: Bachelor of Business Studies, BA in Accounting & Finance, MBA Programmes

Approved

8.2 APPOINTMENT OF EXAMINERS: POSTGRADUATE RESEARCH STUDENTS

8.2.1 Professor T Anderson, University of Ulster

Student no. 98970437, PhD, School of Computer Applications

Approved

8.2.2 Mr J Dunnion, UCD

Student no. 96164468, MSc, School of Computer Applications

Approved

8.3 GRADUATE DIPLOMA IN SCHOOL CHAPLAINCY & PASTORAL CARE PROGRAMME (MATER DEI INSTITUTE OF EDUCATION)

Standing Committee approved the recommendation of the Accreditation Board to progress this Programme to a MA/GD Programme, on the condition that the module descriptors are forwarded to the previous Accreditation Board panel for their review and approval.

8.4 RESIGNATION FROM STANDING COMMITTEE OF ACADEMIC COUNCIL

The resignation of Prof Brian MacCraith from Standing Committee was noted. It was also noted that this is the last meeting of Standing Committee as a sub Committee of the sixth statutory Academic Council. The term of office of the seventh statutory Academic Council will run from 1 January 2001 to 31 December 2003. Elections will be held to nominate new members to the next meeting of Standing Committee, on 1 February 2001.

8.5 NEW DIGITAL MEDIA ENGINEERING PROGRAMME

It was brought to the attention of Standing Committee by Jim Dowling, that the School of Electronic Engineering wish to make a common entry offer in the CAO process, to read: 'Common entry to Electronics and Communications Engineering'. Schools will be alerted to the change in early January in time for the CAO change of mind process.

Date of Next Meeting: 1 February 2001

Signed: _____
Chairperson

Date: _____