ACADEMIC COUNCIL – STANDING COMMITTEE

Thursday 6 December 2001

9.00-11.30 a.m. in Executive Meeting Room

Present :   Professor Patricia Barker (Chairman), Dr Eoin Cassidy,
                Professor Martin Henry, Professor David Jacobson,
                Dr Paraic James, Dr Seán Marlow, Mr Mícheál Mac Conmara,
                Ms Louise McDermott (Recording Secretary), Dr Liam Mac Mathúna,
                Dr Barry McMullin, Dr Jim Murray, Dr Ronnie Saunders,
                Mr Paul Sheehan.

The Chairman welcomed Dr Eoin Cassidy, Registrar of Mater Dei Institute of Education, who has joined Standing Committee.

Action

1.   Adoption of agenda

The agenda was adopted subject to the following:
- the deletion of items 4.2, 4.3, 4.4 and 4.5 (already discussed at a previous meeting)
- the renumbering of items 4.6 to 4.26 inclusive as items 4.2 to 4.22 inclusive
- the inclusion of one additional submission under each of items 5.1, 5.2, 6 and 8
- the inclusion of three submissions under item 14.

2.   Minutes of the meeting of 1 November 2001

Confirmed and signed by the Chairman.

3.   Matters arising from the minutes

Follow-up actions from the last meeting were reported.

Item 4.8: satisfactory arrangements are now in place in respect of the continuous assessment and examinations in the *ab initio* French module offered on a

once-off basis on the BEng in Mechanical Engineering with Business Studies.

4.   Faculty/Committee/Programme Board minutes

4.1   Programme Board: BA in International Marketing & Languages/ International Business & Languages, 25/04/01. Noted. The Programme Chair is to be asked to note that the 'no credit prerequisite' referred to in Item 2 is not a possibility and to take action accordingly.

4.2   Programme Board: Grad Cert/Grad Dip/MSc in Management & Applications of IT in Accounting, 21/09/01. Noted. In respect of Item 8, the Programme Chair is to be informed that part-time lecturers are not excluded from the provisions of the Freedom of Information Act, 1997.

4.3   Programme Board: Grad Dip/MSc in Operations Management, 26/09/01. Noted and approved. Noted that the decision referred to in Item 7 created a precedent and that any future similar situations should be treated in a similar manner.

4.4   Programme Board: BA in Accounting & Finance, 09/10/01. Noted. The Programme Chair is to be asked if the change to the academic structure referred to in Item 4 is intended to apply in 2001/02 or 2002/03, and if it is the Programme Board's intention to include the word 'normally' in the last sentence of the examination regulations for 2001/02.

4.5   Programme Board: MA in Journalism, 10/10/01. Noted. Agreed that clarification should be sought from the Programme Chair about the matter referred to in Item 2.

4.6   Programme Board: BSc in Computer Applications (Day and Evening), 17/10/01. Noted and approved. The Programme Chair is to be informed that the motion referred to in Item 9 will be discussed at the 13 February 2002 meeting of Academic Council. Agreed that the wording of the first sentence in Item 7 was inappropriate and that the Chair would be informed accordingly. Standing Committee commended the Programme Board on having obtained IEI accreditation for the programme.

4.7   Programme Board: Grad Cert/Grad Dip/MSc in Computer Applications for Education, 17/10/01. Noted. Agreed that the Programme Chair is to be informed that the motion referred to in Item 9 will be discussed at the 13 February 2002 meeting of Academic Council. Agreed that the Programme Chair be requested not to permit identification of students by ID number in minutes, as occurs in Item 9.

4.8   Programme Board: BSc in Applied Computational Linguistics, 17/10/01. Noted and approved. Agreed that the Programme Chair be asked to clarify the wording of Item 5 and that the two issues in Items 12.a and 15 which

relate to the Registry would be discussed by the Registry and the Programme Chair.

4.9   Programme Board: MSc in Financial & Industrial Mathematics, 17/10/01, and Standing Committee, MSc in Financial & Industrial Mathematics, 28/11/01. Noted. Agreed that the Programme Board would be asked to reconsider the proposal in Item 1 of the Programme Board minutes. The proposal in Item 6 was approved for implementation in 2002/2003. The proposal in the Standing Committee minutes was approved for implementation in 2001/2002. The Programme Chair is to be asked if further developments are expected in relation to the issue raised in Item 9.

4.10   Programme Board: BA in Communication Studies, 22/10/01. Noted. The Programme Chair is to be requested to define the 'IT skills' referred to in Item 10 and informed that a different course of action should have been recommended to Student B, referred to in Item 11.

4.11   Programme Board: BSc in Financial & Actuarial Mathematics, 24/10/01. Noted and approved.

4.12   Programme Board: Grad Dip in Information Technology, 24/10/01. Noted. The Registrar is to notify the Programme Chair that Programme Boards are not involved in the disciplinary procedure. The Programme Chair is also to be requested to ensure that individual students are not identified in minutes.

4.13   Joint Programme Board: MSc in E-Commerce (Business & Technical), 24/10/01. Noted and approved. The issue referred to in Item 8 will be discussed by Registry and the Programme Chair.

4.14   Programme Board: Bachelor of Business Studies, 24/10/01. Noted. The Programme Chair is to be asked to provide brief background information on the issue referred to in Item 6.

4.15   Programme Board: Professional Diploma in Accounting, 31/10/01. Noted. The Programme Chair is to be requested not to refer in minutes to module exemption requests having been approved by the Programme Board, as it is from Standing Committee of Academic Council that approval should be sought. (This approval was in fact sought; see Item 8.4 below.)

4.16   Programme Board: BSc in Multimedia, 31/10/01. Noted. A decision on the proposal in Item 6 was deferred, as it was felt that insufficient information was available to Standing Committee; the Programme Chair is to be requested to specify the number of modules involved in the proposal and to append to the proposal the regulation from which it is proposed to derogate. Standing Committee will then consider the proposal at its meeting of 7 February 2002. The Chair is also to be requested to note that the issue of whether or not a module is a pre- or co-requisite relates to the programme in which it is included and is not specific to the module itself.

4.17   Programme Board: Bachelor of Nursing Studies (Oscail),
        05/11/01. Noted and approved. The Programme Chair is to be notified that
        Item 4 lacks clarity in that it is not specifically stated that the Programme
        Board approved the two proposed new modules.

4.18   Programme Board: Diploma in Nursing: General (James Connolly
        Memorial Hospital), 05/11/01. Noted and approved.

4.19   Joint Programme Board: Diploma in Nursing: Mental Handicap, 06/11/01.
        Noted and approved.

4.20   Joint Programme Board: Diploma in Nursing: Psychiatric, 13/11/01. Noted
        and approved.

4.21   Programme Board: BA in International Business & Languages/BA in
        International Marketing & Languages, 14/11/01. Noted and approved. The
        Programme Chair is to be asked for clarification in relation to the 'formal
        recognition' referred to in Item 6 and the issue referred to in Item 11.2.

4.22   Programme Board: Diploma in Nursing: General (Beaumont Hospital),
        19/11/01. Noted and approved.

Concern was expressed about the fact that the minutes of a number of meetings
included requests to members of Boards to approve the assessment schedule for
2001/02, but did not refer to deadlines. It was noted that these schedules should be
approved by the first Programme Board meeting of each academic year.

It was also noted with concern that the minutes of some meetings showed evidence
of bad practices such as the following: the inclusion of individual student ID
numbers; ambiguity as to whether a decision had or had not been taken on an issue;
poor layout. It was suggested that where minutes contained an inappropriate
reference, e.g. to a student ID number, they should be rewritten, and agreed that the
Registrar would seek advice on the legal implications of this. The issue is to be
discussed at the next meeting of Standing Committee.   **Registrar**

It was noted that some uncertainty seemed to exist about the correct composition of
Programme Boards. The Registrar noted that this information is available on the
Registry website under 'University Regulations for Chairs of Programme Boards' at
www.dcu.ie/ro/procedures.html   **Registrar**

5.   **Appointment of external examiners**

        5.1   **Taught programmes**

        5.1.1   Dr J W Bradley, UMIST
                GD/MSc in Plasma & Vacuum Technology
                Approved.

5.1.2   Mr F H McCann, NCI
        Modules EN301 and EN303 (SALIS)
        Approved.
5.1.3   Dr L Brennan, TCD
        Graduate Diploma/MSc in Operations Management
        Approved.
5.1.4   Ms K Turner, University of Manchester
        BNS in Nephrology Nursing and GD/MSc in Renal Nursing (plus related
        access modules)
        Approved.
5.1.5   Prof P Mars, University of Durham
        MSc in Internet Systems
        Approved.
5.1.6   Dr B Stewart, University of Ulster
        BA in Applied Languages and GD/MA in Intercultural Studies
        Approved.

5.2   Postgraduate research students

5.2.1   Dr A Wander, Daresbury Laboratory
        Student ref. SC/2001/A10/5.2.1, PhD, School of Chemical Sciences
        Approved.

5.2.2   Dr M Levy, Griffith University and Prof M McTear, University of Ulster
        Student ref. SC/2001/A10/5.2.2, MSc, School of Computer Applications
        Approved subject to the submission of details of Dr Levy's publication
        record.

5.2.3   Dr J Berndsen, UCD and Dr L Sadler, University of Essex
        Student ref. SC/2001/A10/5.2.3, MSc, School of Computer Applications &
        Fiontar
        Approved.

5.2.4   Prof T Glynn, NUI Galway
        Student ref. SC/2001/A10/5.2.4, PhD, School of Physical Sciences
        Approved.

5.2.5   Dr R Reilly, UCD
        Student ref. SC/2001/A10/5.2.5, MEng, School of Electronic Engineering
        Approved.

6. Postgraduate Research Matters

  6.1   Applications to transfer to PhD Register

6.1.1 Student ref. SC/2001/A10/6.1.1, School of Biotechnology
       Approved.
6.1.2 Student ref. SC/2001/A10/6.1.2, School of Chemical Sciences
       Approved.
6.1.3 Student ref. SC/2001/A10/6.1.3, School of Electronic Engineering
       Approved.
6.1.4 Student ref. SC/2001/A10/6.1.4, School of Physical Sciences
       Approved.
6.1.5 Student ref. SC/2001/A10/6.1.5, School of Communications
       Approved.

  6.2   Request to re-register student for 2001/2001

       Student ref. SC/2001/A10/6.2, School of Chemical Sciences
       Approved.

  6.3   Request for research applicant to undertake Master's qualifying examination
       Student ref. SC/2001/A10/6.3, School of Chemical Sciences
       Approved.

  6.4   Request for student to get approval of MBS award/PhD qualification
       Student ref SC/2001/A10/6.4, DCU Business School
       Approved.

  6.5   Request for retrospective PhD registration
       Student ref SC/2001/A10/6.5, School of Electronic Engineering
       Not approved, on the grounds that insufficient evidence had been presented to justify the request.

  6.6   Request to allow student to register for two programmes concurrently
       Student ref SC/2001/A10/6.6, School of Physical Sciences
       Not approved, on the grounds that University regulations do not permit this. Even if they did, no evidence was presented to indicate that the student would benefit by pursuing two full-time programmes concurrently.

  6.7   Special-case admission to Master's register
       Student ref SC/2001/A10/6.7, DCU Business School
       Approved.

7.   Proposal to combine modules: Graduate Diploma/MSc in Operations Management

Approved subject to the inclusion in the proposal of two items: a statement that both continuous assessment and examinations in each module must be passed; a statement that applications from students who graduate with the Graduate Diploma and subsequently wish to take the Master's programme will be assessed on a case-by-case basis. If successful in the request such applicants, before the MSc can be awarded, will be required to surrender the Graduate Diploma parchment to the University.

8.   Requests for module exemptions

8.1   Certificate in Plasma & Vacuum Studies
Approved.

8.2   BEng in Electronic Engineering
Approved.

8.3   BSc in Computer Applications
Approved.

8.4   Professional Diploma in Accounting
Approved. The Programme Chair is to be asked to supply, with future requests, the names of the relevant prior qualifications and of the institutions in which these have been obtained.

9.   Frequency of appointment of external examiners

The report which was presented was noted. It was noted that advice had been received from Computer Services to the effect that this report could not be made available on the web. It will, however, be made available on a networked basis.

10.   Admissions: Proposal on recording of decisions and Freedom of Information Act, 1997

Approved. The following points were made in the course of the discussion: the proposed new application forms, which contain considerably more detail than formerly, should be reviewed after a year to see if any abridgements might be possible; detailed explanations should be provided for Programme Chairs and other relevant staff on the new requirements for completing forms; the linked colleges

will also provide full feedback to applicants but will use forms of their own design.
<u>Agreed</u> that the Registrar would provide clarification to the next meeting of
Standing Committee on the reason applicants are asked to outline their post-primary
school record.   **Registrar**

11.   Proposal on internal and external transfer applications

   <u>Approved.</u>

12.   Change to registration schedules: BA in Applied Languages, Year 4

   <u>Approved.</u>

13.   Proposal to give priority to online examination results

   <u>Approved.</u>   **Student Records (with immediate effect)**

14.   Any other business

   14.1   Reimbursements to DCU students studying abroad 2002/2003

      Deferred to next meeting.

   **14.2   Request from student on the BA in International Marketing
              and Languages for readmission to the programme**

      Referred to the Programme Board for a decision.

   **14.3   Proposal that a representative of the Faculty Administrator Peer Group
              should attend meetings of Academic Council and Academic Council
              Standing Committee, with observer status**

      <u>Approved.</u> The Peer Group are to notify the Registry of the relevant
      name(s).

Date of next meeting: Thursday 7 February 2002.

Signed: _____   Date: _____
          Chairman