ACADEMIC COUNCIL – STANDING COMMITTEE

MINUTES

Tuesday 30 April 2002

4.00-5.15 p.m. in Executive Meeting Room

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

Apologies: Professor Robert Forster, Professor David Jacobson,
              Dr Liam Mac Mathúna

Observer: Ms Brenda Gaughan

Action

1.   Adoption of agenda

The agenda was adopted subject to the inclusion of four submissions under Item 8.

2.   Minutes of the meeting of 4 April 2002

Confirmed and signed by the Chairman.

3.   Matters arising from the minutes

3.1   Follow-up actions from the last meeting were reported.

3.2   With regard to Item 4.2, the Registrar reported that the 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, had been cleared with the Freedom of Information Officer. It was <u>noted</u> that this *Guide* will be given to every examiner when s/he collects scripts from the Examinations Office. It was also <u>noted</u> that the *Guide* had been made available through CHIU to the other universities and will be used as a model by them.

3.3   The proposed guidelines on requiring students repeating modules to take 'new' versions of modules, referred to in Item 4.4, were <u>agreed</u>. This amendment will be recommended to Academic Council.

3.4   A request had been received from a Head of School for a further revision to the change in wording to regulation 6.6 of *Academic Regulations for Postgraduate Degrees by Research and Thesis* (approved under Item 6.3). It was <u>agreed</u> to defer consideration of this request to the next meeting of Standing Committee.

3.5   It was <u>noted</u> that the Registry is conducting a study of external examiners' fees in other higher education institutions. This matter will be considered at the meeting of 6 June.

3.6   It was <u>noted</u> that the replacement of 'E & OE' on transcripts with 'Errors and Omissions Excluded' would be in place for the Semester 2 examinations.

3.7   It was <u>noted</u> that the standard operating procedure on amendments and corrections to examination results would be in place for the Semester 2 examinations. Faculty Administrators and Programme Chairs are to be notified of this procedure. **Louise**

4.   Faculty/Committee/Programme Board minutes
4.1   Programme Board: Joint Physics Programme Board, 27/02/02. <u>Noted</u> and <u>approved</u>.
4.2   Programme Board: BA in European Business, 06/03/02. <u>Noted.</u> <u>Agreed</u> that the Programme Chair would be asked to resubmit the minutes for approval at the next meeting of Standing Committee, and to make it clear in the revised minutes the academic year to which the proposed changes to the academic structure referred.   <u>Agreed</u> that it is normally unacceptable to request changes to the structure for the current academic year.
4.3   Programme Board: BA in European Business, 27/03/02. <u>Noted.</u> <u>Approved</u> subject to confirmation that the proposed changes to the academic structure relate to the academic year 2002-2003.
4.4   Programme Board: BSc in Applied Computational Linguistics, 13/03/02. <u>Noted.</u> <u>Agreed</u> that the Programme Chair would be asked to resubmit the minutes for approval at the next meeting of Standing Committee, and to make it clear in the revised minutes exactly which changes to the academic structure were being proposed.

4.5   Programme Board: Bachelor of Business Studies, 13/03/02. <u>Noted</u> and <u>approved</u>. <u>Agreed</u> that the Programme Chair would be asked to confirm that the '3-subject compensation rule' mentioned in Item 4 related to 5-credit modules, and to ensure that student ID numbers were not referred to in minutes. <u>Noted</u> that the proposal made by a member of the Programme Board under Item 4 (that provisional module marks be given in bands of five) could not be approved, for legal reasons.

4.6   Programme Board: BA in Journalism, 13/03/02. <u>Noted.</u>

4.7   Programme Board: BA in Accounting and Finance, 14/03/02. <u>Noted</u> and <u>approved</u> subject to confirmation that no credits, or compulsory attendance, attach to the CV preparation and interview skills workshops referred to in Item 6.

4.8   Programme Board: MSc in Science Communication, 19/03/02. <u>Noted</u> and <u>approved</u> subject to clarification of whether or not any decision or action resulted from the meeting with the student referred to in Item 7.

4.9   Programme Board: International Master of Business Administration, 27/03/02. <u>Noted</u> and <u>approved</u> subject to clarification of why the advent of higher numbers on to the programme should result in a reduction in options.

4.10   Programme Board: GD/MA in Conference Interpreting, 28/03/02. <u>Noted</u> and <u>approved</u>.

4.11   Programme Board: BA in Applied Languages, 20/03/02. <u>Noted</u> and <u>approved</u>.

4.12   Programme Board: BSc in Mathematical Sciences, 27/03/02. <u>Noted</u> and <u>approved</u>.

4.13   Programme Board: Diploma in Nursing: Mental Handicap (St Joseph's & St Louise's), 05/03/02. <u>Noted</u> and <u>approved</u>.

4.14   Programme Board: Diploma in Nursing: General (James Connolly Memorial Hospital), 07/03/02. <u>Noted</u> and <u>approved</u>.

5.   Appointment of external examiners

5.1   Taught programmes

5.1.1   Professor F Oliveira, NUI Cork
        BSc in Biotechnology
        <u>Approved</u> for the Engineering modules on the BSc in Biotechnology programme.

5.1.2   Professor J Orr, Queen's University Belfast
        BEng in Medical Mechanical Engineering
        <u>Approved</u> for the academic year 2002-2003.

5.1.3   Professor G Cockerham, Sheffield Hallam University
        BEng in Computer-aided Mechanical & Manufacturing Engineering,

BEng in Mechanical & Manufacturing Engineering
Approved for the academic year 2002-2003.

5.1.4   Professor MHA Davis, Imperial College London
MSc in Financial & Industrial Mathematics
Approved. The School is to be asked to ensure that forms are submitted
electronically.

5.2   Postgraduate research students

5.2.1   Dr C McConville, Warwick University
Student ref. SC/2002/A4/5.2.1, PhD, School of Physical Sciences
Approved.

5.2.2   Dr J McDonagh, Trinity College Dublin
Student ref. SC/2002/A4/5.2.2, PhD, School of Computer Applications
Approved subject to the submission of the details of Dr McDonagh's
experience in supervising research students.

5.2.3   Dr R Reilly, NUI Dublin
Student ref. SC/2002/A4/5.2.3, PhD, School of Computer Applications
Approved.   The School is to be asked to ensure that forms are submitted
electronically.

6.   Postgraduate research matters

6.1   Applications to transfer to the PhD Register

6.1.1   Student ref. SC/2002/A4/6.1.1, School of Computer Applications
Approved.

6.1.2   Student ref. SC/2002/A4/6.1.2, School of Communications
Approved.

6.1.3   Student ref. SC/2002/A4/6.1.3, School of Electronic Engineering
Approved.

6.1.4   Student ref. SC/2002/A4/6.1.4, School of Chemical Sciences
Approved.

6.2   Application for direct entry to the PhD register
Student ref. SC/2002/A4/6.2, School of Chemical Sciences

Approved.

6.3   Draft form for 'Application for Direct Entry to the PhD Register' (PGR9)

Approved.

6.4   Application to cancel registration of taught programme and re-register on research programme
Student ref. SC/2002/A4/6.4, School of Physical Sciences

Approved.

7.   DCU Student Retention Steering Group - terms of reference

Approved. It was agreed that the Retention Steering Group could report through Academic Council Standing Committee to Academic Council at least once a year and at other times deemed appropriate by the Chair or the Registrar.

8.   AOB

8.1   Proposed new members of the accreditation panel for the MA in Cross-border Studies

Approved.

8.2   Proposed new member of the accreditation panel for the MA in Globalisation

Approved.

8.3   Proposed members of the accreditation panel for new pathways on the Graduate Diploma/MSc in Nursing

Approved.

8.4   Proposed members of the accreditation panel for the Bachelor of Nursing Studies

Approved.

It was <u>agreed</u> that, when future programmes were being accredited
(or re-accredited), *curricula vitae* of the members of the accreditation panel should
be submitted to Standing Committee for approval.   **Registrar**

Date of next meeting: Thursday 6 June 2002

Signed: _____   Date: _____
            Chairman