

**Minutes of Faculty Administration Peer Group (FAPG) meeting on Tuesday 15<sup>th</sup> April 2014, at 11.00 am in H206, School of Nursing and Human Sciences.**



**Present**

Baxter, Ursula	McKenna, Ciaran	O'Sullivan, Nichola
Brennan, Michelle	McKenna, Sonya (Secretary)	Phipps, Emily
Dowling, Bernadette (Chair)	McShane, Jennifer	Pringle, Michele
Frier, Denise	Moore, Deirdre	Sheehy, Sharon
Hickey, Grace	Nestorowicz, Gerta	Smyth, Gillian
Irwin-Bannon, Margaret	NiChrualaoi, Sinead	Whitney, Niall
Keegan, Rachel	O'Hara, Emer	

**Apologies**

Boughton, Sheila	McEvoy, Irene	NiSheighin, Maire
Daughton, Goretti	Keating, Karen	Stears, Christine
Diamond, Carol		

**A. Adoption of the agenda, minutes of the previous meeting and matters arising from the minutes.**

**1. Adoption of Agenda**

The agenda was adopted.

**2. Welcome, Introductions and Apologies**

The Chair welcomed all. Apologies are as noted, see above.

**3. Minutes of the FAPG meeting of 21<sup>st</sup> January 2014**

The minutes of the meeting of 21<sup>st</sup> January 2014 were approved as circulated.

**4. Matters Arising from Meeting of 21<sup>st</sup> January 2014**

*4.1 Consideration and agreement of measurable goals and objective for 2013/2014 (4.3)*

It was noted that no further suggestions were received by the Chair so this action is now complete.

**B. Updates from Representatives on University Working Groups and Committees, FAPG Working Groups/Sub-Groups**

*5.1 Academic Council [Michelle Brennan]*

Since the last group meeting there have been two meetings of Academic Council. There was nothing to report from the April meeting but the following was noted from the February meeting:

President's report:

- Performance-based compact between the HEA and the University accepted by HEA. This will come into effect after 13th February Governing Authority meeting. Impact more significant in 2014/2015 than in 2013/2014.
- Regional clusters – aims are coherent provision of programme offerings across the cluster and development of pathways of progression from further ed. to higher ed. Offerings, access routes for non-traditional student groups.
- HEA call for funding – no monies allocated for development of digital learning opportunities but some available for development of cluster-wide pathway of progression.
- Dialogue continuing with Dundalk IT to establish a graduate schools whereby research students in Dundalk will graduate with DCU award.
- 3<sup>rd</sup> year in a row DCU placed in QS Top 50 under 50 rankings, only eligible Irish University to be so placed.

- The 5 constituent strategies of Transforming Lives and Societies have been finalised and will be discussed between the President and Faculty Management Boards soon. Areas are encouraged to develop their own strategic plans to be consistent with the DCU strategy.
- Analysis of 2013 Irish Survey of Student Experience nearing completion. 2014 survey undertaken in late February and March 2014.
- Congratulated President's Research Awardees Dr. Andreas Heigh and Dr. Iain McMenamin.
- Presentation on e-portfolios (Claire Bohan, Mark Glynn and Barbara McConalogue presented e-portfolio system)
  - Available to 1<sup>st</sup> years undergraduate in coming weeks and subsequently to other students and staff
  - Will be a formal launch
  - Likely to be used at all levels of Irish education in the future
  - Not compulsory for students for development purposes but is compulsory for academic exercises
  - Uaneen module will be integrated to system
  - CVs can be tailor-made to meet needs including those of INTRA employers
  - Consider endorsement from INTRA employer
  - Scope for provision of exam transcripts in this system
  - Pilot groups being set up to develop system members of council invited to join.

#### 5.2 Graduate Studies Board [G. Daughton]

Since the last group meeting there have been two meetings held. The following was noted from the meeting held on the 23<sup>rd</sup> January 2014

- 1 Grad Training Element considered.
- Item on student appeals and approval of process. Noted the importance of care in completing PGR2 (annual review / progression) forms. Report on pilot for online annual progression process, some recommendations made and overall satisfaction with process. Online system to be implemented for all postgrad research students in 2013/2014 and noted that details of academic supervisors must be up to date in ITS.
- Graduate Studies Office to consider development of postgrad videos to be available on Youtube.
- This meeting also considered 4 applications for transfer to the PhD Register or confirmation on the PhD register (PGR3); 11 appointments of external examiners (PGR4).

The following was noted from the meeting held on 6<sup>th</sup> March 2014

- 0 Grad Training Element considered.
- DCU Guidebook for Research Students to be made available as soon as possible.
- Supervisors requested to use only current version of PGR3 (transfer to the PhD Register or confirmation on the PhD register) forms and for all older versions to be eliminated.
- Consideration of DCU policy on Research Supervision and Awards in Collaboration with Other Institution - feedback to Chair of GRSB requested from Faculties. In meantime clarification will be sought regarding obligations of external supervisors including sign off on student progress, etc.
- Initial proposed revision to Academic Regulations for Postgraduate Degrees by Research and Thesis – on-going - any proposed changes to be submitted to Chair of GRSB by 7<sup>th</sup> April 2014.
- Proposed MPhil proposal - with slight revision to wording to be noted at EC and to be submitted to USC for consideration meeting of 29<sup>th</sup> May 2014.
- This meeting also considered 3 applications for transfer to the PhD Register or confirmation on the PhD register (PGR3); 16 appointments of external examiners (PGR4), 1 extension to registration period (memo).
- The 2014 Daniel O'Hare PhD Scholarship Scheme has been launched with a closing date of Tuesday 29<sup>th</sup> April 2014 (12 midday GMT).

5.3 *Quality Promotion Committee [U. Baxter]*

Since the last group meeting there have been two meetings held and the following was noted.

- ISS review is complete and up on the website.
- Reviews of HR and Finance have taken place and their reports are in progress.
- Scheduled for review later in 2014 are DCUBS, Comms and Marketing and School of Physical Sciences. Training was provided for all those involved in the reviews.
- All QUID funding applicants have been advised of decisions.
- The linked colleges are now operating quality reviews following the DCU process with special attention to alignment before and during the incorporation process.
- The 2014 Survey of Student Engagement took place in DCU in February.
- S. Ingle is still involved with the West Balkan Universities project and some staff will visit DCU in May 2014 to see our how our quality process works and learn from it.

5.4 *University Standards Committee [M. Pringle]*

Since the last group meeting there have been two meetings held and the following was noted.

Meeting held on 27<sup>th</sup> February 2014

- A working group on external examiners would be reconvened and there would be some additional items added to the original remit.
- The Chair and stakeholders had agreed that the discussions on the wording of the policy on academic integrity and plagiarism were complete.
- The Registrar will be bringing to the attention of the IUA, transitional arrangements for students on teacher education programmes who do not progress with their cohort but have to meet the new teaching council requirements.
- The working group on M&S would reconvene with a view to making recommendations where appropriate to the 29<sup>th</sup> May meeting of the USC and if approved will then be presented to the 11<sup>th</sup> June Academic Council meeting.
- Arrangements for remote examinations were under review and a report would be presented to USC in due course.
- The legacy readmission form and procedure introduced in DCU in 2012/2013 will be under review at the end of 2013/2014.
- With respect to APR and PPR the following were noted:
  - A report on APR activity in each academic year to be made to Education Committee by Deans/nominees
  - The Education Committee stated that if an appointment of an additional external expert was required for the PPR following external scrutiny by a professional body, this is a local and situation specific decision.
  - The recognition for prior learning would be included as an agenda item on 3<sup>rd</sup> April.
  - The policy on feedback and assessment would shortly be on the webpage for the Office of Deputy President/Dean to Teaching and Learning.
  - In the context of management of records for (re-) accreditation of programmes by external professional bodies and sign-off it was noted the Registrar was looking at the implementation of best practice.
- A revision to the programme regulations for BSc in Environmental Science and Health was approved.
- There were 3 requests for approval to external examiners requests.
- There were two requests for changes to duties for external examiners.
- There were 3 requests for readmission of legacy students to DCUBS, and Oscail.
- It was noted a change to the minimum Mathematics programme entry requirements for the BSc in Science Education and the BSc in Physical Education with Maths.

- In the context of M&S there was a request for a derogation in respect of MSc in Plasma and Vacuum Technology. A discussion will take place with the Registrar and this will come back to the 3 April meeting by which time Dr S Wickham would be in a position to provide updated information.

Meeting held on 3<sup>rd</sup> April 2014

- There were three external examiners applications to be approved.
- Clarification was noted that the EE2 form will no longer be used for renewal of external examiners but will remain for the purposes of change of duties.
- There was a request for approval of four PPR external experts and three were approved and DCUBS was asked to revisit the second of two presented to USC.
- There was a legacy student application presented for discussion.
- In the context of resit categories Associate Dean for teaching and learning were asked to remind Chairs/examiners about category 3 modules. A consistent approach is required around the resit categories.
- There was a proposal on derogation to English language requirements for PG research student in two faculties.
- Draft guidelines were presented for dissertations and projects. This would be revisited at the next meeting in May.

5.5 *Learning Innovation Advisory Panel [G Daughton]*

It was noted that this group is no longer active.

**C. Other Agenda Items**

**6. Proposal of new FAPG Chair**

It was noted that there were no expressions of interest received by the Chair for this position. A short discussion took place and a number of suggestions were made. A proposal was discussed whereby the Chair position would rotate on an agreed basis between each Faculty. It was noted that the manner in which each Faculty would agree a Chair would be at the complete discretion of each Faculty. It was agreed that the matter and this proposal would be discussed in further detail at the next meeting. It was also suggested that the Group could consider the establishment of a Deputy Chair who would work with the Chair and succeed the Chair when their term was complete. It was agreed that this was a good idea in principle but may be something that could be considered in the future when the agreed method for the appointment of Chair has been implemented.

In the interim it was agreed that B Dowling would continue as Chair for the July FAPG meeting, but would be stepping down at that point.