

Minutes of Faculty Administration Peer Group (FAPG) meeting that took place on Tuesday, 21 January, at 11.00 am in room H206, School of Nursing and Human Sciences.



Present

Ursula Baxter	Grace Hickey	Deirdre Moore
Michelle Brennan	Margaret Irwin-Bannon	Gerta Nestorowicz
Goretti Daughton	Karen Keating	Nichola O'Sullivan
Carol Diamond	Tanya Keogh	Emily Phipps
Bernadette Dowling (Chair)	Ciarán McKenna (Secretary)	Michele Pringle
Sinéad Elliott	Jennifer McShane	Sharon Sheehy
Denise Freir	Pauline Mooney	Niall Whitney

Apologies

Jonathan Begg	Rachel Keegan	Maire Ni Sheighin
Mary Comiskey	Sonya McKenna	

A. Presentation from Mr. I. Bell, ISS

Mr. I. Bell of ISS made a presentation to the Group on the OBIEE reporting system. An overview of the new system was presented. It was confirmed that access to OBIEE for Faculty staff will be extended in the coming months, and training and support will be available. OBIEE will have the capacity as a reporting system to access student records, timetabling, finance etc. It will replace Discoverer from the academic year 2014-2015. During the Q&A under this agenda item the following points were noted: the University's Chief Operating Officer is the 'owner' of the OBIEE system; that a Governance Committee will oversee its usage; the importance of consulting with Faculty administration staff on the roll out of this system; and, the lack of involvement of Faculty staff in the implementation of OBIEE was queried given that Faculty office staff have responsibility for much of the data that will be used on OBIEE. Mr Bell acknowledged all the points as made and indicated that he would welcome any other additional queries. Mr Bell was thanked for his attendance.

B. 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. New members of the group were welcomed. Chair asked members to advise of any colleagues who might be eligible to attend FAPG.

3. Minutes of the FAPG meeting of 15 October 2013

The minutes of the meeting of 15 October 2013 were approved as circulated.

4. Matters Arising from Meeting of 15 October 2013

4.1 Issues Arising from Online Registration (Item 4.1)

Meeting took place with Registry on this issue and feedback from the meeting has been requested.

4.2 Update on FAPG website following launch of DCU new website (Item 4.3)

Meeting was informed of the progress of the FAPG website. The pros and cons of using Google docs to host FAPG documentation were outlined. A full move to Google docs will not be feasible until all FAPG members have migrated to Google apps. A request was made for minutes and agendas outstanding for 2009, 2010 and 2011. It was agreed that the minutes and agenda from 2009, 2010 and 2011 would be then posted to the website.

- 4.3 *Consideration and agreement of measurable goals and objectives for 2013/14 (Item 7)*
Chair reported that no further suggestions on this point have been forthcoming. The meeting agreed that a schedule of invited speakers and updates from University committees remain the core objectives of the group. If members have ideas under this heading then they should contact the Chair directly.

Action: Chair/Secretary

- 4.4 *Consideration of a schedule of invited speakers for 2013-2014 (Item 8)*
The remaining speakers for the current academic year are:
Lisa Looney – April meeting; and,
Caroline Derham – July meeting.

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 has been one meeting of Academic Council: 11 December. The meeting was advised that Academic Council noted that new PRG2 forms for post graduate students are now available for online submission and all relevant staff will have the ability to submit these forms online. Academic Council also considered the module re-sit categories, in the context of a review of Marks and Standards, and a sub-group has been established to work on this matter. The Council noted that the scale of post-PAB amendments was causing some concern. However, it was acknowledged that these amendments affect less than 1% of student results. Reading of thesis titles at graduation ceremonies will continue where time permits. The Council confirmed that Semester Two examination results will be online from 2 July. Finally, the 2014/2015 academic calendar was approved.

- 5.2 *Graduate Studies Board [G. Daughton]*
Two meetings to report on since FAPG last met. Graduate Studies Board met on 17 October. At that meeting Paul Sheahan of the Library gave a presentation on 'DORAS' and it was noted that this initiative has had a positive impact on DCU students. The Board noted an appreciable increase in applications to extend registration but that there was no form, as yet, to allow students to apply for an extension. Among the other items considered by the Board at this meeting were: graduate students representation on the DCU Students Union; guidance to staff on research student selection and the increase in appeals to the Board were noted.

At the Board's meeting on 28 November the following items were discussed: the appeals process; 6 applications for proceed to PhD study; and, a discussion of systematising the research process.

- 5.3 *Quality Promotion Committee [U. Baxter]*
The Committee met on 27 November. At that meeting there was an update from Aisling McKenna on the Survey of Student Engagement. It was noted that Semester Two will see the 2013-2014 Engagement Survey open.

The progress of ongoing quality reviews was also discussed with the Committee noting that the ISS Peer Review Group report was nearing completion.

- 5.4 *University Standards Committee [M. Pringle]*
A more detailed report can be reviewed in Appendix [...]. This Committee met on 16 January. It considered a policy on the Recognition of Prior Learning; the establishment of a working group for External Examiner forms; policy on academic integrity and plagiarism; confirmed that all 2013-2014 Programme Regulations are on the DCU website; noted concern about the quality of documentation submitted by legacy applicants, with the need to stress that only original documents can be considered when assessing a student's re-admission to the

University; concerns were noted by the Committee about External Examiners forms; and, the Committee discussed the 5 Year Periodic Programme Review process.

In addition, University Standards Committee will reconvene the Marks and Standards Group. The purpose will be to review the remote examinations process particularly in the context of institutional links with Arizona State University, Princess Noor University and institutions in China.

5.5 *Learning Innovation Advisory Panel [G Daughton]*

This group has not met since the last FAPG meeting. The status of this particular group needs to be clarified.

C. Other Agenda Items

6. Expressions of Interest for new FAPG Chair for April 2014

The Chair requested Expressions of Interest, as per the Group's Terms of Reference, for a new Chair for April 2014. Interested parties were asked to contact the Chair directly on this matter.

Appendix One

Report for FAPG on Tuesday 21 January 2014.

Matters arising from the minutes

- A report would be made to the USC meeting of 16 January 2014 on the implementation in Faculties of the policy on Recognition of Prior Learning.
- The Associate Deans for Teaching and Learning/Education would report to the USC meeting of 16 January 2014 on issues, currently under discussion in Faculties, relating to the policy on assessment.
- The Regulations and guidelines: external examiners for taught programmes/modules had been amended in line with the change of wording approved by the USC, and by Academic Council at its meeting of 9 October 2013, and that the appropriate amendment had also been made to the letters of appointment sent to external examiners.
- A working group on external examiners would shortly be reconstituted and that the draft revised EE1 and EE2 forms would shortly be made available to the USC with a request for comment. It was likely that Faculties would welcome guidance on the management of communication with external examiners.
- The revised policy on academic integrity and plagiarism, that Dr Colm O'Reilly, Director of CTYI, had kindly agreed to review it for comprehensibility. Agreed, however, that it would be important to retain an appropriate level of detail. Noted that perceptions of difficulty in terms of understanding policies such as this one arise from a number of factors, not all of which relate to the kind of language used. Agreed that consideration would be given to incorporating explanatory notes into the policy. Noted that the policy was on the Registry web page.
- The programme regulations 2013/14, as approved by the USC, were available on the Registry web page.