Minutes of Faculty Administration Peer Group (FAPG) meeting on Tuesday 24th February 2015, at 11.00 am in H306, School of Nursing and Human Sciences.

**Present**

|  |  |  |
| --- | --- | --- |
| Baxter, U (Chair) | McEvoy, I | Phipps, N |
| Begg, J | McKenna, C | Pringle, M |
| Brady, P | McKenna, S | Rickerby, S |
| Brennan, M | Moore, D (Secretary) | Sheehy, S |
| Daughton, G | Moriarity, G | Stears, C |
| Dowling, B | Nestorowicz, G | Tobin, R |
| Elliott, S | Ni Chrualaoi, S | Theron, E |
| Keating, K | Ni Sheighin, M |  |
| Kawker, D | O’Hara, E |  |
| Lambert, C | O’Sullivan, N |  |

**Apologies**

|  |  |  |
| --- | --- | --- |
| Gallagher, C |  |  |
| Galuszynsha, M |  |  |
| Hickey, G |  |  |
| McKiernan, M |  |  |

1. **Presentation from Orna Duggan, Incorporation Project Manager**

A presentation was made from Orna Duggan to the group. The full presentation has since been circulated to the FAPG group. Following the presentation, the Chair thanked Orna for her attendance.

1. **Adoption of the agenda, minutes of the previous meeting and matters arising from the minutes.**
2. **Adoption of Agenda**

The agenda was adopted.

1. **Welcome, Introductions and Apologies**

Ronan Tobin and Craa Lambert were both welcomed by the Chair to the meeting and apologies were noted.

1. **Minutes of the FAPG meeting of 14th October 2014**

The minutes of the meeting of 14th October 2014 were approved.

**Matters Arising from Meeting of 14th October 2014**

It was confirmed by Ursula Baxter that the FAPG website link is available on Staff Administration Portal under Committees .

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

* 1. ***Academic Council [M. Brennan]***

The following was noted from the meetings held on 10th December 2014 and 11th February 2015

**AC meeting of 10th December, 2014**

Noted that Dr. J. Bruen nominated at AC representative on Education Committee.

**President’s Report**

* Incorporation – Faculty of Education and expanded Faculty of HSS.  On-going dialogue with HEA and Dept. of Education for additional recurrent funding and capital support for expanded DCU to support infrastructural needs of project.
* DCU-DkIT Graduate School launched in Oct 2014 in DkIT – from Sept 14 all new postgraduate research students degrees will be accredited by DCU.
* Mr. Trevor Holmes, VP for External Affairs has taken up post.  He will be leading on external engagement functions encompassing international affairs, communications and marketing, student recruitment and civic engagements.
* DCU research successes under Horizon 2020 were commended.
* DCU awarded Green campus flag.  Regional Centre of Expertise in Education for Sustainable Development coordinated by DCU has recently been designated by United Nations University.
* Oifigeach na Gaeilge will be set up with an Irish Language Officer spending 50% time on DCU in support of Irish language.

1. **McKenna presentation on HEA First Destination Returns data 2013**

* Response rate of 41% marked continuing decline
* Low % of graduates involved in unpaid internships
* Faculty of Science and Health highest % of recently employed in areas relevant to qualification attributed mainly to Nursing degree.
* Increase in percentages pursuing postgrad taught programmes.
* Faculty and programme level stats available on request.

**DkIT Linked Provider Schedule**

* Document outline roles and responsibilities and how both institutions will work together.

**Academic Calendar**

* Outline calendar for 2015-2016 agreed to facilitate incorporation, no change for DCU.
* 2014-2015 calendar provisional dates now confirmed.

**AC meeting on 11th February, 2015**

**President’s Report**

* Strategic plan will be reviewed to integrate KPI’s.
* Incorporation update – Jan CAO figures intimate increased baseline and first indications are positive.
* Linkage agreement with CICE, DCU will accredit degrees instead of Trinity College.
* DCUET received funding for Chair in Assessment in Education and Researchers.
* DCU signed up to Athena Swan initiative which tackles gender imbalance in academia, STEMM area.
* DCU will host global summit for Times Higher Education on 29th and 30th April.  We are the sole branded university with high profile speakers agreed.
* TedEx event in Helix involved 10 speakers of which were current staff or students.
* All Hallows campus, DCU looking for this.

**Communication**

* President will meet with units/schools and faculties again to continue communications.

Agenda and sub committees discussed.  E. Guilfoyle to review the items.  Members concerned about lack of debate at AC.  Must be a decision making process and must provide proposal to enable this to happen.  Incorporation communications discussed while major issues are communicated, there isn’t clear direction for micro issues.

* 1. ***Graduate Research Studies Board [R. Tobin]***

The following was noted from the meeting held on 11th December 2014 and 21st January 2015.

* Standing items: Section A: Minutes and Related Issues
* Matters Arising

Section C: Individual Student Issues

11th November 2014

2 PGR3s

9 PGR4s

2 Intention to submit thesis for examination from All Hallows College

Transfer of 1 PhD Candidate from UU to DCU

Transfer of 1 student from All Hallows to PhD track DCU

21st January 2015

5 PGR3’s

3 PGR4’s

3 Intention to submit forms All Hallows College

* Main Items of Discussion and/or for Decision

Section B: Policy and Strategy Issues

1. (Item 4 11/12/14) Approval of Proposed Graduate Training Elements

One GTE Submission EE609 Modern Cryptography.

Outcome: Approved subject to amendment

1. (Item 5 11/12/14) Chancellors Medal Review Group Request

GRSB to consider existing nomination procedure for this award with a view to increasing number of nominations from the postgraduate student cohort.

Outcome: GRSB made a number of suggestions including amendments to associated procedures document, amendment to nomination form, proposed introduction of two deadlines (Autumn and Spring to capture PG PABs within the nomination cycle.

1. (Item 6 11/12/14) Report on Card Fee and Scholarships/Grants (GSO)

Report noted and discussed

Outcome: Specific concerns in relation funding arrangements for O’Hare Scholarship Scheme 2014-2015 to be raised with SMG.

1. (Item 7.1 11/12/14) Report on Induction/Exit Surveys

Induction section addressed review of attendance data and perceived obstacles to attendance.

Exit Surveys section addressed levels of student satisfaction in a number of areas of postgraduate student experience.

**Outcome**: Chair to give specific consideration to issue of scheduling of induction sessions in consultation with Schools.

1. (Item 8 11/12/14) Draft Guidelines on Deferral for Research Students

A draft document was tabled for discussion and feedback.

**Outcome**: A number of amendments to the proposed text were suggested.

**Action:** Distribution of Guidelines to FAPG

1. (Item AOB 11/12/14) Instructions from Revenue to DCU Finance

Instruction, relating to the taxation of External Examiner remuneration, had resulted in an unavoidable delay in payments during the summer. This has now been addressed.

1. (Item 6 21/1/15) Quality Assurance of GTE’s not Accredited under Programmes

Distributed document on this item reviewed. Appointment of External Examiner for GTE’s and Period Review Cycle for GTE’s, initially 3 years transitioning to 5 years, were noted in particular.

**Outcome**: Document still pending finalisation and formal approval.

**Action:** Distribution of GTE QA procedure to FAPG

1. (Item 7 21/1/15) E-portfolio

Presentation made on introduction of E-portfolio and issues relating potential adoption and use by DCU research students. Discussion concerning ‘fit’ of Generation 21 attributes for research cohort. Query raised in relation to adapting and incorporating IUA PhD Skills Statement. Some technical limitations relating to adapting the existing portfolio template were noted.

**Outcome**: Proposed small scale pilot of E-portfolio once appropriate adjustments to template have been made.

1. (Item 8 21/12/15) Supervisory Panel Member as Internal Examiner for PGR3

Query raised as to whether a panel member should act as Internal Examiner for PGR3 process.

**Outcome**: Approved. To be specified in Research Regulations

1. (Item 9 21/1/15) Proposed Joint Award Agreement

Agreement distributed for comment and feedback.

***5.3 Quality Promotion Committee [M. Pringle]***

A more detailed report can be reviewed in the attached notes in both Appendix [1] and [2]. The Committee met on the 19th November 2014.

* 1. ***University Standards Committee [M Pringle]***

A more detailed report can be reviewed in Appendix [3]. The Committee met on the 13th November 2014 and 15th January 2015.

* 1. ***Uaneen* Committee *(E. Theron)***

The following was noted from the meetings held on 10th November 2014 and 23rd February 2015

* 79 students registered for contributory module and 39 students for non-contributory Uaneen module.
* Uaneen Awareness Day (multi venue) planned for early March 2015 (4th)
* Agreed that UM404 and UM405 module detail for academic structures will be validated by Una Redmond in conjunction with the Registry
* Discussions regarding incorporation and roll out of Uaneen module to St Patrick’s and Mater Dei students to commence shortly.

### C. Other Agenda Items

**6. Date of next meeting**

It was agreed that the next meetings of FAPG will be held on Tuesday 14th July 2015, followed by a meeting on Tuesday 13th October 2015.

**7. Any other business**

1. It was agreed to invite Sarah Ingle, Quality Promotions Office, to give an information presentation to FAPG for the next meeting in July 2015

**Action: Ursula Baxter**

1. It was agreed that Gerta Nestorowicz would take over as Secretary for the next two meetings of FAPG.