

Minutes of Faculty Administration Peer Group (FAPG) meeting that took place on Tuesday, 15 October, at 11.00 am in room H306, School of Nursing and Human Sciences.



Present

Ursula Baxter	Rachel Keegan	Sharon Sheehy
Jonathan Begg	Ciarán McKenna (Secretary)	Gillian Smyth
Pamela Brady	Jennifer McShane	Christine Stears
Michelle Brennan	Pauline Mooney	Emer O'Hara
Bernadette Dowling (Chair)	Gerta Nestorowicz	
Grace Hickey	Maire Ni Sheighin	
Margaret Irwin-Bannon	Emily Phipps	

Apologies

Irene McEvoy	Sonya McKenna	Michelle Pringle
Karen Keating	Nichola O'Sullivan	

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. 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 9 July 2013

The minutes of the meeting of 9 July 2013 were approved as circulated.

4. Matters Arising from Meeting of 9 July 2012

4.1 Issues Arising from Online Registration (Item 4.1)

Chair advised meeting that contact had been made with Registry on this matter. A meeting in November or December is planned and the Chair will circulate a list of proposed dates and times, when these are available.

Action: Chair to circulate list of dates/times for meeting with Registry

4.2 Issue relating to submission of programme regulations to USC (Item 5.6)

No report was available for this item.

4.3 Update of FAPG website following launch of DCU new website (Item 7)

Chair advised meeting that ISS had been contacted about this. They confirmed that the FAPG site had migrated when the new DCU site was launched. The meeting was advised that FAPG will be able to update this site through Drupal, but that access issues remain unresolved. A discussion ensued on the accessibility options, in which it was noted that there was a choice between a site with 'all staff' access, or a googledocs site with restricted access where Terms of Reference, Minutes and Agendas could be stored. It was agreed that the googledocs option would be preferable for the storage and distribution of the latter documents. It was noted that the other items would be updated through Drupal. The Chair advised the meeting that she would progress this with support from the Secretary in advance of the next meeting.

Action: Chair/Secretary

- 4.4 *FAPG representation on Academic Council (Item 9)*
Michelle Brennan will serve as FAPG representative to Academic Council for 2014.

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: 9 October. The meeting was advised that Academic Council noted that new PRG forms for post graduate students are now available and all staff are being encouraged to make use of the new forms and not previous versions which may be stored locally. There was an extensive discussion at Academic Council of the post-PAB amendment data following the conclusion of the September examinations boards. Academic Council resolved to investigate further the trends and reasons for post-PAB amendments. The meeting then discussed, briefly, examinations upload issues encountered by academic colleagues, and noted at Academic Council. The meeting was advised that Academic Council confirmed that 2013 saw the largest number of PhDs awarded by the University and that it may no longer be able call out the full thesis title at future graduation ceremonies.
- 5.2 *Graduate Studies Board [G. Daughton]*
No report available for meeting; see Appendix 1.
- 5.3 *Quality Promotion Committee [U. Baxter]*
There was a meeting in September but there was no report available; meeting advised that this Committee will meet again in November.
- 5.4 *Student Experience Steering Group [I McEvoy]*
No report available.
- 5.5 *University Standards Committee [M. Pringle]*
No report available for the meeting; see Appendix 2.
- 5.6 *Learning Innovation Advisory Panel [G Daughton]*
No report available.

C. Other Agenda Items

6. **Agreement of schedule of meetings for 2013/2014**
The schedule of FAPG meetings for the remainder of the academic year 2014 was agreed.

The dates are:

Tuesday 14 January 2014
Tuesday 15 April 2014
Tuesday 15 July 2014

7. **Consideration and agreement of measurable goals and objectives for 2013/2014**
Chair asked members to consider what the goals for FAPG should be for the forthcoming year. In the discussion that followed it was noted that benchmarking 'success' for administrators was a difficult task. The Chair clarified that what was under discussion were issues concerning training needs and capacity building, for example, of administrative

colleagues and not, necessarily, performance issues. The importance of beginning a discussion on the question of FAPG's measurable goals and objectives for the coming year was noted. Ideas and suggestions towards this objective should be forwarded to the Chair.

Action: All

8. Consideration of a schedule of invited speakers for 2013/2014

The meeting moved then to consider the question of invited speakers for the coming year. It was noted that a speaker from ISS, to update FAPG on the roll out and use of the OBIEE system, would be helpful to administrative staff. The uncertainties surrounding this system, most notably in the question of access for staff to the database, were discussed. It was noted that senior management have yet to make a conclusive decision on what regime of access to implement. The question was raised of inviting the University's Internal Auditor to speak. The appropriateness of this was queried given the Auditor's role as an objective assessor of University processes and procedures. However, notwithstanding this, it was noted that an overview of the audit role and purpose might be beneficial to FAPG members. Further suggestions for speakers included the Dean of Graduate Studies, Dr. Lisa Looney, to brief members on the new academic regulations for PhD and research MSc degrees, and, Aisling McKenna, the University's Statistics Officer, to discuss the OBIEE system and APR. Chair asked members to forward any other suggestions. In concluding the discussion under items 7 and 8, the Chair requested if members could email her directly with any other ideas in terms of either objectives and/or invited speakers.

Action: All

9. Any Other Business

No other business noted.

Signed by:

Bernadette Dowling, Chairperson
Faculty Administration Peer Group (FAPG)

Date:

End.

Appendices

Appendix 1 – Graduate Studies Board

Report on Graduate Research Studies Board (GRSB) meeting: Mon 9 Sept 2013

Highlighting items to be covered in Postgrad. Orientation in Autumn 2013 to include a presentation to all postgrad students (taught and research) on Friday 27 Sept and continuing with an induction programme to include a series / suite of presentations beginning 16 Oct and continuing until the end of November. All postgrad. research students should be encouraged to attend.

A draft Guidance for Recruitment of Research Students was presented and discussed. Feedback is to be sought at faculty level in the 2 weeks following the GRSB meeting and incorporated into an updated draft.

A paper on the process for Appeal of a Supervisory Panel Progress Review Recommendation was considered. The paper set out the context, process, grounds for appeal, lodging and appeal, Terms of Reference for GRSB sub-committee which will consider all appeals on their merits and determine a course of action, maintenance of a set of Precedents by GRSB, i.e. collection of anonymized cases which convey how the sub-committee responded to evidence which might be of relevance to future deliberations of the sub-committee.

A report will be presented to GRSB at its meeting on 17 October 2013 on the outcome of the Appeals Sub-Committee which is to meet on 2 October 2013.

The GRSB meeting considered:

30 applications for transfer to the PhD Register (PGR3)

45 notifications of intention to submit thesis for examination / appointment of external examiners (PGR4)

22 requests for extension to registration period *

** a template for requests for extension to registration period is to be drafted.*

It was formally noted that henceforth minutes of GRSB meetings will go directly to Academic Council for approval and not via USC.

The next meeting of the GRSB took place on Thurs 17 October 2013 and I will report on that at our next FAPG meeting.

There are no items to report in relation to the Learning Innovation Advisory Panel which hasn't met since 24 April 2013. The meeting scheduled to take place on Thursday 24 October was been postponed until further notice.

Appendix 2 – University Standards Committee

SUMMARY of UNIVERSITY STANDARDS COMMITTEE
Thursday 12 September 2013
9.00 a.m.-11.35 p.m. in A204

Welcome

The chair of the USC welcomed Dr Pádraig Ó Duibhir, newly-appointed Registrar of St Patrick's College, and Mr Ciarán O'Connor, incoming Vice-President – Education Officer of the Students' Union. He welcomed Ms Barbara McConalogue back to the USC in her capacity as representative of the Directors of Information Systems and Services and the Library.

Matters arising:

- The PAC application fee had been agreed sectorally.
- It was noted that with reference to the MSc in Plasma and Vacuum Technology offered jointly with Queen's University, Belfast that the compromised Marks and Standards currently in use would remain in place.
- It was noted that marks for previous years' contributions were now included on broadsheets.
- It was noted, with respect to the placing of historical qualifications on the National Framework for Qualifications, that the work was on going and that the Chair and Director of Registry would continue working on this.
- It was noted, with respect to the policy on the Recognition of Prior Learning, that this is currently under discussion and a report will come to USC on 16 January 2014.
- It was noted that the policy on assessment, having been slightly revised at the request of the Education Committee, had been approved by Academic Council at its meeting of 24 June 2013.
- It was noted that the revised USC and Graduate Research Studies Board terms of reference had been approved by Academic Council at its meeting of 5 June 2013 and would come into effect in 2013/14. The renaming of the Graduate Studies Board to 'Graduate Research Studies Board' was indicated in the revised terms of reference.
- Reference was made to the reconstituted external examiners working group to complete outstanding tasks.
- It was noted that the revised policy on academic integrity and plagiarism had been Approved by Academic Council at its meeting of 5 June 2013. It was noted that in terms of external examiner forms EE1 and EE2 revisions are on-going. It was noted that derogation from Marks and Standards in respect of the Professional Diploma in Taxation had been approved by the USC on an electronic basis on 28 June 2013. (Item 7.4)
- It was noted that derogation from Marks and Standards in respect of the 3U Partnership MEng in Healthcare Technologies had been approved by the USC on an electronic basis on 18 June 2013 and had been approved by Academic Council at its meeting of 24 June 2013. (Item 7.6)
- It was noted that the majority of Programme Regulations 2013/14 had been approved on an electronic basis on 5 July 2013 and one final set on 13 September 2013.
- It was noted that the revised *Academic Regulations for Postgraduate Degrees by Research and Thesis* had been approved by Academic Council at its meeting of 24 June 2013 and would be implemented in 2013/14.
- The Chair noted there was on-going discussion with Faculties about the arrangements for Periodic Programme Review for 2013/14.
- Derogation from Marks and Standards in respect of the BSc in Physical Education with Biology had been approved on 14 June 2013 and had been approved by Academic Council at its meeting of 24 June 2013.
- A noted was made for derogation from standard English-language requirements (from IELTS minimum 6.5 to minimum 5.5) for the students at Princess Noura University, Saudi Arabia, had been approved by the USC on an electronic basis on 11 July 2013. The approval is to be revisited in one year's time, at which point evidence will be available of (i) the numbers of students who have been admitted to DCU programmes with English language proficiency

levels at or above IELTS 5.5 and below IELTS 6.5, and (ii) the English language proficiency of any such students at the end of the first year of their studies. 5

Appointment of external examiners, external experts for PPR process and readmissions:

- There were 16 applications re appointments of external examiners. 13 of these were approved however 3 were required to issue a request on a revised nomination form which would be subject for consideration for Chair's Action.
- There was a request to approve external expert for Periodic Programme Review from the School of Physical Sciences which was approved.
- There were 3 requests for readmission of a legacy candidates, 2 of which were approved and one to be revisited later in accordance with the procedures around this process.

Other more general matters:

There was a proposal from the School of Mathematical Sciences and it was agreed to reconvene an ad hoc working group on marks and standards to address this.

New procedure at PABs relating to additional repeat year:

It was noted that a number of considerations were involved in this issue and the Chair would bring detailed proposals on the issue to the 14 November 2013 meeting of the USC.

Proposal on issues in respect of remote examinations:

noted that the experiences, in 2012/13, of holding examinations in remote locations had been positive but that the numbers involved had been very small. Agreed to run the pilot system in 2013/14, as required, and to cost it.