Minutes of Faculty Administration Peer Group (FAPG) meeting on Tuesday 13th October 2015, at 11.00 am in H306, School of Nursing and Human Sciences.

**Present**

|  |  |  |
| --- | --- | --- |
| Baxter, U  | Keating, K | Ni Mhurchu, C |
| Begg, J | Lawler, D | Ni Sheighin, M.  |
| Brennan, M | Mc Evoy, I | O’Hara, E |
| Daughton, G (Chair)  | McKenna, C | O’Sullivan, N |
| Dowling, B | McKenna, S | Phipps, E |
| Elliott, S | McKiernan, M | Sheehy, S |
| Galuszynska, M | Moore, D. | Theron, E |
| Hickey, G | Nestorowicz, G (Secretary) |  |

**Apologies**

|  |  |  |
| --- | --- | --- |
| Ni Chrualaoi, S | Pringle, M | Tobin, R |

The Meeting started with the Guest Presentation by Prof Lisa Looney, The Dean of Graduate Studies Office. The presentation focused on recent developments around Graduate Research and Graduate Training. The full presentation is attached with the minutes. Following the presentation the Chair thanked Prof Looney for her attendance.

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

1. **Adoption of Agenda**

The agenda was adopted.

1. **Welcome, Introductions and Apologies**

All members were welcomed by the Chair and apologies were noted.

1. **Minutes of the FAPG meeting of 13th October 2015**

The minutes of the meeting 13th October were approved.

1. **Matters arising from meeting of 13th October 2015**

There were no matter arising from meeting 13th October.

### Updates from Representatives on University Working Groups and Committees, FAPG Working Groups/Sub-Groups

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

The Academic Council Representative presented the reports from the AC meetings held on 7th October 2015. The complete reports are attached as [***Appendix 1***](#_Appendix_1_-)**.**

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

The Graduate Research Studies Board Representative was not present at the meeting. The report from the GRSB meeting held 7th September 2015 was submitted after the meeting and is attached as [***Appendix 2***](#_Appendix_2_-).

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

The Quality Promotion Committee Representative was not present at the meeting. The reports from the Quality Promotion Committee meetings held on 16th September 2015 were submitted and are attached as [***Appendix 3***](#_Appendix_3_-).

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

The University Standards Committee Representative was not present at the meeting. The reports from the University Standards Committee meeting held on 30th September 2015 were submitted and are attached as [***Appendix 4***](#_Appendix_4_-).

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

There was no update from the *Uaneen* Committee Representative, as the committee did not gather since last FAPG meeting.

### C. Other Agenda Items

1. **Date of Next Meeting**

It was confirmed that the next meeting will be held on 19th January 2016 (room H306).

1. **Any other business**

While there were no items officially submitted under the AOB, members have discussed issues and developments around: a) testing the new version of ITS and b) implementation of the Guru platform.

**End**

# Appendix 1 - Academic Council Report [M. Brennan]

AC meeting of 7th October, 2015

**1. PRESIDENT’S ORAL REPORT**

**1.1 Incorporation**

It was noted that a significant Project milestone had been reached with the registration of over 3,400 first year students as DCU students in September 2015. The President noted the significant contribution of Registry and Information Systems and Services in managing the process in such an efficient manner.

The publication of the 2016 undergraduate prospectus, containing entries from all three of the incorporating institutions and the launch at the Higher Options event in September 2015 was noted.

**1.2 All Hallows**

With respect to the purchase of All Hallows College it was noted that the legal contract has been signed and approval from Rome is awaited. Some preliminary work on the site has already begun.

Arrangements with respect to the completion of programmes for All Hallows students were agreed, to the satisfaction of all those concerned.

**1.3 CAO**

DCU CAO offers in 2015 were at the highest level to date and amounted to circa 4,000. The median points of entry were strong with a good performance across the whole university. The orientation sessions for first year entrants were also very well attended.

**1.4 Rankings**

The recently published QS World University rankings saw DCU jump thirteen places (to 353rd) which is the greatest increase for any Irish university, with a steady improvement in almost all assessed categories. Early indications with respect to The Times Higher Education rankings are that DCU will be ranked in the early 400s and confirmation of this is awaited.

**1.5 Undergraduate Awards**

Congratulations were extended on behalf of the Council to two undergraduate students for their successes at the 2015 Undergraduate Awards: Cleo Harvey (School of Physical Sciences) was programme winner in the Mathematics and Physics category and Guilia Luzi (School of Applied Language and Intercultural Studies) was programme winner in the Media and Journalism category.

**1.6 Metro North**

 The announcement by the Government of the re-launch of the Metro North plan is welcome news. The proposed development could provide up to three stops for DCU which would be a very significant development for the university.

**1.7 HEA Funding**

A meeting was held recently with the HEA with respect to the application of performance based funding, the outcome of which appeared positive. It was noted that the HEA can withhold up to 7% of funding, depending on delivery against the Key Performance Indicators.

**1.8 Campus Development**

Negotiations for the funding of the Campus Development Plan are almost complete with the European Investment Bank and an announcement in this regard will be made in the near future.

**2. Examination Performance 2014-2015 Presentation by A. McKenna**

Ms. McKenna drew attention in particular to the following:

* The focus of the data analysis was on first year pass rates
* The average pass rate for 2014-2015 was 89%
* The pass rate has remained stable, despite an increase in the undergraduate population
* There has been a considerable improvement in pass rates in the Faculty of Engineering and Computing
* The pass rates for 2nd, 3rd and 4th years have remained consistent since 2013.
* Over the past 15 years, the final year award classification spread has remained consistent
* Students ‘at risk’ of academic non-progression in first year have been tracked since 2010. In a given year approximately 9-10% of a cohort fall into this category. The student profile usually reflects a lower point attainment in Leaving Certificate Mathematics and lower overall Leaving Certificate points.
* In a given year, one third of those who resit pass, one third repeat and one third leave the university
* It would be better if identification of ‘at risk students’ happened at an earlier point in the academic year to ensure measures are put in place which might assist those students.

The points discussed were:

* It was noted that the work currently underway using PredictEd may assist in the earlier identification of ‘at risk’ students
* The improvement in the pass rates for the Faculty of Engineering and Computing reflects the impact of the work of the Maths Learning Centre
* It was noted that summary statistics which focus on Leaving Certificate points are available on IRIS and Ms. A. McKenna offered to share the report which provides Mathematics Leaving Certificate grades and overall Leaving Certificate points
* It was noted in an exercise conducted in 2013, that where students who failed modules in semester 1 were interviewed and received feedback and support, it had greatly assisted them in successfully completing the year.

‘At risk’ students are defined as those who have failed more than two modules in Semester 1 or where they have 1 only to complete less than two modules where they have failed one or more).

**3. Reports Noted and Approved**

* Autumn 2015 examinations, Progression and Award Boards
* Autumn 2015 Faculty Awards Boards for Research Degrees

 **End**

# Appendix 2 - Graduate Research Studies Board Report [R. Tobin]

GRSB meeting of 7th September 2015

Standing items:

Section C: Individual Student Issues

**Item 8** 53 PGR3s

**Item 9** 41 PGR4s
Some discussion in relation to the appropriate level of experience for internal examiners. It was also noted that this must be balanced by a requirement to build capacity and experience in schools.

**Item 10** 1 request to submit thesis for MSc before completion of minimum registration period.

**Item 11** 17 requests to extend maximum registration period or re-admission to the research programme (PGR14).

A specific request was made for staff not to use PGR forms located via Google as they may not be the most up to date. It is recommended staff go directly to the DCU website and download from there.

Main Items of Discussion and/or for Decision

Section B: Policy and Strategy Issues

**Item 4**  *Pathways for PhD Students in Faculties*

 School of Communications
 Fiontar
 School of Law and Government
 Salis

**Item 5** *Incorporation and Graduate Research*

An update was given to GRSB in relation to DCU registration of SPD/MDI students for the coming academic year arising from current phase of incorporation process.

Currently 6 registrations in Education and 4 in Humanities. All new registered students will participate in DCU orientation process.

**Item 6** *Doctoral Net, Presentation by Ms. R. Keegan* Deferred

**Item 7** *Proposed Change to Academic Regulations for Postgraduate Degrees by Research and Thesis*

GRSB gave consideration to a request submitted by Faculty of Science & Health for an amendment to the current regulation 10.2.6 relating to reciprocal examining arrangements between DCU and other institutions. The issue of concern specifically addressed the current prohibition on nominating more than one external examiner for research awards from the same School or Department in the same institution in a given academic year.

Following a detailed discussion and having regard for the FSH proposal and views expressed by the membership of GRSB, it was agreed that a revised wording would be proposed for consideration at the next scheduled meeting of GRSB.

**End**

# Appendix 3 - Quality Promotion Committee Report [M. Pringle]

QPC meeting of 16th September 2015

**1. DCU Colleges update**

CM advised that St Patricks College Drumcondra (SPD) is working on alignment with DCU quality structures and processes as part of the DCU Incorporation Programme. CM facilitated a workshop on Quality Promotion and Assurance in DCU in March in SPD. This was delivered by Dr. Sarah Ingle, and Mr. Billy Kelly and was very successful.

**2. Irish Survey of Student Engagement (ISSE)**

AMK advised that previously response rates to ISSE focussed at institutional level information, however, with three years of data (2013-2015), it is now possible to break down the data to groups of similar programmes. AMK advised that these programme level reports can now provide student-based feedback which may inform Annual Programme Reviews (APR) and Periodic Programme Reviews (PPR).

**3. DCU Incorporation**

JD updated QPC members on developments regarding the DCU Incorporation Programme;

• Communication campaign with new banners on all campuses

• Teaching is taking place between DCU and SPD Campuses, with the new timetable sent out.

• Ongoing plans for new lecture units on both campuses

• DCU have bought All Hallows and hopes to keep it as an Educational Campus, with some of the SPD staff moving to All Hallows Campus.

• Construction taking place in the Helix and also a possible three story building to be built beside Reception and Engineering Buildings.

• DCU hopes to increase teaching space by up to fifty percent.

• Brian MacCraith discussed the Campus Development Plan at the DCU Annual Meeting

• No message from the HEA in relation to capital funding so finances will be tight over the next few years.

**4. Quality and Qualifications Ireland (QQI)**

JD updated QPC on the most recent DCU feedback to QQI on white papers.

**5. QPC Membership Review**

JD welcomed the new members to QPC for the next three years, Michael Gannon, Jennifer Bruton, Neil O’Boyle, Tim Downing and Domhnaill Harkin. JD is waiting on two further nominations from the Estates Office and Faculty of Humanities and Social Sciences.

**6. Quality Reviews updates**

School of Physical Sciences: Final PRG Report and QuIP Report were approved at GA and published on the DCU Web Site.

Research and Innovation Quality Review: Confirmed QuIP project funding and provided details to Budget Committee. QuIP Follow-up meeting took place in June. Final QuIP confirmed and provided to Executive and GA.

Estates Office Quality Review: Draft Quality Improvement Plan (QuIP) received, waiting on SMG responses to be circulated to QuIP follow-up meeting participants. QuIP follow-up meeting planned and organised for 22nd September 2015.

DCU Business School Quality Review: DCU Business School Quality Improvement Plan (QuIP) is to be developed during Dec 2015-Jan 2016, the full AACSB review is taking place in November 2015. The QuIP follow-up meeting will be arranged in early Spring 2016.

Library Quality Review (14-16 October 2015): Continuing liaison and advice regarding development and delivery of Self-Assessment Report (SAR). Communicated with PRG members regarding documentation and the PRG visit. Quality review seminar for internal members of Peer Review Group (PRG) taking place on 25th September.

School of Biotechnology (2-4 December 2015): Continuing liaison and advice regarding development and delivery of Self-Assessment Report (SAR). Communicated with PRG members regarding documentation and the PRG visit. Quality review seminar for internal members of Peer Review Group (PRG) taking place on 25th September.

Faculty of Engineering and Computing (20 – 22 April 2016): Continuing liaison regarding development of Self-Assessment Report. Nomination of external PRG members requested.

**7. Other QPO Matters**

• Review and amendment of QPC 'Terms of Reference' JD to send amendments to all QPC members following the meeting for review.

• Director of Quality Promotion recruitment advertisement has been sent to all DCU Staff.

• New EUA Publications on QA papers were sent to all QPC members for their review.

• Indicative quality review schedules for 2015/2016 were discussed and will have to be confirmed with SMG.

• Quality Review Documentation to Governing Authority 10 Sept. The following documents were sent to GA by Jim Dowling.

1. PRG Quality Reports: Executive Summaries for GA

 (i) Research and Innovation Support (RIS)

 (ii) School of Physical Sciences

2. Quality Improvement Plan Progress Reports for GA

 (i) ISS

 (ii) NIDL (formerly Oscail)

**8. Quality Improvement and Development (QuID) Funding**

• JD updated QPC on QuID 2015 developments. All of the interim progress reports have been submitted. Some projects have already been completed and the requested funding provided.

• JD informed the QPC that the Quality Improvement Account Fund is low and there is no budget to subsidise future QUID Funding at the moment.

**9. QPO Activities**

All QPO activities for the period outlined were covered during the meeting.

Next QPC Meeting: 9 December 2015 in A204

 **End**

# Appendix 4 - University Standards Committee Report [M Pringle]

USC meeting of 30th September 2015

**1. Matters arising from the minutes**

The following were noted either as under consideration or a work in progress:

3.1 It was noted that the Recognition of Prior Learning (RPL) policy was under consideration

3.2 It was noted that the drafting of proposals with respect to issues related to the external examiners’ process was a work in progress and a set of guidelines would be drafted in the future.

3.3 There is working in progress regarding the management of records of (re-)accreditations of programmes by external professional bodies, and the sign-off of documentation and this item would be brought to Education Committee once completed.

3.4 There was a query with regards to a legacy re-admission application for the Master’s Engineering Qualifier and the readmission is now approved.

3.5 Clarification was received re: legacy re-admission application for the MA in Intercultural Studies and this was approved.

3.6 There was a legacy re-admission candidate registering on a full-time basis for the MA in Journalism and this was approved with immediate effect

3.7 It was noted that the revised version of Marks and Standards had been circulated and approved by USC

3.8 The Programme Regulations were made available for review on the shared drive with and a deadline set by which time the regulations would be deemed approved

3.9 It was noted that an EE2 form an External Examiner in DCUBS was approved

3.10 It was noted that an extension of a registration period for a candidate on the MSc in nGnó i DTeicneolaíocht an Eolais to the end of the academic year 2015-2015 was granted.

3.11 It was noted that a derogation from paragraph 7.1 of Marks and Standards for the BSc in Nursing, was approved

3.12 It was noted that a legacy re-admission was approved for entry to the BA in Applied Language and Translation Studies programme

3.13 It was noted that a legacy re-admission was approved for entry to MSc in Management of Operations

**2. Faculty issues**

4. External examiners for taught programmes

4.1 Nominations

 All external examiners for taught programmes were approved.

4.2 Renewal of appointment/changes to duties

 All change to duties for external examiners were approved.

5. Other issues

5.1 St. Patrick’s College

5.1.1 Derogation from Marks and Standards (6.2.2) for the Bachelor of Education (BEd) programme to comply with Teaching Council regulations was approved.

5.1.2 Derogation from Marks and Standards (6.2.2) for the Professional Master of (PME) programme to comply with Teaching Council regulations was approved.

5.2 Open Education

5.2.1 Readmission request on a legacy basis: BSc in Management of Information Technology & Information Systems

5.3 DCUBS

5.3.1 Readmission request on a legacy basis: MSc in Investment, Treasury & Banking

 Approved with the condition that the modules passed to date are current.

In the case of 5.3.2 and 5.3.3 Readmission request on a legacy basis: MSc in Investment, Treasury & Banking were both approved

5.4 Faculty of Humanities & Social Sciences

5.4.1 Readmission request on a legacy basis: BA in Journalism not approved with a request to resubmit application requiring confirmation of modules and credits to be taken by the candidate

5.5 Faculty of Science & Health

5.5.1 Readmission request on a legacy basis: Bachelor of Nursing Studies was approved.

C. Other issues (not Faculty-specific)

6. Marks and Standards issues

6.1 Programme Regulations

A review of all Programme Regulations took place over the summer period and it was noted an inconsistency in the style and content. It was agreed that a meeting would be convened with the Associate Deans for Teaching and Learning and Secretaries of Faculty Teaching and Learning Committees to discuss and agree a common regulation template and its implementation.

In addition, it was suggested that approval timeline for Programme Regulations by USC would be moved to take account of Faculty schedules around the update of Academic Structures and consideration of Programme Regulations hence a date of May 2015 USC meeting.

7. Revised Examination Regulations

It was noted that the revised examination regulations under consideration represented an amalgamation of the regulations of the incorporating colleges. There was one amendment under regulation 5.5 in terms of clarifying the word “clothing”. It was also noted that the invigilators should be conscious of Appendix which lists the approved exam reference material which will be provided in the examinations by the Registry Office and these were approved.

8. Proposed minor amendments to External Examiner Form (EE1) and Legacy re-admission forms were approved.

 **End**