

# Academic Calendar Implementation Group

## MINUTES AND ACTIONS

29 September 2020

**Present:** Gillian Barry, Claire Bohan, Richard Bolger, Anthony Feighan, Maeve Fitzpatrick, Yseult Freaney, Rachel Keegan (Secretary), William Kelly (Chair), Anna Logan, Kenneth McDonagh, Jennifer McManis, Pauline Mooney, Máire Ní Sheighlin, Paul Smith, Joseph Stokes, Blánaid White

**Apologies:** Lucien Waugh-Daly

### 1. Welcome and Introductions

The Chair opened the first meeting of the Academic Calendar Implementation Group (ACIG) and welcomed group members.

### 2. Confirmation of the Agenda

The agenda was agreed, as circulated.

### 3. Group Terms of Reference and Standing Orders

The Chair drew attention to the Terms of Reference and Standing Orders which were circulated in advance of the meeting.

#### 3.1 Membership

It was noted that the membership of the Group has been extended to include the International Director. It was noted that the Terms of Reference will be updated to reflect this change and will be brought to the next meeting of Academic Council.

#### 3.2 Ways of Working – Immediate and Ongoing

It was agreed that the Group would seek to reach agreement on decisions by consensus.

It was agreed that the ADTLs will act as the messengers between the ACIG and faculties, management boards and other decision-making fora. The Chair highlighted the importance of decisions being communicated out to faculties and for feedback to come back to this Group.

The Chair reminded the Group that what is being considered by the ACIG is a shift in the broad parameters in which calendars are decided for a number of years going forward, rather than a decision on the 2021-22 calendar alone.

### **3.3 Reporting**

It was noted that the progress and recommendations of this Group would be communicated to Academic Council and Executive on an interim basis.

### **3.4 Meeting schedule**

A draft schedule of meetings to September 2021 was circulated in advance of the meeting and it was noted that the ACIG would continue into the implementation phase in 2021-22.

## **4. Outline calendar – key features**

The chair drew attention to the key features of the revised calendar which have been approved by Academic Council. These include:

- The commencement of Semester 1 during the first ten days of September with examinations prior to Christmas.
- The provision of one study week and a two-week examination period in each Semester.
- The earlier commencement and completion of Semester 2.
- The provision of adequate time for examination corrections after the Christmas vacation period.
- The conduct of resits as late as possible during the summer period.

The following matters were discussed and agreed by the Group:

- It was agreed that there is a need to establish the outline calendar as soon as possible so that dates for the end of the 20/21 academic year can be finalised.
- It was agreed that a Monday start in semester 1 is preferable to allow for a full 12-week semester.
- It was agreed that relevant ADTLs would seek faculty feedback on the most suitable time within the calendar for reading week, from a learner perspective.
- It was agreed that Semester 2 should start in week 20, allowing for a two-week correction period following the Christmas vacation period.
- It was agreed that no vacation week be included in the Semester 2 schedule.
- It was noted that CAO plans for 2021 are yet unknown.

## **5. Scope of Implementation - presentation**

This item was deferred.

## **6. Any other business**

There was no other business.

The next meeting will take place on 30 October 2020 at 10:00.

<b>Action No.</b>	<b>Agreed Actions</b>	<b>Responsible</b>	<b>Deadline</b>
1	ADTLs to revert to Rachel Keegan on faculty feedback with regard to reading week and other calendar related decisions	ADTLs	Before 30 October meeting
2	Gillian Barry will seek further information concerning CAO plans for 21-22	Gillian Barry	ASAP