

Academic Calendar Implementation Group

MINUTES AND ACTIONS

30 October 2020

Present: Gillian Barry, Claire Bohan, Richard Bolger, Maeve Fitzpatrick, Yselt Freeney, Rachel Keegan (Secretary), William Kelly (Chair), Anna Logan, Kenneth McDonagh, Jennifer McManis, Pauline Mooney, Máire Ní Sheighlin, Joseph Stokes, Blánaid White

In attendance: Valerie Cooke

Apologies: Anthony Feighan, Paul Smith, Lucien Waugh-Daly

1. Confirmation of the Agenda

The agenda was agreed, as circulated.

2. Minutes and Actions of the Meeting of 29 September 2020

The minutes of the meeting of 29 September 2020 were confirmed as an accurate record.

3. Matters Arising

3.1 It was noted that feedback on the outline calendar was received from a number of the Faculties and from Registry. Feedback was discussed under item 4.

3.2 G. Barry provided an update on CAO dates which would normally be agreed in November. Some indicative round 1 dates may be discussed by the CAO Operations Group in November 2020 but it is likely dates will not be confirmed until March 2021. It was agreed that the ACIG should progress the outline calendar in the context of a typical, non-COVID year.

4. Consideration of outline calendar for referral to SMG

4.1 Concerns regarding the implementation of the calendar in 2021/22 were briefly discussed. It was noted that there is merit in progressing an outline calendar regardless of the ultimate year of implementation and that the Group will continue to work to the brief provided by Senior Management.

4.2 Aligning reading week in semester 1 to coincide with the October bank holiday weekend was considered. Feedback from Faculties suggests this will minimise disruption to teaching and prove advantageous for initial teacher education students in maximising time available for placements. It was noted that this change would result in reading week occurring as late as week 9 which could impact on student learning. It was agreed that the ADTLs would bring this back to their Faculties for consideration (Action no. 1).

- 4.3 G. Barry provided some feedback on proposed dates in the outline calendar relating to Programme Award Boards, the promulgation of results and the period for consultation. It was agreed that R. Keegan will amend these dates in the outline calendar (Action no. 2).
- 4.4 G. Barry drew attention to the proposed resit examination period on the revised calendar which is situated in weeks 49 and 50. G. Barry informed the Group that resits need to take place in weeks 47 and 48 to give sufficient time for the processes which must take place in advance of the next academic year. It was noted that in making this correction there is no gain in the summer period in the new calendar.

The possibility of reducing the resit period from 6 weeks to 5 was discussed. G. Barry drew attention to the various processes that must take place and the substantial work involved in liaising with the Faculties on bespoke registration pathways required for students who fail resit examinations. It was agreed that G. Barry would explore the feasibility of reducing this period by one week and would convene a meeting of relevant stakeholders to consider this matter (Action no. 3).

Various options to maximise time in the summer period were discussed by the Group including moving resits to earlier in the summer and looking at capping the number of resits a student can take. It was noted that any change to resits would require substantial process and regulatory changes.

The two-week correction period at the start of the calendar year was also discussed. The Group gave consideration to where time off is most valuable, in January or during the summer period. It was noted that the revised calendar allows for three weeks between the end of Semester 1 teaching and the Christmas vacation/closure period. It was agreed that the key issues for consideration would be documented and circulated to the ADLTs for further consultation (Action no. 4 and 5).

5. Scope of implementation

P. Mooney presented the proposed scope of implementation to the Group. She requested that any feedback on the Scope of Implementation document be fed back to R. Keegan in advance of the next meeting (Action no. 6). The following was agreed:

Orientation:

- Orientation is in scope.
- A sub-group will be convened, to be chaired by Claire Bohan or appointee.
- The sub-group will consider the orientation programmes for both UG and PG students.

Registration:

- The management of incoming first-year student engagement and registration is in scope.
- The management of incoming international student engagement is in scope.
- The substantive re-engineering of registration is out of scope and will be addressed within the SIS programme.
- Pre-registration for continuing students is out of scope with the exception of addressing the timing within the calendar.
- It was agreed that timetabling should be called out as an interdependency.

- It was agreed that an operations sub-group would be established to address registration and other inter-related items.

Curriculum matters:

- The timing of the review and approval of academic structures is in scope.
- This will be considered by an operations sub-group.
- Any wider process review is out of scope and will be addressed in the context of the SIS Programme.

Placement:

- Placement is in scope.
- The particular challenges faced by education placements was noted.
- It was agreed that targeted working groups will be established if/as needed to address the requirements of each placement type.

Assessment, including examinations:

- The retention or otherwise of resit examinations is out of scope.
- The timing and distribution of assessments is in scope but it was noted that this will be addressed largely outside of the ACIG and will be a matter for the Faculties to consider.
- The substantive re-engineering of the organisation and conduct of examinations is out of scope and will be addressed within the SIS Programme.
- Adjustment in regard to the timing of examinations is in scope and will be addressed by an operations sub-group.

Processing, approval and promulgation of examination results:

- The substantive re-engineering of processes associated with the review and approval of results is out of scope. However, adjustments necessary to effect the transition to the new calendar will be considered.
- Timing for corrections is in scope.
- Streamlining results submission and calculation is out of scope. However, adjustments necessary to effect the transition to the new calendar will be considered.

Commercial activities:

- It was noted that the most appropriate means to address and monitor progress requires further consultation. P. Mooney will consult with A. Feighan on this matter (Action no. 7).

Transition year:

- The transition year is in scope and will be considered, in the first instance, by the operations sub-group and thereafter in the wider context.

6. Any other business

There was no other business.

It was agreed the next meeting should be brought forward. A new date will be circulated by the Secretary in due course.

Action No.	Agreed Actions	Responsible	Deadline
1	ADLTs to revert with Faculty feedback on the implications of a week 9 reading week in semester 1.	ADLTs	Before the next meeting of ACIG
2	R. Keegan to update the outline calendar to reflect the dates provided by G. Barry	R. Keegan	ASAP
3	G. Barry to explore the feasibility of reducing the resit period from 6 weeks to 5 weeks. G. Barry will convene a meeting of stakeholders to consider this matter.	G. Barry	Before the next meeting of ACIG
4	B. Kelly, P. Mooney & R. Keegan to document the key issues to be considered Faculties and other groups.	B. Kelly, P. Mooney, R. Keegan	ASAP
5	ADLTs to revert with Faculty feedback on where time off within in the calendar is most valuable; in January or during the summer period.	ADLTs	Before the next meeting of ACIG
6	Any feedback on the scope of implementation to be sent to R. Keegan	All	Before the next meeting of ACIG
7	P. Mooney to consult with A. Feighan on the most appropriate means to progress and monitor progress.	P. Mooney	ASAP