**EDUCATION COMMITTEE
MINUTES**

Wednesday, 18 September 2024

2.00 p.m. – 3.15 p.m.

AG01, Glasnevin Campus

Present: Dr Claire Bohan, Dr Jennifer Bruton, Ms Aoife Butler, Professor Dominic Elliott, Professor Derek Hand, Ms Margaret Irwin-Bannon (Secretary), Dr Rachel Keegan, Professor Anne Looney, Professor Lisa Looney (Chair), Dr Jennifer McManis, Ms Pauline Mooney, Dr Monica Ward, Dr Paul Young and Professor Blánaid White

Apologies: Professor Mark Brown, Professor John Doyle and Professor Sharon O'Brien

In attendance: Dr David McCarthy and Dr Jing Burgi-Tian

The Chair welcomed committee members to the first meeting of Education Committee of the new academic year. She welcomed Ms Aoife Butler to her first meeting of Education Committee.
She noted that this would be Dr Jennifer McManis' last meeting representing the Associate Deans for Teaching and Learning.

SECTION A: AGENDA, MINUTES AND MATTERS ARISING

1.   **Adoption of the agenda**

   The agenda was <u>adopted</u>.

2.   **Minutes of the meeting of the Education Committee of 15 May 2024**

   The minutes of the meeting of 15 May 2024, which were approved electronically, were signed by the Chair.

3.   Minutes of the meeting of Education Committee Standing Committee (ECSC) of 21 May 2024

The minutes of the meeting of Education Committee Standing Committee of 21 May 2024, which were approved electronically, were signed by the Chair.

4.   Matters arising from the minutes of 15 May 2024 and the Education Committee Standing Committee of meeting of 21 May 2024

4.1   The Director of Quality and Institutional Insights noted that the Artificial Intelligence (AI) staff survey dashboard had been shared with Faculties, and an offer had been extended to present the survey findings both to Faculties and to some of the key units impacted by AI. To date presentations have been made to Information Systems Services (ISS), Teaching Enhancement Unit (TEU) and DCU People.

The Dean of Teaching and Learning reported that two documents on the findings of the Artificial Intelligence staff survey are currently in preparation. One which is an overview document and is entitled *Staff Survey on Artificial Intelligence and Follow-up steps* and the other which is entitled *Artificial Intelligence Trends to Monitor.* The trends identified to monitor include:

- current understanding of the functions and capabilities of Artificial Intelligence
- familiarity with Artificial Intelligence
- the perceived potential of Artificial Intelligence on the overall student experience
- the perceived level of impact of Artificial Intelligence on how students approach assessment and learn
- the perceived level of impact of Artificial Intelligence from a teaching and learning perspective.

The Director of Quality and Institutional Insights noted that consideration had been given to conducting an equivalent DCU student-focused survey on AI over the next academic year, however she had learned at a briefing session with QQI that it is proposing the roll-out in autumn of what is likely to be a broad study on AI, and this may impact on DCU's planned next steps.

The Dean of Teaching and Learning indicated that one of the elements that came from the staff AI survey was the need for staff training. She noted that the TEU has already facilitated Faculty workshops. The Learning and Organisational Development Office is also planning up-skilling training for all staff on AI. In the discussion on training, it was noted that a range of approaches to upskilling would be required.

The Chair reminded Committee members that reports from Faculties on their review of curriculum in the context of Artificial Intelligence would be on the agenda of the November 2024 meeting of Education Committee.

She thanked the Dean of Teaching and Learning and the Director of Quality and Institutional Insights for their work on the AI survey to date (Item 3.1).

4.2   It was noted that the programme proposal for the MA in Gender and Sexuality Studies was revised and resubmitted following the recommendations of Education Committee Standing Committee of 21 May 2022 (ECSC Item 2.1).

4.3   It was noted that the exit award proposal for the award of Graduate Certificate in Investment, Treasury and Banking was revised and resubmitted following the recommendations of Education Committee Standing Committee of 21 May 2024 (ECSC Item 3.1).

4.4   It was noted that consideration of a process for the completion of the approval process for DCU Futures programmes is ongoing and will take place over the first semester in 2024-2025. It was noted relevant colleagues had met and agreed an outline schedule of programmes that will be considered by Education Committee (Item 3.6)

4.5   It was noted that revisions to the MSc in Finance proposal, which was considered electronically by Education Committee in August 2024, are awaited (Electronic approval, 21 August 2024).

4.6   It was noted that the preparation of the Terms of Reference for a working group, which will consider the design and use of teaching spaces, is ongoing.

5. **Minutes of the meeting of Strategic Learning Innovation Project Steering Group of 20 March 2024**

The minutes of the meeting of the Strategic Learning Innovation Project (SLIP) Steering Group of 20 March 2024 were <u>noted</u>.

6. **Minutes of the meeting of ECIU Strategic Oversight Committee of 22 February 2024**

The minutes of the meeting of the ECIU Strategic Oversight Committee of 22 February 2024 were <u>noted</u>.

It was <u>noted</u> that the timeframe from the meetings taking place to the presentation of minutes to Education Committee of the SLIP Steering Group and the ECIU Strategic Oversight Committee will be accelerated, as it has been requested that minutes would be approved electronically.

SECTION B: STRATEGIC MATTERS

7. **Strategic academic initiatives**

7.1 *Teaching and Learning Strategy*

The Chair provided an update on the context for a year one review of the Teaching and Learning Strategy.

She noted that a review of year one of the implementation of the DCU institutional strategic plan is currently underway. It is planned to complete the review of the achievement of KPIs by the end of October 2024. Following completion of that stage the plan is to discuss and agree University KPIs for year two, by January 2025.

The Chair outlined that the Teaching and Learning Strategy underpins the student experience pillar in the institutional strategy in the areas of excellence in teaching, flexibility, and academic services. She noted that a slightly different approach was taken to the Teaching and Learning strategy. Rather than specifying KPIs that might compete with those relating to the Pillars of the DCU strategy, it contains a narrative on the areas of focus across

the five years of the strategy. She intends that an overview document highlighting achievements related to the Teaching and Learning Strategy implementation will be considered by Education Committee. The timeline of this review will reflect a similar timeline to that of the review of the overarching university strategic plan. It was anticipated the Teaching and Learning Strategy review document would be considered by Education Committee by December 2024.

7.2   *Strategic Alignment of Teaching and Learning Enhancement (SATLE) update*

The Dean of Teaching and Learning updated Education Committee on the Strategic Alignment of Teaching and Learning Enhancement (SATLE) activity. She informed Education Committee that DCU is due a site visit from the National Forum for the Enhancement of Teaching and Learning in Higher Education on 2 October 2024, the object of which is to explore future plans and discuss funding. She reported that, in general, while projects have gone well, there have been difficulties across the sector with staff recruitment, which has led to an underspend of allocated budgets. The current budgetary deadline is December 2024.

Subject to remaining funding, the Dean of Teaching and Learning anticipated there would be a call issued to Faculties with respect to SATLE priority areas. She noted that there were two initiatives under development. She also intended to liaise with the Students' Union particularly with respect to Education for Sustainable Development.

The Dean of Teaching and Learning noted that there was an announcement on Monday 16 September 2024 of a further €5m funding allocation as part of SATLE.

She noted too that the National Forum has announced its intention to hold a national showcase day to highlight achievements in these areas, which has superseded plans to hold a DCU-based showcase.

The Chair noted that many of the SATLE projects are based in the Faculties and are being supported by colleagues in the TEU.   It is intended to prepare a formal report on activities in this regard at a later date.

The Dean of Teaching and Learning noted that the work of those appointed to SATLE funded posts in the areas of Education for Sustainable Development and Academic Integrity are having a positive impact on teaching and learning. She noted with respect to digital transformation, one of the focuses had been on universal design for learning.

7.3   DCU Key update

The Chair provided a brief update on the implementation of the new student system in the context of its impact on teaching and learning activities at the start of semester. She noted that it is a major institutional project, and the initial primary focus of Release 2 (Enrolment) had been to enable students to register and pay their fees by self-service. To date 17,000 students had registered, however it was not yet complete. The SIS programme team, Registry and ISS are continuing to work through issues arising for particular sub-cohorts.

There was a general discussion on the positives and challenges of the project with respect to teaching and learning activities and the student experience. The following were noted from the discussion:

- The surfacing of class list data via integration of key systems, Guru, Loop and via Argos evisions reports has enabled easier identification of instances where there are issues with registration.
- Timetabling went well despite complexity and this success was attributed to the preparation work completed by all those involved in timetabling. It was noted that the accuracy of registrations may yet have an impact on timetabling.
- TEU colleagues had reported to the Chair that although there were some issues to iron out, overall Loop had worked well, and it had been a smooth opening of semester.
- Guru 2 has been launched and has provided useful information very effectively.
- Traditional class lists have been challenging to produce and work is ongoing in this regard.
- DCU will reap the benefits of implementing the Banner system, although it will take time to come to terms with the complexity of the system and deliver reporting capability. It will take an extensive period for relevant staff to come to terms with understanding and using that data.
- Work is ongoing on processing payments to students, and it is anticipated that the necessary developments will deliver a solution. A contingency process is being considered, should the problem not be resolved in a timely manner.
- The integration of other key related services will be addressed over time.
- Issues that arose in terms of specific cohorts included the ability to register to repeat a module in parallel with completing a new module when registered as a flexible student. This was resolved efficiently as a temporary fix but will need to be addressed in the longer-term.

- The timing of the change of mind period and communications around it will need to be considered in the context of the new self-service system of registration.

- A version of module descriptors will be available by Monday 23 September 2024 at the latest. Committee members were asked to note that given the complexity of data sitting beneath them, they come with caveats. It was noted that it would be important for the data, specifically the Exam/Coursework split to be checked and module co-ordinators to inform their Faculty administration team should any discrepancies between the published data and the Faculty approved structures come to light.

  The Chair informed Committee members that the focus for the SIS project team will now largely shift toward Assessment and Progression.

SECTION C: PROGRAMME AND MODULE-SPECIFIC MATTERS

8.   DCU Business School

8.1   *Proposed MOU with Paris Business School, Dual Award*

The proposal to enter into a 4+1 dual award agreement with Paris School of Business (PSB) was underlined approved in principle. Under this agreement, students who study four years of their general Grande École programme would be considered for entry to one of five of the Business School's full-time postgraduate degree programmes (MSc in Management [Operations and Supply Chain], MSc in Global Management [Digital Disruption] single year pathway, MSc International Accounting and Business, MSc in Human Resource Management and MSc in Management [Strategy]) subject to their meeting specific requirements.

It was noted that the model should be underpinned by a detailed Memorandum of Agreement (MoA) which would be drafted in consultation with Academic Affairs, and that the Faculty should progress the due diligence process.

SECTION D: OTHER MATTERS

9.   Faculty of Humanities and Social Sciences

9.1   *Ballyfermot College of Further Education (BCFE)/ School of Communications: arrangements for 2024-2025 and 2025-2026*

It was <u>agreed</u> that the current Memorandum of Agreement (MoA) with BCFE, due for review on 1 September 2024, would be extended until such time as it has been revised to reflect the discontinuation of the current relationship between DCU and BCFE, and a revised MoA approved. It was noted that OVPAA colleagues are drafting revisions to the MOA that will reflect the agreed arrangements that will be in place to support students registered for the DCU-accredited BA in Media Production Management programme in 2024-25 and in 2025-26. The 2023-24 first year cohort who will complete the degree in the 2025-26 academic year will be the final cohort.

10.   Any other business

10.1   *Note of recording of multiple intakes*

It was <u>noted</u> that the Faculty of Engineering and Computing had introduced a January intake for the MEng in Mechanical & Manufacturing Engineering.

The Chair indicated that it would be useful for Education Committee to note where Faculties approve a January 2025 intake for a programme in addition to a September intake, and this would now be included in the devolved decisions reports to Education Committee.

10.2   *Notes of thanks*

The Chair thanked Dr Jennifer McManis for her contributions during her term on Education Committee representing the Associate Deans for Teaching and Learning.

It was noted that this was Margaret Irwin-Bannon's last meeting as secretary of Education Committee. The Chair thanked her for her work on the Committee and acknowledged the expertise, hard work and diplomacy that it took to service this committee to the exceptionally high standard that she had, including the preparation for and follow-through from meetings over such a sustained period of time.

Signed: _____Date: _____

Date of next meeting:

Wednesday, 9 October 2024
at 2.00 pm
AG01