

Academic Calendar Implementation Group

MINUTES AND ACTIONS

10 September 2021

Present: Gillian Barry, Claire Bohan, Richard Bolger, Maeve Fitzpatrick, Yseult Freeney, Rachel Keegan (Secretary), William Kelly (Chair), Kate Goodman, Anna Logan, Jennifer McManis, Ruth McManus, Pauline Mooney, Máire Ní Sheighlin, Niamh O'Sullivan, Paul Smith and Joseph Stokes.

Apologies: Anthony Feighan

The Chair welcomed Ruth McManus to the meeting, as the new Associate Dean for Teaching and Learning in the Faculty of Humanities and Social Sciences.

1. Confirmation of the Agenda

The agenda was agreed, as circulated.

2. Minutes and Actions of the Meeting of 25 June 2021

The minutes of the meeting of 25 June 2021 were confirmed as an accurate record.

3. Matters arising

- 3.1 It was noted that work on the look and functionality of the detailed academic calendar is ongoing.
- 3.2 It was noted that work on the development of FAQs is now complete. These are now published on the calendar project webpage.
- 3.3 It was noted that work in relation to late results for returning exchange/study abroad students is ongoing. The Chair reminded members that a group will be convened later in the year, once the relevant information has been collated.
- 3.4 It was noted that Campus Residences are aware of the earlier arrival of international students.
- 3.5 It was noted that Faculties should have communicated the revised calendar to partner institutions, where necessary. It was noted that the OVPAA has communicated the changes to partners who are required to report to Academic Council.
- 3.6 It was noted that the cut-off date for postgraduate applications was extended from 3 to 10 September.

4. Subgroup updates

4.1 Academic-Related Operations Subgroup

G. Barry informed members that the Academic-Related Operations Subgroup (AROS) has met on one occasion since the last ACIG meeting. The meeting focused on bringing members up to date on work that took place over the summer period, and on planning what the AROS will focus on over the next few meetings. The AROS also considered and agreed on revised periods for examination and continuous assessment marks entry.

4.2 Orientation and 1st Year Transitions Subgroup

C. Bohan informed members that the Orientation and 1st Year Transitions Subgroup met that morning, and a number of presentations were made on plans for upcoming orientation activities. She highlighted a significant change to the central orientation programme, which will now take place over two weeks rather than 2 to 3 days. Over the coming months, the Subgroup will focus efforts on developing a toolkit for programme specific orientation.

5. Project Implementation Plan updates

5.1 Y. Freeney reported that no further issues have been identified for DCU Business School.

5.2 J. McManis reported that no further issues have been identified for the Faculty of Engineering and Computing.

5.3 A. Logan highlighted that Gaeltacht placements continue to be problematic for the Institute of Education. While a workaround has been identified for the forthcoming year, this may not be sustainable in the longer term. It was noted that some nursing programmes may have found a solution to a similar issue and it was agreed that G. Barry would follow up with A. Logan on this after the meeting.

5.4 R. McManis reported that the timing of Gaeltacht placements is also an issue for some programmes in Fiontar agus Scoil na Gaeilge.

5.5 R. Bolger reported that no further issues have been identified for Open Education.

5.6 N. O'Sullivan reported that Athletic Therapy and Training students are currently attending campus to complete missed practical hours from 2020-21.

5.7 R. Keegan informed members that work on the risk register is ongoing.

5.8 G. Barry informed members that the alternative modules development is now complete, following significant work over the summer. It is hoped this development will allow Registry to regain the lost week between the start of resit examinations and the start of the academic year. It was noted that the solution has been piloted with a number of DCUBS and IoE programmes over the past week, and most parts have worked well. It was noted that, for the solution to work, Faculties will have to identify alternative modules as part of their curriculum updates in spring. It was noted that FHSS have a particular query on the identification of different modules for different students, and a meeting has been arranged between the Faculty and Registry to explore this further.

- 5.9 G. Barry advised members that the detailed calendar was published on the web in early July as planned. She advised members that a necessary decision was made to amend the Change of Mind period for 2021-22, following the last ACIG meeting. Prior to the approval of the detailed calendar, it was realised that Change of Mind and CAO Round 2 could not be open at the same time. As such, the Registrar approved a revised Change of Mind period which will fall in week 1 for 1st year students and week 2 for all other cohorts.
- 5.10 G. Barry updated members on the issue relating to the Semester 1 examination publication date and the implication for the completion of assessments for examination accommodations. Following a meeting between Registry and Disability and Learning Support Service, a proposed change to the Examination Regulations was brought to the University Standards Committee (USC) for consideration. This proposal would see the publication examinations deadline being changed from three weeks in advance of examinations to not less than two weeks in advance of examinations. The proposed amendment has been approved by USC and will now go to the next meeting of Academic Council for consideration.
- 5.11 G. Barry informed members that the postgraduate onboarding project is now complete, following significant work to address a duplicate ID issue in ITS. The process has been piloted with IoE early starts and work is ongoing to address some technical issues. It is planned that the system will be opened for incoming postgraduate taught and research students in the coming days.
- 5.12 B. Kelly noted that the work to consider the timetabling-registration interdependency in 2022 was overshadowed by the issue created by late Leaving Certificate results in 2021. He noted that the group previously convened to consider this matter will not plan for 2022 without the evidence of the experience of timetabling for 2021. The group will meet again later in Semester 1.
- 5.13 J. Stokes queried if the earlier commencement of projects for postgraduate taught students might allow for submission dates to be moved, to allow them to be considered at September PABs. It was noted this has been considered previously but that it is not possible for 2021-22, given the credit weighting of these projects. It was noted that there could be some room for movement in subsequent years.

6. Any other business

There was no other business.

Action No.	Agreed Actions	Responsible	Deadline
1	Work on the format and look of the detailed calendar to be progressed.	R. Keegan, G. Barry	End October 2021
2	Faculty approaches to handling failed/missing elements for returning exchange students to be documented. Registry processes for these students to be documented. The number of students impacted each year to be documented.	ADTLs, G. Barry, R. Keegan	End October 2021

3	Group to be convened to agree on a consistent approach to dealing with students with failed or missing elements.	B. Kelly, R. Keegan, P. Mooney	End December 2021
4	Work on risk register to be progressed	R. Keegan, P. Mooney	Prior to next meeting