

Academic Calendar Implementation Group

MINUTES AND ACTIONS

23 April 2021

Present: Gillian Barry, Claire Bohan, Richard Bolger, Anthony Feighan, Maeve Fitzpatrick, Rachel Keegan (Secretary), William Kelly (Chair), Anna Logan, Kenneth McDonagh, Jennifer McManis, Pauline Mooney, Máire Ní Sheighlin, Niamh O’Sullivan, Paul Smith, Joseph Stokes and Lucien Waugh-Daly.

Apologies: Yseult Freeney

1. Confirmation of the Agenda

The agenda was agreed, as circulated.

2. Minutes and Actions of the Meeting of 26 March 2021

The minutes of the meeting of 26 March 2021 were confirmed as an accurate record.

3. Matters arising

3.1 It was noted that an initial meeting has been arranged for 7 May 2021, to consider the impact of the revised calendar on timetabling for Semester 1 in 2022. It was noted that any solution would be proposed as a one-off arrangement as it is anticipated that the SIS project may negate this issue in later years.

3.2 It was noted that work on the gathering of statistics on study abroad students is ongoing. P. Smyth clarified that the International Office could provide statistics on the number of returning students who receive their results after the PAB period but would not have information on the number of those who have failed or who have missing elements.

3.3 It was noted that a meeting has been scheduled to review the commercial and financial milestones and deliverables, as detailed in the project implementation plan.

3.4 It was noted that work on the format of the detailed calendar is ongoing.

4. Subgroup updates

4.1 Academic-Related Operations Subgroup

G. Barry informed the ACIG that the Academic-Related Operations Subgroup has had one further meeting since her last report.

It was noted that the issue regarding education placements and the timing of PABs, which was reported at the last ACIG meeting, has been addressed and a solution has been found for 2021-22. Discussions are ongoing regarding the long term viability of this solution.

It was noted that examination related dates have been mapped and agreed for 2021-22 and 2022-23. The 2022-23 dates will remain draft until the 2021-22 academic year has been reviewed.

It was noted that the Subgroup gave consideration to whether the Semester 1 exam marking period could be extended, as requested by the ACIG. The Subgroup was able to extend this period from 6 working days in the old calendar to 12 working days in the new calendar. There is no change to the internal review period which will be conducted over two and a half weeks.

It was noted that the various deadlines and submission dates for postgraduate research students have been mapped and agreed for 2021-22 and 2022-23. 2022-23 dates will remain as draft until the 2021-22 academic year has been reviewed.

It was noted that the Subgroup will next consider the progression and registration of continuing students. This will include a consideration of the availability of study abroad results, the progression of foundation and pre-sessional students and the progression of common entry students. It was noted that it would be preferable if common entry preferences could be communicated to Registry directly following the summer PABs.

4.2 Orientation and 1st Year Transitions Subgroup

C. Bohan informed the ACIG that the Orientation and 1st Year Transitions Subgroup continues to share and review existing good practice in orientation programmes from across the University. The objective of this exercise is to consider best practice in the development of a programme-based orientation programme.

It was noted that central orientation will be conducted online going forward, based on positive feedback received last year. This will create additional time during orientation week for programme-based orientation. Programme-based orientation will have a strong focus on socialisation. There are ongoing discussions around the inclusion of second year students in programme-based orientation activities in 2021-22. It was noted that including second year students will be important, given their very limited on-campus experience in the last year.

5. Project Implementation Plan updates

R. Keegan provided an update on the project implementation plan.

It was noted that the criteria for the development of the detailed calendar would be considered at the next meeting of Academic Council.

It was noted that work in relation to the resit period is continuing and that the testing of the amended planned subject programme has commenced.

It was noted that a meeting has taken place with the Registrar to discuss ongoing communication of the revised calendar to staff and students. A set of FAQs are currently being developed and input will be sought from the ACIG once these have been drafted.

It was noted that P. Mooney and R. Keegan continue to meet with units and work areas not typically associated with the academic calendar. Meetings have recently taken place with HR, Estates, the Library and ISS. It was noted that no major issues have been identified by those units and they are working to realign their operations to the new calendar. The move to examinations prior to the Christmas period was seen as a positive one, particularly for those areas who provide significant student support in advance of Semester 1 exams. The shift in work patterns was noted by units, particularly as it impacts on typical annual leave periods.

5.1 Status updates

There were no other faculty or unit updates.

6. Any other business

There was no other business.

Action No.	Agreed Actions	Responsible	Deadline
1	Statistics on the number of returning students who receive results after the PAB period to be provided.	P. Smyth	ASAP
2	The format of the detailed calendar to be agreed and developed.	G. Barry, R. Keegan	June
3	Development of a set of FAQs.	R. Keegan, P. Mooney	ASAP