EDUCATION COMMITTEE

MINUTES

Wednesday 5 February 2014

2.00-4.50 p.m. in A204

Present:	Professor Eithne Guilfoyle (Chair), Dr Claire Bohan, Professor John Costello, Dr John Doyle, Professor Alan Harvey, Dr Sarah Ingle, Mr Billy Kelly, Dr Lisa Looney, Ms Louise McDermott (Secretary), Professor Barry McMullin, Mr Martin Molony, Mr Ciarán O'Connor, Dr Fionnuala Waldron, Dr Sheelagh Wickham
Apologies:	Dr Anne Sinnott
In attendance:	Ms Valerie Cooke, Ms Aisling McKenna (For Item 6.1): Dr Mark Glynn, Ms Barbara McConalogue, Professor Brian MacCraith

The Chair welcomed Dr Fionnuala Waldron, Dean of Education in St Patrick's College, to her first meeting of the Education Committee.

SECTION A: AGENDA, MINUTES AND MATTERS ARISING

1.   Adoption of the agenda

The agenda was adopted subject to the deferral of Item 4 to the 5 March 2014 meeting of the EC and the inclusion of two submissions under Item 9.

2.   Minutes of the meeting of 8 January 2014

The minutes were confirmed and were signed by the Chair.

3.   Matters arising from the minutes

3.1   The proposed amendments to the DCU Policy on Research Supervision and Awards in Collaboration with Other Institutions (specifically, to sections 2.1.b and 2.1.c) were <u>approved</u>. It was <u>noted</u> that it would be important to ensure clear lines of responsibility for its implementation. Dr Looney <u>noted</u> the importance of drawing up a glossary of terms and consulting Faculties on this and all other relevant issues as needed, emphasising at all times the twin priorities of promoting collaborative activity as appropriate and ensuring adequate support for students. The policy will be reviewed by the Graduate Research Studies Board in due course. (Item 3.10 from the meeting of 6 March 2013)

3.2   A number of issues relating to the use of mobile phone data were <u>noted</u>, and it was <u>agreed</u> that the Associate Deans for Teaching and Learning/Education would discuss these and make recommendations to the EC. The importance of using the data only where absolutely necessary, and of making it clear to students, in messages, that e-mail is the preferred form of contact, was <u>noted</u>. (Item 3.1)

3.3   It was <u>noted</u> that the working group on approval procedures had met once and planned two further meetings, with proposals due to be submitted for the consideration of the EC at either its 5 March or its 2 April meeting. (Item 3.4)

3.4   It was <u>noted</u> that the work of the short-life working group on challenging modules was ongoing and that its recommendations would be submitted for the consideration of the EC when possible. The initial emphasis is to be on issues that can be addressed in Semester 2 2013/14. Among the future tasks for the group will be to engage with issues relating to modules with pass rates that seem higher than the average. (Item 3.5)

3.5   It was <u>noted</u> that the combined policy on feedback and assessment would be placed on the web pages of the Deputy Registrar/Dean of Teaching and Learning. (Item 3.7)

3.6   The Chair <u>noted</u> that she had established a small working group to summarise the problems with the current student records system, make recommendations about what the University needs in this context (though without going to the lengths of drawing up a technical specification) and communicating all this to the Chief Operating Officer. She is keeping the Registrars of the Incorporation institutions up to date with developments. As a related issue, she <u>noted</u> that the current version of ITS would not be supported, from a technical perspective, beyond January 2015. (Item 3.8)

3.7   Professor McMullin <u>noted</u> that he had shared with the Senior Management Group the outcome of the discussion by the EC about the consequences, for students, of non-payment of fees. A working group has been established to examine the issues in detail and make recommendations, and these recommendations will be made available to the EC as soon as possible. (Item 3.9)

3.8   It was <u>noted</u> that the report of the validation process for the proposed BA Social and Human Services would be submitted to Academic Council with a request for formal approval at its meeting of 12 February 2014. A replacement nominee to the Accreditation Board was <u>approved</u>. (Item 8)

3.9   It was <u>noted</u> that a proposal from Oscail would be considered again by the EC in due course. (Item 9)

SECTION B: STRATEGIC MATTERS FOR DISCUSSION

4.   Update on activities undertaken within the IUA

Deferred to the meeting of 5 March 2014.

5.   Report on the Irish Survey of Student Engagement

Ms McKenna <u>noted</u> that she had by now visited all the Faculties to discuss the outcomes of the 2013 survey and to communicate the arrangements for the conduct of the 2014 survey. She <u>noted</u> that it had been mooted, as a way of encouraging students to complete the survey, that institutions might donate a modest sum of money to their student hardship funds on behalf of every respondent.

6.   EC goals 2013/14

6.1   Presentation on e-portfolios

6.1.1 A detailed presentation was made by Dr Bohan, Dr Glynn and Ms McConalogue. In the course of this and in the ensuing discussion, the following were <u>noted</u>:
- the provision of resources will be a key factor in determining the success of the e-portfolio initiative
- another issue of critical importance is the integration of the e-portfolio with academic exercises; this is likely to be a key factor influencing its use by students

- notwithstanding this, it will be important to ensure that students develop a sense of personal ownership of their e-portfolios that is separate from their tracking of their academic progress
- use by staff will also be important and is strongly encouraged
- one feature of e-portfolios that is likely to become increasingly important is their role in building a sense of University community and identity, both while the student/staff member is in the University and on a lifelong basis
- the advent of e-portfolios is also particularly timely in view of the creation of the National Institute for Digital Learning at DCU
- in terms of tracking the development of the Graduate Attributes by the student on an annual basis, the functionality of the e-portfolios could very helpfully be used to communicate with prospective employers.

6.1.2 The Chair, on behalf of the EC, and the President expressed appreciation to Dr Bohan, Dr Glynn and Ms McConalogue for their very significant work in bringing the e-portfolio initiative to an advanced stage of development. It was noted that e-portfolios would first be piloted with first-year students and then, with adaptations having been made if found necessary, be made available to the University community generally. The President noted the importance of holding a high-profile launch at an appropriate time in the near future. Dr Bohan, Dr Glynn and Ms McConalogue noted the importance of engaging with key users, and asked that the EC membership would be proactive in assisting them to identify such users.

6.2 APR and PPR: protocols and activities

6.2.1 The document outlining APR and PPR protocols and activities was noted. It was agreed to delete the reference to 'all programmes' next to the School of Health and Human Performance, to ensure accuracy. It was noted that the issues relating to Oscail would be discussed outside the context of the EC.

6.2.2 It was agreed that it would be very important to ensure tiered access to reports so that only those who needed to see them would be in a position to do so. Ideally, reports should be available on line only.

6.2.3 The fact that it is proposed that the Deans of Faculty would make a report to each April meeting of the EC on the completion of the APR process in their Faculties and would include reference, as appropriate, to issues of University-wide relevance was noted, though it was agreed that, as required, the Deans could delegate this work. In this connection it was noted that the Associate Deans for Teaching and Learning/Education are in the process of reviewing APR for fitness for purpose.

6.2.4   The issues of relevance that had arisen at the University Standards Committee meeting of 16 January 2014 were <u>noted</u>, with particular reference to the importance of ensuring alignment, to the extent possible, between PPR and accreditation exercises conducted by external professional bodies and of achieving clarity as to whether or not, when such exercises took place in an aligned fashion, an additional external expert was required for PPR. (In this context, it was suggested that decisions might be taken on a situation-specific basis depending on the type of external accreditation that was involved.) The importance of ensuring alignment with internal quality reviews was also <u>noted</u>.

6.2.5   The existence of the list of Programme Chairs, regularly updated, was <u>noted</u> as being one of many possible channels for promulgating updated information about APR and PPR.

6.3   Update on other goals

It was <u>noted</u> that the items 6.1 and 6.2 above, and 7 below, covered a range of issues relating to EC goals.

7.   Proposals with respect to timetabling

7.1   In the discussion about these proposals, the following were <u>noted</u>:
- while predictability and stability in terms of lecture timetables are very important (perhaps particularly so for postgraduate students), applying these features to examination timetables is perhaps even more important
- it would be helpful to conceptualise the timetabling system as being separate from the room booking system, as they have (or should have) different functions
- it would also be helpful to find a way of addressing the fact that the room booking system is unavailable for a period each year leading up to the beginning of Semester 1, with the result that organising meetings becomes problematic
- it will be important to ensure that the principles articulated in the *Dublin City University Timetabling and Room Booking Policy for Centrally Timetabled Space (An Operational Guide)*, and such new principles as are agreed, reflect the above points and are also reviewed for coherence vis-à-vis one another
- responses to previous Student Experience Surveys reveal that the most common reason for non-attendance, or poor attendance, at academic exercises, particularly on the part of incoming undergraduate students, is the difficulty they experience in making the transition from second-level to higher education in terms of taking responsibility for the management and use of their time

- it would be useful to game the timetable to see how much it might provide in terms of the predictability and stability referred to above
- the underlying principles should be lecturing needs, and fitness for purpose from the perspective of students, rather than lecturers' convenience.

7.2   It was <u>agreed</u> that a working group would be set up, under the chairmanship of Mr Kelly, to examine the issues and make recommendations to the EC.

SECTION C: PROGRAMME- AND MODULE-SPECIFIC ISSUES

8.   Proposed alternative title for award route (GeSCI)

A proposal was <u>approved</u> to provide an alternative title for an award route from the MSc in Education and Training Management, for the award of an MSc in Leadership Development in ICT and the Knowledge Society. This is to be for one cohort of students only, who have already been awarded the Graduate Diploma in Leadership Development in ICT and the Knowledge Society.

9.   Any other business

9.1   It was <u>noted</u> that, at the meeting of the University Standards Committee of 16 January 2014, it had been agreed that changes to programme entry requirements should continue to be approved by Faculties but, henceforth, would also be noted to the USC together with the rationale and the intended implementation date.

9.2   With respect to validation proposals coming from the Incorporation institutions, the Chair <u>noted</u> that, as an interim measure pending the integration of finance systems, it had been proposed that the financial arrangements for proposed new programmes would be signed off by all the relevant Finance Officers. This intended measure is shortly to go to the Joint Steering Group for its consideration.

Date of next meeting:

Wednesday 5 March 2014, 2.00 p.m. in A204

Signed: _____   Date: _____
       Chair