

## **UNIVERSITY STANDARDS COMMITTEE**

### **MINUTES**

Thursday 2 April 2015 in A204

9.00 – 9.40 am

**Present:** Mr Billy Kelly (Chair), Dr Brian Corcoran, Dr Eamonn Costello, Dr Greg Foley, Professor Barbara Flood, Dr Mark Glynn, Ms Margaret Irwin-Bannon (Secretary), Professor Lisa Looney, Dr David McKeon, Dr Mairéad Nic Giolla Mhichíl, Ms Phylomena McMorrow, Professor Colm O’Gorman, Ms Michele Pringle, Ms Annabella Stover

**Apologies:** Mr Gary Gillick, Dr Caroline McMullan, Dr Pádraig Ó Duibhir , Dr Andrew O’Regan,

The Chair opened the meeting and welcomed Dr David McKeon to his first meeting of University Standards Committee, representing Church of Ireland College of Education (CICE) as a linked College of DCU.

### **SECTION A: MINUTES AND RELATED ISSUES**

#### **1. Adoption of the agenda**

The agenda was adopted with the inclusion of two additional items under 4.1.4 and 4.1.5.

#### **2. Minutes of the meeting of 26 February 2015 (USC2015/A3/2)**

The minutes of the meeting of 26 February 2015 were approved and signed.

**3. Matters arising from the minutes (USC2015/A2/3)**

- 3.1** The Chair provided an update on the item relating to the Periodic Programme Review and the suggested requirement for provision on the PPR form of a rationale as to why the serving external examiner was not involved in the PPR. He indicated that it is already noted on the form that a serving external examiner should normally be involved in the PPR, and if that was not the case then notification should be submitted to University Standards Committee. It was agreed that no further action was required in this regard (Item 3.6).
- 3.2** It was noted that discussions were ongoing with respect to the drafting of proposals about the management of communication with external examiners and that, in this context, the Chair and the Associate Deans for Teaching and Learning/Education had drawn up a work plan for the remainder of 2014-2015 (Item 3.8).
- 3.3** Dr M. NicGhiolla Mhichil provided an update on the issue related to a module on the BA Joint Honours programme where the module carries five credits, but there is a requirement for a 3-hr exam. It was noted that it may be necessary in this instance to look for a derogation from Marks and Standards. Dr M. NicGhiolla Mhichil indicated that she would prepare a proposal for submission to USC in this regard (Item 7).
- 3.4** It was noted that the Quality Assurance of Graduate Training Elements process has been completed (Item 3.3).
- 3.5** It was noted that it is intended to include Recognition of Prior Learning (RPL) as an agenda item during the academic year 2014-2015 (Item 3.4).
- 3.6** With respect to the management of records of (re-)accreditations of programmes by external professional bodies, and the sign-off of documentation, it was noted that consideration was being given to the implementation of best practice (Item 3.3).
- 3.7** It was noted that discussions about re-sit categories and other Marks and Standards issues were in progress and the working group would submit proposals to USC in due course (Item 3.6).
- 3.8** It was noted that a list of modules, where credits and weightings did not correspond had been circulated to Faculties with a strong recommendation that credits and weightings are aligned. It is further noted that should these anomalies remain, then they should be noted in Programme Regulations.

- 3.9** It was noted that clarification of term of appointment of the approved external examiner had been completed (Item 4.1.1).
- 3.10** It was noted that clarification of term of appointment of the approved external examiner had been completed (Item 4.1.2).
- 3.11** It was noted that the School had been notified of the requirement for resubmission of application for re-admission due to the requirement to complete additional credits (Item 5.2.1).
- 3.12** It was noted that a communication had been sent relating to issues regarding practical items regarding the publication of programme regulations (Item 3.9).
- 3.13** It was noted that an electronic copy of the Examination Internal Audit recommendations, a copy of which had been tabled at USC, had been made available.

## **SECTION B: FACULTY ISSUES**

### **4 External examiners for taught programmes**

#### **4.1 Nominations**

- 4.1.1 Dr Kirk David Anderson, Memorial University of Newfoundland  
MSc in Education & Training Management (Leadership)  
Approved. It was noted that as the external examiner is travelling from Newfoundland that some elements of cost-sharing might be explored with the School.
- 4.1.2 Dr Eamonn Delahunt, UCD  
BSc in Athletic Therapy & Training  
Approved.
- 4.1.3 Professor Christopher J James, University of Warwick  
Masters of Engineering in Healthcare Technologies  
Approved. It was noted that DCU fulfils the administrative lead role on this 3U programme.

4.1.4 Ms Joan Brangan, TCD  
Modules in the School of Nursing & Human Science  
Approved for module NS466 only. It was noted that once the other modules, for which the external examiner is nominated, are accredited, the change of duties should be referred back to USC for approval.

4.1.5 Dr Vesna Malesevic, NUI Galway  
MA in Sexuality Studies  
Approved.

#### **4.2 Renewal of appointment/changes to duties**

There were none for consideration.

#### **5. Other Issues**

There were no other issues.

#### **C. OTHER ISSUES (not Faculty-specific)**

#### **6. Marks and Standards issues**

##### **6.1 Programme Regulations: Inclusion of Credit/Weighting exceptions**

The Chair recapped on an item discussed at the last meeting of USC. As a result of an internal audit on the calculation of exam results it had come to the attention of the Internal Auditor that there was a mismatch between module credits and weightings, i.e. not all subject weightings correspond equally to the ECTS credit value. One of the recommendations made by the Auditor was that where weightings do not correspond to credits, and there is a valid reason for the anomaly, it will be required that this information is published for students.

Following a brief discussion it was agreed where exceptions exist they should be dealt with through the programme regulations. It was further noted that a reference to credits and weightings should be inserted into Marks and Standards.

**7. Incorporation Matters**

It was noted that work on Marks and Standards in the context of Incorporation was ongoing and it was anticipated that issues relating to 2015-2016 would be brought to the next meeting of USC.

**8. Proposed insertion to legacy re-admission form**

A proposed wording to deal with candidates who apply for legacy admission specifically to exit a programme, but where there is a considerable lapse of time between proposed graduation and last registration was considered. It was agreed that the lapse of time should be no more than 8 years. It was also agreed that this proposed insertion should become a regulation and be inserted into Marks and Standards. It was further clarified that the regulation will apply both to postgraduate and undergraduate exit awards.

**9. Any Other Business**

There were no items for consideration.

Date of next meeting:

Thursday, 28 May 2015 9.00 a.m. in A204
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*End*

Signed: \_\_\_\_\_  
Chair

Date: \_\_\_\_\_