Education Committee
Minutes

Wednesday 4 September 2013

2.00-3.25 p.m. in A204

Present:	Professor Eithne Guilfoyle (Chair), Dr Claire Bohan, Professor John Costello, Professor Alan Harvey, Mr Billy Kelly, Dr Lisa Looney, Ms Louise McDermott (Secretary), Dr Ciarán Mac Murchaidh, Mr Martin Molony, Mr Ciarán O'Connor, Dr Anne Sinnott, Dr Sheelagh Wickham
Apologies:	Dr Sarah Ingle, Professor Barry McMullin
In attendance:	Ms Aisling McKenna

On behalf of the Education Committee, the Chair welcomed Mr Ciarán O'Connor, incoming Vice-President – Education Officer of the Students' Union, to his first meeting of the EC in his official capacity.

SECTION A: AGENDA, MINUTES AND MATTERS ARISING

1. Adoption of the agenda

The agenda was adopted.

2. Minutes of the meeting of 29 May 2013

The minutes had been approved by the EC on an electronic basis on 17 June 2013. Notwithstanding this, it was <u>agreed</u> to change the wording of Item 3.10 from '… the ownership issues relating to Periodic Programme Review.' To '… the ownership issues relating to Annual Programme Review and Periodic Programme Review.'.

3. Matters arising from the minutes

3.1 It was <u>noted</u> that it would be helpful for the University to finalise, on an institutional basis, the procedures relating to academic collaboration with external institutions. (See also Item 6.1 below.) (Item 3.1)

3.2   It was <u>noted</u> that the Working Group on Non-Major Awards would shortly deal with a small number of outstanding issues and would make its final recommendations to both the EC and the University Standards Committee (as the issues relate to the remits of both committees).   (See also Item 7.1 below.) (Item 3.2)

3.3   It was <u>noted</u> that, following from a change to Marks and Standards approved by the University Standards Committee on 29 May 2013 and by Academic Council on 24 June 2013, two programmes in St Patrick's College had been renamed 'Professional Certificate in Education' and 'Professional Diploma in Education' from 'Certificate in Education' and 'Diploma in Education' respectively. These changes had been approved by the EC on an electronic basis on 28 June 2013 and by Academic Council on an electronic basis on 1 July 2013. (Item 3.2)

3.4   It was <u>noted</u> that discussions were in progress about the arrangements for making available to Programme Chairs, Deans and other relevant parties the range of reports provided for the EC by the Institutional Analysis and Research Officer. The importance of confining access to appropriate staff members was <u>noted</u>. (Item 3.3)

3.5   It was <u>noted</u> that the Royal College of Surgeons in Ireland had given its final-stage approval of the 3U programme MEng in Healthcare Technologies on 7 June 2013. (Item 3.4)

3.6   It was <u>noted</u> that the HEA quality framework on PhD education would be circulated to the EC when it became available. (Item 3.5)

3.7   With respect to the possibility of contacting students by mass text messages or otherwise using their mobile telephone numbers when required, it was <u>noted</u> that this tends to be the practice in other institutions and that none of the institutions contacted had indicated that they had a formal policy on the issue. It was <u>agreed</u> that it would be important for the University to have a protocol and that Dr Bohan, Mr Kelly and Mr O'Connor would meet to plan this, liaising with the Directors of Registry and Information Systems and Services as appropriate. Once the protocol has been approved, it may prove useful to ask students, at registration, to confirm that they are happy (or otherwise) for their mobile telephone numbers to be used by the University as per the protocol. It was <u>noted</u> that an alternative option, that of adjusting the ITS system to accommodate a waiver, would be prohibitively expensive. (Item 3.6)

3.8   It was <u>noted</u> that issues with respect to the integrity of student and alumni data would be discussed by the University as and when appropriate. (Item 3.6)

3.9   It was <u>noted</u> that the recommendation with respect to the BSc in Education and Training had been implemented by the School of Education Studies. (Item 3.7)

3.10   It was <u>noted</u> that the EC had made its input to the University's discussions on programme viability. (Item 3.8)

3.11   With respect to the alternative titles 'Graduate Attributes' and 'Generation 21', it was <u>noted</u> that a choice was likely to be taken soon, with the involvement of the Director of Communications and Marketing, who is co-ordinating the production of an information brochure for students. (Item 3.9)

3.12   With respect to final decisions about ownership issues relating to Annual Programme Review and Periodic Programme Review, it was <u>agreed</u> that the Chair and the Director of Quality Promotion would hold a discussion. (Item 3.10)

3.13   It was <u>noted</u> that the meeting of the Accreditation Board for the proposed MSc in Chronic Disease Management would take place in October 2013. (Item 3.12)

3.14   It was <u>noted</u> that the recommendation agreed by the EC on the approach to take to access to Business Intelligence reports had been brought to the attention of the Director of Information Systems and Services and the Chief Operations Officer and that the latter would submit it for the consideration of the IT Governance Committee with a view to final sign-off. Technical issues with respect to permission structures are being resolved. Decisions will need to be taken by the University with respect to the prioritisation of future reports to be developed. (See also Item 6.1 below.)   (Item 6.2)

3.15   With respect to the policy on assessment, it was <u>noted</u> that changes to wording had been made as requested by the EC, that it had been approved by Academic Council at its meeting of 24 June 2013 and that a small number of outstanding issues of relevance to the policy would be discussed by the EC at its meeting of 2 October 2013. (See also Item 6.1 below.) (Item 6.3.2)

3.16   It was <u>noted</u> that the component strategic plans, to accompany *Transforming Lives and Societies*, were in the final stage of preparation with a view to standardisation of style and presentation. (Item 7)

3.17   It was <u>noted</u> that a stand-alone module in the Faculty of Science and Health, 'Understanding Psychotherapeutic Approaches', had been revised as requested by the EC, deemed approved by the EC on 4 June 2013, and approved by Academic Council at its meeting of 5 June 3013. (Item 11)

3.18   It was <u>noted</u> that all revisions had been made, and all agreed approval procedures had taken place, with respect to the forthcoming Professional Master's in Education and that this programme had been deemed approved by the EC on 18 June 2013 and had been approved by Academic Council at its meeting of 24 June 2013. (Item 12)

3.19   It was <u>noted</u> that the requested modification had been made to the proposed pathway on the MSc in Education and Training and that the programme had been deemed approved by the EC on 4 June 2013 and had been approved by Academic Council at its meeting of 5 June 2013. (Item 13)

3.20   With respect to three proposals from All Hallows College, it was <u>noted</u> that the requested modifications had been carried out and that the proposals had been approved by the EC, on an electronic basis, on 28 June 2013 and by Academic Council, on an electronic basis, on 1 July 2013. (Item 15)

3.21   It was <u>noted</u> that the proposed change to the title of a Master's programme in Oscail (from 'MSc in Management of Internet Systems' to 'MSc in Management of Internet Enterprise Systems') had been deemed approved by the EC on 4 June 2013 and had been approved by Academic Council at its meeting of 5 June 2013. (Item 16)

SECTION B: STRATEGIC MATTERS FOR DISCUSSION

4.   Update on activities undertaken within the IUA

It was <u>noted</u> that the next meeting of the IUA groups would take place on 14 October 2013, with developments subsequently being reported to the EC.

5.   Update on the Irish National Student Survey

It was <u>noted</u> that the Chair had made summary information on the INSS available to all University staff, and <u>agreed</u> that a detailed report (following the work of the data analysis team, of which Ms McKenna is a member) would be made to the EC at its meeting of 2 October 2013. Preliminary information arising from this work has already been shared with the Chair and Mr Kelly, and it indicates that the results for DCU are broadly consistent with the national picture.

6.   EC goals 2013

6.1   The following decisions were made, and developments noted, with respect to the draft list of EC goals 2013/14:

- Goal 1 (oversight of issues with respect to planned collaborations with other institutions): <u>agreed</u> to keep it on the list in its present form (see also Item 3.1 above)
- Goal 2 (DCU Online): <u>agreed</u> to delete the words 'and VOLG recommendations' and to insert the words 'as it impacts on learning' after the words 'Digital Campus'; <u>agreed</u> that it would be desirable to have a list maintained of projects that cannot be operationalised in the absence of the necessary digital resources and to share this with the Chief Operations Officer

- Goal 3 (Graduate Attributes/Generation 21 and e-portfolios), it was <u>noted</u> that a considerable amount of developmental work had taken place over Summer 2013, and was ongoing, and that it was intended to make a presentation on this to the EC, ideally at its meeting of 6 November 2013, and to make e-portfolios available to final-year undergraduate students early in 2014
- Goal 4 (taught programmes/research): <u>agreed</u> that the Chair and Professor Harvey would discuss the possibilities of identifying further synergies between these areas; in this connection, the possible future role of the HEA compacts was <u>noted</u> (e.g. with respect to key performance indicators), as was the potential role of the EC in developing and monitoring these; <u>agreed</u> to include a new goal for the EC which would cover the monitoring of the KPIs (though <u>noted</u> also that the issue could equally well become a standing item on the EC agenda); <u>agreed</u> to delete the bullet point that mentions Master's programmes, as not being likely to facilitate useful discussion
- Goals 5 (flexibility of access and provision) and 8 (widening participation): <u>agreed</u> to combine these; <u>noted</u> in this connection that the Chair intended to carry out a review of non-CAO admission to the University and that the DCU working group formed in 2010/11 to make recommendations in respect of revised CAO entry procedures[1] might usefully be reconstituted for this purpose; <u>noted</u> too that issues relating to the academic calendar would need to be discussed in the light of the ongoing incorporation process and the 3U Partnership
- Goal 6 (graduate researcher education): <u>noted</u> that the Graduate Studies Office and the Graduate Research Studies Board have carried out to date, and will continue to carry out, the bulk of the work in this regard but that the EC would keep a watching brief
- Goal 7 (policy on assessment): <u>agreed</u> that the wording of this goal would be left as it is to reflect the fact that it represents a previous decision of the EC; <u>noted</u>, however, that progress has been made in that a policy has now been developed, with some further discussions about related issues remaining to take place (see also Item 3.15 above)
- Goal 9 (QuEST): <u>noted</u> that Mr Kelly is preparing a manual to assist with the implementation of QuEST and that the pilot programme would continue to run in 2013/14
- Goal 10 (monitoring developments in Annual Programme Review and Periodic Programme Review): <u>noted</u> that this issue would be revisited
- Goal 11 (monitoring developments with regard to Business Intelligence): <u>noted</u> that the technical work on this had had been carried out to a considerable extent and that the role of the EC should largely be in relation to the associated strategic educational issues.

6.2   It was <u>agreed</u> that the list of goals would be rewritten in the light of the decisions at 6.1 above and made available to the EC for its meeting of 2 October 2013.

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[1] Agreed at national level; approved by DCU Academic Council on 5 June 2013.

7.   Consideration of fitness for purpose of current approval procedures re programmes

7.1   A number of issues were <u>noted</u> in respect of this matter:
- there has been a reduction, over the past decade, in the number of times validation and accreditation of new programmes is required
- there has been a concomitant rise in the number of EC 'Section C' items, i.e. programme changes, and related matters, for formal approval
- electronic accreditations, which are nowadays rarely used in any event, have tended not to be as useful as Accreditation Board meetings
- vigilance needs to be maintained in relation to the upholding of rigour of the University's approval procedures and the provision of discussion and evaluation at University level and with external input, as appropriate
- this must be balanced against the importance of ensuring timely approval of programme proposals and related matters, especially where a response to an external call for such developments is concerned
- the importance of Annual Programme Review and Periodic Programme Review in facilitating evaluation of programmes on an ongoing basis needs to be borne in mind
- it is also very important to be mindful of the kinds of resource-based issues which can drive decision-making
- the work of the Working Group on Non-Major Awards (see Item 3.2 above) is of relevance to the discussion on programme approval and related matters.

7.2   It was <u>agreed</u> that a working group would be set up, to include the Chair, Mr Kelly and Ms McDermott, to examine the issues and, specifically, to make recommendations relating to the fitness for purpose of the EC's approval procedures.

SECTION C: PROGRAMME- AND MODULE-SPECIFIC ISSUES

8.   Proposed new pathway on the BA in Global Business

Approved.

9.   Any other business

None.

Date of next meeting:

Wednesday 2 October 2013, 2.00 p.m. in A204

Signed: _____   Date: _____
         Chair