

## Technological University Dublin

### Academic Council

### MINUTES

**MEETING 4:** Wednesday 28<sup>th</sup> April 2020 - 11.30am (Electronic Meeting)

**PRESENT:** **Electronic Attendance**  
 David FitzPatrick (*Chairperson*), Mary Meaney (*Registrar*), Lee Bennett, Bairbre Brennan, Antonio Cafolla, Ken Carroll, Fionnuala Darby, Dominic Dillane, Ray English, Patricia Ennis, Jennifer Farrell, Gerard Farrelly, Bridget Gleeson, Rebecca Gorman, Brian Gormley, Tony Grennan, Assumpta Harvey, Sylvia Healy, Elizabeth Heffernan, Hayley Keogh, Siobhan Killion, Maeve Maguire, Fabian McGrath, Mark McGrath, Tara McKiernan, Fintan Moran, Tom Mulvey, Brian Murray, Sue Norton, Noel O'Connor, Isobel O'Reilly, Philip Owende, Tara Rooney, Robert Simpson, Maureen Walsh, Pierre Yimbog

**APOLOGIES:** Sharon Feeney, Brian Murphy, Joy Quigley, Daniel Sogaolu

**INVITED:** Brian Bowe (*Head of Academic Affairs & Assistant Registrar, City Campus*)  
 Larry McNutt (*Registrar, Blanchardstown Campus*)

**SECRETARIAT:** Yvonne Cooke (*TU Dublin Programme Team*)

**DOCUMENTATION:** **Circulated prior to meeting**

1. Agenda – Academic Council Meeting 4 (28<sup>th</sup> April 2020)
2. Draft Minutes – Academic Council Meeting 2 (12<sup>th</sup> February 2020)
3. Draft Minutes – Academic Council Meeting 3 (1<sup>st</sup> April 2020)
4. Proposed Amendments - TU Dublin QA Procedures for Delivery & Assessment Changes - Covid19 (23<sup>rd</sup> March 2020)
5. Schematic - TU Dublin QA Procedures for Delivery & Assessment Changes - Covid19
6. Draft Proposed Mitigation Policy – Covid19 - Enhanced Academic Student Supports (21<sup>st</sup> April 2020)
7. Academic Members Feedback – Draft Terms of Reference (Board/Committees)
8. UPB – Draft Terms of Reference
9. ARPPC – Draft Terms of Reference
10. QAEC – Draft Terms of Reference
11. Chair's Action – External Examiners (College of Business)
12. Revised Proposed Mitigation Policy – Covid19 - Enhanced Academic Student Supports (27<sup>th</sup> April 2020)

REF	ITEM	DECISION
04.01/01	<b>APOLOGIES</b>	
	The Chair thanked members for attending this additional convened meeting, and welcomed Brian Bowe and Larry McNutt to the meeting.	NOTED
	The Chair noted members apologies received for this meeting	NOTED
04.01/02	<b>MEETING AGENDA</b>	
	The Agenda for the meeting, as had been circulated, was approved and adopted.	APPROVED Proposed: M Meaney Seconded: A Harvey

REF	ITEM	DECISION
04.01/03	<b>APPROVAL OF MINUTES</b>	
	<p>i) The draft Minutes of the second meeting of the Academic Council held on 12<sup>th</sup> February 2020, as had been circulated, were approved subject to the following amendment to the Minutes of the first meeting of Academic Council on 11<sup>th</sup> December 2019, under Minute Item [01.01/05(iii)], to replace the wording, “The meeting noted that Academic Council was not the appropriate forum to discuss a Staff Accommodation Committee”, with “There was a suggestion that the remit of the proposed Student Experience sub-committee should be expanded to a Student and Staff Experience sub-committee”.</p> <p>ii) The draft Minutes of the third meeting of the Academic Council held on 1<sup>st</sup> April 2020, as had been circulated, were approved subject to the following addendum to Minute Item [03.01/04(i)], ‘Clarification was sought on the number of modules that are being taught on-line”.</p>	<p><b>APPROVED</b> Proposed: K Carroll Seconded: A Harvey</p> <p><b>APPROVED</b> Proposed: K Carroll Seconded: A Harvey</p>
03.01/04	<b>MATTERS ARISING</b>	
	<p>The following matters were raised and noted under this item.</p> <p>i) The meeting noted the Chair will discuss the process in relation to a change in the mix of student representatives on the Academic Council with the President of the Student’s Union.</p> <p>ii) The meeting noted a query in relation to a survey/report carried out by an external body in relation to awareness and recognition of the TU Dublin brand and the impact on enrolment trends. The Chair informed members there had been an improvement in the University’s brand recognition indicated in this year’s survey results. Currently there is a marketing campaign in place with ongoing work by the marketing team and marketing groups within colleges and the current survey is to examine what impact this marketing has had.</p> <p>Academic Council noted this survey/report is to be shared with member when available</p>	<p><b>NOTED</b></p> <p><b>NOTED</b></p> <p><b>SECRETARIAT</b></p>
04.01/05	<b>COVID-19 IMPACT UPDATE</b>	
	<p><b>1. Updated Quality Assurance Procedures To Approve Changes to Delivery and Assessment of TU Dublin Programmes Necessitated by Covid-19 Measures Policy (Approved 23.03.2020)</b> The Chair briefed members on the proposed amendments to the existing policy which will allow the University to put in place processes similar to the summer assessments to cover the Autumn examinations.</p> <p>Academic Council approved the request to adopt the proposed amendments to the policy, ‘Assurance Procedures To Approve Changes to Delivery and Assessment of TU Dublin Programmes Necessitated by Covid-19 Measures Policy (Approved 23.03.2020).</p> <p>Academic Council agreed that Autumn examinations would take place in the same way as the summer examinations, confirming that there would be no face-to face examinations held in the Autumn sitting.</p>	<p><b>NOTED</b></p> <p><b>APPROVED</b> Proposed: M Maguire Seconded: N O’Connor</p> <p><b>APPROVED</b> Proposed: T Mulvey Seconded: M Walsh</p>

REF	ITEM	DECISION
04.01/05	<b>COVID-19 IMPACT UPDATE</b>	
	<p><b>2. Revised Draft - Proposed Mitigation Policy Covid19 (Enhanced Academic Student Supports)</b>            Following a briefing by the Chair informing members that this policy had been developed by the Registrars Group in partnership with the Students' Union, an extensive discussion took place after which members approved the proposal to adopt the revised draft document, "Proposed Mitigation Policy Covid19 – (Enhanced Academic Student Supports), subject to the incorporation of a number of changes including:</p> <ul style="list-style-type: none"> <li>i) Details on consequences of deferrals for students to be included.</li> <li>ii) Highlight if choosing to defer then existing work is not graded or considered.</li> <li>iii) Further clarification required on the processing of the forms to effect implementation</li> <li>iv) Amend timelines for submission of deferral request from three days to two working days</li> <li>v) Streamline access to deferral form on website</li> </ul> <p>Academic Council noted the updated document to be circulated as soon as possible with a number of clarifications to be addressed in the FAQs which would accompany this document.</p> <p>The Student's Union thanked everyone for their involvement in developing this policy which would protect and give students additional support.</p> <p><b>3. Schools Report Update</b>            Academic Council noted that a full formal report from each Campus outlining their Schools alternative assessment approach necessitated by Covid-19 measures will be presented to the next Academic Council meeting.</p>	<p><b>APPROVED</b>            Proposed: P Yimbog            Seconded: F Darby</p> <p><b>NOTED</b></p> <p><b>NOTED</b></p> <p><b>NOTED</b></p>
04.01/06	<b>ACADEMIC COUNCIL COMMITTEES</b>	
	<p><b>a) Proposed Draft Terms of References</b>            The Chair stated that the intent of the Academic Council sub-committees is to increase engagement from staff across the University and to devolve specific decision making and approvals to these sub-committees. This will enable Academic Council to focus on its role as the overarching decision making authority for academic matters. Following discussion the Academic Council approved the three draft Terms of References as working documents.</p> <p>Academic Council also noted the following in relation to these sub-committees:</p> <ul style="list-style-type: none"> <li>• The existing processes stay in place until new processes are defined</li> <li>• Revised membership composition of the following three Academic Council sub-committees to be presented for approval at the next Academic Council meeting, (with each sub-committee to include a minimum of three Academic Council members, and the ARPPC to also include one academic representative from each Academic Board and from the Graduate Research Board).               <ul style="list-style-type: none"> <li>i) University Programmes Board (APB)</li> <li>ii) Academic Regulations, Policies &amp; Procedures Committee (ARPPC)</li> <li>iii) Quality Assurance and Enhancement Committee (QAEC)</li> </ul> </li> <li>• Membership of sub-committees will evolve as the University moves to the new QA procedures and OD develops.</li> <li>• Provision of draft organogram to map out sub-committees' relationships with Academic Council which will also evolve as new QA procedures are introduced and OD develops.</li> <li>• First role for each sub-committee is to finalise and bring forward their TOR's for approval to the Academic Council.</li> </ul>	<p><b>APPROVED</b>            Proposed: N O Connor            Seconded: A Harvey</p> <p><b>NOTED</b></p>

REF	ITEM	DECISION
04.01/06	<b>ACADEMIC COUNCIL COMMITTEES</b>	
	<p><b>b) <u>Proposed Additional Academic Council Committees</u></b> Academic Council noted the following sub-committees to be developed.</p> <ul style="list-style-type: none"> <li>i) Student and Staff Experience Committee (SSEC)</li> <li>ii) Research, Innovation and Entrepreneurship Committee (RIEC)</li> <li>iii) Honorary Awards, Scholarships and Prizes Committee (HASPC)</li> </ul>	NOTED
04.01/07	<b>OPERATIONAL REPORTS</b>	
	<p><b><u>Chair's Action</u></b> Academic Council noted Chair's Action taken in relation to the approval of External Examiners, considered and recommended for approval by College of Business Academic Board 12<sup>th</sup> March 2020.</p>	NOTED
04.01/08	<b>ANY OTHER BUSINESS</b>	
	<p>The following matters were raised under this item:</p> <ul style="list-style-type: none"> <li>i) <b><u>Review of Gradebook Timing</u></b> Academic Council agreed that this item would be discussed in more detail at its meeting scheduled for 13<sup>th</sup> May 2020.</li> <li>ii) <b><u>Scenario Planning – September 2020</u></b> Academic Council noted that the Academic Leadership Forum had been tasked with putting in place working groups to identify issues and develop solutions for particular scenarios identified. It was also noted that some issues may arise earlier than September but that the newly approved QA procedure would allow repeat examinations to take place in a range of formats.</li> </ul>	NOTED  NOTED
04.01/09	<b>NEXT MEETING</b>	
	<p>The next meeting of Academic Council is scheduled to takes place on <b>Wednesday, 13<sup>th</sup> May 2020 at 11.00am.</b></p> <p>SIGNED _____ DATE: 13<sup>TH</sup> MAY 2020  <b>Professor David FitzPatrick</b>  <b>President</b>  <b>CHAIRPERSON</b></p>	NOTED