

Technological University Dublin

Academic Council

MINUTES

MEETING 5 Wednesday 13th May 2020 - 11.00am (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, Sharon Feeney, 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, Brian Murphy, Sue Norton, Noel O'Connor, Isobel O'Reilly, Philip Owende, Tara Rooney, Robert Simpson, Daniel Sogaolu, Maureen Walsh, Pierre Yimbog

APOLOGIES: Gerard Farrelly, Joy Quigley

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 (13th May 2020)
2. Draft Minutes – Academic Council Meeting 4 (28th April 2020)
3. City Academic Boards Summary Report (13th May 2020)
4. City Academic Boards Approval Support Documentation (13th May 2020)
5. City Academic Boards Noting Support Documentation (13th May 2020)
6. Tallaght Academic Board Summary Report and Support Documentation (13th May 2020)
7. GRSB Summary Approval Report (13th May 2020)
8. GRSB Summary Noting Report (13th May 2020)
9. GRSB Summary Approval and Support Documentation (13th May 2020)
10. Chair's Action – External Examiners (College of Business)
11. Blanchardstown Campus – Schools Report Update (Alternative Assessment)
12. City Campus – Schools Report Update (Alternative Assessment)
13. Tallaght Campus – Schools Report Update (Alternative Assessment)
14. Draft Organogram
15. Updated Membership UPB – Draft Terms of References (13th May 2020)
16. Updated Membership ARPPC – Draft Terms of Reference (13th May 2020)
17. Updated Membership QAEC – Draft Terms of Reference (13th May 2020)
18. TU Dublin Education Model – Proposed Principles
19. TU Dublin Education Model – Dimensions

Presented at the meeting

1. City Academic Board – Examination Appeals Panel Update (College of Business)

REF	ITEM	DECISION
05.01/01	APOLOGIES	
	The Chair welcomed members and thanked Brian Bowe and Larry McNutt for joining the meeting. The Chair advised the electronic meeting protocols and outlined the format for the meeting.	NOTED
	The Chair noted members apologies received for this meeting	NOTED
05.01/02	MEETING AGENDA	
	The Agenda for the meeting, as had been circulated, was approved and adopted.	APPROVED Proposed: B Brennan Seconded: A Harvey
05.01/03	APPROVAL OF MINUTES	
	i) The draft Minutes of the fourth meeting of the Academic Council held on 28 th April 2020, as had been circulated, were approved.	APPROVED Proposed: A Harvey Seconded: T Mulvey
03.01/04	MATTERS ARISING	
	The following matters were raised and noted.	
	i) The meeting noted that Academic Council student members are nominated for appointment through the TU Dublin Students' Union in accordance with its own processes and procedures. Academic Council will be advised of the replacement nominees for 2020/21 in due course.	NOTED
	ii) With no change in Government advice, the meeting noted that staff will be advised through the normal communication channels that no face to face examinations will take place in Autumn with similar processes and procedures for the summer examinations to be utilised.	NOTED
05.01/05	OPERATIONAL REPORTS	
	The Chair updated members on the following reports.	
	i) <u>Blanchardstown Academic Board – Summary Report (13th May 2020)</u> The meeting noted there was no Blanchardstown Academic Board Reports presented for consideration.	NOTED
	ii) <u>City Academic Boards – Summary Reports (13th May 2020)</u> i) The meeting approved Summary Approval Report and Support Documentation ii) The meeting noted Summary Noting Report and Support Documentation iii) The meeting approved Examination Appeals Panel Update – College of Business	APPROVED NOTED APPROVED
	iii) <u>Tallaght Academic Board – Summary Report (13th May 2020)</u> i) The meeting approved the Summary Approval Report and Support Documentation ii) The meeting noted the Summary Noting Report and Support Documentation	APPROVED NOTED
	iv) <u>Graduate Research School Board – Summary Report (13th May 2020)</u> i) The meeting approved the Summary Approval Report and Support Documentation ii) The meeting noted the Summary Noting Report and Support Documentation	APPROVED NOTED
	v) <u>Chair's Action – External Examiner Nomination (21st April 2020)</u> The meeting noted Chair's Action to approve nomination of External Examiner (<i>College of Business</i>).	NOTED

REF	ITEM	DECISION
05.01/06	COVID-19 IMPACT UPDATE	
	<p>i) <u>SCHOOLS REPORTS UPDATE – ALTERNATIVE ASSESSMENTS</u></p> <p>Academic Council noted the three Alternative Assessment Reports, (<i>Blanchardstown Campus, City Campus and Tallaght Campus</i>), presented by L McNutt, B Bowe and K Carroll respectively, who thanked staff for the huge amount of work which had been accomplished. These reports summarise the steps taken within each School to engage, support and educate their students, and describe the different approaches to module delivery (<i>learning and teaching</i>) and assessment across the University since the closure of the buildings in March 2020. Academic Council noted there is a significant amount of support documentation available to substantiate these reports if required for bodies such as QQI to examine.</p> <p>Academic Council noted all Schools have followed a number of concerted actions under University-wide governance initiatives including the emergency, ‘<i>Quality Assurance Procedures to Approve Changes to Delivery & Assessment of TU Dublin Programmes Necessitated by Covid-19 Measures</i>’, approved by Academic Council on 23rd March 2020, to make and approve changes to alternative delivery and assessment methods necessitated by the Covid-19 measures.</p> <p>Academic Council noted the University has ensured continuity of student learning through the extensive use of the virtual learning environment (VLE). Implementation of revised assessment strategies are supported by ongoing student engagement and communications with the programme teams through tutorials, meetings, discussions, sharing of learning resources, formative assessments and for certain modules continued delivery of lectures and workshops. Academic Council noted that in exceptional cases, where core learning outcomes could not be met, that a plan is put in place to cover this requirement tailored to each learning outcome.</p> <p>Academic Council noted that guidelines had issued on the scheduling and spacing of assessments, the conduct of remote assessments and the prevention of plagiarism, and a University Declaration of Integrity for completion by students. Academic Council noted a number of different strategies employed by the University to ensure the integrity of the assessments including incorporating communications and forms as part of the VLE platforms. The meeting noted communication to students reinforcing the importance of the Declaration of Integrity requirement may be necessary.</p> <p>The Chair informed members that Governing Body had commended the staff and Students Union on how they had adapted and responded to the impact of Covid19, and recognised and appreciated the significant effort that had been made for students.</p> <p>Following discussion a number of concerns were highlighted including the resources required and consistency of approach in the delivery of exams online. The meeting noted that impressive work had been achieved by staff under very demanding circumstances and that the Autumn examinations would enable the experience, feedback and shared learning from the current processes to inform and improve alternate assessments in the autumn examinations if required.</p>	NOTED
	<p>ii) <u>Review of Gradebook Timing</u></p> <p>Academic Council noted ongoing challenges by staff in relation to the gradebook timings, and acknowledged the amendments made in relation to the Tallaght Campus schedule to alleviate some of the concerns raised.</p>	NOTED
05.01/07	ACADEMIC COUNCIL COMMITTEES	
	<p>a) <u>Organogram</u></p> <p>Academic Council noted the organogram which accompanied the proposed Academic Committees and also noted a request for a flow chart to map the current situation to the proposed future situation.</p>	NOTED

REF	ITEM	DECISION
05.01/07	ACADEMIC COUNCIL COMMITTEES	
	<p>b) <u>Updated Membership - Terms of References</u> <i>University Programmes Board (UPB), Academic Regulations, Policies & Procedures Committee (ARPPC), Academic Quality Assurance and Enhancement Committee (AQAEC)</i> The Chair stated that the first action for each Committee is to review and agree their Terms of Reference with amended documents brought back to Academic Council for approval. The Chair confirmed that Committees report into Academic Council, and were part of the evolving University structures, with Committee memberships interim while processes such as the Quality Framework and Organisational Design are taking place, developed and refined, as the University works within its existing structures.</p> <p>Academic Council agreed the following:</p> <ul style="list-style-type: none"> i) Establish the three Committees (UPB, ARPPC, AQAEC). ii) Regular reviews of Academic Council Committees as appropriate. iii) The Academic Council secretariat will manage an Expressions of Interest process in relation to the Committee membership categories referenced as academic and senior academic nominees from each Academic Board for each Committee. iv) The Chair of each Committee will be a member of Academic Council with the appointment process to be determined. v) The membership of Committees will be a rolling membership with term limits, with a term of potentially not more than three years in duration similar to Academic Council membership. vi) The Academic Council Terms of Reference will include the responsibilities of its Committees. i) Membership of Committees will be reflective of current processes until OD changes those processes and the University moves to the new QA procedures. <p>c) <u>Proposed Additional Academic Council Committees</u> Academic Council noted the following three Committees to be developed. Academic Council also noted concerns raised in relation to the Student and Staff Experience Committee (SSEC), and noted when established this Committee could examine these concerns under its own Terms of Reference.</p> <ul style="list-style-type: none"> i) Student and Staff Experience Committee (SSEC) ii) Research, Innovation and Entrepreneurship Committee (RIEC) iii) Honorary Awards, Scholarships and Prizes Committee (HASPC) 	<p style="text-align: center;">NOTED</p> <p style="text-align: center;">AGREED</p> <p style="text-align: center;">NOTED</p>
05.01/08	EDUCATION MODEL	
	<p>i) <u>Education Model - Proposed Principles</u> Academic Council noted the discussion document, ‘<i>An Education Model for TU Dublin</i>’, outlining ten proposed principles as a foundation upon which to build the University’s education model, and would characterise the TU Dublin educational experience for all students.</p> <p>Academic Council noted that these principles were based on work done, work ongoing in a number of related sectors throughout the University, with further work required in areas such as modularisation which may require a working group to identify the principles of modularisation and how this fits in the overall educational model and how to move it forward. Academic Council noted the ten proposed principles will be linked to the University’s Strategic Intent 2030, and that they will evolve over time in parallel with the growth of the University.</p> <p>Academic Council approved the proposal ‘<i>An Education Model for TU Dublin</i>’ as a working document subject to some language refinement.</p>	<p style="text-align: center;">NOTED</p> <p style="text-align: center;">NOTED</p> <p style="text-align: center;">APPROVED Proposed: N O’Connor Seconded: A Harvey</p>

REF	ITEM	DECISION
05.01/08	EDUCATION MODEL	
	<p>ii) Education Model – Four Dimensions Academic Council noted the discussion document, ‘<i>The Four Dimensions of the Education Model</i>’, which highlighted four dimensions under the headings of Outcomes, Processes, Resources and Underpinnings and also included a subset of these dimensions. Academic Council noted this document was a useful building block with no hierarchy currently in place as priorities will be identified at a later stage. This document will be further developed and presented at a future meeting of Academic Council.</p>	NOTED
	<p>iii) Education Model – Alternative Entry for 2020 Academic Council noted a working group was in place who were examining a number of potential categories of students which may suit an alternative first year entry for 2020. This working group is chaired by L McNutt with membership across the University.</p>	NOTED
	<p>Academic Council acknowledged the urgency to enable students across the country to avail of this option and noted this is the first opportunity for TU Dublin to show how different and distinctive it can be. Academic Council noted the working group will develop a proposal to bring to Academic Council for specific feedback in due course.</p>	NOTED
05.01/09	ANY OTHER BUSINESS	
	<p>The following matters were raised under this item:</p>	
	<p>i) Condolences Members were regretfully informed of the recent passing of Mr. Diarmuid Murphy, Culinary Arts lecturer and wished to extend their deepest sympathies to his family and colleagues on behalf of Academic Council.</p>	NOTED
	<p>ii) Scenario Planning – September 2020 The meeting noted that planning for the next academic year will be advised at the next meeting.</p>	NOTED
	<p>iii) Brand Awareness Report The meeting noted this report had been circulated to members for information.</p>	NOTED
	<p>iv) Acknowledgement The Chair thanked members for their contribution and looked forward to seeing them in person in the near future.</p>	NOTED
05.01/10	NEXT MEETING	
	<p>The next meeting of Academic Council is scheduled to take place on Wednesday, 24th June 2020 at 11.00am.</p>	NOTED
	<p>SIGNED _____ Professor David FitzPatrick President CHAIRPERSON</p>	DATE: 24 TH JUNE 2020