

Technological University Dublin Academic Council

MINUTES

- MEETING 1** Wednesday 11th December 2019 (11.00), TU Dublin, Blanchardstown, Spraoi Building, Room SO19
- PRESENT:** David FitzPatrick, (*Chairperson*), Mary Meaney (*Registrar*), Lee Bennett, Bairbre Brennan, Ken Carroll, Fionnuala Darby, Dominic Dillane, Ray English, Patricia Ennis, Jennifer Farrell, Gerard Farrelly, Bridget Gleeson, Rebecca Gorman, Tony Grennan, Assumpta Harvey, Sylvia Healy, Elizabeth Heffernan, Hayley Keogh, Siobhan Killion, Fabian McGrath, Mark McGrath, Tara McKiernan, Finbar Moran, Tom Mulvey, Brian Murphy, Noel O'Connor, Philip Owende, Joy Quigley, Tara Rooney, Robert Simpson, Daniel Sogaolu, Maureen Walsh, Pierre Yimbog
- APOLOGIES:** Antonio Cafolla, Sharon Feeney, Brian Gormley, Maeve Maguire, Brian Murray, Sue Norton, Isobel O'Reilly
- INVITED:** Minute Item [01.01/06] Dr D O'Callaghan (Principal, TU Dublin Blanchardstown)
- SECRETARIAT:** Yvonne Cooke, TU Dublin Programme Team
- DOCUMENTATION:** **Circulated prior to meeting**
1. Agenda – TU Dublin Academic Council Meeting 1 (11th December 2019)
 2. Draft Minutes – TU Dublin Academic Council Meeting 5 – Foundation Period (8th October 2019)
 3. Report by Returning Officer on Academic Council Elections 2019 (Memorandum 6th December 2019)
 4. Draft Terms of Reference TU Dublin Academic Quality Board
 5. TU Dublin Blanchardstown – Minutes of Academic Board Meeting (18th September 2019)
 6. TU Dublin City Campus AQAC Report (25th November 2019) and Linked Collaborative Minutes (24th September 2019 and 15th October 2019)
 7. TU Dublin City Campus External Examiners 2019/2020
 8. TU Dublin Tallaght – Minutes of Academic Board Meeting (4th October 2019)
 9. TU Dublin Tallaght – Report of Academic Board Meeting (4th October 2019)
 10. Process to develop a coherent TU Dublin CAO Handbook for 2021 student intake
 11. Chair's Action – TU Dublin Blanchardstown (Exit Award)
 12. Chair's Action – TU Dublin City (Awards - College of Business)
 13. Chair's Action – TU Dublin City (Report of the Graduate Research School Board)
 14. Chair's Action – TU Dublin City (Quality Assurance Items also included in the AQAC report to Academic Council)
 15. College of Business Approved Minutes Academic Board (4th October 2019)
 16. College of Business External Examiners recommended for approval (6th December 2019)
 17. College of Sciences and Health Approved Minutes Academic Board (2nd October 2019)
 18. College of Sciences and Health External Examiners (November 2019) Approval

REF	ITEM	DECISION
01.01/01	WELCOME AND INTRODUCTION	
	The Chair welcomed members to the meeting acknowledging that was a significant and historic occasion, and invited members to introduce themselves.	NOTED
01.01/02	APOLOGIES	
	The Chair noted apologies received for this meeting.	NOTED
01.01/03	APPROVAL OF MINUTES	
	The draft Minutes of the final meeting of the TU Dublin Academic Council (Foundation Period) held on Wednesday, 8 th October 2019 were approved as circulated.	APPROVED
01.01/04	ACADEMIC COUNCIL ELECTIONS 2019 – SUMMARY REPORT	
	<p>i) Academic Council Staff Nominees Academic Council were informed that Governing Body had noted the <i>Report by Returning Officer on Academic Council Elections 2019</i>, detailing the outcome of the election process for staff members on to the Academic Council which had taken place in line with Section 7(h) Governing Body Regulations for the Election of Staff Members to Academic Council 2019 for Panels A, B and C.</p> <p>Academic Council noted Governing Body's approval of the appointment of the candidates elected through this process.</p>	<p>NOTED</p> <p>NOTED</p>
	<p>ii) Academic Council Student Nominees Academic Council noted that Governing Body had approved the summary report from the Student's Union detailing the students nominated by the Executive of TU Dublin Students' Union in accordance with its own procedures.</p>	NOTED
01.01/05	ACADEMIC COUNCIL	
	<p>i) Terms of Reference Academic Council The Chair briefed members on a proposed model for Academic Council, highlighting some core principles to enable it become a strategic making body. Greater emphasis would be placed on strategic decision making, governance oversight and the Q & A framework. It was noted that draft Academic Council Terms of Reference would be circulated to members for discussion at the next meeting.</p> <p>The Chair clarified that only members of Academic Council have the right to attend Academic Council meetings. It was noted that individuals from the University and external advisers may be invited to attend for all or part of any meeting, as and when appropriate.</p>	<p>NOTED</p> <p>NOTED</p>
	<p>ii) Proposed Interim Academic Quality Board A lengthy and extensive discussion followed on the proposed Academic Quality Board, including its role, purpose, membership and timeframe. The Academic Quality Board is intended as an interim operational Board to oversee academic quality assurance and related matters under the three legacy TU Dublin campus systems, until such time as the new unitary TU Dublin quality framework is agreed and adopted by the Academic Council, at which point this Academic Quality Board will cease to operate. On this basis Academic Council agreed to establish an Academic Quality Board.</p> <p>The Chair noted a modification to the descriptor "elected" in the draft Terms of Reference when referring to Chairs being drawn from elected members of Academic Council and to include the term "normally".</p> <p>It was also agreed to circulate the draft Terms of Reference for this new Board electronically to members to receive their feedback for discussion at the next meeting of Academic Council.</p>	<p>AGREED</p> <p>NOTED</p> <p>AGREED</p>

REF	ITEM	DECISION
01.01/05	ACADEMIC COUNCIL	
	iii) <u>Proposed Academic Council Committees</u> A number of areas were raised in relation to these Committees including external engagement, community and industry, apprenticeship and university experience. Further discussion on the composition of these Committees will take place at the next meeting of Academic Council. 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.	NOTED
01.01/06	PROCESS TO DEVELOP A COHERENT TU DUBLIN CAO HANDBOOK FOR 2021 STUDENT INTAKE	
	The Chair welcomed Dr Diarmuid O'Callaghan, Principal, TU Dublin Blanchardstown, to the meeting who presented an overview on the project to review the current amalgamated CAO handbook and replace it with a fresh new handbook for the 2021 intake to provide greater clarity regarding programme choice while maintaining market share. Academic Council noted that this project is the first step in developing a framework and roadmap for the renewal and reform of academic programme provision for TU Dublin. It was expected that a final report would be signed off for recommendation to Academic Council by March 2020 to facilitate submission of the programme listings to CAO.	NOTED NOTED
01.01/07	CHAIR'S ACTIONS	
	Academic Council noted the following Chair's Actions: <ol style="list-style-type: none"> 1. <u>TU Dublin Blanchardstown Update</u> <ol style="list-style-type: none"> i) Exit Award 2. <u>TU Dublin City Campus Update</u> <ol style="list-style-type: none"> i) Awards – College of Business ii) Report of the Graduate Research School Board iii) Quality Assurance Items (<i>Also included in AQAC Report</i>) 3. <u>TU Dublin Tallaght</u> Academic Council noted there were no Chair's Actions required. 	NOTED NOTED NOTED NOTED NOTED
01.01/08	REPORTS	
	<ol style="list-style-type: none"> 1. <u>BLANCHARDSTOWN</u> Minutes of TU Dublin Blanchardstown Academic Board Meeting (18th September 2019) 2. <u>CITY CAMPUS</u> <u>Minutes & Reports of Academic Boards/Graduate Research School Board/Committees</u> <ol style="list-style-type: none"> a) <u>Reports & Minutes of Committees</u> <ol style="list-style-type: none"> i) Report of the Academic Quality Assurance Committee – 25th November 2019 ii) Minutes of the Linked/Collaborative Provider Committee 24th September and 15th October 2019 iii) Minutes – College of Sciences & Health Academic Board (2nd October 2019) iv) Minutes – College of Business Academic Board (2nd October 2019) b) <u>External Examiners</u> <ol style="list-style-type: none"> i) College of Arts and Tourism ii) College of Business iii) College of Sciences & Health College of Business 3. <u>TALLAGHT</u> <ol style="list-style-type: none"> a) Minutes of TU Dublin Tallaght Academic Board Meeting (4th October 2019) b) Report - TU Dublin Tallaght Academic Board Meeting (4th October 2019) 	NOTED NOTED/APPROVED NOTED NOTED NOTED NOTED APPROVED APPROVED APPROVED APPROVED NOTED NOTED/APPROVED

REF	ITEM	DECISION
01.01/09	ANY OTHER BUSINESS	
	<p>The following matters were raised under this item:</p> <p>i) <u>Academic Council members attendance at meetings</u> The Chair noted members concerns raised in relation to travel time and transport required to attend meetings on particular locations. It was agreed that the meeting schedule would be reviewed taking these factors into consideration.</p> <p>ii) <u>Circulation of meeting documentation</u> The Chair noted members concerns raised in relation to the timely circulation of meeting documentation to members.</p>	<p>NOTED</p> <p>NOTED</p>
01.01/10	MEETINGS	
	<p>1. <u>Proposed Schedule of Meetings (1st January – 31st December 2020)</u> The proposed Schedule of Meetings for 2020 were approved as follows</p> <p>i) Wednesday 12th February at 11.00 (Grangegorman) ii) Wednesday 13th May at 11.00 (Grangegorman) iii) Wednesday 24th June at 11.00 (Tallaght) iv) Wednesday 23rd September at 11.00 (Blanchardstown) v) Wednesday 4th November at 11.00 (Grangegorman)</p> <p>2. <u>Next Meeting</u> The next meeting is scheduled for Wednesday 12th February 2020 at 11.00am in TU Dublin, Grangegorman, Greenway Hub.</p> <p>SIGNED _____ DATE: 12THFEBRUARY 2020 Professor David FitzPatrick President CHAIRPERSON</p>	<p>APPROVED</p> <p>NOTED</p>