

## Technological University Dublin Academic Council

### MINUTES

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- MEETING 2** Wednesday 12<sup>th</sup> February 2020 (11.00), TU Dublin, Grangegorman, Greenway Hub, Meeting Room 103
- PRESENT:** 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, Sharon Feeney, Bridget Gleeson, Rebecca Gorman, Brian Gormley, Tony Grennan, Assumpta Harvey, Sylvia Healy, Elizabeth Heffernan, Siobhan Killion, Maeve Maguire, Fabian McGrath, Mark McGrath, Tara McKiernan, Fintan Moran, Tom Mulvey, Brian Murphy, Sue Norton, Noel O'Connor, Philip Owende, Tara Rooney, Robert Simpson, Daniel Sogaolu, Maureen Walsh, Pierre Yimbog
- APOLOGIES:** Hayley Keogh, Brian Murray, Isobel O'Reilly, Joy Quigley,
- INVITED:**
- Minute Item [02.01/05] – Diarmuid O'Callaghan (Principal, Blanchardstown Campus)  
– Frank Costello (Head of Enrolment Planning & Admissions, City Campus)
- Minute Item [02.01/06] – Brian Bowe (Head of Academic Affairs & Assistant Registrar, City Campus)  
– Richard Gallery (Registrar, Blanchardstown Campus)  
– Larry McNutt (Registrar, Blanchardstown Campus)
- SECRETARIAT:** Yvonne Cooke (TU Dublin Programme Team)
- DOCUMENTATION:**
- Circulated prior to meeting**
1. Agenda – Academic Council Meeting 2 (12<sup>th</sup> February 2020)
  2. Draft Minutes – TU Dublin Academic Council (Meeting 1 – 11<sup>th</sup> December 2019)
  3. TU Dublin Blanchardstown – Summary Report A and B  
(Includes TU Dublin Blanchardstown - Minutes of Academic Board Meeting (14<sup>th</sup> November 2019)
  4. TU Dublin City and TU Dublin Graduate Research School – Summary Report A and B
  5. TU Dublin City and TU Dublin Graduate Research School – Support Documentation for Noting
  6. TU Dublin City and TU Dublin Graduate Research School – Support Documentation for Approval
  7. TU Dublin Taillight – Summary Report A and B  
(Includes TU Dublin Taillight - Minutes of Academic Board Meeting (29<sup>th</sup> November 2019)
  8. Draft Terms of Reference – Academic Council
  9. Proposed Interim Academic Quality Board – Members Feedback Response
  10. Proposed Interim Academic Quality Board – Revised Draft Terms of Reference
  11. Proposed Interim Academic Quality Board – Proposed Membership Nomination Process
- DOCUMENTATION:**
- Presented at the meeting**
1. Presentation – Draft CAO 2021 Handbook Mockup
  2. Presentation – CAO Applications – 1<sup>st</sup> Year (February 2019)
  3. Presentation – Cinnte Review

REF	ITEM	DECISION
02.01/01	<b>APOLOGIES</b>	
	The Chair welcomed members to the meeting and noted apologies received.	NOTED
02.01/02	<b>MEETING AGENDA</b>	
	The Agenda for the meeting, as had been circulated, was approved and adopted.	APPROVED Proposed: S Feeney Seconded: A Harvey
02.01/03	<b>APPROVAL OF MINUTES</b>	
	The draft Minutes of the first meeting of the Academic Council held on 11 <sup>th</sup> December 2019, as had been circulated, were approved subject to the following amendment under Minute Item [01.01/05(iii)], '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'.	APPROVED Proposed: S Feeney Seconded: A Harvey
02.01/04	<b>MATTERS ARISING</b>	
	The following matters were raised and noted under this item.	
	i) The meeting noted the logistics in facilitating the size of the Academic Council meeting with alternative venues suggested to facilitate meetings if required.	NOTED
	ii) Ensure members receive meeting documentation in a timely manner to enable full and proper consideration to be given to the issues.	NOTED
02.01/05	<ul style="list-style-type: none"> <li><b>DRAFT TU DUBLIN CAO HANDBOOK FOR 2021 STUDENT INTAKE – Presentation</b></li> <li><b>HIGHER EDUCATION ENROLEMENT TRENDS – Presentation</b></li> </ul>	
	<p><b>1. <u>Update on process to develop a coherent TU Dublin CAO Handbook for 2021 student intake</u></b> The Chair welcomed Dr Diarmuid O'Callaghan to the meeting who presented an update on the status of the process to develop a proposed TU Dublin CAO Handbook for 2021 student intake.</p> <p>The group tasked with this project has completed stage one which considered all current programme offerings across six academic discipline based working groups. Stage two had now converted the output from the academic groups to a draft layout, developed by the layout working group, which was presented to Academic Council for its consideration.</p> <p>Academic Council noted this process involved engagement with over two hundred staff at different times with some external facilitation at critical points. It also noted that the scale of change achieved was a balance between significant change and not introducing excessive change in the first year. The format presented has the capacity for further change within the style proposed over subsequent years. It was further noted that this process had strict deadlines with receipt of this document by the CAO in early March.</p> <p>Following discussion Academic Council agreed in principle to the structure of the proposed draft TU Dublin CAO Handbook for 2021 student intake.</p>	<p>NOTED</p> <p>NOTED</p> <p>NOTED</p> <p>AGREED</p>
	<p><b>2. <u>Higher Education Enrolment Trends</u></b> The Chair welcomed Mr Frank Costello to the meeting who presented an overview on TU Dublin CAO enrolment trends as of 1<sup>st</sup> February 2021. Responding to members concerns and queries raised in relation to the data presented, it was noted that a number of areas were being targeted including increased marketing budget, advertising, feeder schools and internal strategies. Members' queries in relation to transport and links to different campuses were noted. Academic Council noted a copy of the historical data excluding 2020 figures would be circulated to members for information.</p> <p>The Chair thanked Dr O'Callaghan and Mr Costello for their presentations.</p>	NOTED

REF	ITEM	DECISION
02.01/06	<b>CINNTE REVIEW</b>	
	<p>The Chair welcomed Dr Brian Bowe and Dr Richard Gallery to the meeting who presented an overview of QQI's review (<i>Cinnté Review</i>) of higher education institutes including Universities, Institutes of Technology and RCSI. The Cinnté Review cycle (2017-2023) is a review of the effectiveness of the University's quality assurance procedures. TU Dublin met with QQI in 2019 and a timeframe for 2021 was set for completion of this review with no leeway within this timeframe. A Steering Group chaired by Dr Bowe had been set up and comprises a cross sector of University staff.</p>	NOTED
	<p>Academic Council noted the review has four purposes including encouraging a QA culture, enhancing the student learning environment and experience within the University, providing feedback to the University on quality and impact of mission, strategy and governance and providing feedback on overall effectiveness of the University's quality assurance. It will contribute to public confidence in the quality of the University by promoting transparency and public awareness and facilitate quality enhancement by using evidence-based, objective methods.</p>	NOTED
	<p>Academic Council noted that the review will be informed by the TU Dublin strategic plan and a review of current and past practices. The Cinnté QA Survey is the first step in this process.</p>	NOTED
	<p>Following discussion and input by members the Chair thanked Dr Bowe and Dr Gallery for their presentation</p>	NOTED
02.01/07	<b>ACADEMIC COUNCIL REPORTS</b>	
	<p>1. <b>BLANCHARDSTOWN REPORTS</b>            i) Summary Report A (<i>for noting</i>)            ii) Summary Report B (<i>for approval</i>)</p>	NOTED APPROVED
	<p>2. <b>CITY- GRADUATE RESEARCH SCHOOL REPORTS</b>            i) Summary Report A (<i>for noting</i>)            ii) Summary Report B (<i>for approval</i>)            iii) Support Documentation (<i>for noting</i>)            iv) Support Documentation (<i>for noting</i>)</p>	NOTED APPROVED NOTED NOTED
	<p>3. <b>TALLAGHT</b>            i) Summary Report A (<i>for noting</i>)            ii) Summary Report B (<i>for approval</i>)</p>	NOTED APPROVED
02.01/08	<b>ACADEMIC COUNCIL COMMITTEES</b>	
	<p>i) <b>Draft Terms of Reference Academic Council</b>            Following a number of queries and concerns raised by members in relation to the draft document it was agreed that a revised draft would be circulated to members for their review in advance of the Academic Council meeting on 13<sup>th</sup> May 2020.</p>	AGREED
	<p>ii) <b>Proposed Interim Academic Quality Board</b>            Responding to clarifications and concerns raised in relation to establishing this Board including its role, purpose, membership and timeframe, it was agreed that an additional meeting in advance of the scheduled meeting on 13<sup>th</sup> May 2020 would take place to enable members more time to discuss the Interim Academic Quality Board and proposed Academic Council Committees in more detail.</p>	AGREED
	<p>It was agreed that this meeting would be a one Agenda Item meeting only – '<i>Proposed Academic Council Interim Academic Quality Board and Academic Council Committees</i>'.</p>	AGREED
	<p>iii) <b>Proposed Academic Council Committees</b>            This item was noted as deferred to the additional meeting referenced under Minute Item [02.01/06(ii)] above.</p>	NOTED

REF	ITEM	DECISION
02.01/09	<b>PROPOSED TOPICS FOR FUTURE MEETINGS</b>	
	<p>Academic Council noted the following topics will be presented at future meetings:</p> <ul style="list-style-type: none"> <li>• Quality Framework Consultation on TU Dublin</li> <li>• Cinnte Review – Profile</li> <li>• TU Dublin Graduate Research Regulations</li> <li>• Programme Module Catalogue</li> <li>• Strategic Plan – Education Model</li> </ul>	NOTED
02.01/10	<b>ANY OTHER BUSINESS</b>	
	<p>The following matter was raised under this item:</p> <p>i) <b><u>Non-members in attendance at Academic Council meetings</u></b>            Academic Council noted that only members of Academic Council have the right to attend Academic Council meetings. Non-members may be invited to attend all or part of a meeting for a specific purpose, as and when appropriate. It was also noted that student representatives are nominated for appointment to Academic Council by the Executive of TU Dublin Students' Union in accordance with its own procedures.</p>	NOTED
02.01/11	<b>MEETINGS</b>	
	<p>1. <b><u>Additional Academic Council Meeting</u></b>            This item was discussed and agreed under Minute Item [02.01/06(ii)] above and the secretariat will notify members of this meeting date as soon as possible.</p> <p>2. <b><u>Scheduled Academic Council Meeting</u></b>            The next scheduled Academic Council meeting takes place on <b>Wednesday, 13<sup>th</sup> May 2020 at 11.00am</b> in TU Dublin, Grangegorman.</p> <p>SIGNED _____ DATE: 28<sup>TH</sup> APRIL 2020  <b>Professor David FitzPatrick</b>  <b>President</b>  <b>CHAIRPERSON</b></p>	<p>AGREED</p> <p>NOTED</p>