

ACADEMIC COUNCIL

MINUTES

Meeting 20: 11.00am on Tuesday 21st February 2023 via *Microsoft Teams and in the Venture Room, Synergy Centre, Tallaght*

Present: David FitzPatrick (Chairperson), Mary Meaney (Registrar), Brian Bowe, Catriona Barrett, Kevin Byrne, Ruth Casey, Gary Clynch, Michael Collins, Joe Condon, Anna Cruickshank, Ann Curran, James Curtin, James Curry, Amanda Dixon, Dominic Dillane, John Doran, Clare Erikson, Jennifer Farrell, Adrienne Fleming, Anthony Grennan, Chris Hills, Amit Jaiswal, Brian Jordan, Brendan Jennings, Allison Kavanagh, Ian Kelly, Con Kennedy, Aidan Kenny, Gemma Kinsella, Eoin Langan, Mary Lennon, Tania Malik, Jen Manning, Orla McDonagh, Mark McGrath, Pilar Molina, Mairead Murphy, Helen O'Brien Gately, Rachel O'Connor, Bob O'Mhurcu, Chris O'Ralaigh, Will Peters, Pramod Pathak, Jessica Perez, Mary Scally, Nikolaos Valantasis Kanellos, Claire Wynne

Apologies: Zeinab Badri, Saoirse Daly

Absent: Tim Mc Nulty, Thomas Stone

In attendance: Bronagh Lowe, Laura Reilly, Ger Reilly (for item 20/9)

Documents circulated:

Agenda	
Item 2	Draft Minutes of meeting held on 07/12/22
Item 6(a)	Academic Council Terms of Reference & Membership (note Governing Body amendment)
Item 6(b)	Revised Terms of Reference of Academic Council Sub Committees – UPB & QAEC
Item 6(c)	Types of Decision Making at Academic Council/Sub Committee/Board Meetings
Item 6(d)	Nomination of Academic Council members to Sub Committees (elected members)
Item 7	Exam results/Ratification of Awards
	(i) Faculty of Arts and Humanities
	(ii) Faculty of Business
	(iii) Faculty of Computing, Digital and Data
	(iv) Faculty of Engineering and Built Environment
	(v) Faculty of Sciences and Health
	(vi) Graduate Research School Board
Item 8	Draft Academic Calendar 2023/2024
Item 11	Honorary Awards Process

Ref	Item	Action (including Action Owner & Timeline)
20/1	Welcome and Introductions The Chair welcomed members to this the first meeting of the newly constituted Academic Council and invited members to introduce themselves.	
20/2	Apologies Apologies were recorded.	NOTED
20/3	Agenda The agenda was approved as circulated.	APPROVED

20/4	Draft minutes of previous meeting Draft minutes of the meeting held on 7 th December 2022 were approved.	<i>APPROVED</i>
20/5	Matters arising No business was discussed.	
20/6	Academic Council and its Committees <p>(a) Academic Council Terms of Reference & Membership (note Governing Body amendment) Academic Council noted its revised terms of reference (including an amendment to membership) as approved by Governing Body on 12th December 2022.</p> <p>(b) Revised Terms of Reference of Academic Council Sub Committees Academic Council approved the following revised terms of reference:</p> <p>(i) University Programmes Board</p> <p>(ii) Academic Quality Assurance & Enhancement Committee</p> <p>(c) Types of Decision Making at Academic Council/Sub Committee/Board Meetings Academic Council noted the document outlining the types of Decision Making at Academic Council/Sub Committee/Board Meetings.</p> <p>(d) Nomination of Academic Council members to Sub Committees (elected members) B. Bowe addressed the above item.</p> <p>It was noted that the terms of reference of Academic Council Sub Committees provide for 3 Academic Council members (non-ex officio) be elected to each Sub Committee (UPB, AQAEC, ARPPOC and SEC) and that a request for expressions of interest was circulated to members by the Returning Officer last week.</p> <p>It was also noted that more nominations were received than are required for 3 Sub Committees therefore elections are required. Relevant Academic Council members will be requested to confirm their interest in participating in the election process.</p> <p>In response to a query in relation to clarity of process around the selection of Committee members regarding gender balance it was noted that a review of the appointment process will be undertaken following the completion of the Sub Committee elections.</p> <p>(e) Approved Minutes Academic Council noted the following approved minutes of its Sub Committee:</p> <p>(i) University Programmes Board (11/10/22): https://www.tudublin.ie/intranet/academic-council/university-programmes-board/</p>	<p><i>NOTED</i></p> <p><i>APPROVED</i></p> <p><i>NOTED</i></p> <p><i>NOTED</i></p> <p><i>NOTED</i></p> <p><i>NOTED</i></p>
20/7	Recommendations for Major Awards Academic Council ratified awards submitted as follows: <ul style="list-style-type: none"> (i) Faculty of Arts and Humanities (ii) Faculty of Business (iii) Faculty of Computing, Digital and Data (iv) Faculty of Engineering and Built Environment 	<i>RATIFIED</i>

	(v) Faculty of Sciences and Health (vi) Graduate Research School Board	
20/8	<p>Academic Calendar 2023/2024 (draft) B. Bowe provided context in relation to the above item with particular reference to the work of Academic Council's Academic Calendar Working Group.</p> <p>Academic Council deferred approval the draft Academic Calendar 2023/2024.</p> <p>Following discussion Academic Council agreed that the draft calendar should be revised as follows:</p> <ul style="list-style-type: none"> Semester 2 Review week should be moved from Week 8 to Week 13 'End of the Academic Year' should be updated to 31 August 2024 (and 'End of Teaching Semester' recorded as week commencing 17/06/24) <p>It was suggested that clarity should be provided to students in relation to the duration of January assessments i.e. either 2 weeks or 3 weeks.</p> <p>It was also suggested that Assessment/Examination Results should be issued on a set date and not 'as they become available'.</p> <p>It was agreed that derogations from the calendar to allow for assessments before the Winter Break should be in place prior to the commencement of the academic year and approval of any such derogations should be based on special requirements due to programme structure.</p> <p>It was agreed that the revised academic calendar should be circulated to members for approval before the next meeting.</p> <p>There was some discussion in relation to the importance of clarity in relation to assessment matters that feed into the academic calendar and B. Bowe undertook to draft terms of reference for an Assessment Strategy Working Group for circulation to members together with the revised academic calendar.</p>	<p>APPROVAL DEFERRED</p> <p>AMENDMENTS TO CALENDAR APPROVED</p> <p>AGREED</p> <p>REVISED ACADEMIC CALENDAR TO BE CIRCULATED TO MEMBERS FOR APPROVAL</p> <p>TERMS OF REFERENCE OF ASSESSMENT STRATEGY WORKING GROUP TO BE CIRCULATED</p>
20/9	<p>Recent National developments and current status of Apprenticeship Education – Presentation G. Reilly joined the meeting to outline a presentation in relation to the above item.</p> <p>It was agreed that the presentation should be circulated to members and that any queries should be submitted directly to Mr O'Reilly.</p>	<p>NOTED</p> <p>CIRCULATE PRESENTATION</p>
20/10	<p>Ongoing Academic Developments B. Bowe outlined a presentation in relation to the following ongoing academic developments:</p> <ul style="list-style-type: none"> Quality Framework Education Model NTUTOR SRMS Student Feedback System Programme & Module Catalogue 	<p>NOTED</p>
20/11	<p>Honorary Awards Process Academic Council noted the documentation submitted outlining the Honorary Awards Process.</p> <p>It was noted that the Honorary Conferings process has been approved in principle by UET at its meeting on 16th February 2023.</p> <p>It was agreed that suggestions made by members in relation to the widening of</p>	<p>NOTED</p>

	membership of the Honorary Degrees and Fellowships Committee should be taken on board and a revised process should be brought back to Academic Council.	REVISED PROCESS TO BE BROUGHT BACK
20/12	<p>Any other business</p> <p>(a) Communication of Academic Council business It was noted that Academic Council minutes and related documentation are currently available on the Staff Intranet.</p> <p>It was also noted that the Academic Affairs website is currently under development and that this will include a section on Academic Governance encompassing Academic Council and its Sub Committees.</p> <p>It was noted that a summary report of Academic Council decisions is circulated to Faculty Deans and other relevant staff as soon as possible after meetings.</p> <p>(b) ECTS credits In response to a query, the Registrar clarified that ECTS credits should be in blocks of 5 and that a move to blocks of 10 ECTS credits per module would be preferable for more effective and targeted assessments.</p>	<p>NOTED</p> <p>NOTED</p>
	<p><u>Date of next meeting: 11.00am on Wednesday 26th April 2023</u> <u>Venue is St. Laurence's Church, Grangegorman</u></p>	

SIGNED

Professor David FitzPatrick
President
CHAIRPERSON

DATE: 26TH APRIL 2023