



MINUTES

Meeting	: SETU Academic Council
Meeting Number	: 9
Date	: 10 December 2024
Duration	: 11.00am – 12.45pm
Attendees	: Prof. Veronica Campbell (Chairperson), Dr. Derek O’Byrne (Secretary), Ms. Amanda Freeman-Gater, Mr. Aubrey Storey, Mr. Brian Power, Mr. David Denieffe, Dr. David Scanlon, Dr. Eileen Doyle-Walsh, Ms. Emer McGann, Dr. Katherine Cagney, Ms. Katie Haughney, Ms. Laura Widger, Mr. Mark Dunne, Prof. Marie Claire Van Hout, Dr. Mrinal Chada, Dr. Patricia Mulcahy, Dr. Pauline Flanagan, Dr. Stephen Whelan, Dr. Suzanne Denieffe, Dr. Tony Murphy, Ms. Yvonne Scully
In attendance	: Dr. Chris O’Riordan (item 9)
Secretariat	: Ms. Margaret Maher
Apologies	: Dr. Cathal Nolan, Dr. Cara Daly, Dr. Ciara O’Hagan, Dr. Claire O’Gorman, Mr. Conor Phelan, Mr. Corey Shanahan, Dr. Corinne Power O’Mahony, Dr. Daire O’Broin, Dr. Danielle Douglas, Mr. David O’Callaghan, Dr. Dean Callaghan, Mr. Derek Sheridan, Mr. Gregg Murphy, Dr. Hazel Farrell, Dr. Helen Murphy, Dr. Janette Davies, Ms. Eleanor Kent, Dr. Frances Hardiman, Dr. Geraldine Cleere, Prof. John Wells, Dr. Karen Hennessy, Dr. Kathleen Moore-Walsh, Dr. Ken Thomas, Mr. Kevin Doolin, Dr. Maeve Doyle, Mr. Martin Walshe, Mr. Michael Tobin, Prof. Peter McLoughlin, Dr. Richard Coady, Ms. Sadhb Reddy, Dr. Sinéad O’Halloran, Ms. Siobhan Wall, Dr. Thomas O’Toole, Dr. Tony Murphy

1. Minutes of Academic Council Meeting of 15 October 2024

AGREED: The minutes of the Academic Council Meeting of 12 November 2024 were approved.

2. Matters Arising

NOTED: The legal review of the Policy on Providing Academic References to Students has been completed with some minor changes. Academic Council to be kept updated as to the approval status of this policy.

3. Policies for Approval

NOTED: There were no policies for approval.

4. Committee Reports

4.1 Research & Research Programmes Committee

The Draft Minutes of the Research & Research Programmes Committee meeting of the 26 November 2024 were circulated prior to this meeting.

AGREED: As per the Committee Report the following were approved by Academic Council:

Application Type	Number of Applicants
Nomination of Examiner	2

NOTED: The Research & Research Programmes Committee is seeking volunteers for the Artificial Intelligence Working Group and the Working Group on Procedure for Managing Allegations of Misconduct in Research.

4.2 Taught Studies Programmes, Teaching & Learning Committee

The Draft Minutes of the Taught Studies Programmes, Teaching & Learning Committee meeting of the 26 November 2024 were circulated prior to this meeting. Some members of the Taught Studies Programmes, Teaching & Learning Committee felt the minute recorded under TPC09-05 Policy Documents for the Master of Pharmacy Programme did not accurately reflect the discussion and it was agreed this should be raised at the next meeting of that Committee before approving the final version of the Minutes.

AGREED: the procedure for presenting minutes of subcommittees to Academic Council to be reviewed.

AGREED: The following were approved by Academic Council:

Minor Change Applications

- Include new approved universal module *Enterprise, Innovation & Commercialisation* on Structured PhD
- Change of module title from *Introduction to Food Science* to *Introduction to Food Science and Nutrition* and modify one learning outcome for September 2025.
- BEng (Honours) in Sustainable Civil Engineering

Applications for temporary changes to delivery and assessment of modules for semester 1 2024-25

External Examiner Nominations

Category	Number of External Examiners
New Programme Examiner contracts Sept 2024 – Sept 2027	9
One-year Programme Examiner extension to Sept 2025	1
Two-year Programme Examiner extension to Sept 2026	1
Three-year Programme Examiner extension to Sept 2027	4
New contract Subject Areas Examiners Sept 2024 – Sept 2027	12

4.3 Student Experience Committee

The Minutes of the Student Experience Committee meeting of the 11 November 2024 and draft Minutes of the Student Experience Committee meeting of 3 December 2024 were circulated prior to this meeting. Members noted work is ongoing on the Student Experience Survey and the Access and Widening Participation Policy.

AGREED: The following Academic Committee for International Scholarships and awards (ACISA) documents were circulated prior to this meeting and were approved by Academic Council:

- Governance of the Government of Ireland (GoI) and Irish Aid Fellowships at SETU
- SETU International (non-EU) Student Entry Awards Policy 2024-25
- SETU International (non-EU) Student Ambassador Policy
- SETU Scholarship Application, Deadline and Process

4.4 GenAI Steering Committee Report

The reports from the GenAI Steering Committee meetings of 7 November and 29 November 2024 were circulated prior to this meeting and were noted by Academic Council.

5. Ratification of Examination Results

A list of programmes approved at autumn exam board meetings across the University was presented to Academic Council for ratification.

AGREED: Academic Council note and approve exam results determined at examination boards for the Departments and programmes listed in appendix A.

6. Research, Innovation and Impact Strategy

Draft "SETU Connection Research to Impact 2024-2028" was circulated prior to this meeting. Prof. Van Hout advised members that the draft document is for discussion and has previously been presented to the Executive Management Team and Governing Body. A postgraduate webinar is scheduled for Friday, 13 December 2024 and members suggested, if possible at this stage, that post doctoral researchers be invited to the webinar. The final version of the document including a detailed operational plan is to be presented to Governing Body in Q1 2025 and, following final approval, the strategy will be launched.

7. Work Plan for Academic Council Process 2024/5

Draft work plan for Academic Council for 2024/25 academic year was circulated prior to this meeting. Additions/amendments received since the previous meeting of Academic Council have been incorporated into the work plan.

AGREED: The following amendments/additions to the Work Plan for Academic Council Process 2024/25 were approved by Academic Council.

- Draft Academic Delivery Framework to be presented to Academic Council in March 2025 with the final version to be presented at the April 2025 meeting of Academic Council.
- Update on Faculty quality reports to be presented at April 2025 meeting of Academic Council
- TrustEd application – draft application to be presented at January 2025 meeting of Academic Council with final application to be presented at March 2025 meeting of Academic Council.

8. Update on IT Issues

D. Denieffe provided an update on the current status following the recent cyber security incident. Members raised a number of concerns which included student access to internet and printing facilities; the unsatisfactory move of certain classes to online delivery; timeframes for restoring the network access to the Walton building and the frustrations of the student body.

In relation to exams, members were reminded that Programme Boards have the authority to modify delivery and assessment, where appropriate, and the VP Academic, Teaching & Learning undertook to discuss any issues with the SU President. He also advised members that he is due to meet with the Administration Team to discuss the processing of examination results and that Registry and IT teams are currently working on this.

Concern was also expressed over the ability to register incoming students in January as this is currently being done manually with associated resource implications. Members acknowledged the work of Ms. Anne-Marie Frampton and Ms. Aishling O'Toole in trying to find a solution to this. A cohort of students are due to commence a programme in the Department of Computing and Mathematics in January 2025 and as this programme is delivered fully online, it was agreed the possibility of initially registering these students through the Carlow campus should be explored.

D. Denieffe advised that efforts are continuing to improve Wi-Fi services and acknowledged that some staff are still experiencing connectivity and speed issues. Wi-Fi services will be extended to College Street, the West Campus, the Granary, and the Applied Technology Building, as quickly as possible.

NOTED: A further update to all staff is due later this week.

AGREED: Report on Semester 1 examination results – year-on- year comparison to be presented to a future meeting of Academic Council.

9. Teaching, Learning and Assessment Strategy Working Group

Document “*Draft Proposal for the establishment of an SETU Teaching, Learning and Assessment Strategy Working Group*” was circulated prior to this meeting and was noted by Academic Council. The Working Group will produce a Teaching, Learning and Assessment Strategy for SETU and, together with the associated implementation plan, will be presented to Academic Council for approval. The Strategy will align with the University’s mission, vision, values and overall strategy as set out in *Connecting for Impact 2023-28*, and will aim to enhance the quality of teaching, learning and assessment within SETU.

Dr. Chris O’Riordan joined the meeting and gave a brief presentation on the proposal for the establishment of an SETU Teaching, Learning and Assessment Strategy Working Group which included introduction, objectives and process, structures, membership and timelines.

10. Academic Unit Review – Department of Nursing

Dr. D. O’Byrne advised members that Academic Unit Review had been considered by the Joint Quality Committee at its meeting earlier today. Plans for the Department of Nursing & Health Care Academic Unit Review are in train with an expected completion date of the end of this academic year. It was agreed that a multi-year schedule of reviews and a guidance/procedure document for such reviews would be developed.

11. A.O.B

NOTED: Ms. Mairéad Boland has left SETU and members acknowledged her contribution to Academic Council and wished her well in her new role in QQI.

NOTED: The Chairperson thanked all members for their contribution to Academic Council and wished all a happy Christmas.

Signed: _____ Date: _____

Appendix A

Academic Council Meeting 10 December 2024

Item 5 – Ratification of Examination Results

Academic Council Meeting 10 December 2024
Examination Ratifications
Campus: Carlow & Wexford



	Faculty	Department	Banner Programme Code	Programme Title	Stage	Number of Learners	Exam Board Date
1	Education and Lifelong Learning	Carlow Lifelong Learning	CW_BRSCY_M	Master of Science in Supply Chain Management	Award	1	25/11/2024
2	Education and Lifelong Learning	Carlow Lifelong Learning	CW_BRSDL_CXM	Certificate in Sustainable Supply Chain and Logistics	Award	4	02/12/2024
3	Education and Lifelong Learning	Wexford Lifelong Learning	CW_BXSDL_CXM	Certificate in Sustainable Supply Chain and Logistics	Award	3	02/12/2024
4	Education and Lifelong Learning	Carlow Lifelong Learning	CW_HRGES_MXM	Certificate in Gestalt Theory	Award	1	02/12/2024
5	Education and Lifelong Learning	Carlow Lifelong Learning	CW_HRHIP_MXM	Certificate in Humanistic and Integrative Psychotherapy Theory	Award	1	02/12/2024
6	Education and Lifelong Learning	Carlow Lifelong Learning	CW_BRASM_A	Certificate in Advanced Strategic Management	Award	1	02/12/2024
7	Education and Lifelong Learning	Carlow Lifelong Learning	CW_HRLLW_BXM	Diploma in Law	Award	2	02/12/2024

Presented by Dr Derek O'Byrne
Vice President for Academic Affairs, Teaching and Learning
10 December 2024