



MINUTES

Meeting	: SETU Academic Council
Meeting Number	: 8
Date	: 12 November 2024
Duration	: 10.15am - 12.08pm
Attendees	: Prof. Veronica Campbell (Chairperson), Dr. Derek O'Byrne (Secretary), Ms. Amanda Freeman-Gater, Mr. Aubrey Storey, Mr. Brian Power, Dr. Cathal Nolan, Dr. Cara Daly, Dr. Ciara O'Hagan, Mr. Conor Phelan, Mr. Corey Shanahan, Dr. Corinne Power O'Mahony, Dr. Daire O'Broin, Dr. Danielle Douglas, Mr. David Denieffe, Mr. David O'Callaghan, Dr. David Scanlon, Dr. Dean Callaghan, Mr. Derek Sheridan, Dr. Eileen Doyle-Walsh, Ms. Emer McGann, Mr. Gregg Murphy, Dr. Hazel Farrell, Dr. Helen Murphy, Dr. Janette Davies, Dr. Karen Hennessy, Dr. Katherine Cagney, Ms. Katie Haughney, Mr. Kevin Doolin, Ms. Laura Widger, Dr. Maeve Doyle, Mr. Mark Dunne, Prof. Marie Claire Van Hout, Mr. Martin Walshe, Mr. Michael Tobin, Dr. Mrinal Chada, Dr. Patricia Mulcahy, Dr. Pauline Flanagan, Prof. Peter McLoughlin, Dr. Richard Coady, Dr. Sinéad O'Halloran, Ms. Siobhan Wall, Dr. Stephen Whelan, Dr. Suzanne Denieffe, Dr. Thomas O'Toole, Ms. Yvonne Scully
In attendance	: Dr. Chris O'Riordan (observing) Dr. Colette Moloney (observing) Ms. Mairéad Boland (observing) Dr. Paul O'Leary (observing)
Secretariat	: Ms. Margaret Maher
Apologies	: Dr. Claire O'Gorman, Ms. Eleanor Kent, Dr. Frances Hardiman, Dr. Geraldine Cleere, Prof. John Wells, Dr. Kathleen Moore-Walsh, Dr. Ken Thomas, Ms. Sadhb Reddy, Dr. Tony Murphy

1. Minutes of Academic Council Meeting of 15 October 2024

AGREED: The minutes of the Academic Council Meeting of 15 October 2024 were approved.

2. Matters Arising

NOTED: As agreed at the previous meeting of Academic Council, the Policy on Providing Academic References to Students has been sent to the University Secretary for advice on legal review.

3. Policies for Approval

3.1 University Reviews Policy & 3.2 Academic Unit Review Policy.

The University Reviews Policy and Academic Unit Review Policy and Academic Unit Review Procedure were circulated prior to this meeting. The Policies were approved in principle at the previous meeting of Academic Council subject to changes discussed at that meeting and feedback received being incorporated into the documents. Revised versions are presented today and while members welcomed these there was still some concern that the focus of the Academic Unit Review Policy was too broad and may be difficult to achieve. Members commented that the process for peer review needs to be transparent, there needs to be reference to academic disciplines (Teaching & Research) and service /external engagement. In relation to the Academic Unit Review Procedure document, members commented that this does not reflect the other two policies at present but acknowledged this may be an editorial issue. It was suggested that the inclusion of a schematic representation of the review process and a diagram of review processes within the SETU University Reviews Policy would provide clarity.

AGREED: University Reviews Policy and Academic Unit Review Policy will now move to the next stage of the approval process.

4. Committee Reports

4.1 Research & Research Programmes Committee

The Minutes of the Research & Research Programmes Committee meeting of the 22 October 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	1

NOTED: The Research, Innovation and Impact Strategy to be included as an agenda item for the next meeting of Academic Council.

4.2 Taught Studies Programmes, Teaching & Learning Committee

The Minutes of the Taught Studies Programmes, Teaching & Learning Committee meeting of the 22 October 2024 were circulated prior to this meeting.

AGREED: The following were approved by Academic Council:

Minor Change applications:

- BA (Honours) in Culinary Arts

- BSc (Honours) in General Nursing, BSc (Honours) in Psychiatric Nursing, BSc (Honours) in Intellectual Disability Nursing.
- BSc in Health care Studies (Exit Award)
- *Introduction to Food Science* module

Late 2024-25 Annual Programme Review Changes

- Late Annual Programme Review changes presented by Carlow and Wexford campuses.

External Examiner Nominations

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

Category	Number of External Examiners
Programme Examiners – new contracts Sept 2024- Sept 2027	5
Programme Examiners – one-year extensions to Sept 2025	2
Subject Group Examiners – new contracts Sept 2024 – Sept 2027	3
Subject Group Examiners – one-year extensions to Sept 2025	19
Subject Group Examiners – Additions to the current contract	2

NOTED: Work continues on the Terms of Reference, membership, scope, timelines and deliverables of the Teaching, Learning and Assessment Strategy working Group. This will be included as an agenda item at the next meeting of Academic Council.

4.3 Student Experience Committee

The Student Experience Committee met on Monday 11 November 2024, minutes of this meeting will be presented at the next meeting of Academic Council. D. Denieffe advised members that matters discussed included student survey, international survey and access & widening participation policy.

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. Academic Delivery Framework

Draft discussion paper “Developing the SETU Academic Delivery Framework – current model, practices identified and decisions to make” was circulated prior to this meeting.

Dr. Chris O’Riordan joined the meeting and gave a presentation on the Academic Delivery Framework Working Group first advising members that the purpose of the presentation is to contextualise the body of work already undertaken by the Working Group in the development of the paper, the request of Council at this juncture, and proposed next steps for this work. Dr. O’Riordan advised members that decisions are not being sought from Council at this stage;

the purpose of bringing this draft paper in its totality now is to have a broad discussion on the pathway forward for this work.

Members raised a number of queries including volume of change required, timeline for these changes, function of Programme Boards, pace of harmonisation of standards across all campuses, flexibility in relation to different student cohorts, and IT Systems. Members suggested a three-year plan be developed to include a list of priorities and timeframes to show a clear pathway for this process.

AGREED: Comments raised today will be brought back to the Academic Delivery Framework Working Group. Academic Delivery Framework will be included as a regular agenda item for future Academic Council meetings.

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. Members noted the work plan should also include both the Gen AI and Academic Delivery Framework Working Groups.

AGREED: Members to advise D. O'Byrne of any items they wish to have included on the work plan. Chairperson and D. O'Byrne to liaise on final work plan.

8. Graduation Update

Dr. Derek O'Byrne advised members that approximately 3950 students were conferred with their awards at the recent graduation ceremonies. This set of graduations also saw the awarding of five Honorary Doctorates. Dr. O'Byrne acknowledged the work of the administration teams, support teams and academics in making this such a memorable occasion for our graduates.

It was noted that each Faculty was split across a number of days and it was agreed this would be looked at to explore what is feasible for next year. Members also commented on the lack of Programme Leader involvement in the ceremonies. Overall, feedback received on the events has been very positive.

9. 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 contradictory advise re changing passwords, consistency of communications, communications with student, power supply in some buildings, student attendance. A member raised concerns over PhD stipend payments and it was agreed they should liaise with D. Denieffe on this issue.

In relation to exams, members queried if there is any flexibility to change assessment type. D. O'Byrne advised members that Programme Boards have the authority to modify delivery and assessment where appropriate and that he had communicated with Heads of Faculty on the Waterford campus in relation to this. Members queried when the exam timetables will be published on all campuses, D. O'Byrne undertook to look into this as a priority matter.

10. Regional Skills

Document “*Assessment of Lifelong Learning Needs in the South East of Ireland*” was circulated prior to this meeting. This report was commissioned in 2024 to inform South East Technological University’s (SETU) response to the burgeoning need for university-level lifelong learning provision in the South East region. Dr. Helen Murphy gave a brief presentation on the document. Members welcomed the report but noted that areas such as human resources, accountancy, early childhood studies and social care are not referenced in the report. Dr. Murphy acknowledged the report does not cover all areas and is happy to engage with colleagues on this.

11. A.O.B

NOTED: A member raised the issue of access to awarded payments particularly under SATLE and N-TUTORR funding. D. Denieffe to liaise with VP Finance on this issue.

NOTED: Concern has been raised at Programme Board level regarding the Career Focused Points Scheme discussed at the previous meeting of Academic Council. Members were reminded that the report from the pilot scheme will be brought to Academic Council before any decision is made to roll this initiative out further across the University.

NOTED: As advised earlier in the meeting the Policy on Providing Academic References to Students has been sent to the University Secretary for advice on legal review. Once this process is complete the Policy will be submitted for approval to the Policy Committee of Governing Body and once approved by this Committee it will be communicated to all staff and published on our website.

Signed: _____

Date: _____

Appendix A

Academic Council Meeting 12 November 2024

Item 5 – Ratification of Examination Results

Academic Council Meeting

Examination Ratifications

Waterford Campus



School	Department	Banner Programme Code	Programme Title	Stage	Number of Students	Exam Board Date
FoELL	Lifelong Learning	C00266191	Master of Arts in Humanistic and Integrative Psychotherapy (Clinical)	Final	3	23/10/2024

Presented by: Dr. Derek O'Byrne
Vice President for Academic Affairs and Registrar
SETU Waterford

Academic Council Meeting 12 November 2024
Examination Ratifications
Campus: Carlow



	Faculty	Department	Banner Programme Code	Programme Title	Stage	Number of Learners	Exam Board Date	COMMENT
1	Lifelong Learning	Carlow Lifelong Learning	CW_HRHIP_M	Master of Arts in Humanistic and Integrative Psychotherapy (Clinical)	Award	1	30/09/2024	This is a correction to Exam Ratification File from Carlow Lifelong Learning submitted to Academic Council in October 2024.
2	Lifelong Learning	Carlow Lifelong Learning	CW_BRLBM_H	Higher Diploma in Business in Management	Award	1	14/10/2024	This is a correction to Exam Ratification File from Carlow Lifelong Learning submitted to Academic Council in October 2024.
3	Engineering and Built Environment	Aerospace and Mechanical Engineering	CW_EEACS_D	Bachelor of Engineering in Aircraft Systems	1	4	14/10/2024	
4	Engineering and Built Environment	Aerospace and Mechanical Engineering	CW_EEAER_B	Bachelor of Engineering(Honours) in Aerospace Engineering	1	3	14/10/2024	
5	Engineering and Built Environment	Aerospace and Mechanical Engineering	CW_EEMEC-D	Bachelor of Engineering in Mechanical Engineering	1	1	14/10/2024	
6	Engineering and Built Environment	Aerospace and Mechanical Engineering	CW_EMMEC_B	Bachelor of Engineering (Honours) in Mechanical Engineering	1	7	14/10/2024	
7	Engineering and Built Environment	Aerospace and Mechanical Engineering	CW_EEACS-D	Bachelor of Engineering in Aircraft Systems	1	1	22/10/2024	
8	Lifelong Learning	Carlow Lifelong Learning	CW_HRHIP_M	Master of Arts in Humanistic and Integrative Psychotherapy (Clinical)	Award	3	23/10/2024	
9	Lifelong Learning	Carlow Lifelong Learning	CW_HRHIP_MX9	Postgraduate Diploma in Arts in Humanistic and Integrative Psychotherapy Theory (Clinical)	Award	1	23/10/2024	

Presented by
Dr Derek O'Byrne

Vice President Academic Affairs Teaching and Learning

12 November 2024