SE
TU

Ollscoil
Teicneolaíochta
an Oirdheiscirt

South East
Technological
University

MINUTES

Meeting	:	SETU Academic Council
Meeting Number	:	14
Date	:	17th October 2023
Duration	:	10.15am – 11.40pm
Attendees	:	Dr. Derek O'Byrne (Acting Chairperson), Dr. Hazel Farrell, Ms. Mary Lyng, Dr. Laura Keane, Mr. Mark Dunne, Mr. John Maher, Dr. Greg Doyle, Ms. Alicia Lewandowska, Dr. Janette Davies, Mr. Ken McCarthy, Dr. Colette Moloney, Dr. Orla O'Donovan, Mr. Liam O'Shea Dr. Padraig Kirwan, Dr. Cara Daly, Dr. Cathal Nolan, Dr. Anne Graham, Mr. Aubrey Storey, Mr. Larry Banville, Dr. David Scanlon, Dr. Zeta Dooly, Dr. David Dowling, Dr. Corinne Power O'Mahony, Dr. Tom O'Toole, Ms. Claire Fitzpatrick, Dr. Geraldine Cleere Dr. Frances Hardiman, Mr. Patrick Morgan, Ms. Victoria McDonagh, Dr. Louise Bennett, Dr. Suzanne Denieffe, Dr. Ken Thomas, Dr. Brian Casey, Dr. Eileen Doyle, Dr. Dina Brazil, Dr. Paula Rankin, Dr. Karen Hennessy, Mr. Kevin Doolin, Prof. Michael Harrison
In Attendance	:	Ms. Deirdre Harkin, Recognition of Prior Learning Project Lead (Item 7)
Secretariat	:	Ms. Margaret Maher
Apologies	:	Prof. Veronica Campbell, Mr. David Denieffe, Dr. Carmel Smith, Ms. Úna Grant, Dr. Helen Murphy, Dr. Rosemary O'Hara, Dr. Chris Meudec, Dr. Sharon Harris Byrne, Ms. Maura Bolger

In the absence of the Chairperson, Prof. Veronica Campbell, it was agreed that Dr. Derek O'Byrne would act as Chairperson for this meeting.

1. Minutes of Academic Council Meeting of 19th September 2023
NOTED: Dr. Greg Doyle to be included in the apologies for the meeting of 19th September.
AGREED: The minutes of the Academic Council Meeting of 19th September 2023 were approved subject to the above minor amendment.

2. Matters Arising
NOTED: The Student Survey questionnaire to be circulated to all members.
NOTED: The Working Group on Academic Delivery Framework was not yet meet, a meeting will be scheduled in the coming weeks.
NOTED: There were no further comments on the Preliminary CAO data as presented at the Academic Council meeting of 19th September. A further more detailed report will be brought to the December meeting of Academic Council.

3. Policies for Approval
NOTED: There were no policies for approval.

4. Committee Reports,
4.1 Research Committee
NOTED: The Minutes of the Research Committee meeting of the 3rd October 2023 were circulated to all members prior to this meeting.

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

Application Type	Number of Applicants
Admissions	3
Postgraduate Registrations	8
Research Programme Board Decisions	10
Probationary Direct Entry to Structured PhD	2
Confirmation of Doctoral registration	4
Transfer to Doctoral Register	1
Notification of Changes	10
Deferral Requests	3

NOTED: Query was raised over the qualifications and supervisory record of two of the Supervisors proposed for Postgraduate Registrations. Dr. Tom O'Toole to follow up on this query.
NOTED: A presentation on the Structured Doctorate Evaluation by Prof. Grace Neville and document *"SETU Doctoral Programme Strategy and Operational Plan"* were circulated to all members prior to this meeting. D.O'Byrne and T. O'Toole gave a brief presentation on the report firstly acknowledging the 15 applications received and thanked all those who had worked on the applications. Members were advised that overall the report was very positive and took a collective approach to approval and to drive ambition in an evolutionary way. A summary of conditions for the approval of all 15 submissions as an integrated Doctoral Programme are as follows:
- The generation of a university-wide module catalogue that creates sufficient breadth and depth for doctoral candidates. Modules may be clustered thematically for the benefit of prospective students
- The generation of a register of approved supervisors, at university level, should be prioritised and this register should be a dynamic list with new supervisors added immediately on meeting the requirements to be a lead supervisor as laid out in the research regulations.
- That the University initially share QA infrastructure across a small number of large research boards (probably tow is optimum) before eventually expanding into more discipline specific research bodies. This staged approach can reflect more focussed discipline development in line with evolving University growth and strategic achievement.

NOTED: T.O'Toole advised members that the goal is to have new University wide structure in place for January 2024.
NOTED: Members raised a number of concerns over the recommendations including over the status of the current Research Programme Boards and in particular the proposal to have only two research boards.
AGREED: The implementation plan, approved as part of the Graduate Studies Regulations at the November 2022 meeting of Academic Council, to be brought back to Academic Council for further discussion.

4.2 Academic Development, Learning & Teaching Committee

NOTED: The Minutes of the Academic Development, Learning and Teaching Committee meeting of the 3ʳᵈ October 2023 were noted by Academic Council.

NOTED: Work on the CINNETE Institutional Review has begun and the first meeting of the Institutional Review Steering Group was held recently.

NOTED: H. Farrell advised members that the AI Hub and AI Mate have attracted national interest and suggested the minute of the meeting should be more reflective of the work ongoing in the Hub.

NOTED: Document *"Student Guidelines on the use of Gen AI"* was circulated to all members prior to this meeting. Dr. H. Farrell spoke to the document advising members that infographics are being developed in tandem with this. A slide for display on all screens across campuses which includes a QR code (which brings the user to the guidelines) and a short video are also being developed with the aim of making this information as accessible as possible. Guidelines will also be circulated to all staff in all areas across all campuses and will be available on the AI Hub.

AGREED: The *"Student Guidelines on the use of Gen AI"* were adopted by Academic Council.

4.3 Academic Quality and Regulation

NOTED: The Minutes of the Academic Quality and Regulation Committee meeting of the 6th October 2023 were circulated to all members prior to this meeting.

AGREED: The following were approved by Academic Council:

Programme Validations

- PP2 Certificate in Universal Design for Learning Practice and Strategy

Minor Changes

- BSc in Molecular Biology with Biopharmaceutical Science
- Higher Certificate in Science in Good Manufacturing Practice & Processing Technology
- BEng (Honours) in Sustainable Energy Engineering (for 2024/2025 academic year) (members noted proposed change should read "an existing module in stage 3, semester 5 "Computer Programming for Energy Engineers" is to be updated and at the same time renamed to Computer Programming for Engineers"
- BA (Honours) in Criminal Justice Studies
- BA (Honours) in Marketing & Digital Media
- Bachelor of Business (Honours)
- BSc (Honours) in Software Systems Development

External Examiners

AGREED: External Examiner nominations from both the Carlow and Waterford Campuses were noted and approved by Academic Council.

Postgraduate Matters

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

Application Type	Number of Students
Intention to Present/Nomination of Examiners	1
External Reviewer nominations for research postgraduate candidates seeking Confirmation of Doctoral Candidature	3

NOTED: The Committee expressed concern over the assessment load on some programmes and it was recommended that this be referred to the Academic Delivery Framework Working Group.

NOTED: A list of programmes recently approved at exam board meetings across the University (included in Appendix A) were presented to the Academic Quality and Regulation Committee for ratification and were subsequently adopted. The list of approvals was noted by Academic Council.

AGREED: Schedule of dates for exam ratifications at Academic Council to be considered.

4.4 Student Experience Committee
NOTED: There was no meeting of the Student Experience Committee.

5. Contingency Schedule of Teaching and Assessment for First Year Students
NOTED: D. O'Byrne advised members that each Faculty/School has confirmed that a contingency plan has been developed.

6. Ratification of Autumn Examination Results
NOTED: A list of programmes recently approved at 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 B.

7. Recognition of Prior Learning
NOTED: The following documents were circulated to all members prior to this meeting
1. SETU Recognition of Prior Learning Policy
2. SETU Recognition of Prior Learning Process Map
3. Recognition of Prior Learning Submission Outline
4. Vision for Recognition of Prior Learning (RPL) - Discussion document for Academic Council from SETU RPL Steering Group
5. Vision for Recognition of Prior Learning (RPL) in South East Technological University (SETU)

NOTED: Ms. Deirdre Harkin, Recognition of Prior Learning Project Lead joined the meeting a gave a presentation.

AGREED: The SETU Recognition of Prior Learning Policy was approved by Academic Council.

NOTED: Acting Chairperson thanked Ms. Harkin and she left the meeting.

8. Update on New Academic Council
NOTED: Work is ongoing with the objective to have the new Academic Council in place for January 2024.

9. A.O.B
NOTED: Members queried the status of the two versions of the academic regulations on the website and were advised both are relevant. Members will be given the opportunity to provide feedback on the new version of the regulations.

Signed: _____   Date: _____

4

Academic Council Meeting 17th October 2023

Item 6 – Ratification of Supplemental Autumn Examination Results

SE TU
South East Technological University
Ollscoil Teicneolaíochta an Oirdheiscirt

Academic Council Meeting
Examination Ratifications
Campus: Carlow & Wexford

	Faculty	Department	Banner Programme Code	Programme Title	Stage	Number of Learners	Exam Board Date
1	Science	Computing	CW_KCCSM_M	Master of Science in Cyber Security, Privacy and Trust	5	6	04/10/2023
2	Science	Computing	CW_KCDAR_M	Master of Science in Data Science	5	13	04/10/2023
3	Busines and Humanities	Humanities	CW_HHLAW_B	Honours Bachelor of Laws, Legum Baccalaureus (LLB)	1	6	12/09/2023
4	Busines and Humanities	Humanities	CW_HHCYF_M	Master of Arts in Child Youth and Family Studies	5	4	25/09/2023
5	Busines and Humanities	Humanities	CW_HTHIS_M	Master of Arts in Irish Regional History	5	5	25/09/2023

Presented by: David Denieffe

Vice President for Academic Affairs and Registrar
SETU Carlow

Date: 17 October 2023