



MINUTES

Meeting	: SETU Academic Council
Meeting Number	: 16
Date	: 5 December 2023
Duration	: 11.15am – 1.15pm
Attendees	: Prof. Veronica Campbell (Chairperson), Mr. David Denieffe, Dr. Derek O’Byrne, Mr. Aubrey Storey, Dr. Brian Casey, Dr. Cathal Nolan, Dr. Cara Daly, Dr. Chris O’Riordan, Ms. Claire Fitzpatrick, Dr. Colette Moloney, Dr. David Scanlon, Dr. Eileen Doyle, Mr. John Maher, Dr. Helen Murphy, Mr. Mark Dunne, Ms. Mary Lyng, Dr. Karen Hennessy, Dr. Ken Thomas, Dr. Laura Keane, Dr. Pdraig Kirwan, Dr. Paula Rankin, Dr. Suzanne Denieffe, Dr. Thomas O’Toole, Dr. Zeta Dooly
In attendance	: Dr. Paul O’Leary, Dr. Richard Hayes
Secretariat	: Ms. Inna Kuzmenko
Apologies	: Dr. Anne Graham, Dr. Rosemary O’Hara, Prof. John Wells, Dr. Janette Davies, Dr. Hazel Farrell, Dr. Frances Hardiman

1. Minutes of Academic Council Meeting of 14 November 2023

AGREED: The minutes of the Academic Council Meeting of 14 November 2023 were approved.

2. Matters Arising

NOTED: There were no matters arising.

3. Policies for Noting

3.1 Draft Policies *Student Academic Misconduct Policy and Disciplinary Procedure for SETU and Student Expected Behaviour Policy and Disciplinary Procedure for SETU*

NOTED: C. O’Riordan summarised changes to the policies following engagement and consultation with the unions.

NOTED: Council recommended to develop a mechanism for tracking timelines between issue being reported and resolution.

AGREED: Policy review cycle to be changed to 3 years. Academic Council formally approved both policies; next stage is a final approval by Governing Body.

4. Committee Reports

4.1 Research Committee

NOTED: The Minutes of the Research Committee meeting of the 21st November 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 to Postgraduate Register	4
Probationary Direct Entry to Structured PhD	3
Notification of Change	2
Confirmation of Doctoral Registration	2
Nominations of External Examiner/Reviewer	11
Deferral	1
Withdrawal	1

NOTED: Research Centres would like to get feedback on metrics requested from them during the summer. Visibility and clarity on reporting purposes is needed. Research Office is working on annual report - T. O'Toole pass Council's comments.

NOTED: Chair of Research Strategy S. Denieffe informed Council that an email will be sent shortly to HOSs re: representation and call for members.

TO'T

4.2 Academic Development, Learning & Teaching Committee

NOTED: The Minutes of the Academic Development, Learning and Teaching Committee meeting of the 21st November 2023 were noted by Academic Council.

4.3 Academic Quality and Regulation

NOTED: The Minutes of the Academic Quality and Regulation Committee meeting of the 24th November 2023 were circulated to all members prior to this meeting.

NOTED: Comments were made in relation to current practice of appointing research examiners, in particular the need for PhD qualification if nominee is widely published. A broader international representation with external examiners is needed – current international links such as EU-Conexus, Georgia Southern University projects, etc. should be utilized more for this purpose. It would be useful to look at different international models of PhD external examining. As research regulations are being currently reviewed by the Research Office, T. O'Toole to bring these points to the reviewers' attention.

TO'T

AGREED: The following were approved by Academic Council:

Programme Validations:

Collaborative Provision - MSc in Nursing (sectoral agreed projects validated by MTU):

- Master of Science in Professional Nursing (90 Credits, Level 9)
- Postgraduate Diploma in Science in Professional Nursing (60 Credits, Level 9)
- Certificate in Professional Nursing (30 Credits, Level 9)
- Master of Science in Advanced Practice (Nursing) (90 Credits, Level 9)
- Postgraduate Diploma in Science in Advanced Practice (Nursing) (60 Credits, Level 9)
- Certificate in Advanced Practice (Nursing) (30 Credits, Level 9)
- Certificate in Leadership and Clinical Decision Making for Advanced Practice (10 credits, Level 9)
- Certificate in the Fundamentals of Professional Practice (10 credits, Level 9)

- Certificate in Advanced Practice in Person-centered, Integrated Care (10 credits, Level 9)
- Certificate in Research Methods for Evidence Based Practice (10 credits, Level 9)
- Certificate in Quality and Innovation (10 credits, Level 9)
- Certificate in Transforming Professional Practice Through Reflection (10 credits, Level 9)
- Certificate in Advanced Comprehensive Health Assessment (10 credits, Level 9)

Minor Changes:

- BA (H) in Psychology
- Certificate in Radio and Podcasting

External Examiners

AGREED: External Examiner nominations 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	3
Examiner nominations for research postgraduate candidates submitting for award	2
External Reviewer nominations for research postgraduate candidates seeking Confirmation of Doctoral Candidature	6

4.4 Student Experience Committee

NOTED: The Minutes of the Student Experience Committee meeting of the 24th November 2023 were noted by Academic Council.

NOTED: CTELL reports that 50% of learning content is accessed by students through mobile phone. It is desirable for students to use computers for learning purposes, however, we should be cognisant of students' resources. SLL reports increase in number of applications for financial aid. University should look for schemes to support students' access to learning technologies. Recruitment is underway for a person whose role would be to source external funding for such projects.

5. Ratification of Autumn Examination Results

NOTED: A list of programmes recently 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 B.

6. Academic Delivery Framework Working Group Update

NOTED: D. O'Byrne presented on progress of the group. The work is at data collection stage, analysing EU, UK and Australian models. Group will present its findings to Academic Council in February.

NOTED: The group needs more academic staff and students on board. New members are welcome. It is strived to have the new academic delivery framework in place by next academic year.

7. Institutional Review Update

NOTED: P. O’Leary presented. Over 100 people are involved in the preparation to the Institutional Review. Panel visit is planned for October 2024. It was proposed to have a case study for each chapter of the document.

AGREED: Minutes of the Steering Group to come to Academic Council. Presentations required from the Steering Group to Academic Council before the submission is finalised.

PO’L

8. SETU Report on CAO Performance 2023 for Academic Council

NOTED: D. O’Byrne presented on final report previously discussed as interim report. As a result of highly competitive marketplace, there is a downward trend in overall applications, however, Y1 enrolments are up by 4%.

NOTED: Overall, we are down 740 students in 2023 which has financial implications for the University.

AGREED: Pass/Fail rates in final year of programmes to be looked at.

DO’B

9. Student Enrolment Profile 2022-2023

NOTED: R. Hayes presented. Enrolment profile mirrors downward trend of the CAO performance of the University. Numbers suggest that SETU offerings might be too wide and difficult to navigate.

NOTED: In light of aggressive promotion by some Universities, the question was raised what we could do to improve our capacity to attract students. Experience shows that extra points of contact with potential students lead to bigger transition number. Try-on events can be expanded; new website is on the way; the use of aptitude test to help students in their choice is being explored.

NOTED: On a positive note, there is a huge demand for lifelong learning and SETU is one of the biggest providers of part-time and apprenticeship programmes nationally.

10. A.O.B

AGREED: Dr. Tom O’Toole, Dr. Orla O’Donovan and Dr. Derek O’Byrne to meet to discuss the report into Structured PhD’s.

NOTED: The Chairperson thanked all members for contributing to Council since May 2022 and formally closed the First Academic Council of SETU.

The meeting ended at 1:15pm.

Signed: _____

Date: _____

Appendix B



Academic Council Meeting 5th December 2023

Item 5 – Ratification of Supplemental Autumn Examination Results

Academic Council Meeting, 5 December 2023
Examination Ratifications
Campus: Carlow & Wexford



	Faculty	Department	Banner Programme Code	Programme Title	Stage	Number of Learners	Exam Board Date
1	Business and Humanities	Business	CW_BBOPD_DX6	Higher Certificate in Business	Award	1	27/11/2023
2	Science	Department of Computing	CW_KCSOF_BX7	Bachelor of Science in Software Development	Award	1	23/11/2023
3	Science	Department of Computing	CW_KCPYT_A	Certificate in Python Fundamentals	Award	4	04/10/2023
4	Science	Department of Computing	CW_KCCSY_D	Bachelor of Science in Information Technology Management	Award	1	24/11/2023
5	Science	Department of Computing	CW_KCCYB_BX7	Bachelor of Science in Cyber Crime and IT Security	Award	1	28/11/2023
6	Science	Department of Applied Sciences	CW_SABTF_BX7	Bachelor of Science in Biosciences	Award	1	28/11/2023
7	Engineering	Aerospace and Mechanical Engineering	CW_EEAER_BX6	Higher Certificate in Aircraft Systems	Award	3	14/11/2023
8	Engineering	Aerospace and Mechanical Engineering	CW_EEAER_BX7	Bachelor of Engineering in Aircraft Systems	Award	5	14/11/2023
9	Engineering	Built Environment	CW_CMBSE_DX6	Higher Certificate in Science in Construction Technology	Award	1	14/11/2023
10	Engineering	Built Environment	CW_CMOPT_BX6	Higher Certificate in Science in Construction Technology	Award	2	14/11/2023
11	Engineering	Built Environment	CW_CMOPT_BX7	Bachelor of Science in Construction Management	Award	2	14/11/2023
12	Engineering	Built Environment	CW_CSMART_DX6	Higher Certificate in Science in Architectural Technology	Award	1	14/11/2023
13	Engineering	Built Environment	CW_CMARC_BX7	Bachelor of Science in Architectural Technology	Award	2	14/11/2023

	Faculty	Department	Banner Programme Code	Programme Title	Stage	Number of Learners	Exam Board Date
14	Engineering	Built Environment	CW_CSMART_DX6	Higher Certificate in Science in Architectural Technology	Award	1	15/11/2023
15	Engineering	Electronic Engineering and Communications	CW_EETVM_BX7	Bachelor of Science in TV and Media Production	Award	2	15/11/2023
16	Engineering	Electronic Engineering and Communications	CW_EESYS_BX7	Bachelor of Engineering in Electronic Engineering	Award	2	15/11/2023
17	Engineering	Electronic Engineering and Communications	CW_EEINC_MX9	Postgraduate Diploma in Science in Industrial Networks and Cybersecurity	Award	1	15/11/2023
18	Engineering	Built Environment	CW_CMARC_BX7	Bachelor of Science in Architectural Technology	Award	1	28/11/2023
19	Engineering	Built Environment	CW_CMCIV_DX6	Higher Certificate in Engineering in Civil Engineering	Award	1	28/11/2023
20	Engineering	Extended Campus	CW_BSTCM_U	Certificate in Traffic Management	Award	1	23/11/2023
21	Lifelong Learning	Carlow Lifelong Learning	CW_EREHS_M	Masters of Science in Environmental Health and Safety Management	Award	1	21/11/2023
22	Lifelong Learning	Wicklow Lifelong Learning	CW_HKMOA_Q	Certificate in Introduction to Counselling and Motivational Interviewing	Award	5	21/11/2023
23	Lifelong Learning	Carlow Lifelong Learning	CW_BRRCE_Y	Certificate in Creativity and Entrepreneurship	Award	15	21/11/2023
24	Lifelong Learning	Wicklow Lifelong Learning	CW_BKLMB_BX7	Bachelor of Business in Management	Award	1	21/11/2023
25	Lifelong Learning	Wicklow Lifelong Learning	CW_BKSCY_MX9	Postgraduate Diploma in Science in Supply Chain Management	Award	1	21/11/2023
26	Lifelong Learning	Carlow Lifelong Learning	CW_BRSCY_MX9	Postgraduate Diploma in Science in Supply Chain Management	Award	3	21/11/2023
27	Lifelong Learning	Carlow Lifelong Learning	CW_EREHS_MX9	Postgraduate Diploma in Science in Environmental Health and Safety Management	Award	2	21/11/2023
28	Lifelong Learning	Carlow Lifelong Learning	CW_HRCAT_BX7	Bachelor of Arts in Integrative Counselling and Art Therapy Skills	Award	1	21/11/2023

Faculty	Department	Banner Programme Code	Programme Title	Stage	Number of Learners	Exam Board Date
Lifelong Learning	Carlow Lifelong Learning	CW_HRCAT_BX6	Higher Certificate in Arts in Integrative Counselling and Art Therapy Skills	Award	1	21/11/2023
Lifelong Learning	Carlow Lifelong Learning	CW_HRGES_MX9	Postgraduate Diploma in Arts in Gestalt Psychotherapy	Award	1	21/11/2023
Lifelong Learning	Carlow Lifelong Learning	CW_HRGES_MXM	Certificate in Gestalt Theory	Award	1	21/11/2023
Lifelong Learning	Carlow Lifelong Learning	CW_HRLLW_BXM	Diploma in Law	Award	1	21/11/2023
Lifelong Learning	Carlow Lifelong Learning	CW_KRITM_MX9	Postgraduate Diploma in Science in Information Technology Management	Award	2	21/11/2023
Lifelong Learning	Carlow Lifelong Learning	CW_SRMDR_MX9	Postgraduate Diploma in Science in Medical Device Regulatory Affairs	Award	2	21/11/2023
Lifelong Learning	Carlow Lifelong Learning	CW_SRPRM_MX9	Postgraduate Diploma in Science in Pharmaceutical Regulatory Affairs	Award	2	21/11/2023
Wexford	International - Delivery in China	CW_HWVCD_B	Bachelor of Arts (Honours) in Visual Communications and Design	2	5	09/11/2023
Wexford	International - Delivery in China	CW_HWVCD_B	Bachelor of Arts (Honours) in Visual Communications and Design	3	5	09/11/2023
Wexford	International - Delivery in China	CW_HWVCD_BX7	Bachelor of Arts in Visual Communications and Design	Award	3	09/11/2023
Science	Health and Sport Sciences	CW_SARPH_P	<u>Doctor of Philosophy:</u> Thesis Title: "On Feirm Ground": Exploring and supporting male farmer mental health in rural Ireland.	Award	1	30/11/2023
Science	Applied Sciences	CW_SARPH_P	<u>Doctor of Philosophy:</u> Thesis Title: Development of piscine gelatine-starch blend bioplastic with cutin coating as a replacement for petroleum-based plastic.	Award	1	30/11/2023
Engineering	Electronic Engineering and Communications	CW_EEREN_M	<u>Master of Engineering:</u> Thesis Title: Real-time navigation of bespoke agricultural rover using Artificial Intelligence, vision with depth perception, and embedded sensor systems using edge computing.	Award	1	30/11/2023

Faculty	Department	Banner Programme Code	Programme Title	Stage	Number of Learners	Exam Board Date
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Presented to Academic Council by:

David Denieffe
 Vice President for Academic Affairs & Registrar
 South East Technological University, Carlow Campus

Date: