MINUTES

Meeting	:	SETU Academic Council
Meeting Number	:	2
Date	:	16 April 2024
Duration	:	10.15am - 12.40pm
Attendees	:	Prof. Veronica Campbell (Chairperson), Dr. Derek O'Byrne (Secretary), Mr. David Denieffe, Dr. Patricia Mulcahy, Dr. David Dowling, Mr. Aubrey Storey, Dr. Cathal Nolan, Dr. Cara Daly, Dr. David Scanlon, Dr. Helen Murphy, Dr. Karen Hennessy, Dr. Ken Thomas, Ms. Sadhb Reddy, Dr. Tony Murphy, Dr. Danielle Douglas, Dr. Suzanne Denieffe, Dr. Stephen Whelan, Dr. Janette Davies, Dr. Sinéad O'Halloran, Dr. Dean Callaghan, Ms. Emer McGann, Dr. Ciara O'Hagan, Dr. Richard Coady, Ms. Siobhan Wall, Dr. Maeve Doyle, Mr. Martin Walshe, Dr. Katherine Cagney, Mr. Michael Tobin, Ms. Amanda Freeman-Gater, Mr. Conor Phelan, Ms. Yvonne Scully, Mr. Derek Sheridan, Prof. Peter McLoughlin, Prof. Michael Harrison, Dr. Pauline Flanagan, Dr. Daire O'Broin, Dr. Mrinal Chadha, Dr. Claire O'Gorman, Dr. Kathleen Moore-Walsh, Dr. David O'Callaghan, Dr. Hazel Farrell, Mr. Peter Windle, Mr. Kevin Doolin, Ms. Eleanor Kent,
In attendance	:	Dr. Geraldine Canny (Item 3.1) Dr. James O'Sullivan (Item 3.2) Dr. Chris O'Riordan (Items 3.3, 4 & 6) Dr. Paul O'Leary (Item 7) Dr. Richard Hayes (Item 9)
Secretariat	:	Ms. Margaret Maher
Apologies	:	Dr. Thomas O'Toole, Mr. Gregg Murphy, Dr. Corinne Power O'Mahony, Dr. Geraldine Cleere, Dr. Eileen Doyle-Walsh, Ms. Alicia Lewandowska, Dr. Frances Hardiman, Ms. Laura Widger Mr. Mark Dunne, Ms. Adele Mahon, Mr. Ronan Larkin

1. Minutes of Academic Council Meeting of 5 March 2024
AGREED: The minutes of the Academic Council Meeting of 5 March 2024 were approved.

2. Matters Arising
The minutes of the Academic Council meeting of 5 December 2023 were circulated to all members of the Inaugural Academic Council for review, no amendments were requested.

The requested meeting has been scheduled to discuss the report on PhD Programme Boards.

3. Policies for Noting
3.1 Authorship Policy
The Authorship Policy (version 1.0) was circulated prior to this meeting.   Dr Geraldine Canny, Head of Research, joined the meeting and gave a brief presentation on the document. Dr Canny advised members that the Authorship Policy was previously approved by Academic Council at its meeting on 11th October 2022 and a request had been received from the Governing Body for the Policy to reviewed again due to the length of time which had lapsed between consultation.

NOTED: The Chairperson thanked Dr Canny who then left the meeting.

AGREED: The Authorship Policy (version 1.0) was approved by Academic Council with a request that any typos be corrected before publication.

3.2 Export Controls Policy
The Export Controls Policy (version 0.1) was circulated to all members prior to this meeting. Dr James O'Sullivan joined the meeting and gave a presentation on the document which included an overview of the policy including the definition of an export, proposed approach, risks, next steps and outstanding issues.

AGREED: Following discussion, it was agreed that the Export Controls Policy should be brought to the Research and Research Programmes Committee for more indepth consideration before being brought to Academic Council for consideration and final approval. Members suggested that Policy should include an example of an area/case study most affected by the Policy and the decision process.

AGREED: The draft Export Controls Policy (version 0.1) was noted by Council.

The Chairperson thanked Dr O'Sullivan who then left the meeting.

3.3 Quality Framework
The South East Technological University (SETU) Quality Framework (version 1.2) was circulated prior to this meeting. Dr Chris O'Riordan joined the meeting and advised members that the SETU Quality Framework Document had been approved by Governing Body in February 2023 with a requirement that the policy be reviewed after the first year of operation. The version presented today shows amendments that are being made following this review. The amended draft has been through the Executive Management Team (EMT) and the Taught Studies Programmes, Teaching & Learning Committee where some additional changes were agreed with the Committee. The reviewed document, after Academic Council approval, will go to Governing Body for final approval.

AGREED: The South East Technological University (SETU) Quality Framework (version 1.2) was approved by Academic Council and is recommended for approval by Governing Body. It was also recommended that the Quality Framework go into a three-year review cycle (or sooner if required).

4. Committee Structure and Membership Handbook

The "*Academic Council Procedures Document – Draft (version 0)*", "*SETU Academic Council Members Handbook 2024 -Draft*" and "*Terms of Reference for Academic Council Committees*" were circulated to all members prior to the meeting.

Members were advised that the changes agreed at the meeting of 5 March to improve clarity on the roles of Committees have been incorporated into the documents presented today. D. O'Byrne to review the membership of each of the Committees to ensure all positions are filled and will update Academic Council at its next meeting.

AGREED: Members were invited to forward any further comments to D. O'Byrne who will compile and bring to the next meeting of Academic Council.

The requirement to bring the updated Academic Council Procedures Document and structures to Governing Body for approval was noted.

5. Committee Reports

5.1 Research and Research Programmes Committee

The Minutes of the Research and Research Programmes Committee meeting of the 19 March 2024 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
Intention to Present/Nomination of Examiner	9
Confirmation to Doctoral Register	7
Admission to Level 9/10	18
Changes to supervisory team	18
Clarification on supervisory team roles	8
Exiting Level 9/10 Degrees by Research	4

5.2 Taught Studies Programmes, Teaching & Learning Committee

The Minutes of the Taught Studies Programmes, Teaching & Learning Committee meeting of the 19 March 2024 were circulated to all members prior to this meeting.

AGREED: The following were approved by Academic Council:

Programme Validations
- PP2 BEng (Honours) in Industrial Engineering, BEng in Industrial Engineering, Higher Certificate in Engineering in Industrial Engineering and Minor Awards.
- CE3 BA (Honours) in Accounting and BA (Honours) in Accounting Practice
- CE3 BSc in Agriculture

Minor Changes
- MSc in Professional Nursing, MSc in Advanced Practice (Nursing).
- BA (H) in Applied Criminal Justice.
- BA (H) in Criminal Justice Studies.
- Bachelor of Business (H).
- HC in Adult and Further Education, HC in Literacy Development.
- Master of Business, Master of Business in Internationalisation.
- Module 'Semiconductor Fundamentals'.
- Module 'Accounting Internship'.
- BA (Honours) in Psychology

Retrospective Minor Changes
- BA (H) International Business.
- BA (H) International Management.
- Master of Business Administration.

- Bachelor of Art (Honours)

Embedded Awards application

School	Programme	Embedded Award
School of Health Sciences	BSc (Honours) in Public Health and Health Promotion	Bachelor of Science in Health Studies (L7)
School of Health Sciences	BSc (Honours) in Public Health and Health Promotion	Higher Certificate in Science in Health Studies

External Examiners
AGREED: As per the Committee report the following were approve by Academic Council

Category	Number of External Examiners
Programme Examiners – new contracts Sept 2023- Sept 2026	16
Retrospective Nomination – Sept 2021 – Sept 2024	1
Additions to Current Contract	3
Subject Area Examiners – new contracts Sept 2023 – Sept 2026	5
Subject Area Examiners – new contracts Sept 2024- Sept 2027	7
One year extensions to Sept 2024	5

5.3 Student Experience Committee
The Minutes of the Student Experience Committee meeting of the 9 April 2024 were circulated to all members prior to this meeting and were noted by Academic Council.

The Student Experience Committee acknowledged the need for further student representation on the Committee and are reviewing how best this can be facilitated.

5.4 Joint Quality Committee
The first meeting of the Joint Quality Committee was held on Tuesday 9th April 2024. Academic Council were advised that the minutes of this meeting will be presented at the next meeting of Academic Council. The Committee Chairperson is Ms. Pauline Oakes and membership includes members of Academic Council and the Governing Body. The Joint Quality are developing a work plan which will include reviews of academic and non-academic service areas beginning in September 2024.

6. Academic Delivery Framework
Dr. Chris O'Riordan joined the meeting and gave a presentation on the Academic Delivery Framework which included:
- Background to the Working Group
- Terms of Reference
- Outputs to date
- External Engagements
- Some initial observations from engagements

AGREED: As this Working Group was established during the term of office of the Inaugural Academic Council, an invitation was extended to all members of the Second Academic Council to join this Working Group. Any members interested in joining should e-mail D. O'Byrne and they will be invited to the next meeting of this Working Group.

Chairperson thanked Dr. O'Riordan for his presentation.

7. Institutional Review update

Dr. Paul O'Leary joined the meeting and gave a brief update on the Institutional Review. The ISER is due to be submitted to QQI on 15th July 2024 and will require approval by Academic Council prior to this. The Main Panel visit will take place in October 2024. Training sessions will be provided before the Panel visit.

AGREED: Slides presented today to be circulated to all members of Academic Council. The next iteration of CINNTE Evaluation Report to be presented at the next meeting of Academic Council.

Chairperson thanked Dr. O'Leary for his update and Dr. O'Leary left the meeting.

8. Ratification of Semester 1 Examination Results

A list of programmes recently approved at semester 1 exam board meetings across the University was presented to Academic Council for ratification.

NOTED: Following a query on the status of Erasmus and International Exchange student results, it was noted that the VP Academic Affairs, Teaching & Learning would liaise directly with the VP Global partnerships on this.

AGREED: Academic Council noted and approved exam results determined at examination boards for the Departments and programmes listed in Appendix A.

9. Student Data Returns (SRS) to the HEA

Dr. Richard Hayes joined the meeting and gave a presentation on Student Enrolment Profile Update which included:

- Source (initial analysis of the March 2024 SRS)
- Summary Student Enrolment Profile 2023-24
- Summary Student Enrolment Profile 2023-24: Type
- Summary Student Enrolment Profile 2023-24: Discipline
- Summary Student Enrolment Profile 2023-24: Faculty
- Full Time New Entrants 2023-24
- Observations

Members requested that the Summary Student Enrolment Profile 2023-24 by Faculty should be repeated excluding overseas figures.

AGREED: Final SRS Returns to be circulated to Academic Council when they are available.

Chairperson thanked Dr. Hayes for his presentation. Dr. Hayes left the meeting.

10. CAO Update

Dr. D O'Byrne gave a presentation on SETU Report on CAO Performance 2024/25 which included:

- Summary of CAO 1st Preferences for SETU by Level
- National CAO 1st Preference Applications by ISCED Code at Level 8
- CAO 1st Preference Applications by ISCED Code at Level 8

- CAO 1st Preference by ISCED at Level 8 for SETU and All HEIs
- Top HEIs at Level 8 by 1st Preference
- Top HEIs at Level 6 & 7 by 1st Preference

NOTED: Members acknowledged the need to improve conversion rates and also the importance of the change of mind campaigns. Members also requested that report should include more longitudinal analysis.

AGREED: Table showing the programmes that are included within each ISCED Code to be circulated to members.

11. Progression Data Semester 1 2024
Mr. D. Denieffe gave a presentation on the Action Plan for Retention which included:
- Retention Challenges
- Model of Student Retention and Success
- Existing Activities
- New and Revised Activities
- Deferrals and Withdrawals
- Transfers
- Semester 1 Performance – Summary
- Module Pass Rate

12. Work Plan and Discussion Issues
All Committees to discuss their workplan for the next academic year and to advise Academic Council of any items they would like included.

The Working Group on AI continue to meet, new members are welcome.

13. A.O.B

NOTED: The Appeals Committee will meet shortly, all those who volunteered for this Committee will be contacted in the next few days.

AGREED: Future meetings of Academic Council will be held on line with the exception of one in person meeting to be held each semester.

Signed: _____   Date: _____

Appendix A

Academic Council Meeting 16 April 2024

Item 8 – Ratification of Semester 1 Examination Results

Academic Council Meeting, 16 April 2024
Examination Ratifications
Campus: Carlow & Wexford

	Faculty	Department	Banner Programme Code	Programme Title	Stage	Number of Learners	Exam Board Date
1	Engineering	Extended Campus	CW_BSASC_D	Bachelor of Business in Applied Supply Chain Management	Award	2	19/03/2024
2	Engineering	Extended Campus	CW_BSACF_V	Certificate in Aircraft Acquisition and Finance	Award	3	19/03/2024
3	Engineering	Extended Campus	CW_BSCIB_S	Certificate in Critical Incident Stress Management	Award	13	19/03/2024
4	Engineering	Extended Campus	CW_BSLOM_S	Certificate in Leadership and Operational Management	Award	29	19/03/2024
5	Engineering	Extended Campus	CW_BSLMP_V	Certificate in Leadership, Mindsets and Performance	Award	1	19/03/2024
6	Engineering	Extended Campus	CW_CSBUI_V	Certificate in Building Control Management	Award	1	19/03/2024
7	Engineering	Electronic Engineering and Communications	CW_EETVM_D	Bachelor of Science in TV & Media Production	1	1	15/03/2024
8	Engineering	Electronic Engineering and Communications	CW_EETVM_B	Bachelor of Science (Honours) in TV & Media Production	1	1	15/03/2024
9	Engineering	Electronic Engineering and Communications	CW_EETVM_B	Bachelor of Science (Honours) in TV & Media Production	Award	1	15/03/2024
10	Engineering	Electronic Engineering and Communications	CW_EEMCS_D	Bachelor of Engineering in Electronic Engineering (Military Communication Systems)	Award	1	15/03/2024
11	Lifelong Learning	Carlow Lifelong Learning	CW_BRLMB_B	Bachelor of Business (Honours) in Management	Award	7	25/03/2024
12	Lifelong Learning	Carlow Lifelong Learning	CW_BRCCA_U	Certificate in Customs Compliance and Trade Facilitation	Award	13	25/03/2024
13	Lifelong Learning	Carlow Lifelong Learning	CW_BRCCB_U	Certificate in Customs Compliance and Trade Facilitation	Award	16	25/03/2024
14	Lifelong Learning	Carlow Lifelong Learning	CW_BRCCC_U	Certificate in Customs Compliance and Trade Facilitation	Award	15	25/03/2024
15	Lifelong Learning	Carlow Lifelong Learning	CW_BRCCD_U	Certificate in Customs Compliance and Trade Facilitation	Award	13	25/03/2024
16	Lifelong Learning	Carlow Lifelong Learning	CW_BRDAB_S	Certificate in Data Analytics for Business	Award	10	25/03/2024
17	Lifelong Learning	Carlow Lifelong Learning	CW_BRDTM_S	Certificate in Design Thinking and Management	Award	6	25/03/2024
18	Lifelong Learning	Carlow Lifelong Learning	CW_BRHSA_V	Diploma in Health and Safety at Work	Award	1	25/03/2024
19	Lifelong Learning	Carlow Lifelong Learning	CW_BRINE_S	Certificate in Innovation and Equality, Diversity and Inclusion	Award	17	25/03/2024

	Faculty	Department	Banner Programme Code	Programme Title	Stage	Number of Learners	Exam Board Date
20	Lifelong Learning	Carlow Lifelong Learning	CW_BRORC_S	Certificate in Organisational Change	Award	4	25/03/2024
21	Lifelong Learning	Carlow Lifelong Learning	CW_BRPCA_U	Certificate in Professional Customer Care Advice	Award	62	25/03/2024
22	Lifelong Learning	Carlow Lifelong Learning	CW_BRPSA_U	Certificate in Professional Sales Advice	Award	36	25/03/2024
23	Lifelong Learning	Carlow Lifelong Learning	CW_BRSID_S	Certificate in Strategy for Innovation and Decision Making	Award	15	25/03/2024
24	Lifelong Learning	Carlow Lifelong Learning	CW_HRAFS_W	Certificate in Applied Family Support	Award	13	25/03/2024
25	Lifelong Learning	Carlow Lifelong Learning	CW_HRGES_M	Master of Arts in Gestalt Psychotherapy	Award	4	25/03/2024
26	Lifelong Learning	Carlow Lifelong Learning	CW_HRGES_MX9	Postgraduate Diploma in Arts in Gestalt Psychotherapy	Award	2	25/03/2024
27	Lifelong Learning	Carlow Lifelong Learning	CW_HRPPF_W	Certificate in Prevention, Partnership and Family Support	Award	19	25/03/2024
28	Lifelong Learning	Carlow Lifelong Learning	CW_HRPPS_W	Certificate in Prevention, Partnership and Family Support	Award	19	25/03/2024
29	Lifelong Learning	Carlow Lifelong Learning	CW_KRSIT_H	Higher Diploma in Science in Computing (Systems and Information Technology Services)	Award	14	25/03/2024
30	Lifelong Learning	Wicklow Lifelong Learning	CW_BKMEF_V	Diploma in Management Effectiveness and Practice	Award	10	25/03/2024
31	Lifelong Learning	Wicklow Lifelong Learning	CW_HKADA_U	Certificate in Advocacy	Award	14	25/03/2024
32	Lifelong Learning	Wicklow Lifelong Learning	CW_HKADC_U	Certificate in Advocacy	Award	9	25/03/2024
33	Lifelong Learning	Wicklow Lifelong Learning	CW_HKCCB_W	Certificate in Meeting the Challenge of Challenging Behaviour	Award	17	25/03/2024
34	Lifelong Learning	Wicklow Lifelong Learning	CW_HKCIP_Q	Certificate in Introduction to Psychology	Award	5	25/03/2024
35	Lifelong Learning	Wicklow Lifelong Learning	CW_HKCOM_Q	Certificate in Working with Individuals, Groups and Volunteers	Award	8	25/03/2024
36	Lifelong Learning	Wicklow Lifelong Learning	CW_HKDRA_W	Certificate in Developing Resilience in Social Care Practice	Award	9	25/03/2024
37	Lifelong Learning	Wicklow Lifelong Learning	CW_HKDSC_W	Certificate in Developing Resilience in Social Care Practice	Award	10	25/03/2024
38	Lifelong Learning	Wicklow Lifelong Learning	CW_HKGWA_Q	Certificate in Group Work and Facilitation Skills	Award	12	25/03/2024
39	Lifelong Learning	Wexford Lifelong Learning	CW_HKHWP_Q	Certificate in Health and Wellbeing in Social Care Practice	Award	23	25/03/2024
40	Lifelong Learning	Wicklow Lifelong Learning	CW_HKLLA_Q	Certificate in Learning to Learn at Third Level	Award	11	25/03/2024
41	Lifelong Learning	Wicklow Lifelong Learning	CW_HKMCB_W	Certificate in Meeting the Challenge of Challenging Behaviour	Award	15	25/03/2024
42	Lifelong Learning	Wicklow Lifelong Learning	CW_HKMCC_W	Certificate in Meeting the Challenge of Challenging Behaviour	Award	14	25/03/2024
43	Lifelong Learning	Wicklow Lifelong Learning	CW_HKNAB_Q	Certificate in the Nature and Context of Addiction	Award	7	25/03/2024
44	Lifelong Learning	Wexford Lifelong Learning	CW_BXSDL_CXM	Certificate in Sustainable Supply Chain and Logistics	Award	1	25/03/2024
45	Lifelong Learning	Wexford Lifelong Learning	CW_EXICS_U	Certificate in Introduction to CAD and 3D Modelling	Award	11	25/03/2024

	Faculty	Department	Banner Programme Code	Programme Title	Stage	Number of Learners	Exam Board Date
46	Lifelong Learning	Wexford Lifelong Learning	CW_HXCCB_W	Certificate in Meeting the Challenge of Challenging Behaviour	Award	35	25/03/2024
47	Lifelong Learning	Carlow Lifelong Learning	CW_HRCAA_Y	Certificate in Developing a Practice in Critical Analytical Writing 1	Award	6	08/04/2024
48	Lifelong Learning	Carlow Lifelong Learning	CW_BRRMT_Y	Certificate in Research Methods	Award	3	08/04/2024
49	Lifelong Learning	Carlow Lifelong Learning	CW_HRAAS_DXM	Certificate in Applied Addiction Studies and Community Development	Award	2	08/04/2024
50	Lifelong Learning	Carlow Lifelong Learning	CW_BRSDL_CXM	Certificate in Managing Sustainability in Transport and Logistics in Sustainable Supply Chains, Digitatlisation and Logistics	Award	1	08/04/2024
51	Lifelong Learning	Wicklow Lifelong Learning	CW_BKMGD_R	Certificate in Management Development	Award	7	08/04/2024
52	Lifelong Learning	Carlow Lifelong Learning	CW_HRGES_MXM	Certificate in Gestalt Theory	Award	1	08/04/2024