



A meeting of the RIAM ACDC was held on 25 October 2022 at 10.00 am in the Arts Building Conference Room.

Present: Professor Neville Cox, Registrar (*Chair*)
Professor Martine Smith, Dean of Graduate Studies
Professor David Shepherd, Senior Lecturer/Dean of Undergraduate Studies
Professor Carmel O Sullivan, Head of School of Education
Professor Susan McCormick, Second Representative from the School of Education
Professor Richard Duckworth, Second Representative from the Creative Arts
Ms. Roisin Smith, Quality Officer
Professor Deborah Kelleher, RIAM Director
Mr. Pdraig Rynn, Administrative Officer, Registry
Professor Colma Brioscú, Chair of Doctoral Committee

Apologies: Professor Lynsey Callaghan, Research Representative & Chair of Undergraduate Committee; Professor Kathleen Tynan, Chair of Postgraduate Committee

In attendance: Ms Ciara Conlon, Academic Affairs; Ms Linda Darbey, Assistant Academic Secretary; Mr Conn McCluskey, School of Education Manager.

RIAM/ACDC/22-23/001

Welcome and Introductions

The Registrar welcomed members, particularly new members, to the first meeting of 2022/23 and invited participants to introduce themselves.

RIAM/ACDC/22-23/002

To note the 2022/23 Membership

The Registrar advised the meeting of changes to the membership of RIAM ACDC for 2022/23, noting that the position of the Head of School of Creative Arts is currently vacant. He informed ACDC that Professor Sarah Sew is no longer a member, having been replaced by Professor Lynsey Callaghan as the Chair of the Undergraduate Committee and that Professor Susan McCormick has replaced Professor Marita Kerin as the Second Representative from the School of Education.

RIAM/ACDC/22-23/003

Minutes of the meeting of 11 May 2022

The minutes of the meeting of 11 May 2022 were approved.

RIAM/ACDC/22-23/004

Matters arising

RIAM/ACDC/21-22/028

The Registrar confirmed that the External Examiner nomination for the Diploma in Music Teaching and Performance, the Bachelor in Music and the Master in Music Performance was approved by Council.

RIAM/ACDC/21-22/022

The Registrar confirmed that the programme changes to the Bachelor in Music Performance was approved by Council.

- RIAM/ACDC/21-22/023** The Registrar advised that the Calendar II and III entries for 2022/23 were approved by USC, GSC and Council.
- RIAM/ACDC/21-22/025** The Assistant Academic Secretary, Academic Affairs confirmed that the inter-institutional agreement for the RIAM Trinity Elective has been submitted to the Executive Officers Group meeting for approval on 25 October 2022. If approved, it will proceed to Council and Board for approval. She thanked RIAM and the School of Education for their work on developing the agreement. The RIAM Director advised that the Trinity Elective proved to be a popular offering, as it reached almost full capacity.

RIAM/ACDC/22-23/005 **Standing update on Quality Assurance of Linked Providers by Quality Officer**

The Registrar invited the Quality Officer to provide an update on the following items:

- i. RIAM level 7 and 8 programme review**
The Quality Officer advised that the Level 7 and 8 programme review was discussed at the Quality Committee on 20th October 2022 and will be submitted for approval by Council through the minutes.
- ii. External Quality Review of RIAM**
The Quality Officer confirmed that the process of convening the external examiner panel for the Quality Review of RIAM is underway, and she expects that the timeline will be confirmed before the next ACDC meeting.
- iii. International Education Mark**
The Quality Officer advised that the International Education Mark is expected to launch in 2023, and that further clarification on the status of Linked Providers is still forthcoming. She added that an English Language Teaching policy is currently under development and will be made available to RIAM when finalized.

Responding to a query regarding the lower IELTS requirement, the RIAM Director advised that a small cohort of students have been admitted and that their progress is being monitored closely.

RIAM/ACDC/22-23/006 **Level 7 and 8 programme review report**

A memorandum from the RIAM Director, dated 12 October 2022 was circulated and the Registrar invited the RIAM Director to give an update.

The RIAM Director stated that the review was very productive and RIAM are now working on operationalising the implementation plan. One recommendation to emerge from the review was to expand beyond classical training to include non-traditional professional opportunities. To address this, RIAM teaching staff are undertaking Continuing Professional Development (CPD) and participating in an international peer to peer training which is proving successful in encouraging engagement with less traditional genres and practices. Members commended RIAM on their management response.

External Examiner Reports 2021/22

A memorandum from the RIAM Director, dated 13 October 2022, was circulated and the Registrar invited the RIAM Director to speak to the item

The RIAM Director highlighted that a separate report has been provided for the Bachelor in Music Performance and the Master in Music Performance, although the template is not consistent across both reports. She advised that the External Examiner met with students in person in June 2022, and the report highlighted a very positive student response to the quality and dedication of teaching staff and the high number of one-to-one teaching hours. The RIAM Director stated that RIAM are satisfied that the report indicated the institute meets international standards. Members congratulated RIAM on a positive report.

Standing Items on Communication

- i. Inter-Institutional Collaboration including research – Head of School of Education and RIAM Director

The Registrar invited the Head of School of Education to provide an update.

The Head of School of Education provided an update on the Bachelor of Music Education, including new teaching staff and the development of a new module.

The Head of School of Education advised that the School of Education intend to apply for funding from the Higher Education Authority's (HEA) Programme for Access to Higher Education (PATH) in conjunction with RIAM.

The Registrar thanked the Head of School of Education and invited the RIAM Director to give an update from RIAM.

The RIAM Director informed ACDC that RIAM are currently undergoing a consultation with respect to revising the Masters in Music Performance. In response to a query on the quality review of the Masters, she stated that this is scheduled for 2023 and that the recommendations from this review will inform the revision of the programme. The Quality Officer advised the terms of reference of the review will need to reflect this.

The RIAM Director advised that RIAM have ambitions to develop an Erasmus Mundus. She added that RIAM are also planning to implement a Capstone project for their bachelor programme and this will be brought to ACDC in due course.

- ii. Policies and procedures relevant to RIAM – Senior Lecturer/Dean of Undergraduate Studies and Dean of Graduate Studies

The Registrar invited an update from the Senior Lecturer/Dean of Undergraduate Studies and Dean of Graduate Studies.

The Senior Lecturer/Dean of Undergraduate Studies stated that there is currently a focus on rolling back on accommodations students were granted during COVID and returning to pre-Covid policies and procedures, and that a working group has been set up to review UG regulations.

The Senior Lecturer/Dean of Undergraduate Studies advised that the External Examiner policy will be reviewed this year, which will address issues such as recruitment and retainment of external examiners.

The Senior Lecturer/Dean of Undergraduate Studies drew attention to the Trinity [inclusive curriculum project](#) and Trinity [civic engagement](#), and stated that work is progressing on embedding these principles into the UG curriculum. He invited RIAM to engage with Trinity on these issues and offered to link RIAM in with the Academic Project Director of Trinity-INC and the Associate Dean for Civic Engagement and Social Innovation. The RIAM Director welcomed the offer.

The Dean of Graduate Studies highlighted the work that is being done on Academic Integrity, including an e-mail campaign that ran as part of National Academic Integrity Week 17th – 21st October. The RIAM Director expressed an interest in the resources contained in the e-mails and the Senior Lecturer offered to send them on to RIAM.

The RIAM Director stated that RIAM are reviewing their policies on plagiarism, and the Dean of Graduate Studies invited the RIAM Director to contact her to discuss this so that policies can be aligned. The Quality Officer requested that RIAM keep her informed of plans to review policies as this will have to be considered at the Quality Committee and the Linked Provider Working Group.

In response to a query on the effectiveness of the online plagiarism detection system, Turnitin, the Dean of Graduate Studies confirmed that it is in use in Trinity and that while useful, it is not a panacea to tackle the issue.

The Dean of Graduate Studies advised that work is underway to address the overreliance on adjunct staff to deliver teaching on PG taught programmes, which can pose risks. She stated that measures are being considered to combat these risks, including identifying a threshold on the proportion of teaching delivered by adjunct staff and that course directors will need to provide a justification for why adjunct staff are being utilized.

The Dean of Graduate Studies also highlighted the campaign led by students and the Irish University Association (IUA) for an increase in the stipend paid to PG research student. She stated that internal awards also fall short of the living wage and the lack of funding made available for universities will need to be addressed.

RIAM/ACDC/22-23/009

Any Other Business

- i. The Registrar stated that commencements are currently taking place and that he hoped to see RIAM students at the ceremonies.
- ii. The Registrar enquired if members would prefer to have the remaining meetings of 2022/23 to meet in person. Members agreed to hold the next ACDC meeting online and the final meeting in person.