



Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

Academic Affairs

Trinity Teaching & Learning

Annual Report 2020/21



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Foreword

I am delighted to present the second annual report of Academic Affairs. The report captures the work of Academic Affairs during 2020/21, which proved to be an exceptionally busy year for the team due to Trinity securing funding under Higher Education Authority (HEA) initiatives such as Pillar 3 of the Human Capital Initiative (HCI), which led to the development and approval of nine course proposals and 19 micro-credentials; and the National Forum for the Enhancement of Teaching and Learning 'Strategic Alignment of Teaching and Learning Enhancement Fund 2020', which led to seven new Trinity projects commencing in March 2021. Academic Affairs continued to support the embedding and mainstreaming of the Trinity Education Project through the Trinity Electives sub-committee and worked closely with the newly established Undergraduate Common Architecture Office.

Academic Affairs continued to deliver its activities remotely due to the Covid-19 pandemic and harnessed the affordances of online platforms such as ZOOM and Microsoft Teams to convene meetings of the Graduate Studies Committee and the Undergraduate Studies Committee, and to provide workshops, information sessions and virtual check-ins relating to the development of new course proposals and micro-credentials under HCI Pillar 3. Academic Affairs will continue to deliver its activities online and will return to West Theatre on a phased basis in 2021/22 in line with College policy.

Over the coming year Academic Affairs will be concentrating its efforts on developing its online presence to ensure that new academic policies/procedures, regulations and Academic Affairs' activities are better communicated and disseminated across the Trinity community. The Academic Affairs website has undergone significant development to ensure that it is more user friendly and a host of resources for the website to support the course/micro-credential proposal development process are under development at present.

I would like to acknowledge the dedication and commitment of the team who ensured the delivery of the Academic Affairs' remit to the highest standard during a challenging year and to thank the Annual Officers, Schools, administrative divisions, and TT&L for the support, advice, guidance provided in 2020/21. I look forward to our continued collaboration in 2021/22.



Assistant Academic Secretary

Academic Affairs

Introducing Academic Affairs

Academic Affairs is one of five divisions of Trinity Teaching and Learning (TT&L). Staff members work closely with colleagues in all divisions of TT&L in carrying out its remit.

Remit

Academic Affairs informs the development of academic policy, regulations and standards in respect of undergraduate and graduate education; supports the development of undergraduate and postgraduate course proposals, articulation agreements and inter-institutional framework agreements in line with national legislation and Trinity policy; coordinates and facilitates the work of academic committees and provides support to the administration of Council agenda and minutes; and supports Academic Officers on policy development, committee work and strategic initiatives.

Key Activities

The core activities of Academic Affairs in carrying out its remit are to:

- Inform the development of academic policies and regulations.
- Facilitate the development of course proposals, stand-alone modules for credit and micro-credentials, inter-institutional framework agreements and articulation routes.
- Provide support to Council through minute taking and the communication of decisions to the appropriate College personnel.
- Manage and develop the work of academic committees¹.
- Provide information, advice and support to the Annual Officers² and the Academic Secretary, including the drafting of memos, reports and policies, and in the development of new initiatives.
- Provide information and advice to Schools in the interpretation and application of academic policies, procedures and regulations as they apply to undergraduate and postgraduate teaching and learning.
- Review and update sections of the Calendar Part II annually.
- Compile and draft the annual report of the Senior Lecturer/Dean of Undergraduate Studies.
- Provide information, advice on guidance to Schools on the interpretation and application of academic policy, procedures and regulations.
- Ensure that regulations, policies and procedures are readily available and accessible to the College community.
- Provide information and advice to College divisions and services as appropriate, on academic policies, regulations and programme architectures.
- Manage strategic initiatives as appropriate.

¹ Graduate Studies Committee (GSC), Undergraduate Studies Committee (USC) and sub-committees of USC - Widening Participation Group (WPG) and the Trinity Electives sub-committee; and the GSC/USC - Micro-credentials sub-committee; the Associated College Degrees Committees (ACDC) for Marino Institute of Education (MIE), the Royal Irish Academy of Music (RIAM).

² Dean of Graduate Studies, Senior Lecturer/Dean of Undergraduate Studies, Registrar.



Personnel

In 2020/21, Academic Affairs had a complement of four full-time members of staff consisting of the Assistant Academic Secretary, two Administrative Officers and one Education Support Officer. An Education Support Officer joined Academic Affairs mid-March 2021.

Personnel Profiles

Linda Darbey is the Assistant Academic Secretary with responsibility for implementing the remit of Academic Affairs in respect of undergraduate and graduate education. Linda ensures that Academic Affairs delivers its remit and acts as a centre of expertise and delivers on Trinity's strategic priorities and objectives.

Linda holds a Master in Education and a Postgraduate Diploma in Technology and Learning from Trinity, and a B.A. (Psychology) from UCD. Linda has over 25 years' experience working in the education sector and over 13 years' experience of leading initiatives and projects at EU and national levels. Linda joined Trinity in January 2019.

Ewa Sadowska joined Trinity in September 1995 and holds an M.PHIL. (WARSAW), M.LITT., GRAD. DIP. BUS. ST. (N.C.E.A.), DIP. H.E.P. As an administrative officer Ewa provides support to the Dean of Graduate Studies on the Graduate Studies Committee, and as advisor to Schools in the development of postgraduate course proposals and inter-institutional framework agreements. Ewa advises the Assistant Academic Secretary on matters relating to graduate education.

Sorcha De Brunner joined Trinity in 2004 and holds a BA and LLB from NUIG and MSc (Equality Studies) from UCD. As an administrative officer Sorcha is currently focused on undergraduate education, particularly in the areas of academic regulations, policy and course proposal development. She has been reviewing and providing feedback on undergraduate course

proposals, internally and externally, since 2008. During 20/21 Sorcha also had the responsibility for managing and coordinating the work of the Undergraduate Studies Committee (USC), supporting the Trinity Electives Sub-Committee and the review work associated with the Calendar Part II.

Lucy Shah joined the team in June 2020 to cover the work of Elaine Egan who was on leave of absence. Prior to joining Academic Affairs Lucy worked in the Academic Registry and the Discipline of Botany. Lucy holds a BA (Hons) in Psychology/Philosophy from Trinity and supported the implementation of activities of the undergraduate programme in 2020/21, including assisting with USC and the Associated Colleges Degrees Committees. Lucy was with Academic Affairs until May 2021.

Welcoming Laoise Quinn who joined the team in March 2021. A graduate of Trinity and Smurfit College, UCD, Laoise has been working in the education sector for over twenty years in a variety of roles, including primary school teacher, special education coordinator and project manager. Laoise joined Trinity in 2017 and has worked in academic and research areas at School and Faculty level before joining Academic Affairs. Laoise's areas of responsibility include, secretary to the Graduate Studies Committee and to the micro-credentials subcommittee of USC/GSC, advising on the development of course proposals and supporting the activities of Academic Affairs.

This report presents the work of Academic Affairs delivered during 2020/21 under the following sections:

- I Course Proposals and inter-institutional framework agreements
- II Micro-Credentials
- III Committees
- IV Academic Policies
- V Annual Officers
- VI Strategic Initiative - Strategic Alignment of Teaching and Learning Enhancement (SATLE) Funding in Higher Education
- VII Trinity Teaching & Learning (TT&L) Initiatives
- VIII Looking forward to 2021/22

I. Course Proposals, curriculum developments and inter-institutional framework agreements

Academic Affairs reviews course proposals for new programmes and those related to significant curriculum developments at undergraduate and postgraduate levels, providing extensive feedback and support to Schools throughout the development and approval process. Advice is also provided to Schools making more minor curriculum revisions. All Trinity course proposals are developed and approved in line with the *New Programme Design and Approval Policy*, which ensures that the same standards are applied to all programmes, including course proposals submitted by Trinity's linked providers, Marino Institute of Education (MIE) and the Royal Irish Academy of Music (RIAM), and those developed under inter-institutional framework agreements/partnerships.

Academic Affairs also reviews undergraduate course curriculum mapping documentation, due diligence forms and legal agreements concerning proposed articulation routes and for dual and joint degree programmes.

The development of stand-alone modules for credit is an area of growth in Trinity. Academic Affairs provides feedback in relation to Trinity Electives, through membership of the Trinity Elective Sub-Committee, advice and feedback on new bespoke open modules and in relation to new types of stand-alone modules for credit being developed e.g. the Human Capital Initiative (HCI) Pillar 3 micro-credentials (Micro-Credentials, p.9 below) and the HEA-funded blended mobility modules related to the Sustainable Development Goals.

During 2020/21 Academic Affairs undertook significant work on developing course proposal templates and guidelines to reflect the new undergraduate curriculum architecture and types of postgraduate awards. Information on Council approved courses is now available from a designated webpage <https://www.tcd.ie/teaching-learning/academic-affairs/course-development/course-proposals/index.php>

The list of course proposals reviewed and assisted by Academic Affairs, the majority of which were sent for consideration and approval by Council in 2020/21, is presented in Table 1 below, along with other curriculum developments supported by staff.

Human Capital Initiative: Pillar 3 Course Proposals

Trinity submitted a proposal to the Higher Education Authority (HEA) in March 2020 for funding under the Human Capital Initiative (HCI) Pillar 3 and was informed by the HEA in October 2020 of its success in securing funding under the initiative over a five-year period.

The initiative resulted in an additional workload for Academic Affairs and culminated in the development of seven course proposals and two programme strands which were reviewed by Academic Affairs and subsequently approved by Council for delivery in September 2021 and January 2022. In addition, the initiative led to the development of Terms of Reference for the establishment of a sub-committee of GSC/USC on micro-credentials, and an approval process for the consideration and approval of micro-credentials, and resources and templates to

support Schools with the development of micro-credentials. Three meetings of the micro-credentials sub-committee were held in 2021 with 19 micro-credentials being approved by Council for delivery in September 2021.

Academic Affairs reached out to Schools involved in the development of course proposals and micro-credentials under HCI Pillar 3 by presenting to three information sessions organised by the Trinity HCI Project Management team in the Academic Services Division (ASD), delivered four information sessions to Schools on course proposals and micro-credentials in association with Careers and Academic Practice, and convened seven virtual check-in sessions for Schools developing course proposals to guide proposers through the course proposal development and approval process. This afforded Academic Affairs with the opportunity to brief Schools on developments and to showcase new resources, and provided a forum for information exchange, knowledge sharing and discussion. In addition, ongoing support was provided to Schools through individual meetings and feedback on course proposals/micro-credentials under development as required.

Table 1: Course Proposals and Curriculum Developments 2020/21

Undergraduate Proposals & Curriculum Developments 2020/21		Postgraduate Proposals & Curriculum Developments 2020/21	
1	Dual degree programme in Mathematics with Columbia University (BA (mod.) from Trinity and BA from Columbia)	2	HCI Pillar 3 Pg. Cert. and Pg. Dip. (top up) in Immune Therapies
1	E3 Study Abroad proposal, to create a more coherent offering to visiting students interested in STEM areas	6	Pg. Certs. in Diversity and Inclusion in Further Education and Training; Advanced Ageing and Frailty Studies; Climate Entrepreneurship; Healthcare Innovation (Tangent) HCI Pillar 3 Pg. Certs. in Sustainable Development for Business; Statistics (online).
1	Review of the re-organised Level 5 Certificate programme in Arts, Science and Inclusive Applied Practice.	4	Pg. Dips. in Circular Economy and Recycling Technologies; Applied Social Data Science; Entrepreneurship Biotech and Pharma HCI Pillar 3 Pg. Dip. in Engineering for Climate Action.
		5	MSc in: Global Challenges for Sustainability; Smart Sustainable Cities HCI Pillar 3: MSc in: Smart Medicines (course title to be modified); Pharmaceutical Manufacturing Technology (online); Quantum Science and Technology.

Undergraduate Proposals & Curriculum Developments 2020/21	
1	Curriculum restructuring in the Royal Irish Academic of Music to merge their two undergraduate degree courses to create a single programme in Music Performance and Composition and changed degree title to Bachelor in Music (Mus.B.)
1	Curriculum revisions to the Bachelor in Education programme in the Marino Institute of Education
1	Revision work initiated in the review of the UG Music curriculum
2	Proposals where review work was initiated – new Education programme, dual degree programme with the University of Sydney

Postgraduate Proposals & Curriculum Developments 2020/21	
1	Masters in Business Administration – Flexible Executive
5	MPhil. with Pg. Cert. and Pg. Dip. entry/exit routes in The Middle East in a Global Context (online); Theatre and Performance; Comparative Literature; Identities and Cultures of Europe; Literary Translation.
2	HCI Pillar 3 New Postgraduate Certificate and Postgraduate Diploma entry and exit routes, and new attainment awards, to the revised course of MSc in Electronic Information Engineering and the new Strand in Computational Engineering; also to the revised MSc in Mechanical Engineering and the new Strand in Zero-Carbon Technology.

II. Micro-credentials (HCI Pillar 3)

Trinity is developing a suite of micro-credentials under HCI Pillar 3 allowing for flexible and inclusive professional learning that is designed to meet the needs of industry, business and employees.

Four Trinity Schools are participating in the HCI Pillar 3 micro-credential pilot programme – the Schools of Engineering, Nursing and Midwifery, Social Work and Social Policy, and the Trinity Business School.

A working definition of micro-credentials, the EUA definition, was adopted by Trinity for the purposes of the pilot and this is as follows:

‘A micro-credential is a proof of the learning outcomes that a learner has acquired following a short learning experience. These learning outcomes have been assessed against transparent standards. The proof is contained in a certified document that lists the name of the holder, the achieved learning outcomes, the assessment method, the awarding body and, where applicable, the qualifications framework level and the credits gained. Micro-credentials are owned by the learner, can be shared, are portable and may be combined into larger credentials or qualifications. They are underpinned by quality assurance following agreed standards’ (working definition approved by HCI Steering, 11 February 2021).

Trinity agreed the following criteria for micro-credentials:

- Credit that is offered for continuing/professional development purposes.
- Specifically designed to upskill the workforce.
- May be stackable.
- Flexible delivery to meet the needs of industry, business and employees

For the purposes of the micro-credentials pilot programme Trinity micro-credentials will be offered at level 9 of the National Framework of Qualifications (NFQ) and will be offered in units of 2.5* ECTS, 5 ECTS or 10 ECTS.

*Note: for the 2021/22 academic year micro-credentials will consist of 5 ECTS or 10 ECTS

USC/GSC Sub-committee on HCI Pillar 3 Micro-credentials

A sub-committee of USC/GSC was established in April 2021 to consider and approve HCI Pillar 3 micro-credential proposals for recommendation to USC/GSC. The Terms of Reference (TOR) and membership for the sub-committee were approved by Council in February 2021. Further information is available from 'Committees' below.

Academic Affairs piloted the use of SharePoint for the development of micro-credential proposals enabling significant feedback from several parties to be provided to proposers, including Academic Practice, Careers, and the Micro-credentials Programme Director ahead of micro-credential sub-committee meetings and despite some teething issues this was deemed a success.

Table 2 presents the micro-credentials approved by Council in 20/21 for delivery in September 2021 and January 2022.

Table 2: Council Approved Micro-credentials 2020/21

Council approved Micro-credentials 2020/21	
5	School of Engineering Air Pollution: Monitoring, Assessment and Control; Cyber-Physical Systems and Control; Low Carbon Power Technology; Solar Energy Conversion and Application; Transport Modelling and Planning
3	School of Nursing and Midwifery Nurse/Midwife Authority to Refer for Radiological Procedures; Professional, Ethical, Legal and Communication Issues informing Nurse and Midwife Prescribing and Clinical Practicum; Safeguarding Adults at Risk of Abuse
3	School of Social Work and Social Policy Digital Technologies in Human Services, Disability and Child Protection: Towards New Understanding; Legal Training for Child Protection and Welfare Practitioners
8	Trinity Business School Creating Value with ESG; Finance for Non-Financial Executives; Foundations in Lean Operational Excellence; Leading Digital Marketing Strategy; Leading People; Leading Teams; Leading with Business Analytics and Big Data; Negotiating for Value

III. Committees

Management and support

Academic Affairs works closely with the Senior Lecturer/Dean of Undergraduate Studies, the Dean of Graduate Studies and the Registrar, and provides support to University Council and its principal committees namely, Undergraduate Studies Committee (USC) and its sub-committees (Trinity Electives Sub-Committee & Widening Participation Group), the Graduate Studies Committee (GSC) and the USC/GSC sub-committee on Micro-credentials; and the Associated Colleges Degree Committees (ACDC) of Marino Institute of Education (MIE) and the Royal Irish Academy of Music (RIAM).

Table 3: Committees supported by Academic Affairs – Key Figures 2020/21

Key Figures 2021	
7	Committee/sub-committees supported
42	Individual meetings supported
10	University Council
9	Undergraduate Studies Committee
9	Graduate Studies Committee
6	Associated Colleges Degree Committee
2	Widening Participation Group
3	Trinity Electives sub-committee
3	Micro-credentials sub-committee

University Council

The Assistant Academic Secretary is the minute secretary for University Council and ensures that decisions relating to Council's consideration of course proposals are communicated on the Course Developments' webpage and to Academic Affairs staff responsible for undergraduate and graduate education. In 2020/21 there were ten meetings of University Council. All meetings took place on Zoom due to Covid-19 restrictions.

Undergraduate Studies Committee (USC)

Nine meetings of the USC were held in 2020/21, which were all conducted via Zoom following the continuing advice to work from home. Support was provided to the Senior Lecturer/Dean of Undergraduate Studies in setting meeting agendas, collating and circulating papers, minute taking, the review of undergraduate course proposals, in the review of various undergraduate initiatives and practices across the University, in the compilation and preparation of the Senior Lecturer's Annual Report 2019/20, the review of Calendar Part II course entries and General Regulations, and in the revision and development of policies.

Trinity Electives Sub-Committee

The Trinity Electives Sub-Committee was established as a sub-committee of USC ahead of the 2020/21 academic year. Two full sub-committee meetings were supported as well as a separate meeting, comprising the academic members of the group, to consider a report on the marks awarded to students across all the Trinity Electives delivered during 2020/21. Support work included the setting of agendas, circulation of papers, minute taking, initial drafting of the Trinity Electives Annual Report, collation of the report on marks awarded, preparation of documents, and follow up actions.

Whilst Council approved the support of the Trinity Electives sub-committee moving into Academic Affairs (Trinity Teaching and Learning), this came with significant operational work related to the delivery of Trinity Electives. Such work included the maintenance and updating of the Trinity Electives website, collation and updating of programme rules to enable online selection, collation and updating of information on each Trinity Elective to feed into the online system and the website, answering a significant number of queries at key points during the year, (particularly the start of each semester, the marking and results period, the submission of students' online preferences). Support for Trinity Electives is delegated to divisions across the University, and to support staff a webpage dedicated to frequently asked questions and links to further information was added to the Trinity Electives website (<https://www.tcd.ie/trinity-electives/staff/>).

Widening Participation Group (WPG)

The WPG is a sub-committee of USC and is chaired by the Senior Lecturer/Dean of Undergraduate Studies with the Assistant Academic Secretary (Academic Affairs) providing support and guidance to the Senior Lecturer/Dean of Undergraduate Studies. The WPG aims to support Trinity in achieving its strategic objectives on creating a diverse undergraduate student body, a priority under the *Trinity Strategic Plan 2020-25*.

In 2020/21 work was progressed on developing SITS as a single source of accurate and up-to-date data on the number of students entering Trinity through alternative entry routes and their progression and retention. An interpretation and analysis of the data generated from SITS was presented in the first report of the Widening Participating Group and it is expected that emerging trends will inform the development of targeted initiatives and activities to support students at critical junctures during the student lifecycle. The report is available from https://www.tcd.ie/teaching-learning/academic-affairs/reports/assets/WPG/WPG_FDReport_June21.pdf

In addition, efforts continued to promote Trinity's Further Education & Training (FET) entry routes to undergraduate programmes through the development of a Further Education & Training (FET) booklet for 2021 entry, inclusion of alternative entry routes in the undergraduate prospectus, and a meeting of the Senior Lecturer/Dean of Undergraduate Studies and the Mature Students' Officer with the 16 Education & Training Boards (ETBs) Director of Schools.

The Assistant Academic Secretary (Academic Affairs), Trinity Access and the Disability Service supported the Senior Lecturer/Dean of Undergraduate Studies in the development of Trinity's submission to the HEA re the next National Access Plan in June 2021.

Graduate Studies Committee (GSC)

Nine meetings of the GSC were held in 2020/21, all via Zoom following College closure due to Covid-19. Support was provided to the Dean of Graduate Studies (DGS) in the review of postgraduate course proposals, in the development and revision of policies and in the setting of agendas and circulation of committee papers. From March 2021, the Education Support Officer acted as minute secretary.

Micro-Credentials USC/GSC Sub-Committee

The sub-committee meets once per term, with additional meetings at the discretion of the Chair. In 2020/21 two meetings were scheduled for Trinity Term, in April and May respectively. An additional meeting was held in June for the supplemental review of proposals, with approvals being sent to GSC and Council under vacation procedures.

Membership of the sub-committee comprises Directors of Undergraduate Teaching and Learning (DUTL), Directors of Teaching and Learning, Postgraduate (DTLP), module co-ordinators, TT&L divisions - Academic Practice, Careers and Graduate Studies, Academic Registry, Programme Director: Micro-credentials and representatives from Students' Unions. Administrative support for the sub-committee is provided by Academic Affairs.

Associated Colleges Degrees Committee (ACDC)

Marino Institute of Education (MIE) and the Royal Irish Academy of Music (RIAM)

There were three scheduled meetings of the MIE ACDC, and three scheduled meetings of RIAM in 2020/21. The Education Support Officer acted as Secretary to both committees. Academic Affairs provided information, advice and guidance to the Registrar in his role as overseer of Trinity's inter-institutional relationships with the Associated Colleges. A timeline for the submission of course proposals to ACDC for consideration and approval and timeframes for the circulation of documentation to ACDC was agreed with MIE and RIAM.

Membership of Trinity Committees

Quality Committee

The Assistant Academic Secretary (Academic Affairs) was in-attendance at meetings of the Quality Committee in 2020/21, of which there were seven.

HCI Logistics Advisory Group

The HCI Logistics Advisory Group was established in November 2020 by the Vice-Provost/Chief Academic Officer to ensure that the necessary technical, information technology, logistical, operational and support needs of the HCI Pillar 3 clusters are in place to ensure the execution of the HCI Pillar 3 deliverables over the five years of the initiative. The Assistant Academic Secretary (Academic Affairs) represented Academic Affairs on the Advisory Group, which met monthly in 2020/21.

HCI Cluster 1 working group on TCD/IUA Micro-credentialing Pilot Project

The Cluster 1 working group is responsible for delivering the Trinity element of the cross-disciplinary pilot project in micro-credentialing in close cooperation with the IUA and involves four Trinity Schools participating in the pilot project. The Assistant Academic Secretary (Academic Affairs) represents Academic Affairs on the working group, which met monthly from November 2020.

Academic Affairs meetings with the Global Relations Office

Academic Affairs and the Global Relations Office meet on three occasions during the academic year to discuss new and existing initiatives and activities and to share and exchange information and practice. The 2020/21 meetings were convened and chaired by Academic Affairs.

Representation on Committees relating to Undergraduate Education

DT2 Steering Group

The Assistant Academic Secretary (Academic Affairs) represented Academic Affairs on the DT2 Steering Group established by IT Services in October 2019 to provide proactive governance and ensure successful delivery of the Digital Trinity 2 project.

Undergraduate Prospectus Working Group

The undergraduate Administrative Officer represented Academic Affairs on the Undergraduate Prospectus Working Group. The Working Group met on two occasions to discuss the information to be provided to potential undergraduate applicants and agree on format changes to course and subject entries. The Administrative Officer provided inputs related to USC decisions and ensured that information on new courses was included.

Undergraduate Common Architecture Governance Committee

The undergraduate Administrative Officer is a member of the Undergraduate Common Architecture Governance Committee (UCAGC), representing Academic Affairs, and helps to maintain a strong link between it and USC. UCAGC was established in 2020/21 and there were seven meetings.

Membership of External Committees

PATH Steering Group

In 2016 the Higher Education Authority (HEA) established the Programme for Access to Higher Education (PATH). PATH provides funding to Higher Education Institutions (HEIs) to increase access to higher education for individuals from under-represented groups (socio-economic groups with low participation levels, first time mature students, students with disabilities, Irish Travellers, lone parents, ethnic minorities, students progressing on the basis of a further education award).

The Assistant Academic Secretary (Academic Affairs) is the Trinity institutional representative on the Leinster Pillar 1 Cluster PATH Management Steering Group led by University College Dublin which comprises Trinity College Dublin (Trinity Access), Institute of Art, Design and Technology, the National College of Art and Design, and Marino Institute of Education. The PATH Strand 3 programme, which has funding for three years consists of four projects as follows:

1. Community Mentoring (CM) led by Trinity Access
2. The Creative Arts Summer School (CASS)
3. Open Learning (OL)
4. Dublin Learning City (DLC)

Six meetings of the Steering Group were held in 2020/21.

IV Academic Policies

Academic Affairs in association with the Quality Office reviews, updates and develops academic policies/procedures on an ongoing basis. In 2020/21 Academic Affairs progressed work on four policies/procedures, which will continue into 2021/22:

1. Assessment and Academic Progression (review)
2. Programme Design and Approval Policy (review)
3. Suspension and Cessation Policy (review)
4. Programme Handbook Appendix I and II updates

The Academic Policies are available from <https://www.tcd.ie/teaching-learning/academic-policies/> and can be accessed from the www.tcd.ie/local webpage also.

V Annual Officers

Senior Lecturer/Dean of Undergraduate Studies

Academic Affairs provided support to the Senior Lecturer/Dean of Undergraduate Studies in the management of USC and WPG meetings, drafting memoranda and policies/procedures, conducting research, progressing work on course proposals and curriculum reviews. Key activities undertaken were:

- Collating and drafting the Senior Lecturer's Annual Report for 2019/20.
- Review and updating of the Calendar Part II.
- Updating derogations on the assessment and progression regulations.
- Reviewing and developing policies/procedures.
- Preparing responses on behalf of the Senior Lecturer/Dean of Undergraduate Studies for the Quality and Qualifications Ireland (QQI) National Academic Integrity Network.
- Helping to establish the interim structure of Foundation Scholarship papers for single subject, joint subject and common entry programmes in the common architecture.
- Preparing the first report of the Widening Participation Group in association with Trinity Access, the Disability Service, the Academic Registry and the Director of Student Services.
- Supporting the Senior Lecturer/Dean of Undergraduate Studies with the development of the Trinity submission to the HEA on the next National Access Plan.

Dean of Graduate Studies

Academic Affairs provided support to the Dean of Graduate Studies in the management of GSC, drafting memoranda and policies/procedures, progressing work on course proposals and on the Calendar Part III. Support was also given to the USC/GSC Subcommittee on micro-credentials as well as collaboration with the Quality Officer on setting up the CHARM EU (Master in Global Challenges for Sustainability) approval process, assisting Schools in the development of a new PGR External module type for the structured PhD, and in the revision of several existing postgraduate courses.

Several initiatives were also supported and implemented during that time:

- Development and approval of a suite of 9 PGT courses funded under the HCI project (in addition to other course proposals)
- Development of processes to support the implementation of Micro-Credentials, as funded under the HCI Pillar 3.

In addition, support was provided for the running of GSC meetings. An Administrative Officer acted as Secretary to GSC and since March 2021 an Education Support Officer acted as minute secretary at the meetings.

Registrar

The Assistant Academic Secretary (Academic Affairs) and the Education Support Officer as Secretary to ACDC - MIE and RIAM, provided information, advice and guidance to the Registrar on matters relating to the Linked Providers and the preparation and circulation of documentation for meetings. A memorandum of understanding with the Technological University of Dublin (TUD) with respect to the Bachelor in Music Education programme delivered by the Trinity School of Education with TUD and RIAM on alternate years was finalised in 2020/21. The Registrar was provided with support in

relation to the request from RIAM to restructure their undergraduate degree programme offerings into one programme, leading to the degree title of Bachelor in Music.

The Registrar, in his role of managing the University's relationship with the Church of Ireland Theological Institute, was provided with support relating to the expansion of the memorandum of understanding to incorporate the new undergraduate programme in Christian Theology and Practice.

The Registrar was also assisted with miscellaneous proposals and queries concerning degree titles, amending programme degree outcomes and altering degree classification, through the provision of information and advice.

VI Strategic Initiative - Strategic Alignment of Teaching and Learning Enhancement (SATLE) Funding in Higher Education

SATLE 2019

The Assistant Academic Secretary (Academic Affairs) as Institutional Lead for Trinity continued to manage and support the work of the seven Trinity projects funded under the National Forum for the Enhancement of Teaching and Learning (National Forum) 'Strategic Alignment of Teaching and Learning Enhancement Funding in Higher Education 2019' during 2020/21. Project Leads presented the work on their projects to the Trinity Review Panel chaired by the Vice-Provost/Chief Academic Officers on three occasions in 2020/21 and also to USC or GSC as appropriate to disseminate and showcase their project outcomes and outputs. Five of the project leads presented to the National Forum International Review Panel in September 2020 and March 2021. All projects were successfully completed in June 2021. Information on each project is available from <https://www.tcd.ie/teaching-learning/academic-affairs/national-forum-fund/index.php>

SATLE 2020

The National Forum in partnership with the Higher Education Authority (HEA) published a call for proposals on the Strategic Alignment of Teaching and Learning Enhancement Fund 2020 in November 2020. The strategic focus of the call was 'Transforming Teaching and Learning for Student Success'. Institutions in responding to the call were invited to consider how they could strengthen the key enablers of student success within and across face-to-face, blended, online and remote teaching and learning contexts. The Assistant Academic Secretary (Academic Affairs) was appointed Institutional Lead for the Initiative and provided guidance and support to Trinity Schools in developing their project proposals.

Trinity was successful in securing Funding for seven projects as follows:

- Enhancing student's resilience in the undergraduate teaching, Dental Science
- Enhancing blended learning in anatomy education, School of Medicine
- Assessing Languages: Digital Development and Innovation Project (ALADDIN), School of LSCS
- DEPTH – Digitally Enhanced Practical Teaching in Health science, School of Medicine
- Supporting Student Success through Clinical Teacher Training, School of Medicine
- Co-designing a blended model of undergraduate speech and language therapy practice education, LSCS
- Digital by Design: Building Capacity for Digital Education, Academic Practice

Project Leads will present to the Trinity Review Panel chaired by the Vice-Provost/Chief Academic Officer in 2021/22 and to the National Forum International Review Panel. All projects are due for completion in May 31, 2022. Further information on the seven projects is available from <https://www.tcd.ie/teaching-learning/tl-strategicfund/2020.php>

The Assistant Academic Secretary hosted and facilitated an introductory meeting for Trinity project teams through Zoom on 14 April 2021, which provided project leads with the opportunity to discuss their respective projects, network, and to develop future collaborations.

The Assistant Academic Secretary will support project leads in progressing work on their projects, with preparation for meetings of the Trinity Review Panel and the National Forum International Review Panel, and in submitting final reports to the National Forum on conclusion of the initiative in May 2022.

VII Trinity Teaching & Learning (TT&L) Initiatives

Academic Affairs contributed to several activities driven by TT&L including:

The Trinity Institutional Review – Academic Affairs prepared papers for the Education Chapter of the Institution Self-Evaluation Report on the course proposal development process and the renewal of the Trinity undergraduate education.

Trinity Awards Framework – Academic Affairs contributed to the development of the Trinity Awards Structure document presented to Council on 24 May 2021 by the Academic Secretary. A resource on the Framework is now available online <https://www.tcd.ie/teaching-learning/academic-affairs/graduate-education/graduate-resources/>

VIII Looking forward to 2021/22

Academic Affairs is looking forward to 2021/22, which will be a busy academic year with the renewal of graduate education getting underway, the Trinity Institutional Review taking place in March 2022, and with activities continuing on the development and implementation of initiatives such as the HCI Pillar 3 initiative and the micro-credential pilot project, and the SATLE 2020 initiative.

Academic Affairs will continue to develop and support the delivery of activities relating to the implementation of the Goals and Strategic Objectives of the Trinity Strategic Plan 2020-25. In 2020/21, activities were undertaken to support the delivery of the Goals of the Trinity Strategic Plan such as the development of new course proposals, articulation agreements and inter-institutional frameworks, development of new policies/procedures and approval mechanisms, and embedding of the Trinity Education Project. In addition, Academic Affairs will contribute to the development and delivery of the Curriculum Hub, the renewal of all aspects of graduate education, and to the Institutional Review scheduled to take place in March 2022.

During 2021/22 work will continue on developing the Academic Affairs website to ensure a more-user friendly and accessible site; the development of a newsletter enabling Academic Affairs to communicate its activities, new policies/procedures, updates on new initiatives and developments to the Trinity community; and the development of resources to support the course proposal development process, including micro-credentials. Academic Affairs will engage with the Trinity Community in the development and delivery of its activities and resources.

Academic Affairs looks forward to working closely with and supporting the new Provost and annual officers with the delivery of the strategic objectives of the Trinity Strategic Plan, HEA funded initiatives and the day-to-day business of College.