

The University of Dublin

Trinity College

A meeting of the University Council was held on Wednesday 21 April 2010 at 11.15 am in the Board Room.

<i>Present</i>	Provost, Vice-Provost/Chief Academic Officer, Registrar, Senior Lecturer, Dean of Graduate Studies, Dr C Laudet, Dr E O'Dell, Dr M Ó Siochrú, Dr J Wickham, Professor J Fitzpatrick, Dr V Kelly, Dr M Lyons, Dr D Brennan, Professor M McCarron, Professor M Radomski, Dr A O'Gara, Ms D Flynn, Professor G Whyte, Mr A Cooke, Ms M Furlong, Ms A Murphy.
<i>Apologies</i>	Senior Tutor, Dean of Research, Dean of Arts, Humanities and Social Sciences, Dean of Engineering, Mathematics and Science, Dr D O'Sullivan, Dean of Health Sciences, Dr H Mannan, Mr F Hughes, Mr A O'Callaghan, Mr N Timmon, Interim Chief Operating Officer.
<i>In attendance</i>	Librarian, Secretary to the College, Academic Secretary,
<i>Observers</i>	Ms M Uppal, Secretary to the Scholars (Mr B Roantree).

SECTION A

CL/09-10/143 **Minutes** The Minutes of the meeting of 16 March 2010 were approved and signed.

CL/09-10/144 **Matters Arising**

- (i) *Bonus points for Mathematics* Referring to Actum CL/09-10/125, the Provost noted the importance of Trinity College taking a position on awarding bonus points for Higher Leaving Certificate mathematics. The Senior Lecturer explained that the issue was discussed at the Undergraduate Studies Committee (UGS) and that there was a divergence of opinion on the issue. It is expected that a fuller discussion on bonus points will be made at a future meeting of the UGS Committee.
- (ii) *Staff promotions* In response to a query the Provost commented that the College is discussing with the Higher Education Authority (HEA) the position of staff promotions in the context of the employment control framework. He noted the concern expressed about staff morale and the necessity to reinstate promotions.
- (iii) *PhD student numbers* One Council member expressed concern about the drop in the number of PhD applications to some disciplines in the Faculty of Engineering, Mathematics and Science, and the consequential effect on undergraduate laboratory supervision. The Provost commented that funding for research is diminishing, and there has been a delay in the announcement of the outcome of the PRTL cycle 5 as a result of the recent reorganisation of key government departments. The new Department of Education and Skills does not have control of the research budget which is now the responsibility of the new Department of Trade, Enterprise and Innovation. An announcement of the outcome of the PRTL cycle 5 is expected soon.

CL/09-10/145 Dean of Graduate Studies Annual Report 2008-09 with postgraduate admissions data for 2009-2010 was circulated. The Dean of Graduate Studies introduced this item drawing Council's attention to key developments and statistical data. The Graduate Studies Committee discussed in 2008-09 and made recommendations to Council on several issues, including postgraduate fees; the Trinity College PhD; the Innovation Academy; revision to the appeal process; PhD module descriptors; collaborative agreement with the Dublin Region Higher Education Alliance; Flexi Masters. Referring to the latter, the Dean noted that a proposal will be brought to the next meeting of Council for discussion and approval. She drew Council's attention to the seven new course proposals approved in 2008-09; the admissions data and course numbers; the increase in the number of part-time postgraduate students; students' nationality; gender breakdown by course and faculty. There were 174 separate courses of study on offer in 2008-09, and 43 courses across all three faculties ran with fewer than ten students. The number of taught postgraduate courses increased by 55% over the past ten years.

Referring to the maintenance of academic standards and quality, the Dean of Graduate Studies noted that there were 343 external examiners involved in the examination of 362 research theses in 2008-09. She noted that for most students the thesis examination period - from the nomination of examiners to recommendations to the sub-committee for higher degrees - was five months in 2008-09. The number of PhD awards has been steadily increasing. While the decision on the majority of PhD theses continues to be 'minor corrections', major revisions are requested intermittently. The increase in decisions recommending major revisions may be as a result of the increase in the number of PhD students, but, importantly, it reflects the expectation of high academic standards and quality.

The Dean drew Council's attention to information on College awards, noting changes in the administration; travel grants; publications; postgraduate Open Day; the success of the Graduate Education projects under the Strategic Innovation Fund I and II. In conclusion, she noted that there continues to be a healthy interest in postgraduate taught courses and research, and referred Council to the postgraduate admissions data for 2009-10.

Council welcomed the Dean of Graduate Studies Annual Report 2008-09 and the postgraduate admissions data for 2009-10. Council noted the large increase in the number of taught postgraduate courses and felt there was scope for consolidation. The Dean in response commented that a proposal on Flexi Masters which will be brought to the next meeting of Council, recommends such a consolidation: there is a recognition that some modules attached to existing programmes with very few students could be delivered independent of the programme and as part of several existing or new programmes. The strand approach has the benefit of increasing the number of students taking specific modules, and is likely to increase the overall number of postgraduate taught students.

The Provost sought clarification on why there continued to be direct (paper) postgraduate applications to College, noting in particular the decision of Council to process all applications to postgraduate programmes through the online postgraduate application centre. The Academic Secretary explained that the vast majority of taught postgraduate applications are made via the online facility, and that the Graduate Studies Office is currently piloting online research applications. It is expected that all applications to taught postgraduate and research programmes will be via the online facility for the 2010/11 admissions season.

Referring to non-EU applications, the Vice-Provost/Chief Academic Officer commented on the need to allocate quotas for non-EU students, and to process applications more quickly. The Dean of Graduate Studies commented that it was also necessary to improve the recruitment strategy and to target students of high academic ability.

Incorporating any amendments approved at subsequent Council meetings

Council noted the Dean of Graduate Studies Annual Report 2008-09 and the postgraduate admissions data for 2009-10.

CL/09-10/146 Associated Colleges of Education A memorandum from the Vice-Provost/Chief Academic Officer dated 14th April 2010 was circulated together with the report of the Working Group of Council on the Partnership between Trinity College and the Associated Colleges of Education dated April 2010. The Vice-Provost/Chief Academic Officer introduced this item noting that the Trinity College partnership with the three Associated Colleges of Education - Marino Institute of Education, Froebel College of Education, and the Church of Ireland College of Education, dates back to the 1920s. In 1974 the partnership was reviewed and the current arrangements for teaching the Bachelor in Education (B.Ed.) degree and the Higher Diploma in Primary Education (H.Dip. Primary) were established. A quality review of the School of Education, Trinity College, was carried out in May 2008, and the reviewers highlighted structural and curriculum weaknesses in the B.Ed. degree programme. The University Council, having considered the review report recommendations, set up a working group "to establish a clear policy on the strategic relevance and operating principles of the partnership between Trinity College and the Associated Colleges of Education" (Actum CL/08-09/071). The report and recommendations before Council are the outcome of the deliberations of the Working Group since June 2009.

The Vice-Provost/Chief Academic Officer drew Council's attention to the current structure of the existing partnership between Trinity College and the three Associated Colleges of Education, and to the recommendations to enable a new partnership arrangement between the parties involved. Currently the School of Education and the three Associated Colleges of Education deliver conjointly the Bachelor in Education: Primary (B.Ed) and the Higher Diploma in Primary Education (H.Dip.), both leading to qualifications awarded by the University of Dublin. The School of Education delivers separately a B.Ed. Honor Year. The Working Group recommends the transfer of responsibility, beginning in the academic year 2010/11, from Trinity College to the Associated College of Education of the delivery of the nine modules in educational studies ("foundation studies") on the Bachelor in Education degree programme in Years 1, 2 and 3; the delivery of the five modules in educational studies ("foundation studies") on the Higher Diploma in Education (Primary), and the licensing of the Associated Colleges to deliver the B.Ed. Honor Year (Senior Sophister year) in 2010/11 and thereafter.

He explained the rationale for the proposal, highlighting in particular the recommendations arising from the quality review of the School of Education; the policy of the Teaching Council; the administrative restrictions of the current arrangements; and the need to encourage research-led teaching. Currently the School of Education, Trinity College, delivers the 'foundation studies' modules which focus on theory to Years 1, 2, and 3 of the B.Ed. programme and delivers Year 4 of the programme in full. The Teaching Council states clearly that teacher education programmes should be characterised by clear integration of programme components including the foundation studies, teaching methodologies and school placement so as to enable student teachers to make connections between theory and practice. The Vice-Provost/Chief Academic Officer drew Council's attention to the transition arrangements and the funding models which have been agreed by all parties concerned. In concluding the overview, he acknowledged the efforts and contribution of the members of the Working Group, and in particular the Academic Secretary, and Mr Paul Coote, Treasurer's Office.

The Provost welcomed the report and invited Dr O'Gara, President of the Marino Institute of Education, as a member of the Working Group, to make any further comments. Dr O'Gara noted that the Marino Institute of Education welcomed the development, and was of the view that the report recommendations, if implemented,

Incorporating any amendments approved at subsequent Council meetings

would further enhance teacher education and the overall student experience. There have been many developments in the field of teacher education, and there is now an urgency to integrate theory and practice in the teaching of the existing curriculum. She pointed out that students who participated in the review of the School of Education, Trinity College, stressed the importance and value of having staff teaching on the course, especially in Year 4, who have primary teaching experience.

Council in discussing the report and its recommendations sought clarification on a number of issues, including timing and students' expectation and plans for the academic year 2010/11; the expertise of existing staff in the Associated Colleges to supervise students' dissertation in Year 4; the level of student services available in the Associated Colleges; communication with new entrants; and the financial consequences for the School of Education.

The Vice-Provost/Chief Academic Officer clarified that all parties involved felt that it was important to implement the proposed changes quickly, as it is imperative that the B.Ed. curriculum is revised and delivered in line with the Teaching Council's criteria to ensure appropriate standards and quality in the provision of existing teacher education. There would be assisted and phased hand-over of administration, and the School of Education staff will be directly involved in assisting 4th Year research supervision. The Associated Colleges have been developing a research culture over the past years, and this new partnership arrangement provides the platform for increased activity at postgraduate and research levels. Referring to the student experience, the Vice-Provost/Chief Academic Officer informed Council that B.Ed. students attached to the Church of Ireland College of Education would continue to be registered students of Trinity College and would have negotiated access to student and administrative services and to elective modules delivered by Trinity College. New entrants to the other two Associated Colleges of Education will not be registered with Trinity College and administrative and support services will be provided by the Associated Colleges. Continuing students on the existing B.Ed. programme and the H.Dip.(Primary) will continue to be registered at and have full access to Trinity College's support services.

The Vice-Provost/Chief Academic Officer confirmed that the financial arrangements were agreed by all parties concerned. The Associated Colleges are in discussion with the HEA and the Department of Education and Skills on transfer of funds from the HEA block grant to the Associated Colleges in respect of B.Ed. and H.Dip. (Primary) students. The financial impact on the School of Education has been considered and the Head of School and the Faculty Dean are aware of the implications. The transfer of the teaching of the undergraduate B.Ed. programmes and the development of postgraduate and research activity is central to the School's strategic plan. Referring to plans to communicate the changes, the Vice-Provost/Chief Academic Officer informed Council that CAO (Central Applications Office) applicants to the programmes would be made aware of the changes and they will have the opportunity to use the 'change of mind' facility before the 1st July 2010 at no additional cost. An agreed joint communiqué will be issued from the relevant Associated College and the School of Education to existing students explaining the new arrangements for 2010/11.

The Dean of Graduate Studies noted that programmes leading to a University of Dublin award must be open to all eligible applicants irrespective of their religious denomination, and the Vice-Provost/Chief Academic Officer confirmed that this policy would remain. The Registrar confirmed, in response to a query, that the new partnership arrangement would not affect the delivery or the status of the B.Mus.Ed. programme. The Registrar also pointed out that students on the 4th Year of the B.Ed. programme are normally in full-time employment, and the experience of these students is not common with that of full-time undergraduate students. He also stressed the benefits of this new partnership not only in terms of the curriculum, but also for the students and staff of the Associated Colleges.

Incorporating any amendments approved at subsequent Council meetings

The Vice-Provost/Chief Academic Officer remarked that there have been many changes recommended to the Irish Education system to-date. The proposed new partnership is the first significant change in Trinity College's relationship with its Associated Colleges, and it is expected that this relationship will evolve further as the Associated Colleges carve out their strategic direction and any alternative routes to achieve this. The Provost thanked Council for its input and noted that the Transition Group would monitor and support the implementation of the proposals.

Council noted the report of the Working Group of Council on the Partnership between Trinity College and the Associated Colleges of Education, and approved the following recommendations.

- (i) the transfer of responsibility, beginning in the academic year 2010/11, from Trinity College to the Associated College of Education of:
 - (a) the delivery of the nine modules in educational studies ("foundation studies") on the Bachelor in Education degree programme in Years 1, 2 and 3;
 - (b) the delivery of the five modules in educational studies ("foundation studies") on the Higher Diploma in Education (Primary);
- (ii) the licensing of the Associated Colleges to deliver the B.Ed. Honor Year (Senior Sophister year) in 2010/11 and thereafter;
- (iii) that the Associated Colleges take responsibility for the full delivery and administration of the B.Ed. programmes and the H.Dip. Primary, commencing with the new intake of students in the academic year 2010/11;
- (iv) that the University of Dublin should continue to accredit these programmes and put in place appropriate quality assurance processes;
- (v) the establishment of an '*Associated Colleges Degrees Committee*' to implement quality assurance processes. This Committee will be responsible for the development of a relationship between Trinity College and the Associated Colleges that guarantees a robust system of quality assurance and enhancement across academic programmes. It will also develop procedures for collaboration on projects of mutual interest in teaching and research, and for the accreditation of new postgraduate courses proposed by the Associated Colleges of Education. Future collaboration will be in the spirit of complementarity and non-duplication. Council approved the draft terms of reference for this Committee (see Appendix 1 to this minute);
- (vi) the establishment of a '*Transition Group*' to oversee the implementation of the proposed changes, consisting of representatives from each of the Associated Colleges of Education and Trinity College, and the draft terms of reference for this Group (see Appendix 2 to this minute);
- (vii) the operational provisions as out in Appendix 3 to these minutes.

CL/09-10/147 Graduate Studies: Course Proposal A course proposal from the School of Medicine leading to the award of M.Sc. in Healthcare Infection Management was circulated. The Dean of Graduate Studies introduced this item noting that currently there is no taught postgraduate Masters course in the Republic of Ireland that specifically addresses the educational and training needs of the wide range of professionals in healthcare infection management. There has been a progressive increase in the infection rates, especially in our hospitals. A comprehensive understanding of advancing trends in the diagnosis of infection is deemed to be an essential requirement for all medical and scientific professions associated with the clinical

Incorporating any amendments approved at subsequent Council meetings

management of infection. The provision of a comprehensive M.Sc. course with a curriculum incorporating all aspects of infection management would fulfil an important educational need and would fill the gap that has emerged in the training of Healthcare professionals involved in the management of infection. The School of Medicine runs the M.Sc. in Molecular Medicine in conjunction with the Dublin Institute of Technology, and students of the proposed M.Sc. in Healthcare Infection Management will take some modules delivered as part of the M.Sc. in Molecular Medicine. The duration of the proposed course is two-years part-time, commencing in October 2010. The course proposal received a positive external review from Professor Alison Holmes, Imperial College London.

In response to a query, the Dean of Graduate Studies confirmed that the target audience for the course includes medically-qualified Microbiologists, Infections Disease Physicians in training schemes (Specialist Registrars), Hospital Pharmacists, Nurses, and Medical Laboratory Scientists. Applications will be accepted from those also who hold an honours degree in a relevant science subject. Council noted that the School of Nursing and Midwifery is not involved in the delivery of the course, and the Dean of Graduate Studies undertook to relay the Council's recommendation that the course director, Professor Rogers, should discuss this with the Head of the School of Nursing and Midwifery.

Council noted and approved the course proposal from the School of Medicine leading to the award of M.Sc. in Healthcare Infection Management to commence in October 2010.

CL/09-10/148 Review of Examinations in the New Academic Year Structure A memorandum from the Examinations and Timetables Officer dated the 14th April 2010 was circulated. The Senior Lecturer introduced this item noting that during 2009, Council approved a number of recommendations with regard to the timing of examinations in the new academic year structure, namely:

- (i) University examinations should normally be confined to the University annual and supplemental examinations periods as published in the Almanack. Any deviation from these regulations will require Council approval.[CL/07-08/155];
- (ii) Study Weeks should not be used to administer College examinations [CL/08-09/091, ii, (d)];
- (iii) Week 12 is a teaching week [CL/08-09/091, ii, (f)]; and
- (iv) With the exception of one-term visiting students there would not be any end-of-term examinations for undergraduate courses [CL/09-10/009].

In 2009, Council granted permission for a number of undergraduate professional courses and several postgraduate taught courses to hold examinations outside the University annual and supplemental examinations periods in 2009/10. During this academic year several requests for exemption to the rule was made to and granted by Council. Referring to Study Weeks, the Senior Lecturer noted that there would appear to be some confusion about the interpretation of the rule that "Study Weeks should not be used to administer College examinations". In both Study Weeks in 2009/10, term tests were scheduled for undergraduate students assigned to Business modules (six exams) and Economics modules (24 exams). Term tests for these modules were traditionally held in the week following the end of Michaelmas and Hilary Terms.

The Senior Lecturer stated that there is a perception that term tests are not official College examinations but a form of continuous assessment, and as a result can be held during Study Weeks. The term tests conducted by Economics and Business are, however, scheduled by the Examinations Office, invigilators are assigned, and facilities for special needs students are organised in a similar fashion to the annual examination period. They are normally two-hours in duration and carry a weighting

Incorporating any amendments approved at subsequent Council meetings

towards the end-of-year result. She also drew Council's attention to the recommendation that at the last meeting of Council each year, Council should consider requests for examinations outside the formal annual and supplemental examination sessions for the following year. It is necessary that students are aware in advance of their examinations timetable and that, where possible, timetables are included in the course handbook. It also allows for more efficient use of resources.

In the discussion that followed, Council heard arguments for and against the recommendation that formal examinations in Study Weeks should be discontinued as per the Council recommendation. The Head of the School of Social Sciences and Philosophy informed Council that Economics administers term tests as it helps to monitor students' progress, informs the department early in the year if there are retention issues, and it is the most economical way to assess performance given the large number of students taking economics. Because of the large numbers involved, it is preferable that the Examinations Office schedule the examinations as this also ensures that students with special needs are facilitated. The Senior Lecturer advised Council that these arguments were made to her also by the Schools involved, and stressed that other Schools sought permission, and were refused, to administer examinations in Study Week. The Students' Union Education Officer and the Secretary of the Scholars argued that students of Business and Economics are disadvantaged as they are denied the opportunity to use Study Week for revision and in many instances to prepare assignments for other subjects. Those preparing for the Foundation Scholarship examination have no break throughout the year, and this is putting considerable strain on these students. They noted that there is strong support among the student body for end-of-semester examinations as modularisation is not conducive to one end-of-year final examination. It was also suggested that the new academic year structure has increased student and staff workloads.

Council discussed these matters at length, and while Council sought to balance the different arguments, it was strongly felt that Study Week should not be used to administer examinations. Council agreed that there was a need to release the pressure especially in the second teaching semester, but felt that it was premature to consider the introduction of end-of-semester examinations. The Provost proposed that it would not be useful to begin wide-scale change after only one-year of the new academic structure, and suggested that College should in the first instance review the nature of assessment conducted.

Council

- (i) recommended that the Undergraduate Studies Committee should consider ways to release the mounting workload pressure in the second teaching semester, and consider the nature of assessment generally in Trinity College;
- (ii) reaffirmed its policy decision that no formal examinations should be held in Study Weeks;
- (iii) approved the recommendations that at the last meeting of Council, in any academic year, Council will consider requests for examinations outside the formal annual and supplemental examination sessions for the following year. Such requests will be made in consultation with the Examinations and Timetables Officer.

CL/09-10/149 **Discontinuation of Science (TR071) Sophister Option A** memorandum from the Senior Lecturer dated 14th April 2010 was circulated. The Senior Lecturer introduced this item noting that the Undergraduate Studies Committee had discussed the request to discontinue this Sophister option in Physics and Computer Simulations (Actum UGS/09-10/036). She drew Council's attention to the rationale for the cessation of the option which relates to very low student demand and the resource implications of providing laboratory sessions for, in this case, only one student. The School of Physics remains convinced that the knowledge of programming skills, numerical methods and computational physics are very important for physics students, and for this reason will

Incorporating any amendments approved at subsequent Council meetings

continue to introduce these elements in the teaching of all students of physics. The School will continue to teach the option for Senior Sophister students in 2010/11, but wishes to discontinue teaching it for Junior Sophister students.

The Students' Union Education Officer expressed the concern of existing students of physics who had planned to take this Sophister option in Physics and Computer Simulations, and argued that students were not given sufficient notice of this change. He further argued that the unavailability of this option would reduce the pool of suitable research candidates in this field in the future. The Dean of Graduate Studies reassured Council that the non-availability of this specific option will not deter research opportunities in this area as students with a good knowledge of physics can specialise in many related areas.

The issue of timing was stressed, and while the importance of giving students advanced knowledge of major curriculum changes was acknowledged, it was also stressed that College must be able to act quickly to up-date and revise curriculum in response to increasingly changing environments.

Council noted and approved the request from the School of Physics to discontinue the Science (TR071) Junior Sophister option in Physics and Computer Simulations effective from 2010/11 and thereafter.

CL/09-10/150 Any other urgent business

- (i) The Vice-Provost/Chief Academic Officer informed Council that an interview process for the Dean of Dental Science was held, and requested approval for the appointment of Professor June Nunn to the position.

Council noted and approved the appointment of Professor June Nunn.

- (ii) **Student Requiring Permission to repeat a year** In accordance with Calendar regulation s.54 , H12 the Council approved the request of the Senior Lecturer for a named student to repeat a year of course in 2009-10 off-books, having previously repeated the Senior Freshman year in 2007-08 and 2008-09, as set out in the Senior Lecturer's memorandum, dated 14 April 2010, tabled.
- (iii) **Professor/Consultant Haematologist (Clinical and Laboratory) - Paul V Brown, BA, MB, BCh, BAO, FRCPI, FRCPath** The Council approved the nomination of Dr P M Browne, from a date to be arranged, on the academic consultant type A contract, a nomination form having been tabled.
- (iv) **Personal Chairs Sub-Committee - Senior Promotions Committee** The Council noted the current membership, as set out in a tabled memorandum from the Acting Secretary of the Academic and Senior Administrative Promotions Review Committee, dated 19 April 2010.

Provost (chair)
 Vice-Provost/Chief Academic Officer
 Senior Lecturer
 Representatives of the Academic Staff (tbc)
 Representatives of Council:
 Professor M Radomski
 Professor C O'Farrell
 Professor J Nunn
 Professor J Horne

- (v) **Senior Promotions Committee** The Council noted and approved that Professor D Murray and Professor A Chahoud should replace Professor L Hogan

Incorporating any amendments approved at subsequent Council meetings

and Professor P Humphries as members of the Senior Promotions Committee for the academic year 2009-2010 and two further years thereafter, as set out in a tabled memorandum from the from the Acting Secretary of the Academic and Senior Administrative Promotions Review Committee, dated 20 April 2010.

SECTION B

CL/09-10/151 Graduate Studies Committee The Council noted and approved the recommendations as set out in the minutes of the Graduate Studies Committee from its meeting of d18 February 2010, which had been circulated.

CL/09-10/152 Undergraduate Studies Committee The Council noted and approved the recommendations as set out in the minutes of the Undergraduate Studies Committee from its meeting of the 23rd March 2010, subject to the following:

Referring to Actum UGS/09-10/035, the Senior Lecturer drew Council's attention to the recommendations of the UGS Committee in respect of Open Day. She commented that due to an error on the part of the Admissions Office, the recommended date of 8th December to hold Open Day in 2010 is a 'holy' day and as a result second level schools will be closed. She recommended that this date be changed to Wednesday the 1st December.

Council noted and approved the recommendations that:

- (i) Open Day in 2010 should take place on Wednesday 1st December 2010, and that laboratory sessions can commence from 14:00 onwards:
- (ii) Future Open Days should take place over the Friday and Saturday of a week to be decided in Michaelmas term.

CL/09-10/153 Student Services Committee The Council noted and approved the recommendations as set out in the minutes of the Student Services Committee from its meeting of 2 February 2010, which had been circulated.

CL/09-10/154 Information Policy Committee The Council noted and approved the recommendations as set out in the minutes of the Information Policy Committee from its meeting of 14 January 2010, which had been circulated.

SECTION C

CL/09-10/155 Higher Degrees—Reports of Examiners The Council noted and approved the reports of examiners on candidates for higher degrees, approved by the sub-committee of Board and Council on 16 March 2010 and noted by Board on 31 March 2010.

- (i) **Professional Higher Degrees by Research Alone**

MD Gordon Eric Pate.

- (ii) **Higher Degrees by Research Alone**

DChDent Rory Nolan.

PhD Christine Becker; Ruth Emily Bone; Kirsten Anette Bratke; Kevin Daly; Brian Francis Deighan; Rosemarie Galvin; Angela Mary Griffith; Owen Harrison; Thaddeus Philip Lawton; Mark Joseph Matthews; Ecaterina McDonagh; Kenneth McDonagh; Elaine Mc

Incorporating any amendments approved at subsequent Council meetings

Goff; Orla Mulhern; Daire O'Broin; Pablo Pineda Vadillo; Frederick John Sheedy; Ljiljana Skrba; Erin Madeleine Sebo; Callist Tumwebaze; Audrey Whitty.

MSc Caitríona Cunningham; Máirtín Conor D'Alton.

CL/09-10/156 Business of the Graduate Studies Committee requiring approval of the University Council The Council noted a memorandum from the Dean of Graduate Studies, circulated, dated 29 March 2010 and approved an amendment to the MPhil in Popular Literature (course code 709) to introduce a Postgraduate Diploma in Popular Literature as an exit award only.

CL/09-10/157 University Council - Observer The Council noted that Mr B Roantree has replaced Mr B Devlin as Secretary to the Scholars.

CL/09-10/158 Geology - Headship The Council approved the request of the Head of the School of Natural Sciences, Professor J Parnell, that Dr J R Graham should serve as Head of the Discipline of Geology for one further year in 2010-2011, pending an appointment to the Chair (see Minute CL/09-10/160 (i) below), Dr Graham having served for two terms.

CL/09-10/159 School of Pharmacy and Pharmaceutical Sciences - 2010-2011 - Directors The Council noted and approved the nomination of the following to continue as School Directors for a further year:
 Director of Teaching and Learning (Undergraduate): Dr A M Healy
 Director of Teaching and Learning (Postgraduate): Dr A Harkin;
 Director of Research: Dr C Ehrhardt.

CL/09-10/160 Chairs

- (i) **Chair of Geology and Mineralogy (1843)** The Council noted and approved a memorandum from the Dean of Engineering, Mathematics and Science, circulated, dated 22 March 2010. The Council approved the membership of the following Search Committee:

Provost (chair)
 Vice-Provost/Chief Academic Officer
 Dean of Faculty of Engineering, Mathematics and Science
 Head of School of Natural Sciences
 Dr J Graham
 Professor S Draper
 External Assessors (tbc)

- (ii) **Philanthropically-funded Chair of Mathematics** The Council noted and approved a memorandum from the Dean of Engineering, Mathematics and Science, circulated, dated 9 April 2010. The Council approved the membership of the following Search Committee:

Provost (chair)
 Vice-Provost/Chief Academic Officer
 Dean of Faculty of Engineering, Mathematics and Science
 Head of School of Mathematics
 Professor S Shatashvili
 Professor C O'Sullivan
 External Assessors (tbc)

Incorporating any amendments approved at subsequent Council meetings

SECTION D

In compliance with the Data Protection Acts this information is restricted.

Signed

Date

Incorporating any amendments approved at subsequent Council meetings

Appendix 1 to Minute CL/09-10/146 (v)

Associated Colleges Degrees Committee

Preamble

Trinity College has a long history of working alongside Associated Colleges of Education in the delivery of courses, and therefore of accrediting work in these institutions. This relationship has taken a number of forms depending on the particularity and scale of individual courses.

However, the external context has evolved considerably in recent years, which requires the development new structures of administration and management to facilitate the relationship with external partners. Factors in this context include the natural aspiration of external colleges to develop a more mature relationship with Trinity: one which allows them to take more control of the delivery, assessment and administration of courses in a way which integrates with their own strategic development. Moreover, the demand for further courses in Associated Colleges to be accredited through Trinity will increase substantially in the future; and at both undergraduate and postgraduate levels.

We need a system for dealing with these courses in a way that is both rigorous in terms of issues of Quality Assurance, but effective and lightweight in terms of bureaucratic procedure.

This Committee will be responsible for the development of a relationship between Trinity College and the Associated Colleges that guarantees a robust system of quality assurance and enhancement across academic programmes. It will also develop procedures for collaboration on projects of mutual interest in teaching and research, and for the accreditation of new postgraduate courses proposed by the Associated Colleges. Future collaboration will be in the spirit of complementarity and non-duplication. Draft terms of reference for this Committee, agreed by the parties concerned, are in *Appendix 2* to this report.

Principles

- It is important to make a distinction between franchise and accreditation. Trinity does not wish to be involved in any arrangement that simply amounts to a straight validation of courses carried out in colleges external to our own systems.
- Any accreditation must therefore be embedded in a developing partnership of collaboration and complementarity.
- Any accredited course needs to be located within a strategy which has a clear rationale across a range of courses: undergraduate, postgraduate, and research.
- It is important to state that any system of accreditation needs to deal with the quality assurance of external college provision, including programme design, delivery, recruitment, assessment, evaluation, provision, teaching, representation and support, not the actual work of students themselves. We are assuring ourselves of the quality of delivery, assessment, support and administration, not managing the systems themselves.
- Quality Assurance is not 'policing'; rather it is a partnership of professional development.
- Quality Assurance (QA) implies Quality Enhancement (QE): accreditation is set within a developing professional relationship of self-evaluation and guidance.
- Accreditation systems need to be sufficiently flexible to offer robust QA/ QE procedures in terms of principles applicable to a range of delivery contexts.
- Accreditation systems need to be able broadly to deal with a range of courses: undergraduate, postgraduate, and research degrees; i.e conform to comparable operating principles.

Procedures

It is proposed that an *Associated Colleges Degrees Committee* (ACDC) should be set up within Trinity that will report to the University Council, and, as appropriate, refer matters to either the Undergraduate Studies Committee or the Graduate Studies Committee for consideration.

Incorporating any amendments approved at subsequent Council meetings

The membership of this committee should comprise:

- Registrar, Trinity College (Chair)
- Dean of Graduate Studies
- Senior Lecturer
- Academic Secretary
- Two representatives from the School
- Two representatives from each of the Associated Colleges

This committee should normally meet twice per year. It should begin with establishing QA procedures for UG courses, but also have a remit to eventually deal with PG courses.

The Minutes of the Committee should be reported to the University Council.

The Terms of Reference and operating procedures will be set by the Committee at the outset and in consultation with all those involved. As an initial list, it may receive some of the following for scrutiny (issues within each of these can be developed):

- Programme Outlines/ Curricula/ Timetables
- Course Content: Aims and Objectives: Learning Outcomes
- Student handbooks: Bibliographies
- Assessment Criteria
- Student Progression and Achievement
- Recruitment, Admissions, Induction
- External Examiner Reports
- Appointments of External Examiners
- Student Evaluation Questionnaires
- Reports of Periodic Reviews
- Retention Rates
- Annual Operation Statements
- Monitoring Procedures (Access, Student Support)
- Individual Student Matters
- Staffing Profiles
- Resource Statements
- Academic Environment Statements
- Action Plans: Retrospective and Prospective

Appendix 2 to Actum CL/09-10/146 (vi)

Transition Group: Terms of Reference

It has been generally accepted that whilst the Formal Review Group is an appropriate and effective arena for addressing the principles of policy and practice with regard to arrangements for delivery of the B.Ed course, there is the need for a less formal forum to deal with detailed practical matters: for example, particularities of transition period, support, schedule, resources, etc. It is therefore proposed that a Transition Group (TG) be set up. This group would meet on an ad hoc basis and as is necessary to oversee all aspects of the B.Ed during the transition period. It is intended that this group should be seen as a Working Group to formulate proposals concerning transition, and will report periodically to Working Group of Council on the Partnership between Trinity College and the Associated Colleges of Education.

Membership

- Presidents of each of the Associate Colleges
- One other co-ordinator from each of the Associate Colleges, as appropriate
- Convenor of the B.Ed review Committee
- Head of School of Education (Chair)
- Secretary

The TG may also co-op further members on a periodic basis in order to deal with individual course matters: for example, services, finance, etc.

Terms of Reference

1. To set a timetable and schedule for transition of the B.Ed. programmes to be delivered in the Associated Colleges.
2. To draft a list of practical matters of concern to be addressed in the course of that transition.
3. To initiate procedures to deal with such matters of concern, including timing.
4. To ascertain needs and appropriate levels of support for transition.
5. To advise on the procedures of the Associated Colleges Degrees Committee, to include planning and Quality Assurance.
6. Plan for long term sustainability and handover.

Incorporating any amendments approved at subsequent Council meetings

Appendix 3 to Actum CL/09-10/146 (vii)

PROPOSED OPERATIONAL PROVISIONS FOR THE DELIVERY OF THE UNDERGRADUATE PROGRAMMES**1. *Trinity College Regulations***

Existing College regulations will apply for continuing students on all the B.Ed. programmes allowing for appropriate changes to the curriculum and regulations in line with curriculum development and the Teaching Council recommendations.

2. *Programme Outcomes/Module Outcomes*

In the academic year 2010/11, the Associated Colleges of Education and the School of Education will make no changes to either programme level or module level outcomes on the B.Ed. programme or on the H.Dip. Primary. Although the proposed changes are envisaged to permit curriculum innovation and change at local level, this process will not begin until the academic year 2011/12.

3. *Assessment and Examinations*

Assessment on the educational studies modules in 2010/11 on both programmes will be undertaken in the Associated Colleges and will follow the modes of assessment currently in place on the programme. The School of Education will assist the Associated Colleges in the assessment mechanisms by providing past assignments/examination papers, assessment criteria and other materials that might be useful in the transition period.

Currently, there are three external examiners appointed to the Bachelor in Education degree and the Higher Diploma in Education (Primary). It is envisaged that these will remain in place for the rest of their terms of office. However, beginning in the academic year 2010/11, each external examiner will be assigned to an Associated College and a local Court of Examiners will meet to consider the results of that College. A representative from the University will chair each Court of Examiners.

4. *Appeals Process*

In the academic year 2010/11, the student appeal process will remain as currently provided for on the programme. Student appeals will be heard in the University by a Court of First Appeal, as constituted by the decision of the B.Ed/H.Dip Coordinating Committee of November 2008. The dates of the Courts of Examiners and First Appeal will be set to provide for access to the Court of Academic Appeals in 2011. It is to be expected that, following its establishment, the Associated Colleges Degree Committee would examine the procedures of first appeal in subsequent years as part of its quality control and assurance measures.

The Associated Colleges commit to follow in the delivery of the programmes the rules and regulations of the University.

5. *Academic Administration*

In the academic year 2010/11, there will be a gradual and assisted transfer of the academic administration of the B.Ed. and H.Dip. (Primary) programmes from the Academic Affairs Office, School of Education, to the relevant office in the Associated Colleges. However, in 2010/11, examination results will be collated by the Academic Affairs Office in Trinity and this Office will act as intermediary between the Associated Colleges and the Examinations Office, Admissions Office, Student Records Offices and the Senior Lecturer in this year while the transition of administration is taking place.

Incorporating any amendments approved at subsequent Council meetings

6. *Student registration and Services*

There will be no change to the existing students' registration status; they will continue to register with Trinity College and their respective College of Education. These students will continue to have access to services in Trinity College.

New entrants in the academic year 2010/11 will register only in their respective Associated College, and will have access to student services provided by that College.

Students registered in CICE will have negotiated access to services and facilities in Trinity College. They may also have access to elective modules delivered by Trinity College in Year 2.

7. *B.Ed/H.Dip. Review and Coordinating Committees*

In the academic year 2010/11 the tasks and responsibilities of the B.Ed Review Committee will be assumed by the 'Transition Group'. The B.Ed/H.Dip Coordinating Committee will remain in place and with its powers and responsibilities intact until such time as the Associated Colleges Degrees Committee assumes its remit and local review committees are established in each of the Associated Colleges.

8. *Funding*

All the parties involved have agreed the funding arrangements for (i) continuing students on the existing B.Ed. programmes, and (ii) new entrants to 2010/11 and to subsequent years (see Tables 1 and 2 below for details)