

Incorporating any amendments approved at subsequent Council meetings

The University of Dublin

Trinity College

A meeting of the University Council was held on Wednesday 15 December 2010 at 11.15 am in the Board Room.

- Present* Provost, Pro-Vice-Provost/Chief Academic Officer, Registrar, Senior Lecturer, Senior Tutor, Dean of Graduate Studies, Dean of Research, Acting-Dean of Arts, Humanities and Social Sciences (Professor H Biehler), Dr M Ó Siochrú, Professor J Wickham, Professor G Watson, Dr D O'Donovan, Dr J P Labrador, Dr A McNabola, Dean of Health Sciences, Dr D Brennan, Professor M McCarron, Professor M Radomski, Dr H Mannan, Dr A O'Gara, Professor G Whyte, Ms J Fox, Ms Cameron-Coen, Ms E Hennessy.
- Apologies* Dr E O'Dell, Dr Z Rodgers, Dean of Engineering, Mathematics and Science, Mr S Gannon, Ms M Collins, Mr R Bartlett, Ms C Keating, Ms L Quigley, Secretary to the Scholars (Mr B Roantree), Chief Operating Officer, Head of Central Academic Administration Services.
- In attendance* Deputy Librarian, Secretary to the College, Academic Secretary.

SECTION A

- CL/10-11/065 Minutes**
The Minutes of the meetings of 24 November were approved and signed and the minutes of the meeting of 14 December 2010 were noted.
- CL/10-11/066 Matters Arising**
Referring to Actum CL/10-11/053 the Academic Secretary clarified that the admissions criteria for entry to the postgraduate diploma in Clinical Dental Technology state that students must possess a degree in Dental Technology or equivalent qualification and at least three years experience working in a dental laboratory.
- CL/10-11/067 Provost's Report**
The Provost informed Council of his efforts to engage the College community in finding solutions to the current financial challenges. He highlighted in particular the need to gain greater efficiencies in how the College manages its activities, and commented specifically on the range of efficiencies that could be garnered through streamlining our academic and business processes and the implementation of a modern student administration system.

CL/10-11/068 Senior Lecturer's Report - 2009-2010

The Senior Lecturer's Annual Report 2009-10 with 2010-11 Admissions Data was circulated with papers for the meeting. The Senior Lecturer, introducing this item, noted that the purpose of the report is to provide an overview of undergraduate education and a sense of trends and development in this area. The report was considered by the Undergraduate Studies Committee at its meeting of the 16th November 2010. She drew Council's attention to the 2010-11 admissions data, noting that Trinity has maintained a high percentage of CAO (Central Application Office) first preference applications (11%). There has been a decrease in international applications, but this is in keeping with national trends. Seventeen percent of new entrants to first year of an undergraduate degree are non-traditional students: applications from mature students increased this year, possibly reflecting the changing economic environment. Four hundred and twenty nine students were awarded an entrance exhibition, which represents 15.5% of the EU junior freshman class, down from 441 in 2009-10. Ninety percent (90%) of the full-time junior freshman degree students successfully completed the year in 2009-10, which is in line with previous years. There was a 30% increase in the number of academic appeals, which is a cause for concern. Despite concerns expressed about a possible significant decrease in the number of students applying and presenting for the Foundation Scholarship examination in January 2010, 797 students applied and 410 students presented for the examination, representing a healthy interest and participation in the Foundation Scholarship. The Senior Lecturer drew Council's attention to the statistical data on trends in the appendices of the report. In conclusion she thanked the administrative staff for assisting her in preparing the report.

Council welcomed the report, noting its considerable value as an information source and management tool for College. Responding to queries, the Senior Lecturer confirmed an increase in the number of academic appeals to go-off-books because of financial pressures. Council members expressed concerns about the rising financial pressures on students, and in particular on mature students. The Registrar, in response to a query, noted that academic appeals are based on a case-by-case basis and, therefore, it is difficult to compile statistical trends. Commenting on retention data, the Senior Lecturer noted that there is no clear correlation between attrition and 2nd and 3rd preference course choices, however, there would appear to be some evidence that there is a correlation between attrition and low course preference. The Academic Secretary noted that the primary reason for attrition in first year relates to wrong course choice. There was some discussion about the decline in the number of international applications to undergraduate programmes. The Registrar commented on the downward trend worldwide, adding that the economic recession has impacted adversely on recruitment. The Senior Lecturer noted, however, the need for greater flexibility in our approach to recruiting international students and in the delivery of our programmes.

The Provost thanked the Senior Lecturer, the Academic Secretary, and the administrative staff involved for compiling the annual report.

CL/10-11/069 Quality Review of the School of Drama, Film and Music

The Provost's Report to Council, which included the review report by the external reviewers and a response from the School and the Dean of the Faculty of Arts, Humanities, and Social Sciences, was circulated with papers for the meeting. The Provost introduced this report, noting that the critique of the School is robust with

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strong statements about teaching and research in some of the disciplines. While the School was formed from three separate disciplines, it is still very small and many of the difficulties experienced to-date relate to scale. The School has not benefited from the integration of three disciplines, in part because of its geographical spread across the campus. The reviewers remarked on the School's enormous potential if synergy between the disciplines could be achieved, and greater connections made with the relevant national and international sectors. The report highlights further opportunities for integration and development through collaborative activities with existing and new ventures in the dramatic arts and arts technology.

The Vice-Provost drew Council's attention to the School's response, which highlights concerns by some members of staff about the review process. It was felt that the reviewers drew conclusions from interviews with a small number of graduate students, which was not representative of the graduate student population. The difficulties facing the School of Drama, Film and Music are a microcosm of the difficulties facing the College generally. Referring in particular to the recommendation in respect of administration, he noted that the School already has a high ratio of administrative staff to academic staff, and suggested re-organisation of administrative support. He acknowledged, however, the difficulty in achieving greater administrative coherency because of the geographical spread of the individual departments across different parts of campus. The Vice-Provost concluded by noting that while the review is critical of some practices, it is important that the quality review process encourages a frank and non-prejudicial assessment of our activities.

The Provost invited Council to consider the recommendations of the review report. Addressing the report, Council noted the poor conditions of the physical environment in which the disciplines are housed, and the aspiration to house the School in contiguous space. The Graduate Students' Union representative commented that none of the graduate students in this School has made any complaint to the Graduate Students' Union about teaching or supports. She felt that the biggest challenge facing the School was the lack of financial resources. One Council member commented on the absence of any recommendation on providing teaching training for lecturing staff, and referring to the Provost's recommendation to Council, he advised that College should be cognisant of the fact that practitioners are rarely trained in the pedagogy of third level teaching. In response to a comment on the review process, the Academic Secretary confirmed that the School or unit subject to a review has the opportunity to respond to a draft report and factual corrections are normally taken on board by the reviewers in the drafting of the final report. The Deputy Librarian noted the range of library resources available to the School of Drama, Film and Music.

Council noted the reviewers' recommendations that;

1. A systematic sabbatical system be instituted;
2. A systematic mentoring of early career researchers be instituted with regard to publication strategies and the pursuit of external funding;
3. Greater emphasis be put upon the pursuit of external funding and upon collaboration with external bodies;
4. Issues of creative practice and practice based research be addressed;
5. Robust student feedback systems be instituted;
6. Greater administrative oversight of M.Phil degrees be created;
7. Greater integration of teaching across the school and across other disciplines be facilitated;
8. Movement of students across disciplines be encouraged;

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9. Mandatory training and supervision of post-graduate teaching assistants be imposed;
10. More systematic professional training of postgraduates be provided;
11. The School should cease the proliferation of M.Phil degrees; in particular do not institute an M.Phil in digital film theory and practice unless there is adequate staffing and resources;
12. The launch of a single-honours Film degree should not go ahead; there simply aren't the resources to do this. Similarly they urge caution with regard to the institution of a structured PhD based in Film.
13. Rationalisation of administrative structures should be encouraged to prevent duplication of roles;
14. Centralization of the budget in the School should be considered if this is in keeping with College policy, while at the same time providing individual allocations for each of the disciplines to cover operating costs;
15. A full time position for a school administrator be provided;
16. The issue of the School deficit be addressed;
17. The re-integration of Film into Drama should be considered, since Film seems to be experiencing the most severe difficulties with regard to research and teaching. The difficulties suggest that Film is not a large enough unit to exist independently.
18. The College should urgently formulate short-term ways in which to address the lack of teaching resources as well as formulating a longer term plan for a single, well-equipped building to house the School;
19. If the school is going to rise to the Provost's challenge to the disciplines within the School to align themselves with the creative industries, then a significant infusion of funds will be required to ameliorate the weaknesses pointed out in this report. The reviewers recommend that a cost item analysis be conducted at the School level as part of a strategic plan in order to show what it would take to realize the enormous potential of the School for meeting the Provost's challenge.

Council approved the Provost's recommendations as follows:

In the light of the Review Report and the responses from the School of Drama, Film & Music and the Faculty Dean, it is recommended that:

20. The School working closely with the Dean of the Arts, Humanities and Social Sciences, and other relevant Academic Officers, should consider the detailed recommendations of the Review Report and draw up an implementation plan for Council approval.
21. The School of Drama, Film and Music, in conjunction with the Faculty Dean, the Vice-Provost and other relevant College Officers, should seek to grow its teaching staff base from 16 to 30 over the next five to ten years through, among other things, actively recruiting practitioners as adjunct professors and lecturers to contribute to the teaching of existing and new courses. The use of practitioners will not only enhance the School's creative capacity but will also significantly enrich the student experience.

CL/10-11/070 GenesSIS - Student Administration System

A memorandum from the Vice-Provost/Chief Academic Officer dated 2nd December 2010 was circulated. The Vice-Provost introduced this item noting that the

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procurement process for a new student administration system is at an advanced stage and it is expected that a preferred supplier will be selected towards the end of December 2010. The expected benefits of a new student administration system include, among other things, greater efficiencies in work processes, elimination of duplication of functions and reduction in errors, ease of access to information by staff and students, and better use of academic and administrative staff time. The first principle of purchase and implementation of a new student administration system is that there should be no 'customisation' of the software to fit existing Trinity practices because of the additional costs and the unnecessary complexity of day-to-day operations as well as the risk that Trinity would not benefit from future upgrades to the software. In light of this, customisation of the software to fit an existing practice should only be considered in exceptional cases, and these must be justified on academic and/or administrative grounds. The Vice-Provost noted that the implementation of a new student administration system will require technical, functional, and academic readiness. With regards to the latter, this means that a full review of our academic regulations in respect of undergraduate and postgraduate programmes is necessary with a view to streamlining and harmonising regulations so as to enable ease of implementation and to avoid any customisation of the software. There has been considerable harmonisation of course regulations in the past number of years as part of the Bologna process, but there is still work to be done in this area, especially in respect of course structure and reducing the level of variation currently applied to examination and progression rules across undergraduate and postgraduate courses. Harmonisation of course structures and academic regulations will not only enable smooth implementation of a new student system, but will also provide for transparency and comparability in the administration of our academic programmes, greater efficiency, and reduction of errors and duplication of tasks.

The Vice-Provost reminded Council that the Senior Lecturer and the Dean of Graduate Studies are the academic officers responsible, in consultation with the academic community, for determining and recommending course structure and regulation options to the Undergraduate and Graduate Studies Committees respectively and to Council. It is important that considerable progress is made in this work in Hilary Term 2011 with a view to completion in Trinity Term 2011.

There was strong support for the principle of 'no customisation' to the new software, and one member recommended that no exception to the rule should be tolerated. In enforcing this principle, it was suggested that the Officers involved should seek to secure academic buy-in of the changes proposed. It was suggested that greater harmonisation of academic regulations would provide greater transparency and equity of treatment for students.

The Provost commented that approximately 10% of information technology projects succeed and that the main reason for such a low success rate relates to general resistance to change to how things are done. He stressed the need to achieve greater efficiencies in the way Trinity conducts its business.

The Provost recommended, and the Council agreed, that no customisation of the new software should take place and that full harmony of academic practices be achieved.

CL/10-11/071 Graduate Entry to the Undergraduate Degree in Pharmacy

A memorandum to the Senior Lecturer from the Undergraduate Director of Teaching and Learning, Dr Anne Marie Healy, dated 1st December 2010 was circulated. The

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Senior Lecturer introduced this item noting the reasons why a graduate entry admission route was considered necessary. The introduction of the HPAT examination as part of the assessment process for entry to medicine has resulted in pharmacy students re-sitting the HPAT and some in achieving higher grades and an offer to medicine. Six new entrants to pharmacy in 2009-10 were offered places in medicine in 2010-11, and this level of attrition has an adverse impact on the course. The Royal College of Surgeons in Ireland has a graduate entry route into the first year of their pharmacy degree, and it is necessary that Trinity's programme can compete with similar programmes in other Colleges. It is recommended that five places be reserved for graduate entry: the CAO (Central Applications Office) quota of 70 places will not be affected. The proposed entry criteria for graduate applicants are:

- a. Candidates must hold, or expect to hold, by July prior to entry, a minimum second class honor grade result in a level 8 bachelor degree: the degree can be in any discipline. Applications will also be accepted from individuals who did not achieve a second class honor grade result in their first degree but who have been awarded a Masters or a PhD.
- b. Applicants must have obtained, in addition to the above, at least grade C in higher level chemistry in the Leaving Certificate, or equivalent, examination, or must have successfully undertaken a third level chemistry course.
- c. Shortlisted applicants will be invited to attend an interview.

Council noted and approved the proposed graduate admission route to 1st year of the undergraduate degree in pharmacy.

CL/10-11/072 International Foundation Programme

A memorandum dated 13th December 2010 from the Vice-Provost/Chief Academic Officer and a draft contract from Study Group International were circulated with papers for the meeting. The Vice-Provost informed Council that as part of the strategic aim to increase the proportion of international students, Trinity College, in collaboration with University College Dublin, held a tender competition during 2009-10 to jointly appoint an external agency to provide a foundation year programme to prepare students from non-EU countries where the standard of final secondary school education is not deemed to be equivalent to that of the Irish Leaving Certificate. Study Group International was chosen as the successful bidder earlier in Michaelmas Term 2010. A Foundation Year and pre-session English language modules has been developed and contract negotiations are now nearing conclusion with matters concerning the timing of registration and the provision of student services. The Vice-Provost noted that developments in relation to the Foundation Year programme have been discussed at Council (CL/09-10/005) and the Undergraduate Studies Committee (UGS/09-10/015 and UGS/10-11/006). A detailed document from Study Group containing information on suggested pathways to specified programmes, English language modules, and other academic modules has been circulated by the Senior Lecturer to all undergraduate Directors of Teaching and Learning and Course Directors of BESS and TSM for their comment. The Admissions Officer will provide advice in relation to mapping the suggested pathways to existing undergraduate programmes and quotas.

Council in discussing the draft contract sought clarification on several elements in relation to student services. The Vice-Provost, in response, clarified that Study Group International is aware of the costs of access for Foundation students to Trinity's

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health services, including counselling, career services, disability service and the sports centre. The per-term fee will include read-access to the Library. Study Group International has requested that Foundation students become associate members of the Students' Union. These details have not been finalised and the Director of International Student Affairs will be in contact with the Students' Union to discuss this aspect of the contract further. Study Group International has developed as part of its Foundation and pre-Masters courses a strong student support platform to underpin its programmes, and it is therefore unlikely that the Group will require access to Trinity's support services. The Students' Union Education Officer noted that Foundation Programme Students will be provided with accommodation and requested that the current allocation policy for on-campus student accommodation remain. The Provost commented that there was no plan to house the Foundation Programme Students on-campus.

One Council member raised concerns about a number of lawsuits pending in the US alleging malpractice by Study Group International and other such private providers of education. He expressed concern about the level of controversy in respect of private-public education partnerships, and the challenge to maintain standards and quality in the provision of education, stressing the importance of the need to preserve Trinity's reputation. Following discussion on this matter, it was clarified that Study Group International offered a number of partnership models, and that Trinity was not engaging in the joint delivery of courses or recognising any third level degree programmes or part thereof delivered by Study Group International. The College Secretary undertook to have the draft contract reviewed in order to ensure that the relevant safeguards are in place.

Subject to the safeguards being in place, the Council approved the academic and student related elements of the draft contract with Study Group International.

CL/10-11/073 Quality Review Progress Reports

Council noted and approved the progress reports from the School of Dental Science, the School of Social Sciences and Philosophy, and the School of Histories and Humanities, which were circulated with papers for the meeting.

CL/10-11/074 Quality Review Implementation Plans

Council noted and approved the implementation plans for the School of Natural Sciences and the School of Genetics and Microbiology, which were circulated with papers for the meeting.

CL/10-11/075 Any other business

The Academic Secretary noted that Open Day 2010 scheduled for the 1st December 2010 was cancelled due to the severe weather conditions. Some Schools support hosting an Open Day in January 2011 and others do not. She invited the view of Council on hosting an Open Day in January 2011, stressing the need for full College support and School participation in such an event. Following considerable discussion on this topic, Council unanimously agreed that a College-wide Open Day should take place on a Saturday before the 1st February, the CAO closing date. Council further agreed that full College support and participation in the event was necessary, and that the required resources should be made available to host the event.

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SECTION B

CL/10-11/076 Undergraduate Studies Committee

The Council noted and approved the recommendations as set out in the draft minutes of meeting of 16 November 2010, which had been circulated.

CL/10-11/077 Quality Committee

The Council noted and approved the recommendations as set out in the draft minutes of meeting of 2 November 2010, which had been circulated.

CL/10-11/078 Research Committee

The Council noted and approved the recommendations as set out in the draft minutes of meeting of 1 December 2010, which had been circulated.

SECTION C

CL/10-11/079 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 24 November 2010 and noted by Board on 8 December 2010, as circulated:

(i) Professional Higher Degrees by Research Alone

MD Edgar Vaile Mocanu; Asghar Qasim.

DChDent Shaunine Gallagher; Jennifer Kearney; Caoimhin Phadraig MacGiolla; Pdraig McAuliffe; Naomi Rahman; Seamus Rogers; Lewis Winning.

(ii) Higher Degrees by Research Alone

PhD Katia Celine Attuyer; Sarah Barry; Paul Byrne; Anne Elizabeth Boden; Joan Cahill; Juan Jose Corbalan Penas; Roslyn Fuller; Joanne Feeney; Lilian Pek Lian Lau; Patrick Joseph Lyons; Joanna Edel McHugh; Daithi Mac Sithigh; Margaret Matthews; Clare O'Hara; Derek Richards; Joanne Rourke; Zbigniew Zalinski.

MSc Claire Murphy.

MAI Patrick Browne.

CL/10-11/080 School of Social Sciences and Philosophy - Director of Research

The Council noted and approved the nomination of Dr A Finlay as Director of Research from 1 January 2011-July 2013, in place of Dr R Chari.

CL/10-11/081 Head of Discipline - Political Science (2010-2013)

The Council noted and approved the appointment of Professor M Gallagher as the Head of Discipline in Political Science, replacing Professor K Benoit.

CL/10-11/082 Faculty of Engineering, Mathematics and Science - Science (TR071) - Directorship

The Council noted the appointment of Professor G Watson as Director of Science (TR071) from January 2011 for two and a half years.

SECTION D

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

Signed

Date