UNIVERSITY OF DUBLIN
TRINITY COLLEGE

GRADUATE STUDIES COMMITTEE
Minutes of the meeting held at 9am on Thursday 4th December 2014
Boardroom, Provost's House

Present: Professor Aideen Long, Dean of Graduate Studies (*Chair*),

Directors of Teaching and Learning (Postgraduate) as follows:
Professor Dónall Mac Dónaill, School of Chemistry
Professor Lucy Hederman, School of Computer Science and Statistics
Professor Michael O'Sullivan, School of Dental Science
Professor Damian Murchan, School of Education
Professor Roger West, School of Engineering
Professor David O'Shaughnessy, School of English
Professor Martine Cuypers, School of Histories & Humanities
Professor Anne Fitzpatrick, School of Languages, Literatures and
    Cultural Studies
Professor Alex Schuster, School of Law
Professor Christer Gobl, School of Linguistic, Speech and
    Communication Sciences
Professor Joan Lalor, School of Nursing and Midwifery
Professor John Gilmer, School of Pharmacy and Pharmaceutical
    Sciences
Professor David Hevey, School of Psychology
Professor Carlo Aldrovandi, Aspirant School of Religions, Theology and
    Ecumenics
Professor William Phelan, School of Social Sciences and Philosophy
Professor Stephanie Holt, School of Social Work and Social Policy

Ms Megan Lee, Graduate Students' Union President (*Ex officio*)
Mr Adam Hanna, Graduate Students' Union Vice President (*Ex officio*)
Mr Trevor Peare, Keeper of Readers' Services (in attendance *Ex officio*)
The Academic Secretary, Ms Patricia Callaghan, CAPSL Representative
(*Ex officio*)

Apologies: Directors of Teaching and Learning (Postgraduate) as follows:
Professor Amir Khan, School of Biochemistry and Immunology
Professor Gerard McHugh, School of Business
Professor Melissa Sihra, School of Drama, Film and Music
Professor Kevin Devine, School of Genetics and Microbiology
Professor John Stalker, School of Mathematics
Professor Orla Sheils, School of Medicine
Professor Patrick Wyse Jackson, School of Natural Sciences
Professor Louise Bradley, School of Physics

Professor Vinny Cahill, Dean of Research   (*Ex officio*)

Ms Lee Mills, Information System Services Representative   (*Ex officio*)

In attendance: Mr Dimitrios Paraskevas, Trinity Teaching and Learning,
            Secretary to the meeting   (*Ex officio)*
            Ms Michelle Hogan, Graduate Studies Office   (*Ex officio*)
            The Registrar and Ms Beibhinn Coman, for item GS/14-15/8
            Ms Roisin Smith and Ms Ewa Sadowska, for item GS/14-15/9
            Professor Nick McDonald, Assistant Professor Timothy Savage and
            Dr Siobhán Corrigan, for item GS/14-15/10

GS/14-15/6   Minutes of 30th October 2014
The minutes were approved by the Committee as circulated.

GS/14-15/7   Matters Arising
Following the last Committee meeting of 30th October 2014, the Dean provided an update on certain items that had been discussed. Specifically:

- GS/14-15/3, the Dean informed the Committee that in terms of return of postgraduate coursework, Council deemed 20 to a maximum of 30 days as acceptable, with a caveat that communication should be established with students and that everyone should be aware of the relevant regulations. Following a request by a member for clarification regarding how should this be documented in formal course literature the Dean agreed to check this and bring the Council minute to the next Committee meeting. The Dean also agreed to email Committee members with instructions on the matter.
- GS/14-15/4, the Dean explained that the previously discussed draft of the pamphlet type document being prepared by the IUA Deans of Graduate Studies group (outlining what PhD students in Ireland should expect in terms of educational support and acquisition of general and transferable skills to enhance their career prospects and employability in the marketplace) was still not available for circulation. The draft document is expected to be ready for December 17th when the next meeting of the working group takes place. The Dean circulated IUA's 'Irish Universities' PhD Graduate Skills Statement (2nd edition 2014)' booklet and explained briefly what it was about. Members were advised to read it and assist in its distribution within their Schools.
- GS/14-15/5, the Dean advised that USC were already collating feedback regarding SITS issues and advised GSC members to do the same in order to forward same to the Academic Registry.
- GS/14-15/5, a committee member sought and received clarification from the fees office on School income from a taught PG course.

The Dean informed members that a major project to streamline postgraduate admissions had commenced in the Academic Registry. The Head of the AR, Ms Leona Coady, and Mr Colm Baldwin (Start Programme Business Analyst) will be

invited to update the Committee on the process in due course.

The Committee discussed the issue of discontinuing paper circulation of GSC papers. The Dean and the Academic Secretary explained that all other academic committees of Council had ceased this practice four years ago in line with College policy.

GS/14-15/8   Trinity's Visual Identity

The Dean welcomed the Registrar and Ms Beibhinn Coman (College Marketing Manager) to the meeting. The Registrar explained the reasons for College undertaking the review of Trinity's visual identity and provided a summary of the work carried out to date. Currently, there are numerous versions of the College shield which evolved and developed over time. These variations were the result of using the textual description of the coat of arms which allowed complete discretion in visual reproduction once it adhered to this description. Furthermore, the number of different visual identities used in areas of College is in excess of 200. Some of these have been developed centrally, others by units linked to Trinity but not a full part of the University, and others by units that have their own visual identity despite being fully within the University. To make matters even more complicated, many of these variations do not print well in small size or on a dark background. The issue had already been identified in the College Strategic Plan 2009-2014. Following early consultation and feedback from the College community (a very early prototype of a revised shield had been wrongly reported in the media as being the final visual identity and this had created concern in the College community) the Provost set up a working group earlier in the year to complete the identity initiative in College as stated in the new Strategic Plan 2014-2019 and in order to achieve optimal consistency across the different areas. The working group, chaired by the Registrar, was given a brief to:

- retain the form of name as it is, i.e. 'Trinity College Dublin, the University of Dublin' which is also how the entity is defined in the Statutes
- retain the heraldry in the shield and redesign some of the detail to enable it to print more clearly
- define the shade of blue in the visual identity (there is no formal definition of the 'Trinity blue' colour to date)

The Registrar noted that it was a delicate balance between keeping the hand-drawn elements of the current shield and ensuring the visual identity reproduced more effectively in various formats and sizes. For that purpose, in excess of 30 surveys had already been conducted to date, with more to follow, covering groups from all walks of College life both past and present. In terms of feedback, the working group's most important findings as yet were:

- 'University' should feature prominently in the design as both staff and students felt it was necessary for our courses and degrees to have their appropriate status recognised immediately
- Dual identities (e.g. Science Gallery) should be retained where required but the TCD brand should also be visible

Samples of various letterheads and versions of the visual identity were tabled,

covering all five proposed versions:
1) Irish and English
2) Most commonly used
3) English only
4) Irish only
5) Stacked version (e.g. for social media)

Once finalised proposals have been approved by Board, the above should become widely available to all staff to download along with appropriate explanatory guidelines as to when and where each one should be used. A sixth proposed version i.e. for small size usage is yet to be established if it will be needed and it is still work in progress.

A discussion ensued where members provided feedback on the tabled samples. A small number of members expressed concern regarding the proposed shield design and enquired if the re-designing of the castle element in particular was still up for discussion. The Registrar explained that no previous objections had been recorded up to then, and even College experts in related subjects were satisfied with the design. She did agree though to bring these concerns back to the working group for consideration. Furthermore, the Committee had a clear inclination for the '300' version of Trinity blue (14 preferences to 4 preferences for '293') and for the text appearing in Trinity blue and white (13 preferences versus 4 preferences for text in white only). Moreover, there was a suggestion that if the sixth proposed version went ahead for text below the shield to read '@tcd.ie'. The Registrar agreed to bring this to the working group for discussion as '@tcd.ie' was deemed to be both modern and relevant. In addition to these samples, Ms Coman showed the Committee early PowerPoint templates. Members were kindly asked to review these in their own time and email feedback individually to identity@tcd.ie.

Regarding the University shield, the decision was to be retained without any changes as it is a much simpler design and it reproduces well across all media already. A suggestion to 'connect' the University shield blue with the proposed Trinity shield blue was brought forward, the Registrar explaining this was already discussed with the College community who thought that the University shield blue did not represent the wider perception of Trinity Blue.
To bring the new Trinity shield 'out there', and as a small token of appreciation, members suggested to offer free merchandise with the new logo to TCD postgraduate students, citing similar practices in other universities. The Registrar agreed to explore this idea. During this discussion, and as part of promoting the TCD brand, Ms Coman invited members to attend and contribute to the College Postgraduate Open Day on January 22nd 2015.

The Dean thanked the Registrar and Ms Coman for presenting this item.

GS/14-15/9   Postgraduate course approval process
The Dean welcomed Ms Roisin Smith (Quality Officer) and Ms Ewa Sadowska to the meeting for this item. The Academic Secretary invited members to consider the circulated process map and outline course proposal document as part of a consultation process to improve the current postgraduate course proposal

approval procedure. She highlighted the fact that the task involves Schools' engagement with central College units and not with internal School processes. She noted that the process at School level appears to differ from School to School. In the discussion that followed, concerns were expressed that the document was not going far enough as to firmly embed in the process early consultation with the Library and it was also stated that the Library needed to know whether the Academic Registry would be able to register students as described in each proposal before approving it. Furthermore, the Keeper sought the Committee's support in the Library's request for supplementary financial assistance to provide for the additional resources required to support new courses. Ms Sadowska explained that the current template represents an organic process, which is continuously refined.

Committee members asked for clarifications regarding contact details of people designated to assist with course proposals and the process requirements when a proposal is brought forward by more than one School. Members also sought a guarantee that approved courses can register students in the academic year immediately following approval. The Dean informed members that the AR registers new courses in SITS following receipt of the Council minutes and advised Schools to liaise early with AR, as soon as Council has approved their proposal. Both the Dean and the Academic Secretary agreed that AR needed to be included in the course proposal process as early as possible, and that the AR student records team should be contacted in cases where there were difficulties in registering students to newly approved courses.

The Dean informed the Committee that the Graduate Studies website was being updated and once the new version was launched it would contain the relevant contact information sought as well as the latest course proposal template to use. The Academic Secretary invited members to make contact with her office as early as possible in the process as this will ensure that all the essential issues are managed from the start. The Dean thanked members for their input, and urged School representatives to ensure that demand and justification for a new course have been established before a new proposal is brought forward.

GS/14-15/10   M.Sc. Managing Risk and System Change
        The Dean invited Associate Professor Nick McDonald, Assistant Professor Timothy Savage and Dr Siobhán Corrigan to present this item. Professor McDonald explained that the proposed course was in line with the School of Psychology's strategy, adding that demand for such a course was ever growing as there was significant potential for such graduates in the marketplace. Moreover, it was clarified that the course was offered on a part-time basis only, as students were expected to be working professionals. This was further reinforced by the fact that dissertations and other research opportunities were anticipated to be generated in conjunction with students' workplaces. In the discussion that followed, the presenters highlighted that as assessment would be closely linked to candidates' individual workplaces plagiarism would be very difficult to commit and authenticity of work was practically ensured, with potential issues already having been thought through. Also, responding to members' questions, presenters informed the Committee that extensive market research and comparison with similar courses elsewhere had been conducted and ensured that pricing figures were both realistic and accurate.

Following this discussion, the Committee approved the course proposal as circulated.

GS/14-15/11   AOB

A member commented on the 'Irish Universities' PhD Graduate Skills Statement (2nd edition 2014)' booklet (as described in GS/14-15/7 above) that in its next edition it should be of broader appeal visually so that more students from different backgrounds/disciplines could identify with it.

The issue of the LL.M. course moving to anonymous marking of their exams was raised, citing as reason the fact that this was standard practice in North American universities for comparable courses. It was explained that the matter was part of an impending presentation to be made to the committee by the Exams and Assessment Office, which will also include the status of PG progression in SITS. The Committee was of the opinion that clarification of anonymous marking should be separated from the other issues and agreed to invite Mary McMahon (Exams Officer) to present to the Committee as soon as possible.

Section B for noting and approval
1.   The Committee noted and approved the proposed course title change from M.Sc./PG Dip in 'Pharmaceutical Analysis' to M.Sc./PG Dip in 'Pharmaceutical Sciences' effective from 2015/16 intake.
2.   Professor Schuster explained that the rationale behind offering a new Postgraduate Legal Research module is to enhance the postgraduate experience of the School of Law's research cohort and to meet the College requirement that research students should take at least 10 credits of taught modules. He further explained that the intention was to run the module on a pilot basis this academic year and fully integrate it in the School from 2015/16. The Committee deemed that in the proposal the module's assessment was not explained in enough detail nor was the breakdown of student effort in terms of justifying the module's credit weighting. Professor Schuster agreed to bring an updated proposal to the next GSC meeting.
3.   The Committee noted and approved the Innovation Academy Executive Breakout module proposal. Furthermore, members agreed to informally feed back to the Innovation Academy that it being the case that only online access to the Library resources was sought it was suggested that provision should be made for participants to also be physically accommodated by the Library services in case such need arises. The Committee also suggested that the proposed sample reading list in the module descriptor document could be updated to include more recent academic work.

This proposal initiated a discussion that College should explore the possibility of also registering non-TCD students to modules that are part of a course and not just to stand-alone modules. The Dean explained that requests to run stand alone modules are currently assessed on a case-by-case basis and that the issue is on the SITS agenda moving forward.

There being no other business, the meeting ended.

Prof. Aideen Long   Date: 9th December 2014