



**GRADUATE STUDIES COMMITTEE**  
Minutes of the online meeting held via Zoom  
at 10am on Thursday 5 November 2020

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**XX = Council relevance**

***Present (Ex officio):***

Professor Martine Smith, Dean of Graduate Studies (Chair)

Directors of Teaching and Learning (Postgraduate) as follows:

Professor Sinéad Roden, Trinity Business School

Professor John Boland, School of Chemistry

Professor Owen Conlan, School of Computer Science and Statistics

Professor Sarah-Jane Scaife, School of Creative Arts

Professor Ioannis Polyzois, School of Dental Science

Professor Keith Johnston, School of Education

Professor Biswajit Basu School of Engineering

Professor Bernice Murphy, School of English

Professor Matthew Campbell, School of Genetics and Microbiology

Professor Ashley Clements, School of Histories & Humanities

Professor James Hadley, School of Languages, Literatures & Cultural Studies

Professor Deirdre Ahern, School of Law

Professor Kathleen McTiernan, School of Linguistic, Speech & Communication Sciences

Professor Manuela Kulaxizi, School of Mathematics

Professor Kumlesh Dev, School of Medicine

Professor Cian O'Callaghan, School of Natural Sciences

Professor Fiona Timmins, School of Nursing and Midwifery

Professor Cristin Ryan, School of Pharmacy & Pharmaceutical Sciences

Professor Hongzhou Zhang, School of Physics

Professor Ladislav Timulak, School of Psychology

Professor Gillian Wylie, School of Religion

Professor Thomas Chadefaux, School of Social Sciences & Philosophy

Professor Paula Mayock, School of Social Work and Social Policy

Professor Jake Byrne, Academic Director, Tangent

Ms Gisèle Scanlon, Graduate Students' Union President

Ms Bhiswetta Bhattacharjee, Graduate Students' Union Vice-President

***In attendance (Ex officio):***

Ms Patricia Callaghan, Academic Secretary, Head of Trinity Teaching and Learning, (TT&L)

Ms Breda Walls, Director of Student Services

Ms Siobhan Dunne, Sub Librarian for Teaching, Research and User Experience

Dr Geoffrey Bradley, Information Technology Services Representative



Ms Fedelma McNamara, Director of Internationalisation, TCD Global  
Ms Ewa Sadowska (Academic Affairs, TT&L): Secretary to the Committee

### *Apologies*

Dean of Research: Vacant

Directors of Teaching and Learning (Postgraduate) as follows:  
Professor Rachel Mary Mc Loughlin, School of Biochemistry and Immunology

Dr Cormac Doran, Assistant Academic Secretary, Graduate Education, TTL  
Mr Martin McAndrew, Postgraduate Student Support Officer, Senior Tutor's Office

### *In attendance for individual items:*

Prof. Philip Lawton (School of Natural Sciences)	for item GS/20-21/017
Dr Daniel Rogers (Head of Education at Tangent) and Prof. Daniel Maher (School of Medicine)	for item GS/20-21/018
Prof. Nollaig Bourke and Prof. Roman Romero-Ortuno (School of Medicine)	for item GS/20-21/019
Prof. Catherine Comiskey (CHARM-EU Academic Director) and in attendance	
Ms Roisin Smith (Quality Officer, TT&L)	for item GS/20-21/020
Ms Beibhinn Coman (Director of Marketing)	for item GS/20-21/021

### **GS/20-21/015 Minutes of 1 October 2020**

The minutes were approved as circulated.

### **GS/20-21/016 Matters Arising**

The Dean advised members that all *Actions*, apart from *GS/20-21/010*, from the previous meeting had been attended to. *Actions* with more specific update provided by the Dean are referred to below.

*Re: GS/20-21/003 A new course proposal: Postgraduate Certificate in Climate Entrepreneurship:* The Dean advised that the proposal had received a favourable external review and would be submitted to Council on 25 November 2020.

*Re: GS/20-21/004 A new course proposal: Postgraduate Diploma in Entrepreneurship Biotech & Pharma:* The Dean advised that the course proposal had been approved by the October Council.

*Re: GS/20-21/005 CHARM- EU approval process:* The Dean advised that the proposed process had been approved by the October Council but would require her to submit clarification on the proposed approval process to reflect the need for School, Faculty and ASD endorsement.

*Re: Action GS/20-21/006 (7):* The Dean reminded members that as a result of significant funding received recently by Trinity for HCI Pillar 3 initiative there would be an additional dozen PGT course proposals to go through the approval



process in College before the summer. This may either necessitate an additional GSC meeting to be set up to review the proposals for Council or they will be incorporated into the existing meeting schedule.

*Re: Action GS/20-21/009:* The Dean clarified that the working group on plagiarism will be chaired either by herself or by the Senior Lecturer/Dean of Undergraduate Studies rather than by the Junior Dean who will be a member.

*Re: Action GS/20-21/010:* The Dean will attend to this action for a future meeting (i.e. to schedule a discussion of current financial model with Finance representative either at a future GSC meeting or as a standalone event for those interested in participating).

*Re: Action GS/20-21/011 (ii):* The Dean was in contact with the Research Integrity module coordinator who populated the module content apart from the content currently delivered by the Epigeum provider. The contract with Epigeum will expire in December and the module coordinator is working to replicate the relevant content so that there is no interruption to student progress.

*Re: GS/20-21/012* The Dean advised that the October Council had approved (CL/20-21/036) *via* GSC October minutes a Structured PhD (Cat 2) generic module in School of Chemistry: *PGR External: School of Chemistry* from 2020/21.

*Re: GS/20-21/013* The Dean advised that the October Council had approved (CL/20-21/036) *via* GSC October minutes a Structured PhD (Cat 2) generic module in School of Physics: *PGR External: School of Physics* from 2020/21.

*Re: GS/20-21/014* The Dean advised that the October Council had approved (CL/20-21/036) *via* GSC October minutes a PGT course title change from MSc in *Healthcare Infection Management* to *Healthcare Infection* for entry from 2021/22 in the School of Medicine.

## **XX GS/20-21/017 A new course proposal: MSc in Smart and Sustainable Cities**

The Dean noted that members had been given an opportunity to review the new course documentation in advance of the meeting. She welcomed Prof. Philip Lawton (prospective Course Director) from the School of Natural Sciences (SNS) and provided a brief overview of the proposal.

The Dean noted that it is the first MSc to be delivered as part of the E3 Institute. The Masters credit volume is 90 ECTS. The course is full time comprising eight 5 ECTS compulsory modules, 20 ECTS worth of optional modules and 30 ECTS dissertation. The course is transdisciplinary drawing on the expertise of participating Schools of Natural Sciences, Engineering and Computer Science and Statistics. It targets applicants interested in addressing the challenges of designing smart and sustainable cities of the future. It uses the tools of urban geography, methods of engineering and science to examine application of smart technologies, and insights from ecology. It is closely aligned with the strategic aims of the university, the participating Schools and the E3 Institute. The proposed course is not in direct



competition with existing offerings but builds on established MSc programmes in Biodiversity and Conservation; Computer Science; Development Practice; Environmental Science; Sustainable Energy; Transport Engineering, Policy and Planning. Its curriculum is innovative in that it contains a mandatory 6-week industrial in-company placement module (5 ECTS) and 3-day fieldtrip module (5 ECTS) planned to alternate between London, Amsterdam and Brussels subject to travel feasibility. The research dissertation will be supervised by staff from two different disciplines. In terms of assessment various formats such as journals, essays, exams, group products and individual deliverables are used. The Pass mark is 50% and there is no compensation across modules. The course provides for an exit award of Postgraduate Diploma with 60 ECTS. The Dean noted that the proposal was still out with an external reviewer. The DTLP of the SNS endorsed the proposal.

In a short discussion which followed the DTLP of the School of Social Sciences and Philosophy (SSSP) noted that the Political Science Department had received HCI funding in the summer 2020 for a new Postgraduate Diploma in Applied Social Data Science (ASDS), whose curriculum would include a module in Machine Learning. During consultations over the proposed ASDS course, the School of Computer Science and Statistics (SCSS) offered to include ASDS students in the newly developed PG module "Introduction to Machine Learning" for the MSc in Smart and Sustainable Cities under consideration at the meeting. On this basis, and following discussions on practical issues including student numbers, Political Science has withdrawn its previous plans to offer its own module in Machine Learning given that SCSS will be offering access to their new PG Machine Learning module to students on the ASDS course. The DTLP of SSSP thanked the SCSS for their very constructive approach to the negotiations.

The Dean noted that the proposal was well received. There were no additional issues raised and the committee endorsed the proposal.

**Decision GS/20-21/017:** The committee recommended the proposal to Council subject to a favourable external review.

## **XX GS/20-21/018 A new course proposal: Pg Cert in Healthcare Innovation (Tangent)**

The Dean thanked members for familiarising themselves with the new course proposal in advance of the meeting. She welcomed Dr Daniel Rogers (Head of Education at Tangent) and Prof. Daniel Maher (from the collaborating School of Medicine).

The Dean summarised the proposal in a brief power-point presentation. The 30 ECTS Postgraduate Certificate course consisting of three 10 credit modules will be of one year part time duration to be delivered in 24 weeks in a blended format starting from March 2021 but students register for a calendar year. In its first year, the course will be funded from the HEA via Springboard but after the first year it will be self-financed by fee-based and other income. The course will run with a minimum of 24 EU fee paying or Springboard-sponsored students (meeting the Springboard funding and admissions criteria) in the first HEA-funded year of 2020/21. In subsequent years, it will open to non-EU applicants, but the continuation of the



course is not dependent on recruiting non-EU fee paying students. The course will be delivered from Tangent in collaboration with the School of Medicine. Prof. Daniel Maher will remain a staff member of School of Medicine and will receive a buy out for his time on the new course for the duration of the course.

The proposed course is not in direct competition with any existing programmes in Trinity. The Dean noted that the proposed Postgraduate Certificate in Healthcare Innovation (Tangent) is not part of the existing Postgraduate Diploma in Healthcare Innovation (PDMD-HINN-1F) commenced by the School of Medicine in September 2019 and progression from the Postgraduate Certificate to the Postgraduate Diploma is by external application and open competition only under the existing RPL policy.

When invited to speak to the proposal, Dr Rogers noted that the new course was aiming to develop skills in Innovation and Entrepreneurship in Healthcare professionals and those involved in the Healthcare industry. It would build on success of the European Institute of Innovation and Technology (EIT) funded programme in 2019 *Ambassadors for Healthcare Innovation* and 2018 *Validator*. Dr Rogers expressed his appreciation for the constructive collaboration with the staff from the School of Medicine, experts in the area of healthcare innovation. Finally, he referred to the timely development of the new course to be launched during the current pandemic putting unprecedented pressure on the healthcare delivery in the country.

In a brief discussion which followed the Director of Student Services noted with concern that there was no mechanism in College whereby an increase in PG student numbers translated into increased funding channelled to the areas delivering student services such as the Academic Registry. The Academic Director of Tangent undertook to liaise with the Director of Student Services in an attempt to identify a constructive way forward to address the issue.

The Dean noted that the proposal was well received. There were no additional issues raised and the committee endorsed the proposal.

**Decision GS/20-21/018:** The committee endorsed the proposal for Council subject to a favourable external review.

## **XX GS/20-21/019 A new course proposal: Pg Cert in Advanced Ageing and Frailty Studies**

The Dean welcomed Prof. Nollaig Bourke (prospective Course Director) and Prof. Roman Romero-Ortuno (prospective Course Coordinator) from the School of Medicine).

The Dean outlined the proposal in a brief power-point presentation. She stated that the new Postgraduate Certificate comprised 30 ECTS and would be offered part time over one year. It would focus on making students understand, assess and clinically manage frailty. This is an important clinical area given the ageing population in Ireland already supported by the National Frailty Education Programme, the Irish Frailty Network for Education and intensive on-going research. The Dean referred to the blended, in-person and online course delivery, and noted clear measures to





support online learning for participants who may be unfamiliar with this environment. She stated that the proposed course builds on success of existing stand-alone modules in ageing and frailty that fill or over-reach their target. The proposed course will complement the existing MSc in Specialist Practice Qualification in Gerontological Nursing; MSc in Ageing, Health and Wellbeing; MSc in Dementia delivered in the SNM. The Postgraduate Certificate aims to be a first stepping stage in a larger composite offering in the area of Advanced Ageing and Frailty Studies to comprise Postgraduate Diploma and Masters top ups in the School of Medicine.

In a brief discussion which followed the DTLP from the SNM commended the consultative process between the proposers and her School during the development of the circulated proposal and efforts to explore potential for maximising further synergy at a later development stage referred to by the Dean. She sounded a note of caution, however, that College does not currently have sufficient infrastructure to support administrative processing of progression via the top ups route in composite PGT courses. She advocated that additional resources should be directed to the AR to automate that process to eliminate inefficiency and protect Trinity reputation. The Dean noted that with additional resources the process of “stacking credentials” should be made easier in the future. The Director of Student Services advised members that the AR had recently been allocated 10% extra resources which should allow it to deal more efficiently with processing significantly increased applications and student numbers. The issue of “stacking credentials” would be monitored closely to be resolved going forward as part of the postgraduate renewal initiative.

There were no additional issues raised and the committee endorsed the proposal.

**Decision GS/20-21/019:** The committee endorsed the proposal for Council subject to a favourable external review.

## **XX GS/20-21/020 A new course proposal: (CHARM- EU) – Master in Global Challenges for Sustainability**

The Dean welcomed Prof. Catherine Comiskey (prospective CHARM-EU Academic Director). Prof. Comiskey referred to a couple of committee members who were involved in preparing the circulated documentation such as the Academic Secretary, Patricia Callaghan, member of Work Package 2, Prof. Jake Byrne leading on Work Package 4 and Co-lead of Work Package 3 and the Quality Officer, Roisin Smith, Chair of the Quality and Accreditation sub group (in attendance for the item).

Prof. Comiskey noted that the proposed Masters course was associated with a broader CHARM-EU initiative formed by five research-based universities (University of Barcelona, University of Dublin Trinity College, Utrecht University, Eötvös Loránd University in Budapest and University of Montpellier) created to become a world example of good practice to increase the quality, international competitiveness and attractiveness of the European Higher Education landscape and to re-think the role of European Universities globally. She spoke to a short power-point presentation which outlined the vision of the project i.e. establishing an innovative university model offering flexible, student-led educational programmes focused on identifying and solving specific challenges in close collaboration with the broader community. Prof. Comiskey clarified that the proposed Masters was intended as a concrete



deliverable proving the validity of the broader concept of the new European University model. She referred members to the Addendum, circulated as part of the revised course proposal documentation, which captures the governance of the new course.

Graduates of any discipline seeking to acquire knowledge of sustainability by addressing global challenges using an innovative educational approach would be targeted for entry into the programme which will be delivered full time over 18 months (to accommodate the dominant teaching pattern of some partner universities) or over the 12 months typical for Trinity starting from September 2021. The course volume consists of 90 credits: 30 credits for the Preparatory Phase modules on sustainability, social innovation and transdisciplinary research; 30 credits for the Flexible Phase comprising transdisciplinary modules related to Water, Food or Life and Health; and 30 credits committed to the research phase. In Trinity, the new Masters' home would be with the School of Natural Sciences. Finally, having noted that the proposal and the fuller project had been approved and signed into a legal agreement by all five university Rectors, Prof. Comiskey took questions from the floor.

In a discussion which followed a number of comments were made:

(i) Concern has been expressed about the proposed fee structure with the EU fee only at €3k whereas the non EU fee at €19k. Three issues were raised around it. Firstly, it was queried how such a differential is financially feasible for Trinity. Prof. Comiskey responded that it is only feasible because another parallel EU funding for the pilot is bringing in additional income covering costs such as staff normally included into fees. Secondly, a question was asked about such a fee differential being sustainable after the pilot. Prof. Comiskey explained that the fee structure would be reviewed at that point. Thirdly, given that the course is on sustainability i.e. an issue especially pertinent to developing countries, it was noted as paradoxical that the exceptionally high non-EU fee might be prohibitive to applicants from those countries. Some mechanism of non-EU fee compensation should be put in place. Prof. Comiskey welcomed this comment and noted that it would need to be considered for the post-pilot phase of the project.

(ii) Student mobility was queried in terms of whether students will be required to move around the five partners during the course. Prof. Comiskey clarified that there would be a hundred students registered between the five partners. That cohort will be divided up into groups of twenty allocated to each partner which will act as the student's home university. Students would be expected to move to at least one other university to study for a semester. Since most of the learning will be blended, there is funding allocated to employ additional local mentors and tutors to support blended learning and provide F2F teaching assistance.

(iii) Additional resources should be internally channelled in Trinity from the course income to support student services availed of by the CHARM-EU students.

The committee did not have additional questions, and the Dean thanked Prof. Comiskey for her presentation and the whole Trinity team for their incredible amount



of work committed to the project. The committee recommended the course proposal to Council.

**Decision GS/20-21/020:** The committee endorsed the proposal for Council subject to a favourable review by the external panel.

### **GS/20-21/021 PG Open Day 2021**

The Dean invited Ms Beibhinn Coman (Director of Marketing) to join the meeting to explore options for a virtual PG Open Day, looking for ideas and support to ensure Trinity maintains its PG market presence, and to create an open day experience which is as close to an on-campus experience as possible.

The Director of Marketing spoke to a power-point presentation. She stated that the PG Open Day targeting both EU and non-EU applicants would be based around a designated Open Day Website with its own Open Day Address. All aspects of the physical day will be moved online. There will be a live panel discussion and pre-recorded course (or School) and student services presentations will be available to potential applicants including the North American market. Viewers will then be guided to link in with live question and answers facility (by text only) or live social media route (the student voice option).

Each School will have a designated two-hour slot for its presentations. The Director of Marketing asked Schools to identify staff to support their allotted slots. Presentations, either for individual courses or the whole School, should be pre-recorded in Panopto.

In a discussion which followed the following issues were raised and clarifications obtained:

- 1) Scheduling the PG Open Day on a Saturday might work on the understanding that there is a buy in from the academic community as the event will take place outside their core working hours;
- 2) An initial presentation by the Dean of Graduate Studies to start off the event will give interested attendees general guidance on applying for a research degree in Trinity. The Dean will then direct participants to individual Schools where they can connect with relevant experts within the research area of interest. To facilitate effective linking, information on research areas of interest should be notified by participants as they register for the Open Day.
- 3) After attendees have pre-registered and stated their area of interest, they will be directed to the allocated School slot for the live interaction with relevant School staff; current PG students will be supporting their School slots.
- 4) Interactions with staff will be by text only: submitted questions will be grouped and responded to online to cover efficiently the greatest volume of enquiries.
- 5) GSU will partake in the PG Open Day and will identify students to support sessions.
- 6) Participating PG students who support the Open Day will be compensated with monetary vouchers.

It was agreed that DTLPs will consult their Schools on various discussed aspects of the PG Open Day and return their feedback to the Director of Marketing. The Dean





undertook to send out a poll to identify the Saturday date either 6<sup>th</sup> March or 13 March. The Dean thanked the Director of Marketing for her work on organising the virtual PG Open Day.

**Action GS/20-21/021 (1):** DTLPs to consult their Schools on discussed aspects of the PG Open Day and return their feedback to the Director of Marketing.

**Action GS/20-21/021 (2):** The Dean to send out a poll to identify the Saturday date either 6<sup>th</sup> March or 13 March for the virtual SPG Open Day.

### **GS/20-21/022 LERU Doctoral Summer School 2021**

The Dean reminded members that the LERU Doctoral Summer School was supposed to have been hosted by Trinity in 2020 but was postponed to 2021 due to the pandemic. She noted that PhD students, normally towards the end on their doctoral studies, can apply to participate in the Summer School. Normally, there is a large number of applications for a small number of available places. The School is a week-long, and participants work together around a designated theme. The theme for the deferred Summer School will be *the Role of the Expert*. It is likely that the deliverable will be a policy statement on the role of the expert, potentially to be submitted for consideration as a policy paper by LERU. The Dean expressed concern whether the Summer School 2021 would be F2F *in situ* or still online. Should it be online the advantage would be to increase the number of participants. The Dean undertook to update members at future meetings with further developments.

**Action GS/20-21/022:** Dean to update members at future meetings with further developments about LERU Doctoral Summer School 2021.

### **GS/20-21/023 COVID-19 and update from Continuation of Learning and Student Activities Group (COLSAG)**

The Dean noted that she had become a member of a new working group called Continuation of Learning and Student Activities Group (COLSAG), chaired by the VP. The WG considers issues related to Teaching and Learning as impacted by Covid-19. The group met the previous week. Some topics on the agenda were to do with *Assessment Plans for semester 1, Teaching for semester 2, student workload at PG level*. The Dean requested members' views based on feedback they have received from staff and students, particularly in relation to any problems and solutions they might have identified.

A number of issues were raised in a discussion under the agenda item:

- 1) The Dean emphasized that timing of F2F lectures *in situ* would need to be tightly managed to ensure no congregation of students prior to entry into the venue.
- 2) Some students perceive that the online delivery has increased their workload and appear to be struggling with online teaching loads. Feedback from DTLPs present at the meeting suggests that this is not an issue of concern for postgraduate students.
- 3) With respect to potential Christmas travel for international students and the complications of a subsequent 14-day restriction requirement, DTLPs reported that students expressed a variety of preferences. Some indicated



that they would prefer to stay at home for the 2<sup>nd</sup> semester rather than come back to Dublin. The Dean noted that the current process, whereby course directors, in consultation with the DTLP determine feasibility of remote participation on a case by case basis will continue for Semester 2 modules.

- 4) Students already permitted to stay at home in Semester 1 availing from online teaching in distant locations would prefer to have that permission extended to Semester 2 in some Schools.
- 5) The Dean emphasized that College intends to offer F2F teaching in some way to all students. Non-EU PGT students should be prioritized, and the Dean has asked DTLPs for suggestions how this could best be achieved in their respective Schools. The format of F2F could vary and might take place, for example every 2 to 3 weeks in person (between the student and the lecturer only) either *in situ* or online. There is no blanket recommendation to make all students stay at home or come to Dublin – decisions need to be tailor-made with respect to individual PGT courses and student needs and circumstances.
- 6) A good time for *in situ* in-person contact for some students could be towards the end of Semester 1 in the lead up to Christmas.
- 7) Some Universities in Ireland are already recommending that students stay at home for Semester 2 once they return home for Christmas.
- 8) It is anticipated that a third wave of the pandemic might return after Christmas.
- 9) The approach adopted for Semester 2 will determine preparation workload for staff.
- 10) The DTLP from the School of Psychology reported that students on one course indicated that students from years 1 and 2 expressed a preference for onsite in-person engagement, while students on year 3 expressed a preference for remote participation, suggesting that the needs of students vary across stage of study, as well as course.
- 11) Students in some Schools reported to GSU that they feel under stress when asked to come in for teaching on Campus. The Dean clarified that it was up to each PGT course to determine whether meeting learning outcomes requires that students should come into College or can be achieved through working online.
- 12) The Dean asked DTLPs to consult their Schools to identify modules on their PGT courses where F2F *in situ* contacts might happen and advise her accordingly. She also noted that each programme should be able to identify at least one module within the programme where F2F can be prioritized.

**Action GS/20-21/023 (1):** DTLPs to advise the Dean how their Schools will ensure F2F in person contact between individual students and staff.

**Action GS/20-21/023 (2):** DTLPs to advise the Dean of modules on their PGT courses which will have F2F *in situ* contacts.

The Dean noted that the current situation necessarily has led to revised assessment methods on PGT courses and that reviewing data on such revisions is an important part of quality assurance, especially on externally accredited professional courses. The Dean undertook to send out an excel form asking for changed assessment formats by module from DTLPs in all Schools.



**Action GS/20-21/023 (3):** Dean to collect revised assessments on Modules from DTLPs in Schools by means of circulated excel form.

The Dean invited Dr Geoffrey Bradley, Information Technology Services Representative to talk about recording and captioning of lectures delivered online. Dr Bradley noted that students are in a position to record all lectures delivered online and College decided to regularise the recording activity by making it mandatory. In addition, recording is seen as part of the College support mechanism of enhancing accessibility and inclusivity of students with disabilities including those with difficulties with aural processing. Non-EU students with lower English comprehension would also benefit. Schools were advised on available technology such as Zoom, Blackboard Collaborate, Panopto and Teams. It is recognised that students may experience confusion and frustration if they are required to engage with different platforms within the same course. Dr Bradley noted that some students objected to being recorded especially as part of a small group. College acknowledges the student concern but following legal advice, College has established that students' consent is not required for recording to take place. Dr Bradley underlined that the recorded material cannot be re-used instead of an actual lecture in the future by the staff nor can it be disseminated outside College by the student.

A decision was taken to add in captioning to the recording where it is possible and practical. Dr Bradley advised members that Panopto will have pre-set captioning turned on for the recording process. Captioning will also be applied retrospectively to the archival material since July 2020. Dr Bradley acknowledged that captioning is not always accurate but reported that statistically speaking it is accurate in 90% of cases. A designated working group including broad College representation is working on issues around this in order to identify solutions where possible. Captioning should only be applied to lectures delivered in English. In order to identify lectures that should not be included in automatic captioning, Schools (through the relevant DTLPs) will be asked to notify IT of exemptions.

The DTLPs from the Schools of Pharmacy and Pharmaceutical Sciences, Mathematics and Computer Science and Statistics noted the specific challenges of captioning if lectures involve a large volume of technical terms. They reported that academic staff do not have the time to correct automatic captions, and that captioning should not be implemented as a default position in their Schools. The Dean noted that captioning is problematic for many other Schools and a quick poll at the meeting indicated that twelve DTLPs anticipated significant difficulties if captioning were set as the default.

Dr Bradley clarified that the recorded lectures will not automatically show the captions unless the student specifically opts to make captioning visible. He further clarified that it was not the intention that academic staff would correct inaccurate captioning. The Disability Office has undertaken to correct captions for students registered with their service.

**Action GS/20-21/023 (4):** DTLPs to consult their Schools and notify Dr Bradley about their modules that should be exempted from the automatic captioning option.



**GS/20-21/024 PG renewal update**

The Dean noted that discussion on the PG renewal are ongoing and further updates will be coming up at forthcoming meetings.

**XX GS/20-21/025 AOB**

The DTLP from the School of Law advised that class reps had been elected late, after 15 October in her School which meant that prior to that date meetings normally attended by class reps had no student representation. She clarified that the date of 15 October had been chosen as that was the end of the student registration period. The Director of Student Services clarified that the AR did not intend to impact on student elections to class reps by lengthening the registration period but that normally such elections take place after the registration is closed, when all students are fully registered. The Information Technology Services Representative noted that during the current academic year because of concerns about Covid-19 pandemic-related delays in registration, all credentials were pre-provisioned to enable students to have access to services and presence in class lists before registration was complete on 15 October. The Dean suggested that normally student reps should be in place by week 3 of Semester 1 and she will liaise with the GSU to have an agreed process in place for that going forward.

**Action GS/20-21/025 (1):** Dean to liaise with GSU to put in place a process ensuring student reps are elected by week 3.

**Action GS/20-21/025 (2):** Dean to bring to COLSAG a possible recommendation that student credentials be pre-provisioned going forward as a matter of course.

The GSU President noted that as a result of the extended registration this year, some School had run their own elections without the participation of the GSU. The process and outcome of elections for class reps will be re-verified the following week by GSU via *my voice* system.

**XX Section B for noting and approval**

There were no agenda items for Section B to consider.

**XX Section C for noting**

There were no agenda items for Section C to note.

There being no other business, the meeting ended at 12.10pm.

Prof. Martine Smith

Date: 5 November 2020