

UNIVERSITY STANDARDS COMMITTEE

MINUTES

Thursday 8 September 2016 in A204

9.30 – 10.40 am

Present: Mr Billy Kelly (Chair), Dr Jennifer Bruen, Dr Deirdre Butler, Dr Brian Corcoran, Mr. James Donoghue, Ms. Margaret Irwin-Bannon (Secretary), Professor Lisa Looney, Dr David McKeon, Ms. Phylomena McMorrow, Dr Caroline McMullan, Dr Andrew O'Regan, Ms. Michele Pringle

Apologies: Dr Eamon Costello, Dr Greg Foley, Ms. Barbara McConalogue, Dr Pádraig Ó Duibhir, Professor Kevin Rafter, Dr Joseph Stokes, Ms. Annabella Stover

SECTION A: MINUTES AND RELATED ISSUES

1. Adoption of the agenda

The agenda was adopted subject to placing items 5.2.2 and 5.2.3 under the heading DCU Institute of Education and renumbering accordingly, and the addition of four items under AOB.

2. Minutes of the meeting of 26 May 2016

The minutes of the meeting of 26 May 2016 were noted and signed by the Chair.

3. Matters arising from the minutes

- 3.1** It was noted that the Deputy Registrar/Dean for Teaching and Learning and the Secretary of USC had met with the Associate Deans for Teaching and Learning in July 2016 to discuss some ongoing USC items. It was noted that since the introduction of the Guru system to support the activities of External Examiners the issues around communication and provision of reports had become less of an issue.

It was noted that discussions will continue with respect to the appointment of external examiners and the oversight of programmes e.g. programme rather than module external examiners (Item 3.4).

- 3.2** It was noted that the Recognition of Prior Learning (RPL) policy was discussed at the meeting referred to under item 3.1. It was agreed that the RPL policy would be amended to reflect a broad set of principles. It was noted that it was agreed by those at the meeting to adapt the DCUBS template 'special case admission form' for dealing with taught postgraduate admissions in other Faculties. It was noted too that RPL with respect to undergraduate students should be discussed further with Registry (Item 3.3).
- 3.3** It was noted that the Akari project was close to conclusion and was at the stage of data clean-up (Item 3.5).
- 3.4** It was noted that all programme regulations with the exception of some programmes from the DCU Institute of Education were approved by USC.
- 3.5** It was noted that the exploration of the possibility of awarding posthumous undergraduate Certificates/Diplomas was ongoing (Item 3.7).
- 3.6** It was noted that discussions between the Dean of Graduate Studies and Registry with respect to the procedure for rescinding an award in the case of plagiarism for research students had yet to take place (Item 9).
- 3.7** It was noted that the derogation for the MEd (Special Educational Needs), CICE had been circulated electronically and approved by University Standards Committee on 5 July 2016 (Item 10.1).
- 3.8** It was noted that a change of duties for an external Examiner in the Department of English had been approved by Chair's Action, 6 July 2016.

- 3.9** It was noted that a legacy re-admission application for a candidate in the Faculty of Social Science to the MA in Political Communication programme had been approved by Chair's Action, 7 July 2016.
- 3.10** It was noted that a legacy re-admission application for a candidate in the Faculty of Social Science to the MA in Political Communication programme had been approved by Chair's Action, 7 July 2016 subject to clarification that the programme regulations allowed the recommended course of action. Clarification was provided on 29 August 2016 and the legacy re-admission was deemed approved.

B. Faculty issues

4. External examiners for taught programmes

4.1 Nominations

- 4.1.1 Professor Michael Tretyakov, University of Nottingham
BSc in Actuarial Mathematics
Approved
- 4.1.2 Dr Michael O'Mahony, UCD
MSc in Electronic Commerce (Technical)
Approved
- 4.1.3 Professor Emma Parry, Cranfield University
MSc in Human Resource Management
Approved
- 4.1.4 Dr Clair Gardiner, TCD
BSc in Biotechnology
Approved
- 4.1.5 Dr Patricia Kennon, Maynooth University
MA in Children's Literature
Approved

- 4.1.6 Ms Sheila O’Sullivan, Open University and Essex University
MSc in Integrative Counselling & Psychotherapy
The nomination was not approved, as the proposed examiner did not meet the requirements stipulated in the *Regulations and guidelines: external examiners for taught programmes/modules*.
- 4.1.7 Professor Marc-Antoine Custaud, University of Angers, France
BSc in Sport Science & Health
Approved
- 4.1.8 Dr Charles O’Mahony, NUI Galway
Modules in the School of Law and Government
Approved
- 4.1.9 Dr Eamonn Jordan, UCD
MA in Theatre Studies, School of English
The nomination was not approved, as the nomination did not meet the requirements stipulated in the *Regulations and guidelines: external examiners for taught programmes/modules*.
- 4.1.10 Dr John Burns, Institute of Technology Tallaght
Graduate Diploma in Information Technology
Approved
- 4.1.11 Dr Mary Fleming, NUI Galway
Master of Education (Special Educational Needs)
Approved
- 4.2 Changes to duties**
- 4.2.1 Dr Murray Scott, NUI Galway
MSc in Management of Information Systems
Approved

5. Other Issues

5.1 Faculty of Science & Health

5.1.1 Legacy re-admission request: MSc in Nursing Practice and Health Care Practice
The decision on the re-admission was deferred pending clarification of the student's record. It was agreed that following clarification, the request would be circulated electronically for the consideration of USC.

5.1.2 Legacy re-admission request: MSc in Nursing Practice and Health Care Practice
Approved

5.2 Faculty of Humanities & Social Sciences

5.2.1 Legacy re-admission request: MA in Development (part time)
Approved

5.2.2 Legacy re-admission request: BA in Humanities
Approved, subject to the provision of medical documentation which relates to the 2010-2011 year of registration

5.3 DCU Business School

5.3.1 Legacy re-admission request: MSc in Investment, Treasury & Banking
Approved

5.4 Open Education

5.4.1 Legacy re-admission request: BSc in Information Technology
Approved

5.5 DCU Institute of Education

5.5.1 Legacy re-admission request: Professional Diploma in Special & Inclusive Education
Approved, subject to provision of detail of modules to be completed by the applicant, for registration purposes

- 5.5.2 Legacy re-admission request: Professional Diploma in Special & Inclusive Education
Approved, subject to provision of detail of modules to be completed by the applicant, for registration purposes

C. Other issues (not Faculty-specific)

6. Marks and Standards

- 6.1 The proposal to include the list of titles/designations agreed by Education Committee at its meeting of 1 June 2016 in Marks and Standards was approved.

7. Annual Programme Review (APR) Form

It was noted that the APR Form has been reviewed by the Associate Deans for Teaching and Learning and amendments made to streamline it. USC was asked to provide feedback on the content of the form to Dr Caroline McMullan over the coming week. Once finalised it would be published on the web. It was noted too that a communication will issue at Faculty level from the Associate Deans for Teaching and Learning/Education to Programme Chairs to inform them of the change to the APR form.

It was anticipated that work would also commence over the coming months to facilitate the population of the statistical element of the APR form via Guru.

8. AOB

- 8.1 *Publication date Programme Regulations 2016-2017 and archiving from 2015-2016*

The Secretary informed the Committee that the approved Programme Regulations would be published by Monday 12 September 2016, noting that from 2015-2016 Programme Regulations would be archived and remain available on the DCU website.

8.2 *Examination Timetable Principles*

The document, *Examination Timetabling Principles to be adopted in the Academic Year 2015-2016* was tabled for consideration. It was noted that the principles adopted in 2015-2016 would now be applied to all students registered with DCU from 2016-2017.

During the discussion on the document the following were noted:

- Feedback from students from the Faculty of Engineering and Computing indicated their exams were condensed into four days of the two-week examination period. It was requested that this issue be brought to the attention of Registry when the examination request call takes place
- Among the restrictions placed on the examination timetable is the requirement that all BEd programme examinations have to be scheduled in the second week of the two-week schedule, which has a significant impact on the overall timetable
- Students' expectations should be managed with respect to the examination timetable
- It was requested that where two examinations are scheduled on the one day for a cohort of students, they are not examinations for two different languages. This request had been accommodated last year.
- The examination principles are published as an appendix to the Examination Regulations on the Registry website.

Subject to feedback recorded above being taken into consideration, USC approved the application of the Examination Timetabling Principles as tabled.

8.3 *Minor amendment to Legacy Re-admission form*

It was requested, and agreed that the legacy re-admission application form would be updated to include the applicant's most recent contact details to enable Registry to contact the candidate about their registration.

8.4 *Acknowledgement of outgoing members of USC*

The Chair extended his sincere thanks and appreciation to the following members of USC for whom it was their last meeting of the Committee: Dr Deirdre Butler, Dr Brian Corcoran, Ms Barbara McConalogue, Dr David McKeon, Dr Padraig Ó'Duibhir, Dr Andrew O'Regan, Professor Kevin Rafter and Ms Annabella Stover.

Date of next meeting:

Thursday, 10 November 2016 9.30 a.m. in A204

Signed

Date