

UCD Academic Council

Comhairle Acadúil UCD

Minutes of the meeting of Academic Council

Wednesday 23 October 2024, 2pm

Fitzgerald Debating Chamber, UCD Student Centre

Present: 74

In Attendance: 7

**Apologies: 27**

The meeting of Academic Council was chaired by the President, Professor Orla Feely.

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| 1 | **Introduction**Apologies The Chair acknowledged that a number of apologies had been received. **Welcome**The Chair welcomed new and returning members to the first ordinary meeting of the new academic year. The Chair informed members that items under Part 2 of the agenda are for decision en bloc and items under Part 3 are for information. Members will be given the opportunity to indicate if they want any items from these parts moved to Part 1 for discussion.**GDPR Summary for Committees**Members were asked to note the GDPR Summary as is customary at the first ordinary meeting of the academic year *(item 16 for noting).* **Conflict of Interest**Academic Council was asked to note the Conflict of Interest Policy as is customary at the first ordinary meeting of the academic year *(item 15 for noting).*  |
| **Decision** | * **Academic Council approved items from Part 2 and noted items from Part 3 of the agenda.**
* **Academic Council noted the GDPR Summary for Committees.**
* **Academic Council noted the Conflict of Interest Policy.**
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| 2 | **Minutes and Matters Arising** **Minutes of AC Meetings**1. **AC Meeting 30 April 2024**

The minutes of the meeting of the 30 April 2024 were approved.1. **AC Special Meeting 20 September 2024**

The minutes of the Special meeting held on 20 September 2024 were approved.**Matters Arising** AC 30 April 2024Academic Council was informed that the following items which had been delegated by AC to its Executive Committee for decision, were approved by ACEC at its meeting on 30 May 2024:* Item 6, Review of the University's Academic Internships Framework

Update for AC on the approval of the Academic Internship FrameworkAs part of this work, the Work Integrated Learning (WIL) Implementation Group was established. Its work commenced in September 2024 with an immediate focus on aggregating all recommendations of the AIF and developing an action plan to progress the implementation of a WIL framework.* Item 7, Revised Policy for Supervision of Research Degree Students
* Item 8, Policy for the Recruitment, Support & Development of Research Students Supporting Teaching and Learning
* Item 9, Academic Regulations – Proposed Change to PhD Regulations

AC 30 April 2024, Item 4, Academic Integrity Policy and Student Academic Misconduct ProcedureAcademic Council, at its meeting on 30 April 2024, approved the Policy and Procedure subject to consideration of feedback from one Academic Council member that related to a perceived gap between the new policy and the updated procedures. AC delegated final approval of the Policy and Procedure to its Executive Committee. AC was now asked to note that ACEC, at its meeting on 30 May 2024, approved minor amendments to the draft Policy and Procedure which addressed the concern raised at AC. Both the Policy and Procedure came into effect on 1 September 2024 and are available on the UCD Document Library.**Declaration of potential conflicts of interest or perceived conflicts of interest**No conflicts of interest were declared.  |
| **Decision** | **Academic Council:*** **approved the minutes of the meeting held on 30 April 2024,**
* **approved the minutes of the Special meeting held on 20 September 2024,**
* **noted the items approved by ACEC at its meeting of 30 May 2024,**
* **noted that ACEC approved the *‘Academic Integrity Policy and Student Academic Misconduct Procedure’* following minor amendment.**
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|  | Part 1Items for Discussion / Decision by Academic Council |
| 3 | **Additional Considerations for Assessment Policy** The Chair of the Working Group, Associate Professor Aideen Quilty, gave a presentation outlining why the Working Group was convened, the challenges that arose with the two existing policies (*Extenuating Circumstances* and *Late Submission of Coursework*), key features of the proposed policy, the consultation process, and the feedback from Academic Council at its meeting in April 2024 which focussed on the principle of self-declaration for extension.Key changes to the draft Policy developed following discussion at Academic Council were highlighted, these included:* the revised policy title;
* reference to transferrable skills and time management;
* clarity that the policy does not apply to ‘UCD post degree medical graduate undertaking HSE Internships’;
* additional 5-day extension with penalty may be offered for major assessment components only at the discretion of the module coordinator;
* amendments to the list of Exclusions/Inclusions;
* while there is no cap on the number of Self-Declare for Extension a student may avail of, a Module Coordinator may introduce a cap within a specific module, specifying the maximum allowable Self-Declare for Extension that a student may take. In such cases, this must be clearly stated in the module descriptor.

During the discussions, members broadly welcomed the spirit of the proposed policy which reflects increased trust and a more positive engagement with students and the following issues were raised:* While some concern was raised that the 5-day self-declare principle may simply add 5 days to the assessment deadline for some students thereby reducing equity and increasing the administrative burden, many members were supportive that the proposed policy would provide clarity, consistency, transparency and equity.
* Students’ Union representatives highlighted that the student population is increasingly diverse and students face greater financial and logistical issues.
* The new system build will enable module coordinators to track students and identify those who may otherwise fall through the cracks.
* How the Policy works in practice will be monitored, evaluated and reviewed over the first three years using system generated data and stakeholder feedback, and changes will be made if required.
* The policy scope and how it will be operationalised across UCD’s international programmes will be looked at by the UPB Standing Committee on Academic Regulations.
* The oversight role of Governing Boards was deemed vital for both self-declare and certified applications and will enable referrals to support services when necessary.
* Language should be reconciled in the Policy to make clear that module coordinators cannot introduce a cap of zero self-declare for extensions (under section 4.1).
* Obligations under the Official Languages Act to be confirmed with regard to applications and declarations.

The Chair shared feedback from Associate Professor Philip Cottrell who was unable to attend the meeting. This feedback covered concerns raised by the *School of Art History and Cultural Policy* with the proposed policy, all of which had been explored by the Working Group.Academic Council recognised the numerous positive benefits in adopting the proposed policy, and agreed to approve the Policyand the recommendations contained therein. The Registrar confirmed that the institutional ownership of the Policy rests with Academic Council and the institutional business ownership will lie with UCD Registry – Assessment. The President thanked Associate Professor Quilty and the members of the Working Group for their considerable efforts.  |
| **Decision** | **Academic Council approved the *Additional Considerations for Assessment Policy and the additional recommendations of the Working Group.*** |
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| 4 | **AC Subcommittee Annual Reports 2023-2024** The Chair welcomed the new Chairs of the AC Subcommittees who were given an opportunity to speak to the planned work programmes for each of the subcommittees in 2024-2025.* + AC Committee on Quality – Professor Jeremy Simpson
	+ AC Committee on Academic Centres – Professor Madeleine Lowery
	+ AC Committee for Academic Scholarships and Prizes - Professor Frank Monahan
	+ AC Committee on Examinations – Assoc. Professor Maria Meehan
	+ AC Committee on Honorary Degrees and Major Awards – President
	+ AC Committee on Student Conduct and Capacity – Professor Evelyn Doyle
	+ AC Committee on Student Appeals and Complaints – Assoc. Professor Tara McMorrow
	+ AC Executive Committee – Registrar
	+ University Programmes Board – Registrar

The Chair thanked the Chairs for their work in leading the work of the AC Subcommittees and invited AC members to raise any questions they may have. In relation to the work programme of ACQEC, a member asked about the temporary pausing of overseas quality reviews in UCD‘s partner colleges in Chang’an and Guangzhou and the launch of the International Education Mark (IEM). The Registrar provided assurances that the IEM application will be completed and not impede the reviews of the China Colleges. The Registrar concluded the discussions by stating that the AC Committees are invited to seek early feedback from AC members on their work at the February meeting of Academic Council. |
| **Decision** | **Academic Council noted the Annual Reports and welcomed the briefing from the Chairs’ of the AC Subcommittees.** |
|  | Part 2Items for Formal Approval by Academic Council |
| 5 | **Revisions to the** **Leave of Absence Policy** Academic Council was asked to approve amendments to the *Leave of Absence Policy* toensure alignment with the *Policy on Pregnancy Supports for Students.* |
| **Decision** | **Academic Council approved the revisions to the *Leave of Absence Policy.***  |
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| 6 | **Recommended Candidates for Award of Tenure 2024**The Tenure Committee, at its meeting of 14 October 2024, agreed to recommend to Academic Council a number of Lecturer/Assistant Professors for the Award of Tenure, effective from 1 October 2024. It was noted that candidate Dr Lea David is incorrectly listed in the report as being in the School of Psychology instead of the School of Sociology. |
| Decision | Academic Council approved the Candidates recommended for the Award of Tenure 2024.  |
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| 7 | **Academic Council Committee on Academic Centres (ACCAC) Report** Academic Council was asked to approve the recommendations contained in the ACCAC Report: Establish one new Academic Centre and appoint the Academic Centre Director* UCD Centre for Children’s Orthopaedic Research and Innovation; Professor Niamh Nowlan

Appoint three new Academic Centre Directors* UCD Centre for Asia-Pacific Research; Dr Steffen Rimner
* UCD Dooge Centre for Water Resources Research; Dr Fiachra O'Loughlin
* UCD Centre for the Study of Higher Education; David Jennings
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| Decision | Academic Council approved the recommendations contained in the ACCAC Report as presented.  |
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| 8 | **New and Renewed Head of Subject Appointments**Head of Subject appointments are presented to Academic Council in accordance with Statute 32. New Heads of Subject are presented for approval, Extensions are presented for noting.

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| School | Subject  | Proposed Head of Subject | Duration |
| Architecture, Planning and Environmental Policy | Planning | Professor Enda Murphy | Start Date: 01/09/2024End Date: 01/09/2027 |
| Nursing, Midwifery and Health Sciences | Adult General Nursing | Dr John Gilmore | Start Date: 01/04/2024End Date: 31/03/2027 |
| Nursing, Midwifery and Health Sciences | Children’s Nursing | Dr Claire Magner | Start Date: 01/04/2024End Date: 01/04/2027 |
| Nursing, Midwifery and Health Sciences | Health Systems | Dr. Brynne Gilmore | Start Date: 01/09/2024End Date: 01/09/2027  |
| Nursing, Midwifery and Health Sciences | Mental Health Nursing | Joanna O’ Neill | Start Date: 01/09/2024End Date: 31/08/27 |
| Social Policy, Social Work and Social Justice | Social Policy | Assistant Prof. Micheal Collins | Start Date: 01/09/2024End Date: 31/08/2027 |
| Social Policy, Social Work and Social Justice | Social Work | Prof. Prospera Tedam | Start Date: 01/09/2024End Date: 31/08/2027 |
| Biology and Environmental Science | Zoology  | Assoc. Prof. Jens Carlsson | ExtensionStart Date: 01/09/2024End Date: 31/08/2026 |
| Biology and Environmental Science | Biology  | Dr Gavin Stewart | ExtensionStart Date: 01/09/2024 End Date: 31/08/2026 |
| Medicine | Medical Microbiology | Dr Koon Men Chang | ExtensionStart Date: 31/08/2022End Date: 31/07/2025 |
| Medicine | Medicine & Therapeutics | Prof. Yvonne O’Meara | ExtensionStart Date: 01/11/2023End Date: 31/10/2025 |
| Medicine | Otolaryngology | Prof. Fergal O’Duffy | ExtensionStart Date: 30/09/2023End Date: 30/09/2025 |
| Medicine | Psychiatry | Assoc. Prof. Anne Doherty | ExtensionStart Date: 01/01/2023End Date: 01/01/2026 |
| Medicine | Psychotherapy | Dr Barry O’Donnell | ExtensionStart Date: 01/01/2024End Date: 31/12/2025 |
| Medicine | Radiography | Assoc. Prof. Shane Foley | ExtensionStart Date: 01/05/2022End Date: 30/04/2025 |

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| **Decision** | * **Academic Council approved new Head of Subject appointments as presented.**
* **Academic Council noted the Head of Subject extensions as presented.**
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| 9 | **Proposed Review Group on Honorary Degrees and Major Awards**Academic Council considered a proposal to establish a Review Group to review the policy and procedures for the award of honorary degrees and major awards by the University and make recommendations for improvement. |
| **Decision** | **Academic Council approved the establishment of a Review Group on Honorary Degrees and Major Awards, along with the proposed Terms of Reference and Composition.** |
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| 10 | **Proposal for Emeritus Professor/Associate Professor/Assistant Professor**The conferment of Emeritus status is subject to Academic Council approval (as per Statute 32 and the *Governing Authority Schedule of Reserved Decision-Making Authority and of Delegated Authority*).

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| **Name** | **Emeritus Title** | **School** | **Retirement Year** |
| Professor Alan Baird | Emeritus Full Professor | Veterinary Medicine | 2024 |
| Assoc. Professor Diarmuid O'Sé | Emeritus Associate Professor | Irish, Celtic Studies & Folklore | 2024 |
| Professor Stefan Oscarson | Emeritus Full Professor | Chemistry | 2024 |
| Professor Mary Lambkin-Coyle  | Emeritus Full Professor | Business | 2024 |
| Dr John Ennis | Emeritus Assistant Professor | Medicine | 2024 |
| Professor Shane Whelan | Emeritus Professor  | Mathematics & Statistics | 2024 |
| Professor Michael Doherty | Emeritus Full Professor | Veterinary Medicine | 2024 |
| Assoc. Professor Máire Ní Chiosáin | Emeritus Associate Professor | Languages, Cultures and Linguistics | 2024 |
| Brian Mulkeen | Emeritus Assistant Professor | Electrical and Electronic Engineering | 2024 |
| Professor Simon More | Emeritus Full Professor | Veterinary Medicine | 2024 |
| Professor Chen Ching Liu  | Emeritus Full Professor | Mechanical & Materials Engineering | 2019 |
| Professor Conor O'Reilly | Emeritus Professor | Agriculture and Food Science | 2024 |

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| **Decision** | **Academic Council approved the proposal for Emeritus titles as presented.**  |
|  | Part 3Items for Noting by Academic Council |
| 11 | **Academic Council Subcommittees**1. **AC Subcommittee Election Outcome Report 2024**

Academic Council was asked to note the Outcome Report on the results of the elections of Heads of School and members of Academic Council to Academic Council Subcommittees 2024. The Election Procedures were approved by Academic Council on 30 April 2024.1. **AC Subcommittee Membership 2024-2027**

Academic Council was asked to note the membership of Academic Council Subcommittees for the new membership term 1 September 2024 to 31 August 2027 |
| **Decision** | 1. **Academic Council noted** **the AC Subcommittee Election Outcome Report 2024**
2. **Academic Council noted the AC Subcommittee Membership 2024-2027**
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| 12 | **Academic Council Committee Approved Minutes**Academic Council Subcommittee approved minutes were presented to Academic Council for noting, in line with the Academic Council Standing Orders.

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| **Committee** |
| **ACCAC** * Minutes of meeting held on 14 February 2024
* Minutes of the meeting held on 15 May 2024
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| **ACCE** * Minutes of meeting held on 17 May 2024
* Minutes of meeting held on 19 April 2024
* Minutes of meeting held on 22 March 2024
* Minutes of meeting held on 21 June 2024
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| **ACCSAC*** Minutes of meeting held on 11 December 2023
* Minutes of meeting held on 4 March 2024
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| **ACEC** * Minutes of meeting held on 14 March 2024
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| **Decision** | **Academic Council noted the Academic Council Subcommittee approved minutes as presented.** |
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| 13 | * **Academic Council Standing Orders**
* **AC Schedule of Reserved Decision-Making Authority**

Academic Council was asked to note the AC Standing Orders and AC Schedule of Reserved Decision-Making Authority which are presented at the first ordinary meeting of Academic Council each academic year. The recent approval by Governing Authority of Statute 32 – Governance Statute - required minor amendments be made to the Standing Orders and Schedule. |
| **Decision** | Academic Council noted revisions to the:* **Academic Council Standing Orders,**
* **AC Schedule of Reserved Decision-Making Authority.**
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| 14 | **UCD Subject Register** Academic Council was asked to note the UCD Subject Register, which is presented at the first ordinary meeting of AC each year, in accordance with the 'Procedures for the Emergence and Review of Subjects'. |
| **Decision** | **Academic Council noted the UCD Subject Register.** |
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| 15 | **Conflict of Interest Policy**Academic Council was asked to note the Conflict of Interest Policy which is presented to AC and its Subcommittees at the first ordinary meeting of the academic year. |
| **Decision** | **Academic Council noted the Conflict of Interest Policy.** |
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| 16 | **GDPR Summary for Committees**Academic Council was asked to note the GDPR Summary which is presented to AC and its Subcommittees at the first ordinary meeting of the academic year. |
| **Decision** | **Academic Council noted the GDPR Summary for Committees.** |
|  | Other Business |
|  | No other business was raised. |

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Chairperson