Incorporating any amendments approved at subsequent Council meetings

The University of Dublin

Trinity College

A meeting of the University Council was held on Wednesday 18 April 2012 at 11.15 am in the Board Room.

Present
Provost, Vice-Provost/Chief Academic Officer, Registrar, Senior Lecturer, Dean of Research, Professor E O’Dell, Professor M Ó Siochrú, Professor Z Rodgers, Professor J Wickham, Professor G Watson, Dean of Health Sciences, Professor T Connor, Professor D Brennan, Professor J Nunn, Dr H Mannan, Ms D Jones, Dr A O’Gara, Professor A Piesse, Ms R Barry, Mr M McAndrew, Dr D Fitzgerald.

Apologies
Senior Tutor, Dean of Graduate Studies, Dean of Arts, Humanities and Social Sciences, Dean of Engineering, Mathematics and Science, Professor D O’Donovan, Professor J P Labrador, Professor A McNabola, Professor S Smith, Professor J Ohlmeyer, Ms S Leydon, Mr D Ferrick, Ms L Aljohmani, Mr R J Smith, Academic Secretary.

In attendance
Librarian, Secretary to the College, Chief Operating Officer, Ms O Sheehan.

Observers
Secretary to the Scholars (Mr T O’Connor).

By invitation
The Bursar (Professor D Lloyd) (for CL/11-12/139).
The Pro-Dean of Engineering, Mathematics and Science (Professor D B Murray) (for CL/11-12/143)

SECTION A

CL/11-12/135 Statutory Declaration
The new Secretary to the Scholars, attending Council for the first time, made the statutory declaration.

CL/11-12/136 Minutes
Minutes of the meetings of 14 March 2012 were approved and signed.

CL/11-12/137 Matters Arising  The Provost informed Council that a group has commenced work on formulating College’s response to the HEA’s document ‘Towards a future higher education landscape’. The document proposes what the HEA describes as a more coordinated approach to the provision of higher education.

As recommended by Council (Actum CL/11-12/118) agreed changes to Schedule 3 relating to Student Conduct were made and subsequently approved by Board.
CL/11-12/138 Provost’s Report

Board has approved the aims of a Global Relations Strategy (Actum BD/11-12/102) and the Vice-Provost for Global Relations is preparing a plan for its implementation that will be considered by Board. The Provost noted the concern of a Council member that the International Committee has not yet had an opportunity to discuss the Global Relations Strategy. Council requested that the International Committee meet before the Strategy reverts to Board and that this discussion should be reported to Council.

CL/11-12/139 START Report No 2

The Provost welcomed the Bursar/Director of Strategic Initiatives to Council to present a report from the Taskforce considering Supports in Trinity Administrative Review and Transformation (START), dated 28 March 2012, circulated. The Bursar/Director of Strategic Initiatives, Professor David Lloyd, is Chair of the Taskforce and the other members are: the Chief Operating Officer (Darina Kneafsey), the Executive Director of CRANN (Diarmuid O’Brien); the former Telecoms Regulator of Ireland (Etain Doyle) and the Vice-President (Advertiser Operations) of Google (John Herlihy). The purpose of the review is to conduct a thorough assessment of administrative and support services with a view to reinvigorating and, where appropriate, restructuring so that College is a more satisfying place for both staff and students. The report has been considered by Board (BD/11-12/205) and consultation at College-wide fora is taking place. Board will be informed of the outcomes of this discussion at Council through the Acta.

The Bursar/Director of Strategic Initiatives opened his presentation by noting that the report is the output reached by consensus of a Taskforce of Board. He recorded the College’s appreciation in particular to the two external members.

The Taskforce undertook an extensive process of consultation and also reviewed experience from peer institutions. It set its objectives: to be positive, to be objective, to consult widely, to challenge the status quo, to be honest and to propose implementable recommendations. It takes as its starting point the premise that the current services and support units can be better structured to support the College’s mission of being a student-centred, research-intensive, world-class academic organisation and that new structures will enable these units to reach their full potential. The Bursar/Director of Strategic Initiatives emphasised that START can only address issues at a macro level based on a desire to bring improvements. It is not a performance review but rather considers structures and practices.

Recommendations are classed into three categories: Structural, major and incremental. It is recognised that additional work is needed to flesh out and cost the recommendations if they are agreed by Board.

Structural
The Taskforce recommends the creation of three service divisions - academic, corporate and finance linked to three College Officers - the Chief Academic Officer, the Chief Operating Officer and a Chief Financial Officer. These divisions recognise that some functions exist because we are a university (academic) while others are necessary because we are a large organisation (corporate and finance). Academic direction will set the agenda and workplan of the academic services division and professional managers will be responsible for implementation. Academic services will
include research services, registry and curriculum services, student services and library services. There will be four reporting lines to the Chief Operating Officer (instead of the existing 19): human resources and change management, information systems, campus infrastructure, commercialisation and revenue generation. The Chief Financial Officer’s brief will include providing strong financial leadership, tax and treasury, sourcing/procurement, financial planning and analysis; accounts and controls and financial operations and he/she will report to the Provost. It is proposed that Communications, including the Science Gallery, and Global Relations reside within the Office of the Provost. A further recommendation, supported by the Deans, proposes that the three Faculty Offices be merged into one providing for economies of scale and provision of critical mass. The role of the Faculties Office would be as the primary interface between Schools and central services. Strategic planning is identified as a systemic deficit within existing structures; hence the proposal for a dedicated Strategic Planning and Projects Unit under the Chief Academic Officer.

The Bursar/Director of Strategic Initiatives took Council through the diagram on page 8 of the Report. Similar to Schools, all administrative units will prepare and submit multiannual business strategies against which annual reports will be assessed. The Taskforce recommends a complete redefinition of services based on detailed business process. Analyses and experience from the GeneSIS and FIS projects will inform these. In addition, the report proposes initiating planning for a central services building to aid integration of cognate services and removal of duplication.

Major
The Taskforce recommends that College should have a Director of Change Management for the duration of the START implementation programme; that there should be a rearticulation of roles and responsibilities of all officer, area head and director level job descriptions so as to provide clarity on responsibilities. All support areas would be required to provide clear service level agreements and balance sheet budgeting would be removed on the premise that if a support unit is producing a budget surplus then it is over-charging for its service. Any surpluses would be returned to a central strategic fund for use in accordance with College’s strategic objectives. The Taskforce notes that currently College does not have a HR strategy and recommends the progression of an overarching College HR strategy which would assist in developing a customer-centred focus and a culture of accountability, through staff development. Clear policies on redeployment and reporting lines are needed. Within the HR strategy the Taskforce suggests that the appointment of Faculty Deans by competition is worthy of consideration. Based on the need for greater clarity around creation of policy and oversight of delivery the Report recommends cessation of three committees (Estates, Human Resources and Library & IPC), suggesting that they be replaced with policy subgroups with a more robust reporting mechanism to Board. Page 14 of the Report lists areas which the Taskforce recommends should be explored to ensure sufficient value for money is being delivered.

Incremental
A professional management training course should be delivered for all Academic Officers and Heads of School - the lack of any training is identified as a significant existing risk. Academic Officers and Heads of School should be provided with a level of post-doctoral backfill during their terms to mitigate the effect of these roles on academic careers. A Provost’s Forum would act as a conduit for communication on key issues in both directions. All existing and new policies advanced in College should be analysed to ensure they will, in fact, be beneficial. Once accepted all major projects should have a dedicated, full-time project manager, costed to the project.

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The Taskforce recommends a wider roll-out of helpdesk support across all service areas and the immediate implementation of a web-based suggestions/complaints facility. Service units should make greater use of advisory groups with external membership. Finally, an audit of the academic administrative load is required with a view to minimising bureaucracy and this goes to the heart of the aims of START.

Each of the recommendations has been categorised according to its financial implications; 18 have zero or low-cost. The next report to Board will further outline the costs of implementation of each recommendation.

The Chief Operating Officer, also a member of the Taskforce, noted that there had been consensus in developing the recommendations. Throughout the consultation process the themes of improving communication, clarifying decision-making, developing a culture of accountability and personal development had been common across all stakeholders. While the proposed timescale for implementation of two years is aggressive she is confident it is achievable.

The Provost thanked the Bursar/Director of Strategic Initiatives for his comprehensive presentation. He reminded Council that this discussion is part of the consultation process and its comments will be brought to the attention of Board when it next discusses the START report. He then opened the discussion.

A Council member expressed concern that the Report appeared to propose the merger of the three faculty offices into one. He noted that the current faculty structure has been embedded relatively recently and it would be unwise to consider a change at this point. The Bursar/Director of Strategic Initiatives clarified that the proposal is not to change the number of faculties but rather to provide a critical mass that is currently being provided by three separate offices in three different locations. The Dean of Health Sciences confirmed that the Faculty Deans support this proposal and see opportunities to develop synergies and common responses to issues that cut across all faculties. Members also suggested that the election of Faculty Deans provides a direct link between members of the Faculty and the Dean which guarantees engagement and a level of trust and that it would be unfortunate if that link were broken by the appointment of Faculty Deans. In response to a query, the Bursar/Director of Strategic Initiatives said there was no intention to diminish the role of the College Officers; that the report deals with structures for support services. Many of the Officers responsible for the direction and strategy of service units are members of Council thus continuing the existing link to the academic business of College. The Dean of Students noted that some units while located in Corporate Services also have an impact on the academic activities of the College and their mission should not merely be income generation. She urged that the Planning Group proceed with caution when considering the licensing of accommodation and catering services. She pointed, for example, to the benefits of the availability of a day nursery on staff retention. She also noted that input from the Dean of Students is not formally facilitated in the key decision-making fora in College, viz Executive Officers and Board. A student representative noted that where committees are being abolished an alternative forum where students could contribute should be provided.

In response to a query, the Bursar/Director of Strategic Initiatives advised that the College will continue to have a statutory officership of Treasurer and that it will be a matter for Board to determine the job specifications of the proposed new roles in the Corporate Services area.

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The Librarian welcomed recognition that the Library is an academic service rather than a corporate function. He is in favour of an objective examination of costs, including those associated with the Library's Legal Deposit status, while pointing out to Council that the Library is dependent on revenue generation to provide its core services. The Bursar/Director of Strategic Initiatives reminded Council that the aim of START is to ensure that the academic mission is supported by service area strategies; hence the central strategic fund, supplanted by service areas’ surpluses, should be prioritised for actions in support of the strategic needs of the institution. He confirmed that given the scale of transformational change envisaged, the appointment of a Director of Change Management would be cost-effective. The potential contribution that eternally augmented advisory groups could make to benchmarking service units was noted by a Council member. Once Board has made decisions on the recommendations of the Taskforce there will be extensive consultation on implementation. Council conveyed its appreciation to the Taskforce, in particular to the external members, for its comprehensive report.

Dr Rodgers withdrew for this item:

**Near and Middle Eastern Studies**

A memorandum, dated 13 April 2012, from the Dean of Arts, Humanities and Social Sciences, was circulated. In the absence of the Faculty Dean, the Vice-Provost/Chief Academic Officer presented the proposal. Council is asked to approve the creation of a new department of Near and Middle Eastern Studies within the School of Languages, Literatures and Cultural Studies. The development arises from a wish by some academic staff within the aspirant School of Religions, Theology and Ecumenics, specifically from within the department of Religions and Theology, to relocate. They are of the view that their interests fit more with a School devoted to cultural studies rather than religion and theology. The School of Languages, Literatures and Cultural Studies has voted to accept the unit and the aspirant School of Religions, Theology and Ecumenics has no objection to the move.

The proposal for the creation of this new department was externally reviewed and the reports concurred that the proposed move would provide a more productive alignment of specialisations with the School of Languages, Literatures and Cultural Studies. The Vice-Provost/Chief Academic Officer emphasised that the immediate impact on students would be minimal. Undergraduate courses continue to be offered and supported by the existing department of Religions and Theology. Graduate students, supervised by the relevant staff, may choose to transfer to the School of Languages, Literatures and Cultural Studies. The new department will develop programmes both at undergraduate and graduate level and these will be approved through the usual channels. Resourcing of the new department will be dealt with in the normal course of business through the Faculty Executive and the annual budgeting cycle. In conclusion, the department of Near and Middle Eastern Studies is a positive development providing opportunities for new areas of study, for existing areas to flourish in a different way and to create new synergies.

Council members welcomed the proposal for a new department and recalled that there had in the past been a Chair of Persian Studies. It was noted, however, that its creation is a direct consequence of the incorporation of the Loyola Institute into the aspirant School. Two members of Council suggested that Council should now be

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provided with more details about the academic issues that arise from this development.

The Provost asked the Vice-Provost/Chief Academic Officer to respond to the points raised. The Vice-Provost/Chief Academic Officer noted that she had been Head of the aspirant School from 2006 and 2010; nonetheless the Provost confirmed that it would be appropriate for her to rehearse the process that led to this point. The aspirant School has been discussing the proposal since 2007 and Minutes of these discussions are available. The development is very much part of the Aspirant School’s Strategic Plan and was identified therein. While concerns were raised last year Board approved the agreement with the Loyola Institute (BD/10-11/226) and noted the request to explore other locations (BD/10-11/262). This request was facilitated by the Faculty Dean and the Registrar, resulting in the proposal put to this meeting of Council. Any academic issues relating to the Loyola Institute will come to Council and any new appointments will be dealt with in line with College procedures. The Senior Lecturer advised that the Undergraduate Studies Committee had approved at its meeting the previous day, subject to external review, a proposal for a Moderatorship in Catholic Theological Studies from the Loyola Institute. Any concerns from members of the USC about the principles of academic freedom had been satisfactorily answered and the USC was aware that the discipline is internationally recognised with comparable courses in Harvard and Durham. The undergraduate course proposal will come to Council after external assessor approval.

Council approved the creation of a department of Near and Middle Eastern Studies within the School of Languages, Literatures and Cultural Studies with immediate effect.

**CL/11-12/141 Standing Orders of the University Council**

A memorandum from the Registrar, dated 12 March 2012, was circulated. After the 2010 Consolidated Statutes were adopted, Board established the Schedules Working Party to complete the process of revising the Schedules associated with the Statutes. Council is now asked to approve Schedule 2 relating to Council Standing Orders. The Standing Orders adopted under the 1966 Statutes are long out of date. The circulated Schedule was drafted following consultation and reflects current practice. There was some discussion about whether the provision that black gowns are usually worn to Council is outmoded. It does however reflect that Council is conducting the business of a university. The suggested quorum for a meeting (one-third of the total number, plus one) is in line with the Universities Act 1997 as well as being long standing practice in College. The Schedule retains Council’s discretion on whether it wishes to treat business as confidential or otherwise. Council voted unanimously to accept Schedule 2 to the Chapter on Council, subject to Board’s approval of the delegation issues outlined in section 4 and 5 of the Schedule.

**CL/11-12/142 Quality Assurance - Implementation Plan for the Office of the Vice-Provost**

The Implementation Plan for the Office of the Vice-Provost Review, dated 10 April 2012, was circulated. The Chief Operating Officer presented the implementation plan. Many of the Reviewers recommendations will be dealt with by the significant recommendations of START, by the full implementation of GeneSIS and the establishment of the Academic Registry. Staff training in customer services, as well as more specialised training, is planned as part of the latter two projects. GeneSIS
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extend this worthwhile project and they recommend that this additional support, as specified by those working on the project, be granted.

5. The Reviewers recommend that the College and School decide on how to best increase the administrative support for the School. The Reviewers recommend that the College provide resources and incentives to help the faculty to prepare grant applications for EU funding.

6. In relation to future funding for staff holding Ussher lectureships, the Reviewers highlight the disadvantages encountered by these staff when wishing to apply for multi-year research grants which would run beyond their contract periods. They suggest that if their performance merits advancement, staff on these contracts should be given every chance to continue after their initial contract period is complete. They recommend that the College find a suitable solution to this problem.

7. The Reviewers recommend initiating a postgraduate forum in which all the postgraduates and postdocs within the School give research presentations on a rotating basis. Experience from other institutions indicates that it may be necessary to make attendance mandatory. The Reviewers recommend that an administrator or faculty member within the School take charge of managing this forum with a schedule made out well in advance.

8. In relation to improving oversight of the sophister tutorial system, the Reviewers recommend that the School consider ways to oversee how each tutor carries out the duties so that some uniformity is maintained.

9. The Reviewers recommend that the School investigate ways to allow students to more fully avail of the opportunities presented by the ERASMUS programme.

10. With regard to strategic planning in the School, the Reviewers point to the need to develop a ‘vision’ for the future of Biochemistry. They recommend two parallel directions for expansion: 1) Strengthen the research in structural biology and allied biophysical areas; 2) Create a critical mass of PIs in one chosen area such as the role of metabolism in disease. In the first category, a second person doing NMR is recommended, along with one or two membrane-protein crystallographers. It is important to build strength in this area as expertise is lost in future years through retirement. There is indeed a unique opportunity to bring together structural biologists and immunologists. In the second category, it may be necessary to hire three or more people to complement those already on staff.

11. The Reviewers recommend that the College and School come to an agreement as to the anticipated expansion of the number of PIs in the School so that space within the building can be kept for this purpose.

Council noted and approved the Provost’s recommendations as follows.

1. The School, working closely with the Dean of the Faculty of Engineering, Mathematics and Science and other relevant Academic Officers, should consider the detailed recommendations of the Review Report and draw up an Implementation Plan for Council approval.

2. The Director of the Biosciences Institute continues to work with the Dean of Research to bring forward a proposal for recognition as a Trinity Research Institute.

CL/11-12/144 Any Other Urgent Business

There was no other urgent business.

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SECTION B

CL/11-12/145 Graduate Studies Committee
Council approved the draft minutes of the meeting of 5 April 2012. In the absence of the Dean of Graduate Studies, the graduate student representative drew Council’s attention to the fact that the GSU will not be able to fund a second sabbatical officer next year due to a lack of financial support from the Capitation Committee and sought Council’s support in locating alternative sources of funds.

CL/11-12/146 Undergraduate Studies Committee
Council approved the draft minutes of the meeting of 20 March 2012. The Senior Lecturer informed Council that work is continuing on Harmonized Assessment and Progression Models and a revised document will be presented to the next meeting of Council.

CL/11-12/147 Quality Committee
Council approved the draft minutes of the meeting of 5 March 2012. The Vice-Provost/Chief Academic Officer informed Council that the Quality Committee had reviewed its terms of reference and is not recommending any change. It had agreed to continue the process of self-nomination for committee membership for the next three year term.

CL/11-12/148 Research Committee
Council approved the draft minutes of the meeting of 6 March 2012. The Dean of Research drew Council’s attention to the estimated decline in research expenditure in the next five-to-six year period of 30%, based on the expected level of available funding and noted the importance of sourcing alternative levels of funding. The creation of locally-based Research Project Officer posts is intended to support this. A Council member welcomed the agreement to develop a policy on redundancy issues for research staff and requested that representatives of research staff should have an opportunity to contribute to the policy.

SECTION C

CL/11-12/149 Council Membership 2012-2013

(i) Senate The Council noted that the Senate of the University had re-elected Dr A O’Gara to serve for the academic year 2012-2013;
(ii) Observers The Council noted that the Secretary to the Scholars for 2012-2013 is Mr T O’Connor.

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CL/11-12/150 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 14 March 2012 and noted by Board on 28 March 2012.

(i) Higher Degrees by Research Alone

DEd Francis Cullen; Austin Hanley.

PhD Ronan McDonnell; Andrea Bareggi; Claire Kilty; Brendan Francis Grufferty; Patrick Bresnihan; Daniel Trimble; Christopher Borsing; Kyra O’Sullivan; Karen Danielle Mayor; Grace O’Keeffe; Sarah Kavanagh; Nuala Caffrey; Nelida Bejar; Debadutta Deb; Kate Harvey; Alison Lacivita; Thomas Daebeler; Gavin Murphy; Wei Tai; Darran McManus; Claire Downes; Jennifer Rouine; Alejandro Marin Menendez; Karen Moore; Amy Nordon; Patricia Minton; Basel Magableh; Rachael Carroll; Ni Chaoimh Lavinia Dewdney; Edana Richardson; Stephen Power; Asa Perez-Bercoff; Samuel Wuest; Diarmuid O’Maoileidigh; Amy Louise Daughton; Jayme Reaves; Mohamed Abdel-Aziz Elgharib; Stephen Thorpe; Mohammad Mofizur Rahman Jahangir; Janani Swaminathan; Theresa Anne Hughes; Shane Kenna; Giuseppe La Spina; Caoimhe Siobhan Muldoon; Jenny Whilde.

MLitt Paul John Stevens.

MSc Eleanor O’Grady; Robert Smyth; Colleen Warren; Niall Turner; Craig Berry; Hazel Proctor.

CL/11-12/151 Graduate Studies Business
The Council noted and approved a memorandum from the Dean of Graduate Studies, circulated, dated 10 April 2012.

CL/11-12/152 Geography – Field-based module out of term time
The Council noted and approved a memorandum from the Head of Geography, circulated, dated 30 March 2012.

CL/11-12/153 Consolidated List of External Examiners – Additional Nominations
The Council noted and approved a memorandum from the Senior Lecturer, circulated, dated 11 April 2012.

CL/11-12/154 Head of School - Genetics and Microbiology
The Council noted that the Board had approved the nomination of Professor K Devine as Head of School of Genetics and Microbiology, 2011-2014.

CL/11-12/155 School Director - Linguistic, Speech and Communication Sciences
The Council noted and approved the following nomination:

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CL/11-12/156  Head of Discipline 2012-2015
The Council noted the following nominations:
(i) Centre for Language and Communication Studies
    Professor J L Kallen;
(ii) Radiation Therapy
    Professor M Leech.

The Council was asked to note a correction in the term of office for heads of discipline, from 2011-2014 to 2012-2015.

CL/11-12/157  Personal Chair Sub-Committee 2011-2014
The Council noted and approved the nomination of Professor N Grene in place of Professor J Horne, for three years from 2011-2012.

CL/11-12/158  Appointments - Accenture Chair - School of Mathematics
The Council noted and approved a memorandum from the Dean of Engineering, Mathematics and Science, circulated, dated 15 March 2012.

CL/11-12/159  Council and Board Meetings 2012-2013
The Council noted and approved a memorandum from the Secretary to the College, circulated, dated 12 April 2012.

CL/11-12/160  Director of Research – Dental School
The Council noted and approved the nomination of Professor G Moran as Director of Research for two years, to replace Professor D Sullivan who has been appointed as Associate Dean of Research.

SECTION D

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

Signed  ...................................................

Date  ....................................................

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