



Incorporating any amendments approved at subsequent Council meetings

XX = Board relevance

The University of Dublin

Trinity College

A meeting of the University Council was held on Wednesday 13 January 2016 at 11.15 am in the Board Room.

<i>Present</i>	Provost, Vice-Provost/Chief Academic Officer, Registrar, Dean of Undergraduate Studies/Senior Lecturer, Senior Tutor, Dean of Graduate Studies, Vice-President for Global Relations, Dean of Students, Dean of Arts, Humanities and Social Sciences, Professor C Morash, Professor A Holohan, Dean of Engineering, Mathematics and Science, Professor R Dahyot, Dean of Health Sciences, Professor J P Spiers, Professor P Cronin, Professor M Clarke, Dr S Bloomfield, Ms S Cameron-Coen, Ms M Kenny, Mr J Bryant, Mr M McInerney.
<i>Apologies</i>	Dean of Research, Professor D Faas, Professor J Walsh, Professor G Watson, Professor I Donohue, Professor J Jones, Professor C Comiskey, Professor D Kelleher, Ms P O'Beirne, Mr D Whelehan, Dr G Hegarty, Secretary to the Scholars (Ms A P Worrall), Mr A McDermott, Academic Secretary.
<i>In attendance</i>	Librarian and College Archivist, Secretary to the College, Chief Operating Officer, Ms S De Brunner.
<i>Observers</i>	None
<i>By invitation</i>	Professor P Browne for (CL/15-16/082), Assistant Secretary to the College for (CL/15-16/085).

SECTION A

The Provost requested that Council members declare any potential conflicts of interest in relation to the agenda items. None was declared.

CL/15-16/077 Minutes

The Secretary to the College brought Council's attention to the following matters concerning the minutes of the meeting of 18 November 2015:

- (i) **CL/15-16/068:** the actum should have referred to the Director of Teaching and Learning (Postgraduate) in the School of Genetics and Microbiology rather than the School of Biochemistry and Immunology.
- (ii) **CL/15-16/072:** the memorandum circulated in relation to this item provided an incorrect start date. The correct date of 1 January 2016 had already been provided in the minutes and, therefore, no change was required.

The minutes of 18 November 2015 were approved and signed subject to the correction of actum CL/15-16/068.

CL/15-16/078 Matters Arising

- (i) **CL/15-16/056 (i):** A document from the Head of School of Languages, Literatures and Cultural Studies (SLLCS), in response to Council's request for further information on workload implications arising from the new undergraduate course in Middle Eastern and European Languages and Cultures, was tabled. Speaking to the document, the Dean of Arts, Humanities and Social Sciences explained that the workload presented for the Department of Near and Middle Eastern Studies (NMES) had been contextualised within the norms for the School of Languages, Literatures and Cultural Studies since there are no set norms for the Faculty of Arts, Humanities and Social Sciences. He commented on the advanced stage reached in negotiations for philanthropic funding to establish a Centre for Islamic Studies. This funding would also cover 4.5 academic posts, the holders of which would be required to teach on the new course and generally within NMES. In the unlikely event that these posts could not be created, a contingency plan has been devised to ensure that the additional teaching for the existing staff members would not exceed an additional 0.5 hour per week.

The information and contingency plan provided were deemed satisfactory. Therefore, Council approved, in full, the proposal for a new course in Middle Eastern and European Languages and Cultures leading to the award of B.A. (Mod.), due to commence in the academic year 2017/18.

- (ii) **CL/15-16/054:** The Chief Operating Officer provided Council with an update in relation to the Student Cases function in the Academic Registry. Referring to the serious backlog of cases, she noted that 324 (53%) of the 610 backlog cases, open in December 2015, were now completed and, further, it is projected that the remaining backlog of cases will all be completed and closed by the end of January 2016. She noted that 80 new cases had been received and, of those, the cases involving examinations were being fast-tracked. Speaking to future developments, she advised that a business case for a student cases improvement project had been developed and was submitted to the Capital Resource Group for approval. This project is likely to take six months to complete and should result in improved processes and a transparent tracking system to allow stakeholders to see the status of open cases.

The Dean of Undergraduate Studies/Senior Lecturer spoke of the usefulness of the case categorisation work carried out by the Student Cases team, and others in the Academic Registry, which would provide a solid basis for improvement work into the future. She stressed the need for collaboration with College officers and stakeholders if the improvement project is to meet its objectives. The Vice-Provost/Chief Academic Officer commented that recommendations coming from the Appeals Working Group, if approved, will help to address some of the issues faced by the Student Cases function (see CL/15-16/084 below). For example, a significant number of mark changes cases could be re-directed in the future with the delegation of certain of these to designated progression managers. The Senior Tutor welcomed the developments and emphasised that tutors must be seen as key stakeholders in this project.

Following a request from a member, it was noted that a breakdown of the number of backlog student cases, per category, would be provided under matters arising at the next meeting of Council.

CL/15-16/079 Provost's Report

The Provost noted that, in light of the comprehensive report delivered at the previous meeting and the volume of business on the agenda, he would hold over his report to the next meeting of Council.

CL/15-16/080 International Foundation Course Proposal

A memorandum from the Dean of Undergraduate Studies/Senior Lecturer, dated 4 January 2016, was circulated along with a proposal for an International Foundation Programme (IFP). The Dean of Undergraduate Studies/Senior Lecturer introduced the proposal noting that it concerned a one-year foundation course leading to a special purpose award, the Certificate in International Foundation Studies for Higher Education, aligned to Level 6 of the National Framework of Qualifications (NFQ). She explained that the proposal had been developed in collaboration with the Marino Institute of Education (MIE) and, if approved, the programme will be delivered in, and by, MIE with students based there for their studies and accommodation. The programme will be validated by Trinity and, as with other MIE validated courses, will come under the remit of the Associated College Degree Committee. The course is designed to enable international students, coming from countries where the terminal secondary school examination is insufficient for direct entry, to progress to undergraduate courses in Trinity. She referred to the delivery of an existing course by a third-party provider which had not worked out as well as expected, in terms of overall numbers and student progression rates, and highlighted that this new course would provide Trinity with greater control over the quality of the curriculum and a greater level of contact with students.

She advised that a number of the modules were based on those offered in the Trinity Access Programmes foundation course with appropriate adaptions to suit the international cohort. In addition, a module on English for Academic Purposes was developed through the Centre for English Language, Learning and Teaching in Trinity. The programme carries 70 ECTS in total. EAP (25 ECTS) and Mathematics (15 ECTS) are core modules, in addition to which, students take two subject specific modules carrying 15 credits each. There are two strands: Business and Social Sciences; and Science, Engineering and Health Sciences. The curriculum is designed to promote learning in both subject specific content and generic skills. There is a significant quantity of continuous assessment which will enable the monitoring of students' progress throughout the year. It is expected that 20-30 students will enrol in 2016/17, its first year, with the number of entrants projected to rise to approximately 120 by 2020/21. The Global Relations Office will take responsibility for recruitment activities and will assist with the applications process until MIE has the appropriate personnel and systems in place to process applications and admissions. She confirmed that the proposal had been reviewed by Professor Christina Hughes, Pro-Vice-Chancellor of Warwick University who commended the proposal in terms of its scope, content and approach.

The Vice-President for Global Relations acknowledged the work carried out by a number of Trinity academics in relation to the academic areas of the proposal and emphasised that the curriculum focuses not only on subject content but also on the development of skills necessary for students to undertake undergraduate study. Responding to a query, she confirmed that applicants would not be accepted from India, or other countries, where the final second-level examination is accepted for direct entry to Trinity, for the foreseeable future. She confirmed that since the Global Relations Office is responsible for recruitment to the programme, student numbers will be closely controlled, and will come under the overall targets specified in the current Global Relations Strategy.

The Dean of Undergraduate Studies/Senior Lecturer confirmed that this course would replace the course offered by Study Group International and that they had been informed of the non-renewal of the contract with Trinity. She also confirmed that students who successfully pass the course would be conferred with a Certificate award at Level 6 on the NFQ. Where such students do not meet the entry criteria for progression to Trinity, their Certificate award will have real currency and should aid their progression to an alternative third-level institution. She confirmed that students enrolled on the programme will have access to Trinity's clubs and societies and reading rights in the Library.

The Provost commended the increased level of collaboration with MIE and he extended his thanks to all those involved in the development of the course proposal. Council approved the

proposal for a one-year International Foundation Programme leading to the award of a Certificate in International Foundation Studies for Higher Education, and noted that it is due to commence in September 2016.

The Vice-President for Global Relations retired from the meeting.

CL/15-16/081 Trinity Education Project: Curriculum Principles

A discussion paper from the Vice-Provost/Chief Academic Officer, dated 6 January 2016, concerning proposed curriculum principles, was circulated. The Vice-Provost/Chief Academic Officer spoke to the item and explained that the Curriculum Principles and Architecture Strand of the Trinity Education Project had been tasked with developing proposed curriculum principles which would underpin all undergraduate courses to facilitate the attainment of Trinity's graduate attributes. She outlined the five proposed principles around which the Trinity curriculum would be structured:

- (i) research-centred;
- (ii) programme-focussed;
- (iii) flexible in achieving programme-level outcomes;
- (iv) employing a range of teaching, learning and assessment strategies;
- (v) supported by appropriate technology-enhanced approaches;

and asked Council for its input into these and their further elaboration within the document.

During the course of the discussion, the document was widely welcomed. The Dean of Engineering, Mathematics and Science, referred to analysis carried out under the auspices of the Undergraduate Science Education Working Group, which suggests that a significant proportion of graduates change their career pathway away from research, therefore, it is imperative that the education and experiences provided at Trinity add value for whatever the career pathway chosen. The Vice-Provost/Chief Academic Officer responded that the principles are intended to enable the attainment of the proposed Trinity graduate attributes which are intended to facilitate and support career changes; how this will be supported, however, could be made more explicit in the principles. It was commented by some members that the skills gained and honed through conducting and writing up research are highly transferable and useful to numerous professions throughout a graduate's life.

It was suggested that the principles could refer to the fact that top researchers in Trinity also maintain undergraduate teaching loads and, it was further suggested, that wording could be added to promote a culture of research-inspired teaching, where possible. The Librarian and College Archivist referred to the large untapped potential that the research collection in the Library presents for undergraduate students. Methods for promoting global citizenship and awareness amongst Trinity's graduates were discussed and it was suggested that a number of actions would help: harnessing the diversity in the student population; undertaking civically-engaged research; and problem solving alongside members of the community. It was commented that a module on communication and presentation skills should be delivered to all students, although there were differing opinions as to whether this should be a standalone module or integrated throughout the curriculum. A member remarked that the principles should refer to the 'imagination' more explicitly. On the topic of studying abroad, another member noted that more could be done to encourage Trinity students to go out on exchanges.

Concerns were raised in relation to Trinity's ability to deliver on such a largescale project and in relation to the fact that not all students would have the opportunity to avail of everything Trinity has to offer, for example, a number of students would not be able to engage in co-curricular activities due to personal and/or socio-economic reasons.

The Vice-Provost-Chief Academic responded to a number of the comments and she acknowledged the challenges to be faced in the implementation of the strand and the inability of a proportion of students to avail of certain opportunities. She noted that a period of consultation would launch imminently, which would include the hosting of meetings and other fora during lunchtimes and in the evening.

The Provost thanked the Vice-Provost/Chief Academic Officer and invited her to circulate a revised document to the next meeting of Council.

CL/15-16/082 Proposed Revisions to Academic Titles: Clinical Track

The Provost welcomed Professor P Browne, Head of the School of Medicine, to the meeting. A memorandum from the Head of School of Medicine and the Dean of Health Sciences, dated 6 January 2016, was circulated with a revised document on clinical academic titles.

The Dean of Health Sciences confirmed that since the discussion at the previous meeting of Council (CL/15-16/057), additional consultation had occurred in relation to the appropriate positioning of the Clinical Associate Professor grade (by promotion only). Speaking to the revisions, she noted that two particular changes had been made. Within Section 1.0, rather than referring to the re-designation of Clinical Senior Lecturers as Clinical Associate Professors, the section now refers to Clinical Senior Lecturers being eligible to apply for promotion to the grade of Clinical Associate Professor. Within Section 2.0, the Clinical Associate Professor grade is clearly mapped, as a promotion grade, to the pre-2012 Clinical Senior Lecturer title rather than against the pre-2012 Clinical Professor grade. Professor Browne confirmed that these revisions had been discussed with relevant Board and Council members and were widely supported. If approved the revised titles and the promotion step to Clinical Associate Professor would apply across the Faculty of Health Sciences, as appropriate.

Council noted the further revisions to the document and approved the proposed changes with respect to the clinical titles to be used in Trinity and the applicable promotions structure, as circulated.

Professor P Browne withdrew and Professor J P Spiers retired from the meeting.

CL/15-16/083 Revised Proposal for a Tenure-Track System for Entry-Level Academics

A memorandum from the Vice-Provost/Chief Academic Officer, dated 6 January 2016, was circulated along with a revised proposal for a tenure-track system for entry-level academics. Introducing the item, the Vice-Provost/Chief Academic Officer noted that Council members would be aware of the development of the tenure-track system for entry-level academics to Trinity. Since it was last presented to Council, the proposal had been discussed at various College fora. Whilst these discussions yielded some concerns and suggestions, the development of the system received broad support across College.

She referred to a summary of these concerns, as provided in her memorandum, and highlighted a number of these. The first area concerned the creation of a potential barrier to the recruitment of early career academics to Trinity in cases where they had already secured tenure elsewhere. This has been remedied by the recognition of the prior attainment of tenure-level outputs and the Vice-Provost/Chief Academic Officer confirmed that the advertisements, in some cases, may refer to permanency after five years or permanency from the start. The second related to the potential negative impact it could have on women's career paths. She noted that a number of mechanisms had been built into the proposal to address this issue and that the document had been considered, and deemed satisfactory, by the Equality Committee. Lastly, she commented that a significant proportion of the feedback concerned requests for the development of a strong mentoring system, the details of which had been drafted and provided in an appendix to the proposal.

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During the discussion the revised proposal was commended by a number of members and the following comments were made:

- caring commitments should be viewed more broadly than caring only for children and should include, for example, caring for elderly parents;
- identifying staff members willing to act as mentors may prove difficult;
- there seems to be an implicit primacy given to research activities in the proposal, whereas, a strong commitment to teaching and service to College should also be promoted;
- the performance management toolkit would be useful for other positions in College; and
- it would be helpful to roll-out a similar system for non-academic posts.

The Vice-Provost/Chief Academic Officer responding to the comments noted that it was not intended that research activities should be given undue precedence over teaching and service to College and that the document would be re-read and reviewed with this in mind. She noted that there is recognition in the proposal that the issues related to gender equality could be applied more broadly to other groups and situations. She also advised that Council was not the correct forum to consider the appropriateness of a tenure-track type system for administrative and support staff; this would have to be considered elsewhere.

The Provost noted that procedures under the tenure-track system would, in time, completely replace the procedures for progression beyond the merit bar and accelerated progression for those on the Assistant Professor grade. It was confirmed that the new procedure would not apply to those already appointed to this grade.

Council noted and approved the proposal for a tenure-track system for entry-level academics to Trinity College Dublin.

CL/15-16/084**Review of Undergraduate Appeals Procedure: recommended interim arrangements**

A memorandum from the Dean of Undergraduate Studies/Senior Lecturer, dated 6 January 2016, was circulated along with the recommendations put forward by the Appeals Working Group. The Dean of Undergraduate Studies/Senior Lecturer spoke to the item and noted that there are perennial problems, particularly related to the appeals period following the supplemental examination session, given the very tight timeframe in which courts of examiners, the publication of results, courts of first appeal and academic appeals must all take place, ahead of the scheduling of Special examinations. This resulted in 29 supplemental appeal cases bypassing the relevant courts of first appeal and being heard, in the first instance, by the Academic Appeals Committee in 2015. The Appeals Working Group was established to look at the issues surrounding appeals and how these might be addressed, including how the number of cases that proceed to the first appeal and Academic Appeals might be reduced and how the procedures underlying the processing of cases might be streamlined. Given that many of the issues and topics examined will be considered as part of the Trinity Education Project, she emphasised that the recommendations concern interim arrangements.

She drew Council's attention to the recommendations and noted that these do not require a change in regulations but seek, in the main, to clarify practices. She summarised the recommendations:

- Recommendations 1a, 1b, and 1c address a lacuna in current procedures by proposing a list of 'exceptional circumstances' in support of *ad misericordiam* appeals; a list of circumstances that do not normally constitute grounds for an *ad misericordiam* appeal; and guidelines for the types of documentary evidence required for an *ad misericordiam* appeal and in support of 'exceptional circumstances';
- Recommendation 2 proposes delegating authority to the Courts of Examiners to take particular decisions in respect of exclusions and deferrals;

- Recommendations 3a and 3b propose the extension of the practice of ‘noting’ by Courts of First Appeal (currently in operation in TSM and AHSS) to a defined range of routine type cases at Freshman level;
- Recommendation 4a proposes that the appeals forms be online and embedded in SITS as a matter of priority;
- Recommendation 4b proposes that a review be undertaken of the scheduling of Courts of Examiners, publication of results, Courts of First Appeal, and Academic Appeals with a view to identifying possibilities for streamlining;
- Recommendation 5 proposes that procedures for mark changes be reviewed with the aim of defining workable and secure parameters to enable specific types of mark change to be delegated to progression managers in Schools.

In relation to recommendations 1a, 1b, and 1c, she noted that the supporting information as to what constitutes ‘exceptional circumstances’ and the evidence expected are guidelines and are not absolute.

The recommendations and guidelines were welcomed by members. During the discussion, the following comments and queries were made:

- The appeals form, when developed, should also be made available to students through their portal page;
- Schools, departments and course offices should clearly publish the dates for the publication of results and the deadlines for lodging cases for appeal;
- *Ad misericordiam* cases often relate to financial difficulties associated with having to repeat a year, but this is not provided for in the list of ‘exceptional circumstances’;
- The wording ‘reasonable expectation of disclosure’ could be too restrictive;
- The document seems to imply that a Special examination would only be granted in cases where a student did not sit the examination at an earlier sitting;
- Guidance is needed in relation to what types of assessment a student is permitted to take whilst ‘off-books with assessment’.

The Dean of Undergraduate Studies/Senior Lecturer responding to some of the comments stated that there is a reasonable expectation of disclosure of circumstances where this *is feasible*. In relation to the granting of a Special examination, she reiterated that there are no changes being proposed to existing Calendar regulations. Regarding financial difficulties, she noted that these were implicit in some of the circumstances outlined in the list and that the purpose of the information is to provide guidance for all stakeholders. Commenting on the assessments a student is required to take whilst ‘off-books’, she noted that this is course specific.

Council noted and approved the recommendations of the Appeals Working Group, subject to some clarifications being made to the document arising from the discussion of the item.

CL/15-16/085 Student Complaints Procedure

The Assistant Secretary to the College was welcomed to the meeting to speak to a memorandum from her and the Manager of the Academic Services Division, dated 5 January 2016, which was circulated along with a draft version of the new complaints procedure for students. The Assistant Secretary to the College spoke to the item and explained the context for its development, namely, the quality review of the Office of Vice-Provost/Chief Academic Officer in 2011 which identified the lack of an institutional student complaint procedure as a gap in Trinity’s quality assurance processes, and the designation of higher education institutions, in receipt of public funding, as agencies which are reviewable by the Office of the Ombudsman in the Ombudsman (Amendment) Act 2012.

She explained that the procedure is not intended to replace any existing avenue of redress for students and should be viewed as a mechanism of last resort. The responsibility for the

administration of the process will fall to the Manager of the Academic Services Division and the Assistant Secretary to the College. If approved, there will be a dedicated website, linked to the Secretary's Office website, containing relevant information and there will be work undertaken to communicate details of the procedure widely. The procedure would be reviewed after its first year.

Clarification was sought in relation to the preservation of the anonymity of the complainant. The Assistant Secretary to the College confirmed that a student's anonymity would be maintained within the Secretary's Office; however, if the complaint had to be referred to another area of College for investigation, and if this would involve the identification of the complainant, s/he would be given the opportunity to allow disclosure to enable the investigation to proceed.

Some amendments were requested to the text:

- Section 4.3 - clarification was sought as to what was meant by 'the procedure only applies to matters which are the responsibility of the University';
- Section 4.4.1 - re-wording was sought to avoid the inference that courts of first appeal and the Academic Appeals Committee would hear cases which should be dealt with under the re-check/re-mark procedure;
- Section 5.3.6 - an amendment was sought in relation to the conduct of interviews to specify that these would be held separately.

The Provost invited the Assistant Secretary to the College to make the required revisions and Council noted that the final version of the Student Complaints Procedure would be circulated under matters arising at the next meeting for noting and approval.

The Assistant Secretary to the College withdrew from the meeting.

CL/15-16/086 Any Other Urgent Business

There was no other business.

The Dean of Health Sciences retired from the meeting.

SECTION B

CL/15-16/087 Graduate Studies Committee

The Dean of Graduate Studies highlighted the approval of a proposal for a dissertation with practice module as part of the M.Phil. in Film Studies: Theory, History, Practice. There was some discussion about the appropriateness of marking a dissertation separately from the practice element on which it was based; however, Council noted and approved the draft minutes of the meeting of 3 December 2015.

CL/15-16/088 Undergraduate Studies Committee

The Dean of Undergraduate Studies/Senior Lecturer highlighted the approval of a standalone module in Contemporary Global Politics, to be delivered by the School of Social Sciences and Philosophy as a summer school to students from Brown University, commencing in June 2016. The draft minutes of the meeting of 8 December 2015 were noted and approved.

CL/15-16/089 Quality Committee

The draft minutes of the meeting of 2 December 2015 were noted and approved along with the implementation plan for recommendations concerning the School of Education, dated August 2015.

CL/15-16/090 Research Committee

The draft minutes of meeting of 1 December 2015 were noted and approved.

CL/15-16/091 Student Life Committee

The draft minutes of 5 November 2015 were noted and approved.

CL/15-16/092 Engagement Advisory Group

The draft minutes of 16 June 2015 were noted and approved.

CL/15-16/093 International Committee

The draft minutes of 8 October 2015 were noted and approved.

SECTION C**CL/15-16/094 Higher Degrees—Reports of Examiners**

The Council noted and approved the reports of examiners on candidates for higher degrees, circulated, approved by the sub-committee of Board and Council on 11 November 2015 and 18 November and noted by Board on 9 December 2015.

11 November 2015**(i) Higher Degrees by Research Alone**

PhD	Elizabeth Naomi Bourke; Michael Charles Joseph Church; Claire Marie Gabrielle Cecilia Dunne; Thomas Guillerme; Kevin Healy; Jeff Hughes; Jennifer Margaret Kavanagh; Ian Joseph Kelly; Aislinn Lucheroni; Niall McGrane; Patricia Helena McNamara; Michael Murphy; Patrick Murphy; Siobain O'Donnell; Magdalena Ohaja; John O Rourke; Sinead Phipps; Emiliano Sorrentino; Askar Syrlybekov; Isaac Tobin; Stephen Vincent Weir.
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M.A.I. Recurrent Education	Kieran Anthony Butler
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MSc	Aoife Brady
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MLitt	Alison Hardiman
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18 November 2015**(i) Higher Degrees by Research Alone**

PhD	Pamela Zinn
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MSc	Edel O'Sullivan; Caroline Mary Finn
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CL/15-16/095 IUA recommendation to Universities regarding the moderation of points for entry to undergraduate medicine for 2017

The Council noted and approved the memorandum from the Senior Lecturer/Dean of Undergraduate Studies, circulated, dated 6 January 2016.

CL/15-16/096 Committees - Academic Ad Hoc Appeals Committee Membership and Faculty of Arts, Humanities and Social Sciences Faculty Review Committee Membership (for Senior Academic Promotions)

The Council noted and approved the memorandum from the Manager, Staff Performance and Review, circulated, dated 5 January 2016.

CL/15-16/097 School Director of Teaching and Learning (Postgraduate)

The Council noted and approved the memorandum from the Head of School of Medicine, circulated, dated 6 January 2016.

Section D – Personnel Matters

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

Signed

Date