



**Minutes of the Marino Institute of Education Associated College Degrees Committee
(MIE ACDC)**

Thursday 13th February 2020

Present:

Registrar (Chair): Prof. Paula Murphy

Dean of Graduate Studies: Prof. Neville Cox

School of Education - Head: Prof. Damian Murchan

2nd Representative from the School of Education: Prof. Joanne Banks

Quality Officer - Roisin Smith

President of Marino Institute of Education: Dr Teresa O'Doherty

2nd Representative from Marino Institute of Education: MIE Registrar Dr Seán Delaney

Representatives of MIE Course Groupings -

International Foundation Programme: Dr Barbara O'Toole

Further Education: Dr Julie Uí Choistealbha

UG Programmes: Dr Joan Kiely

Postgraduate Taught Programmes: Dr Gene Mehigan

In attendance:

Recruitment & Admissions Officer: TCD Global (IFP item ACDC/19-20/336): Clíodhna Martin

Director of Student Services (for IFP item ACDC/19-20/336): Breda Walls

School of Education Administrative Manager: David Byrne

MIE ACDC Secretary - Ewa Sadowska

Apologies:

Senior Lecturer/Dean of Undergraduate Studies: Prof. Kevin Mitchell

Vice-President of Global Relations (for IFP item ACDC/19-20/326): Prof. Juliette Hussey

IFP Programme Manager (for IFP item ACDC/19-20/336): Brendan White

Assistant Academic Secretary, TTL: Linda Darbey

ACDC/19-20/334 Minutes of ACDC of 14th November 2019

The Minutes had been approved as circulated.

ACDC/19-20/335 Matters arising

Re. ACDC/18-19/315 The Registrar confirmed that the IFP graduation had taken place for the first time in Trinity the previous week and was very positively received by the new graduates who attended. More extensive communication with graduands about the event will be put in place in order to enhance attendance going forward. Graduands are emailed at their Marino address, as is the normal practice for graduation, but in addition they could be made aware of the future graduation in advance, before they complete in MIE, and co-ordination between MIE and Trinity could endeavour to contact those who have commenced programmes in Trinity again, on their new Trinity address.



Re. ACDC/18-19/332 Decision 1 Dr Sheila Garrity was approved by Council in December 2019 to replace Dr Cathal de Paor from 2019/20 on Bachelor in Science (Early Childhood Education).

Re. ACDC/18-19/327 In response to the query from the Quality Officer, the MIE Registrar clarified that an External review of Bachelor in Science (Education Studies) course had been submitted but was deferred to the May meeting. The MIE President referred to a HEI review of student mobility conducted in Marino and noted that MIE was in a process of drafting a response to that review report.

ACDC/19-20/336 Standing item on International Foundation Programme (IFP)

The Registrar noted apologies from the Vice-President of Global Relations, and welcomed Clíodhna Martin, the Recruitment & Admissions Officer as a representative of TCD Global for the item and Breda Walls, the Director of Student Services. She noted that a combined report from TCD Global and MIE on the IFP had been received and invited the MIE International Foundation Programme Representative, Dr Barbara O'Toole, to speak to it.

Dr O'Toole noted that of the 65 students registered in September 2019, 64 are expected to sit final exams at the end of May. Latest assessment results indicate that 50 students are on track to meet requirements for undergraduate study. This gives a progression rate of 78% which is close to the 80% of the first two years of the programme. IFP students aiming to get into Dental Science were interviewed on January 27th and participated in an undergraduate Problem Based Learning session on the same day. However, they will not be advised of the interview outcomes until a later date. It was felt to be unsatisfactory that no mechanism for an early warning flag in the case of students who performed poorly is in place; this will be queried further. Candidates for Medicine are expected to sit interviews in April.

The IFP will undergo an external programme review in the first week of May. Panel members confirmed at this point are discipline specific experts from the University of Warwick and the University of Bristol and an internal Trinity representative of one of the destination degrees, Professor Áine Kelly, Associate Dean of Undergraduate Science Education.

In terms of applications for the next academic year, there are currently 37 conditional offers and 2 final offers. This compares favourably with 27 conditional offers and no final offers this period a year before. However, deposits are down to 15 from over 20 the previous year which can be put down to the coronavirus situation affecting the recruitment.

The Registrar welcomed Clíodhna Martin who has been recently recruited as a new Admissions and Recruitment Officer for the IFP in Trinity Global. Ms Martin previously held the roles of Global Officer for the School of English and the School of Engineering in Trinity. The Recruitment & Admissions Officer stated that she will be representing the IFP at the International Education Specialists (IDP) Fairs in Oman, Kuwait and Saudi Arabia in March where on-the-spot offers will be given to students. She noted that the IDP partnership was progressing well and applications were being sourced from agents in these locations. She also stated that she was currently working on a project with Global Relations Marketing to



improve the promotion of the IFP on the IDP website. Currently the IFP has no presence on the IDP search widget. This addition will enhance awareness across all education markets of the IFP and lead to increased applications in the future.

With respect to China, the Admissions and Recruitment Officer stated that a recruitment trip there in March was cancelled, and that as this is a key recruiting period the cancellation may affect final numbers. However, together with colleagues in Global and China they are exploring alternative digital opportunities for recruitment to minimise the impact of the coronavirus. Currently out of thirty five Chinese applications received only twelve have IELTS. Students need to have a minimum of 5.0 to secure a visa to Ireland. This will further impact final student numbers on the IFP. The Dean of Graduate Studies commented that the Centre for English Language Learning & Teaching runs an English pre-session pathway programme for conditionally accepted students aiming to bring them from the ELTS Grade 6 overall to 6.5 required by Trinity for admission. Such conditional students arrive a month in advance of the commencement of the new academic year to participate in the English language programme offered by the Centre.

The Admissions and Recruitment Officer stated that reciprocal visits between the University of Warwick also offering an IFP and Trinity have been taking place, to share best practice and explore partnership possibilities. With respect to timing of Trinity interviews for dental programmes she noted that UCD and Galway organise their interviews before students start on the IFP so that they definitively know whether they secured a place. She would continue to raise the issue with the School of Dental Science and seek that they flag IFP students earlier if they are in difficulty after the interview. With respect to timing of Trinity interviews for a place on a UG medical programme she noted that the School of Medicine was intending to keep it as is for the time being.

The Registrar thanked the MIE International Foundation Programme Representative and the Admissions and Recruitment Officer for their reports and committee members for a thorough discussion around the issues identified in the report.

Action 1: The Vice-President of Global Relations and the IFP Manager to provide their respective updating reports for the next meeting.

The Registrar invited the Director of Student Services (DSS) to talk members through a power point presentation tracking progression of IFP students as a separate cohort over the course of their study in Trinity. In summary, in the Academic Year 2018/19, 88% (29 out of 33) of those in the first year of their course passed while 4 had to repeat; 71% (10 out of 14) of those in the second year of their course passed while 3 had to repeat and 1 failed through absence.

In terms of student numbers by course of study, the DSS noted that the report is based on 2018/19 academic year data and includes the 47 students who comprise the 33 Junior Freshmen students studying the first year of their Trinity course (standing=1) and the 14 Senior Freshmen students studying the second year of their Trinity course (standing=2).



In terms of assessment (i.e. exams taken but not necessarily passed), the DSS noted that of the 33 students who were in first year, 27 passed exams at the first take (at annual exams); 6 had to re-sit (at supplemental exams). Of the 14 students who were in second year, 9 passed exams at the first take (at annual exams); 5 had to re-sit (at supplemental exams).

In terms of exam results and gender, the DSS stated that of the 33 students who were in first year, 29 passed their exams in either annual or supplemental sessions (88%), 3 had to repeat first year – one female Medicine student and two male Dental Science students while 1 (a male in Computer Science) failed as a result of being ‘absent with no permission’. Of the 14 students who were in second year, 10 passed their exams in either annual or supplemental sessions (71%) while 4 had to repeat second year (two male Dental Science and two male Medicinal Chemistry students).

The DSS then drew members’ attention to exam results in terms of grades. She commented on the distribution of students by nationality and gender stating that the number of female students was rising sharply in the second intake (18), particularly in Global Business (5) and Medicine (6).

The DSS concluded by commenting on the current year numbers in 2019/20 which has 44 IFP students newly registered in Trinity on 16 UG degree programmes year 1 with Medicine having the most numerous cohort of 11 students, then 5 students each on Bachelor in Global Business, Dental Science and Computer Science. Thirty students are continuing in year 2 and 10 in year 3 totalling 84.

A short discussion followed in which members commented that the number of repeats was higher in year 2, asking if students were finding themselves more vulnerable as they progress through the course and if they are in need of extra supports in addition to personal tutors. It was noted that this is a pattern also seen in other cohorts and that the numbers mirror those of the broader student body. However, such supports were normally available to students coming into Trinity from TAP programmes and should also be available to IFP-originating students. In addition, discipline-specific support for medicine and dentistry should be considered. In response to a query, the DSS stated there is a *Transition to Trinity* programme which is run annually as orientation to new UG students. It offers induction on Trinity services as well as other sessions and workshops to help in the transition and this year it had a special talk for IFP-originating students. Peer-to-peer mentoring (S2S) is also aware of these students.

The Register thanked the DSS for her report and attendance at the meeting at which point the DSS and the Admissions and Recruitment Officer left the meeting.

Action 2: The Director of Student Services to provide an annual report on IFP-originating students for the February meeting in 2020/21.

ACDC/19-20/337 Standing item on the QQI Quality Assurance of Linked Providers

The Registrar invited the Quality Officer to provide an update on the Quality Assurance of Linked Providers.



a) Update on the approval of MIE QA procedures

The Quality Officer noted that the review process of the quality assurance procedures, required under the 2012 QQI Act for approval by Trinity, was still in progress. Feedback on the MIE-submitted documentation had been provided and discussed at a meeting, and Trinity was now awaiting the final submission of the revised documentation. The MIE President clarified that they were working with a consultant and had a definite implementation plan aiming their submission for end of April/early May. The Quality Officer advised that for her to finalise the QA process this academic year, the MIE final submission would need to go to the Quality Committee (on 20 May) and then on Council on 3 June. A lead up time for Trinity staff to review the submitted documentation would need to be adjusted accordingly.

b) Update on National Qualifications Register

The Quality Officer advised that Trinity is listed as the awarding body on the QQI National Qualifications Register, which replaces the ILEP Register managed by the Department of Justice & Equality. All validated programmes delivered by MIE will be listed on the Register. The Quality Officer noted that the Register was not live yet. The Registrar advised that work was going on in the Academic Registry to address systems issues to ensure visibility and searchability of all awards on the Register.

ACDC/19-20/338 Standing update on communication & inter-institutional collaboration by Senior Lecturer/Dean of Undergraduate Studies and the Dean of Graduate Studies

The Registrar acknowledged apologies from the Senior Lecturer/Dean of Undergraduate Studies and noted that there had been no new recent UG policies and procedures to report on of relevance to MIE.

The Dean of Graduate Studies made a brief reference to the recent developments impacting on the PhD examination process such as electronic submissions and distant PhDs, and noted an upcoming review of the PG space in 2020/21. The Registrar thanked the Dean of Graduate Studies for his update.

ACDC/19-20/339 To consider: MIE response to external examiners' reports for 2018/19

The MIE Registrar spoke to the item. He noted that in the early autumn 2019 MIE had received all nine external examiners' reports for 2018/19 which were subsequently discussed at the November ACDC meeting (ACDC/19-30/331). He further noted that a collated MIE response to those reports had been circulated for members' consideration. The MIE document was prepared by staff at individual programme board meetings at which feedback received from external examiners on courses in the academic year 2018-2019 had been discussed. The MIE Registrar noted that the MIE institutional report includes references to commendations received, clarifications or corrections to points made, and responses to recommendations. He clarified that individual responses will be sent to external examiners to advise them how their feedback has led to developments in courses. He invited questions from the floor.



In a short discussion which followed, the Quality Officer referred to footnote 1 on page 3 of the report stating that one of the comments made by an external examiner in relation to Roinn na Gaeilge module was not accurate in relation to the level of usage of grammar exercises and direct translation activities. She sought to ascertain what type of documentation would normally be provided to external examiners. The MIE Registrar advised that external examiners routinely receive student work samples of every grade band, all failed assignments, exam papers, level descriptors, student evaluations and whatever additional information they wish to see. The Head of School of Education commented on the basis of his experience as external examiner that the volume of data provided is so huge, as it covers College and Teaching Council documentation, it is frequently difficult for examiners to review all material and they have to prioritise what they scrutinise in detail.

In relation to the BSc in Education Studies electives, the MIE Registrar clarified that the course will be part of a forthcoming overarching review of UG programmes which will look at electives across programmes. The Head of the School of Education expressed his appreciation for the ground work being done in Marino in terms of working with graduates of this course. He stated that normally education courses would have a clear progression and career development pathway whereas this course was an exception not training graduates for a teaching position. Working with past graduates who come to Marino to talk to current students on the course in terms of their own journeys from graduation and career destination is hugely helpful to current students to see possible and realistic profession opportunities mapped out.

ACDC/19-30/340 To consider: Nominations for external examiners for 3 years from 2020/21

The MIE Registrar spoke to the item. He noted that the terms for two external examiners namely Dr Cathal De Paor (Bachelor in Science and Professional Diploma in Education: Further Education) and Dr Brien Nolan (International Foundation Programme, Path B and Mathematics) were due to expire by 2020/21 and two nominees for their replacement were identified with their CVs circulated to members. The CV of one nominee, Dr Aideen Hunter, was not available and hence she was not considered.

Decision 1:

- (i) Dr Bernie Grummell from the NUI Maynooth was endorsed for Council as external examiner's replacement for Dr Cathal De Paor on the Bachelor in Science (Education Studies);
- (ii) Dr Bernie Grummell from the NUI Maynooth was endorsed for Council as external examiner's replacement for Dr Cathal De Paor on the Professional Diploma in Education (Further Education);
- (iii) Dr Greg Byrne from the Technological University Dublin was endorsed for Council as external examiner's replacement for Dr Brien Nolan on the International Foundation Programme (Path B and Mathematics);

Action 1: The MIE ACDC Secretary to submit the nomination to the March Council for approval.



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

ACDC/19-20/341 AOB

The Quality Officer referred to a communication already forwarded to the MIE President advising her of the LERU workshop on initial teaching training to take place in early March in Brussels.

There being no other business the meeting ended at 10.30am.

Date

13th February 2020

Registrar
