



**Draft Minutes of the Royal Irish Academy of Music
Associated College Degrees Committee
(RIAM ACDC)**

**Wednesday 21 February 2019 at 9am
Conference Room 2026, Arts Building**

Present:

Registrar (Chair): Prof. Paula Murphy

Head of School of Creative Arts: Prof. Matthew Causey

2nd Representative from the School of Creative Arts: Prof. Simon Trezise

Head of School of Education: Prof. Damian Murchan

2nd Representative from the School of Education: Prof. Marita Kerin

Quality Officer: Roisin Smith

RIAM: Chair of Bachelor in Music Composition/Music Performance and Diploma in Music Teaching & Performance Committees Colma Brioscú

RIAM: Chair of BMusEd Course Committee (RIAM): Marie Moran

RIAM: Administrative Officer, Registry: Frances Hogan

Apologies:

Dean of Graduate Studies: Prof. Neville Cox

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

School of Education Administrator: Dr Victoria Bruce

RIAM: Director & RIAM Research Representative: Deborah Kelleher

RIAM: Chair of Master in Music Performance Committee: Kathleen Tynan

RIAM: Chair of Doctorate in Music Performance Committee: Dr Kevin O'Connell

In attendance:

Geraldine Fitzgerald (Subject Librarian – Education and Psychology)

for item RIAM ACDC/18-19/126

RIAM ACDC Secretary: Ewa Sadowska

School of Creative Arts Administrator: Jo McNamara

RIAM ACDC/18-19/124 Minutes of RIAM ACDC of 25 October 2018

The minutes of the meeting were approved as circulated.

RIAM ACDC/18-19/125 Matters arising

RIAM ACDC/18-19/126 Trinity Library update - Geraldine Fitzgerald to update

The Registrar noted that the item was held over from the previous meeting and welcomed Ms Geraldine Fitzgerald (Subject Librarian – Education and Psychology) to update the RIAM members on library developments relevant to their students and staff. The librarian noted that there had been no major changes with respect to service and products provided by the library since the last meeting she had attended. She then focused on a recent visit she made with Roy Stanley (Music Librarian in Trinity) to the RIAM library at the invitation of Philip Shields (RIAM Librarian) and Laoise Doherty, (Assistant Librarian), and noted that it was a great opportunity to learn more about each institution's library resources and facilities. There was a physical tour and discussion about online resources and services. The visitors from Trinity learned about the number and composition of students and staff in the academy. The RIAM Librarian explained that although more emphasis was placed on performance rather



than research in RIAM, there was a growing mix of material being deposited in Trinity's online repository, TARA. This includes dissertations, theses, videos, music scores and presentations. Material is *Open Access* which means it is fully searchable on the Internet (unless stated otherwise). The Subject Librarian noted that the RIAM library staff would like to have access to Trinity library and she was in the process of establishing how that would be accommodated.

The Registrar thanked the Subject Librarian for her annual update.

RIAM ACDC/18-19/127 Update on QQI Quality Assurance of Linked Providers – standing item

a) Approval of Quality Assurance Procedures Process

The Quality Officer noted that RIAM was planning to submit their quality assurance procedures for approval by Trinity in the near future. She requested that electronic files be submitted in Word rather than in pdf. It is expected that once submitted the process might be concluded at the end of the current or the beginning of the next academic year. The Registrar recognised that the process requires a lot of additional work for RIAM.

The Quality Officer noted that changes to the QQI Act were still making their way from the Seanad. The amendments to the Act will result in a new code of practice for international learners which will subsequently form a part of the compliance requirements when an institution is applying for the International Education Mark. The Quality Officer also noted that QQI are establishing a register of qualifications and are establishing a working group of which she would be a member.

RIAM ACDC/18-19/128 Standing items on communication

a) inter-institutional collaboration including research

The Head of School of Creative Arts advised members of the School review completed in November 2018 and thanked academic staff from RIAM involved in the review. The reviewers' report, which recommended more inter-institutional collaboration between Trinity and RIAM in the area of creative arts, went through the last University Council and a task group would be set up to develop an implementation plan to enhance that collaboration and sharing of resources.

The Head of School of Creative Arts also noted that the Music Department in collaboration the Irish National Opera were proposing to run an International Opera Festival in Trinity in the summer of 2020/21. The School of Creative Arts was in support of the project and so was the Provost. The School had undertaken to identify philanthropic resources in College to financially support the initiative.

Prof. Marita Kerin advised that the three collaborative initiatives between the School of Education and RIAM continue to thrive, namely, one module available on the MEd Music Education strand is taught by a RIAM staff member, Arts Education Research Group was active and the ongoing *Quavers to Quadratics* project between undergraduate students from the Schools of Education and Physics involving BMusEd students. The latter initiative had been translated into Irish by the Department of Culture, Heritage and the Gaeltacht and was broadened out to include UCG.



b) Policies and procedures relevant to RIAM: Senior Lecturer/Dean of Undergraduate Studies and Dean of Graduate Studies

The RIAM ACDC Secretary noted the extremely well received TEP presentation recently delivered for the RIAM Board of Studies by the Senior Lecturer/Dean of Undergraduate Studies and the Project Manager. The Quality Officer advised of extensive TEP-related resources inclusive of assessment mapping available on Trinity's TEP website. She also noted an upcoming workshop in Trinity for staff on doctoral student mental health issues.

In response to a query, the Administrative Officer, Registry, explained that the new build would start in July 2019 with a view to being completed within 2 years and the whole institution being fully operational in 2022/23 to celebrate the 175 years since its establishment.

RIAM ACDC/18-19/129 To consider a replacement external examiner from 2019/20

The Registrar noted that the item was held over from the previous meeting and welcomed the submission of Havilland Willshire's CV. After a short discussion the candidacy of Havilland Willshire was approved as external examiner on all undergraduate courses subject to its subsequent approval by the Senior Lecturer/Dean of Undergraduate Studies before submitting the candidacy to the University Council. Havilland Willshire will replace Dr Geoffrey Spratt on Bachelor in Music Composition, the Bachelor in Music Performance and the Diploma in Music Teaching and Performance for a term of 3 years from 2019/20.

RIAM ACDC/18-19/130 Any Other Business

There was no other business and the meeting ended around 9.45am.

Section B

RIAM ACDC/18-19/131 The RIAM ACDC noted the minutes of the following validated course committee meetings, which took place in the RIAM in 2017/18:

- (i) Diploma in Music Teaching and Performance Course Committee meetings on 13/10/17; 2/02/18; 9/03/18; 18/05/18
- (ii) Bachelor in Music Composition/Performance Course Committees meetings on 6/10/17; 8/12/17; 23/02/18; 20/04/18
- (iii) Master in Music Performance Course Committee meetings on 20/10/17; 19/01/18; 9/03/18; 20/04/18
- (iv) Doctorate in Music Performance Course Committee meetings on 3/11/17; 26/01/18; 22/06/18

In response to a comment from the Quality Officer on attendance levels at course committees by RIAM members and also a lack of student representation on some committees, the Administrative Officer, Registry noted that attendance was improving assisted by a more conducive scheduling of meetings to an afternoon slot. The quorum is three members present. In response to a comment on the limited number of academic issues recorded in the course committee minutes, the Administrative Officer, Registry, explained that academic matters were part of the brief of the course committees but might not have to be discussed at every meeting and terms of reference for these meetings would be in the documentation to be submitted under the quality assurance process.



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

Encl 1

The Registrar noted that none of the minutes had any items of particular relevance to the RIAM ACDC.

Registrar's signature: _____

Date: 21 February 2019