

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

**Wednesday 19 February 2020 at 9am
Conference Room 2026, Arts Block**

Present:

Registrar (Chair): Professor Paula Murphy

Head of School of Creative Arts: Professor Ruth Barton

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

2nd Representative from the School of Education: Professor Marita Kerin

Quality Officer: Roisin Smith

RIAM: Director and RIAM Research Representative: Deborah Kelleher

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

RIAM: Chair of BMusEd Course Committee: Marie Moran

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

Apologies:

Senior Lecturer/Dean of Undergraduate Studies: Professor Kevin Mitchell

Dean of Graduate Studies: Professor Neville Cox

School of Creative Arts Administrative Manager: Jo McNamara

Head of School of Education: Professor Damian Murchan

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

RIAM: Administrative Officer, Registry: Frances Hogan

Assistant Academic Secretary: Linda Darbey

In attendance:

School of Education Manager: David Byrne

RIAM ACDC Secretary: Ewa Sadowska

The Registrar read out the apologies.

RIAM ACDC/19-20/147 Minutes of RIAM ACDC of 16 October 2019

The Minutes of the meeting were approved as circulated.

RIAM ACDC/19-20/148 Matters Arising

There were none.

RIAM ACDC/19-20/149 Update on Quality Assurance of Linked Providers from the Quality Officer

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

a) Update on the approval of RIAM QA procedures

The Quality Officer advised that RIAM had submitted for approval its revised QA procedures the day before and subsequently reverted to RIAM for clarifications. The RIAM documentation will be brought to the Quality Committee meeting either the following week or, more likely, in March, depending on if/when the Quality Officer is satisfied with clarifications to posed queries.

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 RIAM will be listed on the Register. The Quality Officer noted that the Register was not live yet. In parallel, the Quality Officer was liaising with the Academic Registry, where work was continuing to address systems issues to ensure visibility and searchability of all awards on the Register, and to make sure all relevant awards irrespective of their NFQ level are in the final .xml file.

c) Update on QQI Qualifications & Quality Assurance Amendments Act 2018

The Quality Officer reported that the QQI Amendments Act has been passed but most of its parts would still need to be enacted. She advised that the IEM is expected to be rolled out in 2021/22. QQI has been working on revising its 'Code of practice for the provision of programme of education and training to international learners', which will address incoming and outgoing student mobility and transnational provision. The RIAM intends to apply for the IEM after its launch and part of the application process would require that it demonstrates changes to its policies in compliance with the new code.

In response to a query the RIAM Director advised that an internally initiated review of performance-related degree programmes would take place in the Academy in the autumn of 2021 conducted by the Musique. This step is required by the forthcoming Trinity-commissioned review. The Quality Officer noted that there is a requirement to have an external Irish reviewer on the internal review.

RIAM ACDC/19-20/150 Standing Items on Communication

The Registrar invited updates relating to the item.

a) Inter-Institutional Collaboration including research – Heads of School of Education and Creative Arts

The Head of School of Creative Arts advised that the communication channels between her School and the Academy were being kept open, and the RIAM Director confirmed that collaborative activities were ongoing.

The RIAM Director highlighted that RIAM is still absorbing TEP practices in the expectation that they would facilitate RIAM in their internal review of degree programmes to connect with Trinity at a deeper level. She noted that TEP-originating Graduate Attributes are cognisant with those of RIAM.

The Chair of Master in Music Performance Committee noted that the Lir Academy reported under-recruitment for the current year on Trinity's Bachelor course in Stage Management and Technical Theatre which had to pull out of the opera collaboration with RIAM. She noted that the RIAM opera will still go ahead. The high cost of living in Dublin is seen as a likely variable behind under-recruitment; the course in Stage Management and Technical Theatre has recently transitioned from a diploma to a degree program.

Prof. Marita Kerin from the School of Education reported that the inter-institutional collaboration in research is embedded in the relationship between the RIAM and her School via courses such as the Bachelor in Music Education (BMusEd), Master in Education (MEd) and PhD projects. In Michaelmas 2019, a RIAM professor of conducting and voice participated in the School research initiative on co-teaching music in a primary school module on the BMusEd programme. On an on going basis, one module available on the MEd Music Education strand is taught by a RIAM staff member who also supervises a Masters dissertation, and also a RIAM professor is involved in co-supervising a PhD thesis in Trinity. RIAM professors are regularly giving workshops on the MPhil in Composition. The ongoing *Quavers to Quadratics* project between undergraduate students from the Schools of Education and Physics involving BMusEd students was thriving.

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

The Registrar noted that the Dean of Graduate Studies was absent and an update on PG policies and procedures relevant to RIAM was provided by the RIAM ACDC Secretary who is also Secretary to the Graduate Studies Committee in Trinity. The RIAM ACDC Secretary made a brief reference to the recent developments impacting on the PhD examination process such as electronic submissions and distant PhDs broadening opportunities for students who cannot stay in Dublin full-time. Pre- and post-viva on the day reports will be required by both internal and external examiners in accordance with international best practice. An upcoming review of the PG space in 2020/21 was also noted.

Action 1: RIAM ACDC Secretary to forward to RIAM revised policies relevant to the PGR examination process

The Registrar noted apologies from the Senior Lecturer/Dean of Undergraduate Studies and advised that there had been no recent new UG policies and procedures to report on of relevance to RIAM, but work was continuing in Trinity on updating the existing policies. She highlighted that TEP was being actively imbedded across all Schools and referred the Trinity's Guided Reflection Tool developed as part of the work of the Trinity Education Project by a sub-group chaired by the Registrar to support student learnings from co and extra-curricular activities. The Tool will guide students through a reflection on their learnings gained from activities outside the classroom, for example from a summer job or informal internship, from a volunteering experience, or from a sporting achievement or activity. The Tool is intended to help students to capture how they have developed their skills and to articulate this effectively. It will enable them to apply for certain Trinity Awards and Scholarships, to build their CV and to prepare for interviews, and can be used for their own personal development. Following the launch, planned for April, the Guided Reflection Tool will be downloadable from a new website that will also provide links to additional resources about reflection and incentives for students to engage. Engagement with Trinity's Guided Reflection by students will be voluntary and intended for not-for-credit activities outside the classroom. However, if staff wish to use it, it may also serve as a means of guiding students to reflect on their experiences of for-credit internships and placements, global exchanges, or reflection that is required as part of taught modules. The Registrar concluded that the tool will also be available to RIAM students when it goes live.

RIAM ACDC/19-20/151 To consider the introduction of a one-year part-time Certificate within the two-year part-time Diploma in Music Teaching and Performance from 2021/22

The Registrar noted that the circulated proposal had been comprehensively discussed at the previous meeting (*RIAM ACDC/19-20/144*) and invited the RIAM Director to speak to the item. The RIAM Director confirmed that the proposal had since been considered by the Board of Studies in the Academy and fully endorsed without any changes. The RIAM Director re-iterated the main features of the proposed Certificate course and reminded members that it would be based on the part-time mode of delivery of the Diploma in Music Teaching and Performance over two-years already approved by Council. She stated that the proposed Certificate award will be offered to students who complete the first year of the two year Diploma programme but who choose not to progress to the second year. The Certificate will be offered to students at NFQ level 7 as a Special Purpose Award with a credit value of 30 ECTS. The RIAM Director highlighted that the Certificate course will consist of three thematic pathways leading to bespoke named Certificate awards depending on the modules taken:

Music Performance (CertMusPerf)

Music Pedagogy (CertMusPed)

Music Performance and Pedagogy (CertMusPerfPed)

She noted that students progressing to year 2 of the part-time Diploma will become eligible for consideration of the already existing Diploma award in Music Teaching and Performance (DipMus). The Certificate programme will have an intake between 10 and 20 students and will commence in September 2021 allowing time for strong promotion of the new Certificate and Diploma offerings throughout the 2020/21 academic year.

It was noted that the pass level of 40%, clarified at the last meeting, was to be corrected on the document. In response to a comment from the Quality Officer on progression she clarified that the proposed Certificate taken as an independent award is recognised for admission purposes to other courses in the Academy under its RPL policy.

The Registrar thanked the RIAM Director for her presentation and advised that this item would proceed for approval to the last USC on 19 May *via* the RIAM ACDC February minutes.

Decision 1: The RIAM ACDC Secretary to seek support from the May USC for the Certificate programme *via* the RIAM ACDC February minutes, and then approval from the June Council *via* the USC May minutes.

RIAM ACDC/19-20/152 AOB

There was no other business and the meeting ended around 9.30am.

Section B

RIAM ACDC/18-19/153 Members noted the minutes of the following validated course committee meetings, which took place in the RIAM in 2018/19:

- (i) Diploma in Music Teaching and Performance Course Committee meetings on 19/10/18; 15/02/19; 17/05/19
- (ii) Bachelor in Music Composition/Performance Course Committees meetings on 12/10/18; 8/02/19; 10/05/19
- (iii) Master in Music Performance Course Committee meetings on 19/10/18; 15/02/19; 17/05/19
- (iv) Doctorate in Music Performance Course Committee meetings on 26/10/18; 22/02/19; 24/05/19

The Quality Officer noted high membership rate but low attendance at meetings. The RIAM Director clarified that the current practice was to invite all teaching staff to meetings of every degree programme, but staff did not feel obligated to attend. A change is therefore being instituted in terms of fixed membership identifying committee members possibly by specific roles for attendance. A decision was taken the previous Friday to have designated Faculty representatives (i.e. one elected teacher from each Faculty) at the meetings.

The Quality Officer raised an issue on self-certification which appeared on the October 2018 Bachelor in Music Composition/Performance Course Committees meeting when a student representative asked about the possibility of RIAM introducing the Trinity model of students being allowed three self-certified sick days each academic year. The Quality Officer advised that Trinity does not have a general policy on self-certification even though some Schools may permit that and the Student Health Centre, allows for, or even mandates 3 day self-certification for Trinity students.

The Registrar noted that no other committee minutes had any other items of particular relevance to the RIAM ACDC.

Registrar's signature: _____
Date: 19 February 2020