



A meeting of the RIAM ACDC was held on 09 February 2023 at 10.00 am via Zoom

Present: Professor Neville Cox, Registrar (*Chair*)
Professor David Shepherd, Senior Lecturer/Dean of Undergraduate Studies
Professor Carmel O Sullivan, Head of School of Education
Professor Susan McCormick, Second Representative from the School of Education
Ms. Roisin Smith, Quality Officer
Professor Deborah Kelleher, RIAM Director
Mr. Pdraig Rynn, Administrative Officer, RIAM
Professor Lynsey Callaghan, Research Representative & Chair of Undergraduate Committee

Apologies: Professor Kathleen Tynan, Chair of Postgraduate Committee; Professor Colma Brioscu, Chair of Doctoral Committee; Professor Evangelia Rigaki, School of Creative Arts; Ms Linda Darbey, Assistant Academic Secretary: Academic Affairs; Mr Conn McCluskey, School of Education; Professor Martine Smith, Dean of Graduate Studies.

In attendance: Ms Ciara Conlon, Academic Affairs

RIAM/ACDC/22-23/010	Minutes of the meeting of 25 October 2022 The minutes of the meeting of 25 October 2022 were approved.
RIAM/ACDC/22-23/011	Matters Arising None
RIAM/ACDC/22-23/012	Standing update on Quality Assurance of Linked Providers by Quality Officer The Registrar invited the Quality Officer to provide an update on the following items: <ul style="list-style-type: none">i. International Education Mark Referring to the application of RIAM for authorisation to use the International Education Mark (IEM), the Quality Officer advised the meeting that a revised code is expected to be published in February 2023, and the handbook will follow in March 2023. She advised that QQI have indicated that the launch will be delayed but is expected before the end of 2023. There is still uncertainty regarding the cost for Linked Providers but confirmed that there will be an initial upfront cost in addition to an annual fee for certification. She advised that linked providers report directly to QQI on the IEM. The RIAM Director expressed apprehension regarding the burden on RIAM to meet the required standards, as well as the significant costs related to the IEM. In response to a query, the Quality Officer confirmed that, as part of the consultation process, it was recommended to QQI that a threshold on the number of international students that would

require the acquisition of the IEM and that the fee would be proportionate to the size of the institution.

In response to a query from the Quality Office, The RIAM Director confirmed that RIAM have approximately 100 international students enrolled, and that this is the maximum quota. RIAM received an information request from QQI to provide the profile of their international students and were awaiting further communication from QQI. The Quality Officer advised that QQI is currently developing a definition of international students, and that students from Northern Ireland or the U.K would not be included.

On a related matter under the Code of Practice, the Quality Officer informed the meeting that the English Language Teaching Policy, drafted by Professor Lorna Carson, is progressing and will be made available to Linked Providers in due course.

ii. External Quality Review of RIAM

The Quality Officer confirmed that changes to the procedure have been approved by the Quality Committee and will be published and sent to RIAM. The Selection Committee for the Quality Review of RIAM is scheduled to occur in mid- February.

iii. RIAM Policies: Student Charter and Fundraising Policy

The Quality Officer advised that RIAM have indicated their intention to revise the Student Charter and the Fundraising policy, which are to be submitted to the Quality Committee for approval.

RIAM/ACDC/22-23/013 Master in Music Performance Curriculum Review: Timeline of Proposal

A memorandum from the RIAM Director, dated January 2023 was circulated and the Registrar invited the RIAM Director to give an update.

The RIAM Director highlighted the success of the current programme and stated that the intention of this proposal is to ensure the institution is future-proofed, with innovative offerings. She invited Professor Lynsey Callaghan to speak to this item, who advised that RIAM have created the presented timeline in conjunction with Academic Affairs, and that this can be reviewed if necessary. She stated that RIAM are still undecided on whether or not the current programme will be reviewed or if a new one will be developed.

The RIAM Director stated that there are a number of research developments taking place in RIAM, including the development of a module for the current masters aimed at preparing students for undertaking a level 10 research proposal, and that these will be brought to ACDC in due course.

In response to a query, the RIAM Director stated that RIAM are considering an Erasmus Mundus (EM) and have identified a number of institutions that RIAM could potentially collaborate with, although no concrete plans have been made. She highlighted that this stemmed from a recommendation from the recent review of the Level 7 & 8 programmes. The Senior Lecturer/Dean of Undergraduate Studies advised that RIAM discuss these plans with Trinity Global as currently Trinity does not offer an EM. The Head of the School of Education also advised that RIAM consult with the School of Creative Arts regarding their plans.

RIAM/ACDC/22-23/014 Standing Items on Communication

- i. Inter-Institutional Collaboration including research – Head of School of Education and RIAM Director

The Registrar invited the Head of School of Education to provide an update. The Head of School of Education gave an update on the Trinity Elective that Education and RIAM are currently jointly delivering, highlighting the benefits of the module for the students enrolled. The RIAM Director stated that this was an important venture which advances meaningful collaboration with Trinity and that it is an excellent opportunity to expose students to expertise from a range of disciplines. She advised that RIAM students are looking forward to enrolling on Trinity Electives in 2023-24 and that they are working with Academic Registry to ensure registration is processed smoothly.

The Head of School of Education advised that Professor Evangelia Rigaki from the School of Creative Arts approached the School regarding a future potential collaboration, which was welcomed by RIAM. She stated that the Trinity Elective has showcased the potential benefits of interdisciplinary collaborations for both students and teaching staff. The RIAM Director and Professor Lynsey Callaghan agreed, stating that RIAM are open to further opportunities to collaborate and that it was important to harness the potential of the two institutions working together.

The Registrar thanked the Head of School of Education and invited the RIAM Director to give an update from RIAM.

The RIAM Director advised that RIAM are currently looking into joining the [Research Catalogue](#) which is provided by the Society of Artistic Research, stating that this has inspired the proposal to introduce a Capstone project in RIAM, which will be brought to the next ACDC meeting. She invited Professor Callaghan to speak to this, who stated that this will embed artistic research within RIAM, such as visual and audio modes of research and that it is proposed that the RIAM Capstone will have three streams: research, composition and music technology, aligning the institution with best practice in the field.

- ii. Policies and procedures relevant to RIAM – Senior Lecturer/Dean of Undergraduate Studies and Dean of Graduate Studies

The Registrar invited an update from the Senior Lecturer/Dean of Undergraduate Studies.

The Senior Lecturer/Dean of Undergraduate Studies provided an update on the review of the External Examiner policy and practice, which will consider attendance requirements, eligibility criteria, remuneration and management systems and that proposals will be brought to the relevant committees.

The Senior Lecturer/Dean of Undergraduate Studies spoke to the topic of academic integrity, and the challenges posed by the evolution of

technology and development of sophisticated AI tools such as ChatGPT, stating that Trinity is promoting a proactive response to these challenges.

The Senior Lecturer/Dean of Undergraduate Studies highlighted that the [Procedures for the non-submission of coursework and absence from examinations](#) , which were on pause during COVID, will be implemented this academic year. He pointed out that the procedures allow for capping of marks under particular circumstances. He noted that capping was eliminated as a result of TEP, therefore this will be an adjustment for students and measures are being taken to ensure they are duly notified.

The RIAM Director stated that complex student cases arise each academic year in RIAM. In response to a query, she stated that plagiarism does take place in music composition however in person performances does somewhat combat the problem. Professor Lynsey Callaghan stated that RIAM are also considering implementing Turnitin. The Senior Lecturer/Dean of Undergraduate Studies invited RIAM to contact him to discuss academic integrity further.

RIAM/ACDC/22-23/015

Any Other Business

- i. It was agreed that the next ACDC meeting will be held in RIAM.