



**Draft Minutes
of the Governance Committee for the Legacy BEd Programme
Monday 11 December 2017 at 11am
West Theatre Meeting Room**

Present:

Registrar (Chair): Prof. Paula Murphy

Dean of Undergraduate Studies/Senior Lecturer: Prof. Gillian Martin

Head of School of Education: Prof. Andrew Loxley

Quality Officer: Roisin Smith

1st Representative from DCU (Legacy BEd Course Director): Rev. Prof. Anne Lodge

2nd Representative from DCU (Deputy Dean): Prof. Pádraig Ó Duibhir

No Apologies:

In attendance:

Secretary: Ewa Sadowska

Legacy BEd /17-18/01 Welcome

The Registrar welcomed all to the meeting, and provided a brief summary of the role of the new governance committee which hereby held its first meeting, as laid down in the Accreditation Agreement signed in August 2017.

Legacy BEd /17-18/02 Remit and membership of the Committee

The Registrar noted that the aim of the governance committee was to oversee the completion of the legacy BEd course by cohorts who had entered it prior to and including the 2014/15 academic year. The current year is the last one under the agreement with special arrangements to be made for 2018/19 for any deferrals or repeat examinations. There are two third year students who have previously repeated years and would therefore be in a position to avail of the provision. The remit of the committee was approved as circulated and the membership was noted.

Legacy BEd /17-18/03 Report from the Course Director on course-related matters

a) Curriculum developments

The Legacy BEd Course Director noted for the record that some changes had been introduced to the fourth year curriculum, with the agreement of the Registrar, in response to the external examiner's report from 2015/16, and internal student and staff feedback, noting an underestimate of the student effort required for the dissertation and subsequently a workload in semester two which was too heavy. It was therefore proposed to increase the credit weighting for the dissertation module from 10 to 15 ECTS to better reflect the student effort and to reduce the number of 5-credit optional modules from three to two. The changes introduced in 2016/17 addressed the issue adequately which was noted in the external examiner's report for that year.

The committee approved the retrospective change.

b) External examiner reports and nomination for external examiners

The committee noted a very positive report from external examiner Dr Glenda Walsh for the academic year 2016/17. With respect to one of the former recommendations of introducing more



rigorous assessment into the fourth year, the Legacy BEd Course Director clarified that that recommendation had been implemented and incidental assessment had been removed ensuring a greater balance of assessment to make the fourth year academically more rigorous and more manageable for students. It was confirmed that Dr Walsh would continue as external examiner for the professional dimension of the course while a DCU-appointed external examiner would attend to more general aspects of the course until it was entirely phased out next year.

c) *Student evaluation outcomes of module satisfaction*

The Legacy BEd Course Director noted the overall programme evaluation as positive, and explained that students especially focused on a new element of the course which was the long School practice placement lasting for the whole of the second semester. Students were able to link that experience with the modules covered in the first semester. In response to a query the Legacy BEd Course Director further explained that students organise a placement School themselves in the proximity to their homes, and Schools are therefore spread out around the country. This requires extra effort on the part of the teaching staff to arrange a supervisory visit. Four such visits need to be put in place for supervisory purposes, two in each semester, with a different teaching supervisor in each semester. The Legacy BEd Course Director also noted with some concern that various Schools have differing levels of expectation of and support for students which may cause local issues for students.

d) *Student cases – students at risk of not progressing*

The Legacy BEd Course Director noted that there were currently no student cases and no student appeared at risk of not progressing. The two students, currently in their third year, who had repeated the year in their fresher's years, were performing well, and would be going over into the transition year 2018/19.

e) *Practice Placements*

The item was covered under (c) above.

f) *Registration*

The Legacy BEd Course Director spoke to her circulated memo and raised the issue that when organising graduation ceremonies since 2010 it always transpired that a number of students in each annual cohort had not properly concluded their online registration with Trinity. She was concerned that some of the current fourth year students might not have registered correctly this year either, and she was keen to avoid this coming to light at the time of graduation. In order to address the issue she reported that she had submitted via the Registrar a list of the relevant students due to graduate to the Academic Registry so that they could cross-check the class list against those who successfully registered. The Registrar noted the willingness of the Academic Registry to handle these registrations individually to insure that all were fully completed in advance of any issues arising with submission of results and graduation. Academic Registry staff have committed to contacting those students who have not registered individually on an alternative email, to guide them through the process.

Legacy BEd /17-18/04 Changes to Trinity's Policy on Plagiarism: update

The Senior Lecturer/Dean of Undergraduate Studies provided a brief update on the recent changes to Trinity's policy on plagiarism. She noted that different levels of plagiarism had been introduced and a matrix of four types of plagiarism was put in place falling into the levels. She also commented



that under the revised regulations the Senior Lecturer/Dean of Undergraduate Studies has a prerogative to vary the recommended penalty at level 2 and 3 while plagiarism at level 4 is mandatorily considered by the Junior Dean. Any cases at postgraduate level would automatically fall into the fourth level within the remit of the Junior Dean. The Legacy BEd Course Director advised that plagiarism was very infrequent amongst the BEd students, even accidental cases, and there had not been a plagiarism case for a long time.

Legacy BEd /17-18/05 Dates of future meetings

It was confirmed that the second meeting of the committee during the current academic year would take place after the 15th June with a precise date to be decided at a later stage. The Quality Officer advised that she would not be in a position to attend a meeting in the second part of June as she would be on annual leave.

Legacy BEd /17-18/06 Any other business

In response to a query from the Quality Officer, the Legacy BEd Course Director clarified that students on practice placements were not allowed to teach classes incorporating their close relatives and arrange placements in Schools managed by their close relatives and/or where their close relatives taught.

There being no other issues the meeting finished at 11.30am.

Registrar's signature: _____

Date: 11 December 2017