



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

Wednesday 14th February, 2018

Present:

Registrar (Chair): Prof. Paula Murphy

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

School of Education - Head: Prof. Andrey Loxley

Quality Officer - Roisin Smith

President of Marino Institute of Education: Dr Anne O'Gara

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

Representatives of MIE Course Groupings -

International Foundation Programme: Brendan White

Postgraduate Taught Programmes including Further Education: Dr Gene Mehigan

MIE ACDC Secretary - Ewa Sadowska

Apologies:

Dean of Graduate Studies: Prof. Neville Cox

2nd Representative from the School of Education: Prof. Colette Murphy

Representatives of MIE Course Groupings -

UG Programmes: Dr Julie Uí Choistealbha

In attendance:

Dr Victoria Bruce School Administrative Manager

Vice-President of Global Relations (for IFP item ACDC/17-18/268): Prof. Juliette Hussey

ACDC/17-18/266 Minutes of ACDC of 29th November 2017

The *Minutes* were approved as circulated.

ACDC/17-18/267 Matters arising

It was noted that all Actions had been attended to apart from those commented on separately as outstanding. The Registrar noted that

Re. ACDC/16-17/250 Action 1: Dr Cathal de Paor's candidacy was approved by the University Council in January 2018.

Re. ACDC/16-17/255: The Registrar confirmed that the next graduation ceremony for IFP students would take place in Trinity in January together with other Diploma and Certificate awards.

Re. ACDC/16-17/258 Action 4 stipulating that the MIE Registrar is to bring a nomination for a second external examiner to be appointed to work alongside Professor Paul Conway from 2017/18 to the next meeting - outstanding.



Re. ACDC/17-18/262 Action 5: The Registrar confirmed that the Academic Registry would accommodate the requested change to the MIE Commencements schedule in 2018 with specific details to follow.

Re. ACDC/17-18/263 Acton 6: The Registrar confirmed that a meeting with representatives of the Academic Registry and the MIE Registrar's Office had been requested and a date would be confirmed shortly.

ACDC/17-18/268 Standing item on International Foundation Programme (IFP)

The Vice-President of Global Relations was present for the item and provided an update on the current situation with respect to the IFP.

In terms of the 2017 admissions, the Vice-President stated that fifty students registered for 2017/18 of whom 47 had continued into the Hilary Term with two withdrawals and one deferral. Staff from the Global Relations Office and the School of Business met students on the Law, Business, Economics and Social Science pathway in December to present details of the new Bachelor in Business Studies degree, which is an option for students holding offers for BESS/BBS. The Vice-President referred to the forthcoming interviews in Health Sciences, and stated that candidates for Dental Science had interviews scheduled for February 7th with interviews for Medicine and Pharmacy due to take place in April. With respect to students' access to laboratories in Trinity, she noted that meetings had taken place between the IFP programme team and Physics, Chemistry and Biology Lab Technical Officers, and that laboratory practicals for IFP students would take place in late February and March in the Schools of Physics and Chemistry, and the Biology Teaching Centre.

The Vice-President of Global Relations referred to a meeting in early February where a sub-committee made up of the Senior Lecturer, the Academic Secretary, the Director of Academic Affairs, and by the IFP programme manager and the MIE Registrar met to discuss the role of the appeals and the supplemental examinations on the IFP course. Another meeting will be scheduled to take place shortly to conclude the discussion, and an update would be provided to the ACDC committee in May.

The Vice-President concluded by referring to an overview of admissions progress for 2018/19. Sixty seven applications had been submitted to date, twenty five applicants received offers, and eight had accepted their offer and paid a deposit. Chosen undergraduate programme destinations for those who have paid a deposit were as follows: BBS (1 student); BESS (2 students); Science (2 Students); PPES (1 student); Computer Science (1 student) and Pharmacy (1 student). The target for September 2018 is 60 registered students, and the Vice-President was confident that it would be met. It is expected that China and Kuwait would again provide a significant proportion of applicants as the recruitment cycle continues. The MOU with the Kuwaiti Cultural Office had been updated to expand places available on a range of programme destinations. The IFP manager accompanied members of the Global Relations recruitment team to China in October 2017 to meet potential applicants to the programme and participate in agent workshops. Recent visits to Egypt, the UAE, Russia, Turkey and Thailand are also expected to yield applications.



In response to a query, the MIE President noted that the maximum number of students to be admitted to the programme was a hundred but that she would not be keen to go over sixty in 2018/19 for logistical reasons. She explained that the onsite residency building situated on Marino's campus had been purchased by MIE in December 2017. It would enable MIE to exert more control over the property management committee. All IFP students could live on campus from 2018/19 if they so wished. An issue of diversity of the IFP student population was discussed in more detail. It was noted that the two dominant cohorts of students from China and Kuwait tended to congregate within their cultural groups. The MIE President noted that from next year students wishing to live on campus would be dispersed amongst various ethnic backgrounds to ensure integration and enhanced opportunities for improving students' English competency. The property management committee would be working closely with the MIE executive committee to put in place a revised accommodation strategy focused on integration.

The Quality Officer noted that the QQI *Code of Practice for Provision of Programmes to International Learners* (2015) requires that students be integrated in terms of accommodation. This principle would need to be adhered to should a Linked Provider wish to apply for the International Education Mark.

The Registrar congratulated all interested parties for the successful running of the programme noting that it was going from strength to strength. The Vice-President of Global Relations left the meeting at that point.

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

ACDC/17-18/269 Standing item on the QQI Quality Assurance of Linked Providers

The Registrar provided a brief update on Trinity's approval of the quality assurance procedures under the QQI Act 2012. She explained that in March 2017, Trinity had commenced the process with another linked provider but that questions arose with respect to Trinity's responsibilities, and liabilities, and the initiated review was therefore paused in June to allow for external legal advice. Resulting recommendations were discussed by the College Board on 31 January. Key outcomes were (i) that the approved Policy for the Approval of Higher Education Institutions' (Linked Providers) Quality Assurance Procedures, be rescinded; and (ii) that a revised Policy/Procedure be developed and brought through Committees.

The revised Policy/Procedure would provide for Trinity's assessment and approval of quality assurance policies/procedures in respect of academic programmes, the quality assurance of teaching and learning and the student experience of teaching and learning on validated programmes leading to University of Dublin Awards.

The Linked Provider will be asked to self-certify non-academic and related services quality assurance policies and procedures that relate to their corporate and legal responsibilities as a separate legal entity, by including in its submission:



- a signed checklist of the specific quality assurance policies and procedures they have in place.
- a declaration would be required that the Linked Provider's quality assurance policies and procedures
 - o have been approved by governance and management in accordance with internal quality assurance procedures.
 - o are fit-for-purpose and comply with current relevant legislation in Ireland and in all jurisdictions in which education is provided by the Linked Provider. Specifically, Linked Providers will be asked to include evidence of external review of policies and procedures with a statutory basis with the submission, e.g. Auditor's letter, Legal Advice, and Health and Safety Compliance).

The new policy would also contain a statement that Trinity reserves the right to audit any or all of the policies or procedures.

The Quality Officer will consult with Linked Providers in the development of the revised policy/ procedure.

The Quality Officer noted that she was in the process of re-drafting documentation to circulate it in advance of the next meeting. She drew attention of the MIE members to the issues of compliance with the forthcoming General Data Protection Regulation. The MIE President stated that QA documentation which MIE had been preparing was a significant learning curve for the MIE staff, and that she would be happy to update it in line with Trinity's new directives. She also stated that a meeting has been arranged for 23 February 2018 between the Data Protection Officer in Trinity (Jennifer Ryan) and members of staff in MIE.

The Quality Officer concluded by noting that the expected *QQI Blended Learning Guidelines* had not been released yet, and that there were no updates on the *QQI Act and International Education Mark*.

ACDC/17-18/270 Standing update on communication & inter-institutional collaboration Senior Lecturer/Dean of Undergraduate Studies on policy and procedure issues relevant to MIE

The Senior Lecturer/Dean of Undergraduate Studies noted that Council had recently approved *Reasonable Accommodation Policy* and *Code of Practice* for students with disabilities. She stated that Trinity had obligations under the law to make 'reasonable accommodations' for students with disabilities. Under the policy 'reasonable accommodations' fall under two categories. The first are standard 'baseline' measures applied unless the relevant School or discipline outlines clear reasons why they might be inappropriate. The second are unusual 'non baseline' measures about which the disability service will liaise with the School/discipline in order to identify mutually agreeable provisions to be applied.

The MIE President noted that MIE had in place a service level agreements with Disability Support Service and Student Counselling Service in Trinity, and holds regular meetings with the representatives from those Services who provide staff in Marino with regular updates.



ACDC/17-18/271 New MIE “External Examiner Policy” from 2018/19 - for noting

The MIE Registrar spoke to his circulated memorandum clarifying that MIE had developed a new document on the role of the external examiner approved by the Academic Council in MIE on 17 January 2018. Prior to the new document, MIE used the Trinity policy on external examiners.

In response to a query, the MIE Registrar explained that the document had been modelled on similar documents identified on various School websites in Trinity and incorporated experience from Marino’s own practice. In a discussion which ensued, a number of points were made that:

- (i) The MIE registrar clarified that it was written primarily for the benefit of the external examiners;
- (ii) MIE should consider a common template for laying out policy documents;
- (iii) although put on the agenda as a policy matter, the document was in fact a more general statement on the “Role of the External Examiner”;
- (iv) a statement would need to be added in that a response to the external examiner’s report should be returned to the external examiner asap after discussion of the report at the appropriate forum in MIE;
- (v) it should be made explicit in the general document (and not just in the appendix) that external examiners would be asked to look into firsts and fails in terms of marking;
- (vi) external examiners would be asked to review draft examination papers;
- (vii) external examiners would be asked to adjudicate disputed marks resulting from joint marking;
- (viii) external examiners would be asked to look at work of students in freshmen years and not only sophister years;
- (ix) external examiners be expected to meet staff and students face to face;
- (x) external examiners be informed as a matter of course how programmes were organised and managed;
- (xi) the document should contain a statement about the status of external examiners’ recommendations in terms of how binding they were i.e. whether they were mandatory to follow up on or only suggestions for consideration which might not be acted on.

In response to a query from the Quality Officer, the MIE Registrar explained that external examiners conduct three visits annually at different times of the year, namely for annual and supplemental examinations and for onsite visits when students are on placements. The MIE Registrar concluded by noting that future revisions to the document would incorporate the feedback provided.

ACDC/17-18/272 To consider Professional Diploma in Education (Further Education) (Prof.Dip.(F.E.)) – introduction of 1 year full time delivery format from 2018/19

The MIE Registrar spoke to his circulated memorandum seeking the committee’s support for a proposal to introduce from 2018/19 an additional format of delivery for one year full time on the Professional Diploma in Education – Further Education. He noted that the level 8



course, worth 60 ECTS, had been approved by the University Council on 9th April 2013 on a two year part time basis. The proposed amendment resulted from students' demand for a flexible learning option over one year. He clarified that no change was envisaged to the learning outcomes, the module content, the assessment or the placement requirement. It was noted that a Calendar 3 entry for 2018/19 tracking the proposed changes was due to follow.

The committee agreed to recommend to the University Council approval of the one year full-time delivery format while retaining the current two-year part-time format of delivery.

Action 2: MIE ACDC Secretary to seek the University Council approval for 1 year full time delivery format via the minutes of the Graduate Studies Committee.

ACDC/17-18/273 Principles for Recording Student Presentations from 2018/19 - for noting

The MIE Registrar spoke to his circulated memorandum drawing members' attention to the new set of principles for recording student performance and presentation assessments. He noted that the diversity of assessment modes in MIE had increased as a result of the reconfigured Bachelor in Education programme, and in addition to traditional modes such as examinations, term papers and portfolios, in many modules students were assessed through performance, presentations, and oral examinations. With this in mind MIE had approved a set of principles about recording students' presentations in order to improve consistency across the institute in this area, and to provide greater opportunities for student feedback on such assessments.

In a discussion which followed a number of comments were made:

- (i) that there was no similar practice in the School of Education and in Trinity;
- (ii) that in the School of Languages, Literatures and Cultural Studies final oral examinations were now recorded when they were not attended by an external examiner, and the recording was sent to the external examiner;
- (iii) that Data Protection Regulation might impact on the proposed practice, and its likely impact should be checked with the Data Protection Officer before the practice was implemented;
- (iv) that ownership of the recording is considered to be similar to ownership of exam papers. At present no provision for back-up is in place because the recording itself is seen as a back-up to the live assessment of the performance.
- (v) that the technical side of the proposed practice should be clarified in terms of the quality of the recording and the equipment and consistency of the recording standard;
- (vi) that the "opt out" clause would need to be clarified in terms of alternatives available to the student who might not be willing or in a position to be recorded i.e. for cultural or religious reasons;
- (vii) that it was unclear whether the document would be developed into a policy;
- (viii) that feedback from external examiners and lecturers in the implementation phase should be gathered to enable further development of the practice.



The MIE Registrar clarified that each student would be recorded in the same way, and that a standard way would be developed for recording the same types of assessment. The MIE Registrar thanked for the feedback and concluded by noting that this was a working document that would be refined in the light of practice.

ACDC/17-18/274 MIE response to Irish Survey of Student Engagement (2017) – for noting

The MIE Registrar spoke to his memorandum drawing members' attention to the circulated Irish Survey of Student Engagement for 2017. He noted that the survey takes place each February – March and is open to first year and final year undergraduates and postgraduate taught students. Twenty seven institutions participated in 2017. The ISSE reflects many aspects of students' experiences in higher education. It is designed to focus on student engagement, namely the amount of time and effort that students put into meaningful and purposeful educational activities, and the extent to which institutions provide such opportunities and encourage students to engage with them. The data collected reflects students' self-reported perceptions of their experiences, and this data set is one of many sources of evidence available to institutions to inform their enhancement activities.

The MIE Registrar noted that the ISSE results for MIE compared favourably with all other participating institutions. The ISSE results had been discussed at an academic staff meeting on 12 January 2018 which noted one particularly gratifying statistic that for the question "If you could start over again, would you go to the same institution you are now attending?" just under 90% of respondents replied "Definitely yes" or "Probably yes." The meeting discussed the factors that contributed to the overall indicators in the ISSE, and possible ways to increase the current response rate of 30.8% to 35%. The current MIE survey takes place from 12 February to 4 March in 2018.

ACDC/17-18/275 Tender and intention to seek accreditation for Irish-medium Bachelor in Education (B.Oid.) – for noting

This item was a continuation of the issue raised as early as in 2015 (*ACDC/14-15/185*). The MIE Registrar spoke to his memorandum noting that on 27 December 2017 the Department of Education and Skills had issued a request for tender for (i) the provision of an Irish-medium Bachelor of Education "B.Ed." (Primary Teaching) Initial Teacher Education Programme and (2) a Masters in Education ("M.Ed.") in Irish-medium and Gaeltacht Education for primary and post-primary teachers including principals. The closing date for submitting a proposal was 26 January 2018. MIE submitted a bid for this competitive tender under the first category while the School of Education in Trinity under the second. As part of the process a full pro-forma document for the Teaching Council was requested. Substantial preparatory work had now been completed towards seeking academic accreditation for the course should MIE be successful in the bid.

The MIE Registrar referred to the minute of *ACDC/14-15/185* which recorded that "The Dean of Undergraduate Studies/Senior Lecturer advised that the approval process of the new all Irish BEd course would be the same as it is for any new course proposal and that the course proposal would need to be in English. She emphasised that the proposer would need to satisfy Trinity that all resource implications including availability of library resources for foundation studies, professional studies and curriculum studies through Irish would be



adequately met.” The MIE Registrar stated that all the matters referred to in the minute had been taken into account in preparing the proposal, and MIE had identified staffing implications of the proposal. Should both MIE and the School of Education be successful in their respective bids, MIE had committed to sharing relevant staff with the School of Education where feasible.

The MIE Registrar hoped that a proposal for the Irish-medium B.Ed. would be brought to the May meeting of the MIE ACDC as a course proposal in English. The Senior Lecturer/Dean of Undergraduate Studies noted that for the new undergraduate course to commence in September 2019, the approval process in Trinity would need to finish by the end of September 2018, as the CAO opens for admissions on 1 October 2018. It was noted that possibility might be given to treat the successful tender as equivalent to an external review to expedite the approval process. The MIE President stated that she understood that announcement of the results of the tender process was imminent.

Action 3: The MIE registrar to liaise with the MIE ACDC Secretary to expedite the submission process once the tender outcome becomes known.

ACDC/17-18/276 MIE response to HEA Review of Sahlberg Report – for noting

This item was a continuation of ACDC/17-18/261. The MIE President introduced the item by reminding the committee that the Sahlberg report had been commissioned by the Minister for Education and Skills and published in July 2012 as *Report of the International Review Panel on the Structure of Initial Teacher Education in Ireland*. The purpose of the report was to review the initial teacher education (ITE) provision in Ireland, and to identify possible new structures based on a reconfiguration of existing programmes in order to strengthen the ITE quality. The Sahlberg report proposed that the Schools/Departments of Education/ in Trinity, MIE, UCD and NCAD should all amalgamate on the MIE campus to provide streamlined ITE. Progress on the report was being evaluated by the HEA. Professor Áine Hyland was engaged to prepare a briefing document for the review team. Professor Hyland sought written input from the MIE President. The draft MIE response to Professor Hyland was provided to the Head of the School of Education and to the Vice Provost in advance of it being submitted to the Teaching Council. The MIE response to the HEA will be a collaborative response from the School of Education and Marino Institute of Education, in consultation with the Vice Provost to be finalised in April. It would be important for the MIE and Trinity to showcase their ongoing inter-institutional collaboration. A review date was set on 30 April but its format was still unknown.

The MIE President noted that a report from the review would be provided to members at the next meeting.

Action 4: MIE President to provide a report from the review for the next meeting.

ACDC/17-18/277 Intent to review Bachelor in Science (Education Studies) (B.Sc. in Ed.St.) – for noting



The MIE Registrar spoke to his memorandum, and advised members that MIE was planning an external review of the Bachelor in Science (Education Studies), commenced in 2011/12. He noted that the review would take place in the Michaelmas semester of the academic year 2018-19, and it would be the first of a cycle of programmatic reviews to follow. He further clarified that the plan was to follow Trinity's review model.

The MIE President stated that the rationale for the B.Sc. in Ed.St. programme was to provide undergraduate education to those who wish to work in areas related to education which do not require a teaching qualification, for example, in areas of policy formation or educational administration. The programme spans four distinct pillars: Lifelong Learning; Ethics and Social Justice; Education and Culture; and Policies and Practices, and fits with both the mission of MIE and its strategic objectives.

The Quality Officer drew the MIE members' attention to the Quality Office website which has a number of documents useful for the planned review. She also emphasised how important the preparation stage of the review would be and the quality of reviewers to be sourced. She undertook to forward to Marino generic terms of reference (*Good Practice* guidelines) and a checklist for Professional Placements/Off-campus Learning, and stated her interest in the *Terms of Reference* for the review and offered to return feedback on any draft documents made available for her comments.

Action 5: The Quality Office to share guidelines and offer feedback on MIE draft documents to be prepared for the forthcoming review of B.Sc. in Ed.St.

Action 6: MIE to provide a copy of the draft procedure for programme review to the Quality Officer for review.

ACDC/17-18/278 To consider an amended MES "Introduction to Education Studies" module from 2018/19

The MIE Registrar spoke to his circulated memorandum and noted that three Masters in Education Studies courses in MIE (Inquiry Based Learning, Visual Arts, and Leadership in Christian Education), share a common "Introduction to Education Studies" module. Minor changes, mainly to the reading lists, to the common introductory module had been made and were shown in the circulated revised module descriptor. The aims and learning outcomes of the module remained unchanged. The Head of School of Education suggested that given the strong philosophical orientation of the whole module, Theme 4 could have a more enhanced philosophical bent.

Action 7: The committee agreed to recommend approval of the changes to the University Council via the Graduate Studies Committee minutes.

ACDC/17-18/279 To consider a new Module 4 "Promoting Inquiry-Based Learning through the use of creative technologies" for MES (Inquiry-Based Learning) from 2018/19

The MIE Registrar spoke to his circulated memorandum, and noted that in 2017 three new Master in Education Studies (MES) courses were approved. The first of these was in Inquiry-Based Learning. The course was approved on the basis that the fourth module could be



chosen from existing MES modules offered in MIE. However, when the other two MES courses were subsequently approved, it was decided that to strengthen the focus of each course (i.e. visual arts and leadership in Christian education), it would be preferable to have a third module designed around the course focus. This meant that the MES in Inquiry-Based Learning stood alone as offering module options. In subsequent discussions, it was decided that a fourth module on the Inquiry-Based Learning focus would be offered. This new module, as circulated to the committee, has been designed around inquiry and creative technologies.

Action 8: The committee agreed to recommend approval of the new module to the University Council via the Graduate Studies Committee minutes.

ACDC/17-18/280 To consider nomination of Prof. Brien Nolan (Dublin City University) as External Examiner for STEM subjects on IFP

The MIE Registrar spoke to his circulated memorandum, and drew members' attention to Professor Brien Nolan's CV. Professor Nolan was nominated as the External Examiner for mathematics, chemistry, physics, and biology on the International Foundation Programme for a three year term to begin in the academic year 2017/18. Professor Nolan comes from of Dublin City University.

Action 9: The committee agreed to recommend approval of the nomination; the MIE ACDC secretary will bring the nomination to the next University Council.

ACDC/16-17/281 AOB

- i) The MIE Registrar raised an issue of MIE students being eligible to join societies in Trinity. The Registrar clarified that she had already been looking into it, and was advised that society membership was open to MIE students as validated students were counted in the capitation funding. However, insurance cover would still need to be clarified.

Action 10: To clarify insurance for validated students as members of Trinity's societies.

- (i) The MIE President advised that today was possibly her last meeting due to her forthcoming retirement, and she noted that the transition from the BEd coordinating committee to the Associated College status for MIE had been "wonderful". The Registrar thanked the MIE President for her hard work and commitment over the past 12 years, overseeing extensive developments in MIE and the relationship with Trinity College Dublin.

There being no other business the meeting ended at 11am.

Date 14th February, 2018 Registrar _____