



**Draft Minutes of the Marino Institute of Education
Associated College Degrees Committee (MIE ACDC)
(conducted via Zoom)
Thursday 14th May 2020**

Present:

Registrar (Chair): Prof. Paula Murphy

Dean of Graduate Studies: Prof. Neville Cox (joined from Item 5)

School of Education - Head: Prof. Damian Murchan (left after Item 7)

2nd Representative from the School of Education: Prof. Joanne Banks

Quality Officer - Roisin Smith

President of Marino Institute of Education: Dr Teresa O'Doherty

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

Representatives of MIE Course Groupings -

International Foundation Programme: Dr Barbara O'Toole

Further Education: Dr Julie Uí Choistealbha

UG Programmes: Dr Joan Kiely

Postgraduate Taught Programmes: Dr Gene Mehigan

In attendance:

Vice-President of Global Relations (for IFP Item ACDC/19-20/343): Prof. Juliette Hussey

Recruitment & Admissions Officer: TCD Global (for IFP Item ACDC/19-20/343): Cliodhna Martin

MIE IFP Programme Manager (for IFP Item ACDC/19-20/343): Brendan White

MIE Assistant Registrar (for all Items): Shauna Cassidy

Assistant Academic Secretary, TTL (for all Items): Linda Darbey

MIE ACDC Secretary - Ewa Sadowska

Apologies:

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

School of Education Administrative Manager: David Byrne

In light of the COVID-19 crisis, the decision was taken to conduct the meeting online. The Registrar noted apologies from the Senior Lecturer/Dean of Undergraduate Studies, and stated that the Dean of Graduate Studies would join the meeting from Item 5 while the Head of the School of Education would leave the meeting after item 7 and therefore Items 6 and 7 would move up after Item 3.

ACDC/19-20/341 Minutes of ACDC of 13th February 2020

The Minutes had been approved as circulated.

ACDC/19-20/342 Matters arising

Re. ACDC/19-20/340 The Registrar confirmed that the March Council approved Dr Bernie Grummell from the NUI Maynooth as external examiner's replacement for Dr Cathal De Paor on the Bachelor in Science (Education Studies) and on the Professional Diploma in



Education (Further Education), and Dr Greg Byrne from the Technological University Dublin as external examiner's replacement for Dr Brien Nolan on the International Foundation Programme (Path B and Mathematics) for 3 years from 2020/21.

Re. ACDC/19-20/327 In response to a query from the Quality Officer in reference to the HEA review of student mobility conducted in Marino earlier in the year, the MIE President undertook to submit the MIE's response to that review report to the next meeting.

Action 1: The MIE President to submit the MIE's response to HEA mobility review to the next MIE ACDC.

ACDC/19-20/343 Standing item on International Foundation Programme (IFP)

The Registrar welcomed the Vice-President of Global Relations, the Recruitment & Admissions Officer from Global Relations and the MIE IFP Programme Manager for the item. She noted that a combined IFP report from Global Relations and MIE had been received and invited the IFP Programme Manager to speak to it.

In terms of the current IFP cohort on the IFP, the IFP Programme Manager noted that of the 65 students registered in September 2019, two students have withdrawn from the programme. A total of 63 students are expected to sit final exams at the end of May. The recent months were very challenging for students due to the COVID-19 pandemic restrictions on movement. Some students stayed on the MIE campus, two thirds of the cohort went home while two students were staying in hotels overseas in quarantine unable to reach home due to their countries' lockdown. Since March 16th, all students were able however to engage with the IFP online teaching by a combination of recorded lectures and virtual live tutorials during the physical closure of the MIE campus.

IFP candidates for Medicine had a preparatory session with the Head of School of Medicine and School Manager on the 23rd of April and sat for interview on 1st of May. The majority of the candidates passed the interview while one is a borderline case and one failed. The Registrar thanked the MIE for ongoing support of IFP students throughout the pandemic period.

The MIE President noted that resident IFP students can remain in the MIE campus accommodation as long as necessary although maintaining accommodation open on campus with limited occupancy is costly and continuous discharge of duty of care towards resident students is of concern in case an infection erupts amongst them. She asked for Trinity's feedback on how Trinity was going to approach campus residency the following year once informed decisions have been made. The Registrar undertook to keep the President MIE informed of relevant decisions Trinity was taking on accommodation-related issues.

In reference to recruitment and next year's admissions to the International Foundation Programme, the Recruitment & Admissions Officer compared the current status of applications with the last two years. She stated that current offers were up to 85 which



compared favourably with the previous years. A recent change of a start date from September to 2 November was favourably received by applicants from China. The recruitment team has been in ongoing communications with all applicants which is helping to retain the numbers. Deadline for acceptances has been extended to the end of August.

In order to compensate for the current limited travel outreach due to COVID-19, Global Relations expanded its online recruitment activity and hosted two student webinars, (China specific, and one on multiple markets), has contributed to other regional offer webinars, and delivered one to one sessions with Chinese applicants which culminated with on the spot offers where appropriate. The webinars appear to have reassured applicants and their parents and supported the recruitment process.

The Registrar and the Vice-President of Global Relations thanked the Recruitment & Admissions Officer and the IFP Programme Manager and their teams for their combined efforts to support the current cohort and the ongoing recruitment drive.

Action 2: The Recruitment & Admissions Officer and the IFP Manager to provide an updating report for the next meeting.

Action 3: The Registrar to keep the President MIE informed on proposed action that Trinity is planning to take in regard to College Student Accommodation.

The Registrar reminded members that a quality review of the IFP had been planned but the pandemic undermined the plan as online quality reviews do not align with QQI current quality review guidance. A Strategic Curriculum Review of the IFP was conducted instead and the MIE Registrar spoke to the Memo submitted in which he clarified that the MIE did not have a framework for a strategic curriculum review and outlined as the terms of reference, the schedule and participants that contributed to the strategic curriculum review. The review took place on May 6th and was conducted in cooperation with the Co-Ordinating Committee. Panel members who participated in the review were discipline specific experts from the University of Warwick and the University of Bristol and an internal Trinity representative of one of the destination degrees (i.e. Science), Professor Áine Kelly, Associate Dean of Undergraduate Science Education. It is expected a report will be submitted to MIE for the IFP Coordinating Committee before May 20th and, subsequently, to the next ACDC meeting and on for further relevant committee approval in College. The MIE President noted that the Strategic Curriculum Review had gone very well, and that the reviewers' initial informal feedback was positive.

In response to a query, the IFP Programme Manager clarified that performance results data provided by the Director of Student Services for consideration to the last ACDC had been made available to the reviewers. Professor Áine Kelly had been chosen as an interviewee as in her role as Associate Dean of Undergraduate Science Education in Trinity, she was in a good position to comment on the academic preparedness of IFP applicants to STEM degree programmes, which most of IFP students target for entry. The MIE Registrar noted that the review recommendations would be brought to the MIE Academic Council in due course and



on through the approval process in Trinity. Should the scale of the proposed curriculum changes require it they would be implemented in 2021/22 rather than in 2020/21.

Action 4: The MIE Registrar to submit to the next meeting a report from the Strategic Curriculum Review and an initial response to it after it has been considered by the IFP Coordinating Committee and the MIE Academic Council.

The Registrar stated that the Strategic Curriculum Review was essential for strategic development of the curriculum of the IFP at an important time in the evolution and planned growth of the Programme and for the renewal of the contract between Trinity and MIE for the IFP.

The Quality Officer drew members' attention to the QQI contingency planning of quality reviews for next academic year. She advised that she had received a draft protocol for consultation which would be discussed at a forthcoming IUA Quality Officers Group. She indicated that once the document was approved, she would provide guidance to the MIE to amend their quality review procedures to take account of social distancing restrictions which will continue for some time going forward.

The Vice-President of Global Relations expressed her gratitude to the Registrar for supporting the programme during her term of office.

The Register thanked the three representatives attending for the IFP Item for their contribution at which point they left the meeting.

ACDC/19-20/344 Quality Review of BSc in Education Studies

The item, and the subsequent one, were brought up on the agenda to accommodate Head of School who was to leave the meeting at 10am. The MIE Registrar spoke to the item. He noted that in May 2019 an external review of the validated Bachelor course in Science (Education Studies) degree in Marino Institute of Education was conducted under the Quality Assurance Procedures for Review of Validated Programmes revised in the course of the previous year. He stated that at the time of the review only a draft policy was in place as it was undergoing an approval process in Trinity. The review, now completed, had progressed through the stages as outlined in the latest version of the Quality Assurance Procedures for Review of Validated Programmes: it went in the MIE to the Programme Board on 16 October 2019, to the Leadership Team on 9 November 2019, to the Academic Council on 20 January 2020 and on 22 April 2020 to the Governing Body. The MIE Registrar drew members' attention to the circulated documents such as: External Review of BSc Education Studies, Initial Response to External Review of BSc Education Studies, Formal Response to External Review of BSc Education Studies and Implementation Plan for BSc Education Studies.

The Quality Officer thanked the MIE Registrar for his documentation. She underlined that next Quality Review need to adhere to the fixed timeframe outlined in the now-approved policy document, requiring that the review report must be approved in Trinity within 3 months of the review. Only after that approval has been secured, an implementation documentation will be called for to be submitted within 12 months from the review date.



The Quality Officer asked that MIE revert to the Quality Officer with her requested amendments to the numbering of recommendation in the report, response and implementation plan by Friday 15th May 2020. The Report will be disseminated for discussion at the Quality Committee on the 20th May. Dr Julie Uí Choistealbha was invited to attend the Quality Committee to present the review and accepted the invitation. Programme.

Action 5: The MIE Registrar to re-submit a revised document by Friday 15th May 2020.

Decision 1: The MIE ACDC has endorsed the MIE quality review report and implementation plan to progress through the approval process in College.

ACDC/19-30/345 Reconfigured BSc in Education Studies from 2020/21

The MIE Dean of Education: Policy, Practice, and Society spoke to the item. She noted that the validated Bachelor course in Science (Education Studies) delivered by MIE was the subject of an external review under the terms of the MIE Quality Assurance Procedure for the Review of Validated Programmes in May 2019. Following the review and its recommendations, an implementation plan was drawn up for reconfiguring the programme and that reconfigured proposal, having incorporated feedback from the School of Education and Academic Affairs, was being submitted to MIE-ACDC for endorsement so that it can proceed to the next step in the approval process in Trinity. The MIE Representative of Further Education drew members' attention to the circulated documentation in support of the proposal: Revised Course Proposal of B.Sc. in Education Studies, Ed Studies Mapping Outcomes to Programme Learning Outcomes, Modules – Semester offered and Weighting and Details of how feedback from the School of Education and Academic Affairs was responded. She noted that the BSc programme commenced in 2011 and was a unique programme in Ireland. The input from review panellists was very constructive and resulted in 11 commendations and 10 areas for development.

The Head of Education contributed his feedback to the discussion. He stated that he was impressed by a very focused review and its precise and accessible report which enabled the MIE staff to deal effectively with its contents. He commended the MIE team for a very effective engagement with the reviewers' feedback. He welcomed the proposed reconfiguration of the course. He noted that the MIE team did not follow a reviewer's suggestion to change the course title. He agreed with the reviewers' view that the BSc course should distance itself from the BEd more distinctly. One of the ways to achieve that would be by offering modules with a focus broader than primary education. Two such modules lend themselves for such an approach, i.e. Leadership in Education and Special Education Needs.

In response to the comments made by the Head of School of Education and additional queries from the Quality Officer, the MIE Dean of Education: Policy, Practice and Society clarified that the BSc course was distinct from the BEd course in a number of ways, one of which was that Irish was not a compulsory part of its curriculum. However, Irish was made



available to the BSc students, and all other UG students in Marino, as an additional tuition (outside the credit volume) to the tune of 1 to 2 hours a week since the workload had scope for that. She also explained that MIE reduced part time staff teaching on the course by making two new full time designated appointments, and that the appointees were experts outside the field of primary education.

The Head of the School of Education, and the Registrar commended the MIE team for an efficient reconfiguration of the course curriculum in response to the reviewers' recommendation.

Decision 2: The MIE ACDC has endorsed the MIE reconfigured BSc in Education Studies to progress through the approval process in College.

The MIE Dean of Education: Policy, Practice and Society Dr Julie Uí Choistealbha thanked the School of Education and the Academic Affairs staff for their assistance in improving the quality of the documentation. The challenge would be to achieve an increase in recruitment as a result of the reconfigured programme. The Head of the School of Education thanked the Registrar for her support and efficient chairing of the MIE ACDC committee during her term in office and left the meeting at that point.

ACDC/19-20/346 Standing item on the QQI Quality Assurance of Linked Providers

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

a) Update on the approval of MIE QA procedures

The Quality Officer noted that the review process of the quality assurance procedures, required under the 2012 QQI Act for approval by Trinity, was still in progress. Trinity had received a final submission of the revised documentation in late April/early May and academic and administrative staff in College were working through the submission in frequent contact with the MIE staff to do with arising queries. The Quality Officer advised that for her to finalise the QA process this academic year, the Linked Provider Working Group (LPWG) report of the completed review would need to go to the Quality Committee on 20 May and then on to Council on 3 June. The LPWG was due to meet the following day and the Quality Officer would communicate its outcome to the MIE President in due course.

The MIE President noted that MIE staff invested heavily their time in dealing with documentation required under the process, and new staff resources were being put in place to enhance the quality assurance office in the MIE. She thanked the Quality Officer and her team and academic staff in Trinity for their feedback on the submitted documentation.

ACDC/19-20/347 Standing update on communication & inter-institutional collaboration by Senior Lecturer/Dean of Undergraduate Studies and the Dean of Graduate Studies

The Registrar acknowledged apologies from the Senior Lecturer/Dean of Undergraduate Studies and noted that there had been no new recent UG policies and procedures to report on of relevance to MIE.



The Quality Officer referred to the 'Quality, Integrity, and Reputation Committee, established by QQI at the request of the Department of Education and Skills. She advised the MIE that a proposed sector-wide evaluation of the transition to online and alternate arrangements for assessment was expected in July with a more extensive project to follow. The President MIE responded that the MIE Registrar Dr Sean Delaney had been invited to join the committee as a representative of CHOICE which is the representative body for Colleges of Education.

The Dean of Graduate Studies joined the meeting at that point. He noted an upcoming review of the PG space in 2020/21 which might be delayed due to COVID-19. He made a reference to efforts in Trinity to commence the following academic year primarily in an online format at least in the first semester. He stated that consideration is being given to adapting bigger lecture venues to enable F2F lectures of smaller cohorts, but no decisions have been taken as there are numerous logistical and health and safety issues to consider. It is very difficult to determine what number constitutes a large or small student group as the size was relative to the size of the venue. Hence, each teaching space layout will be looked at to determine is optimal capacity. It is possible that some cohorts will commence their academic year on November 2nd.

The MIE Registrar made a reference to the IFP students commencing the following year which will be the only cohort with overseas students due to arrive physically to Marino. Otherwise other UG and PGT course have no overseas students and could commence their academic year online.

The Registrar thanked the Dean of Graduate Studies for his update.

ACDC/19-30/348 MES Entry Requirements

The MIE Registrar spoke to the item. He noted that the current entry requirements to MES courses comprise:

- (i) An Honours Bachelor Degree (minimum level: Second Class Honours) and at least three years' teaching experience or equivalent professional experience.
- (ii) In exceptional circumstances, students who meet the honours degree requirement but who do not have the necessary teaching experience, may be required to satisfy the course admissions committee, through the interview process and a written academic assignment, that they have the ability to complete and benefit from the course.
- (iii) IELTS – Level 6.5 (or equivalent for applicants whose first language is not English and who have not been educated through the medium of English).

The MIE Registrar stated that occasionally queries are received from promising candidates who may be suitable for entry to the course and who may have relevant work experience but who do not have a level 8 (honours) degree. Therefore, in order to allow for the consideration of such candidates, the following amendment (in bold) to requirement (ii) above has been approved by the Academic Council in MIE at its meeting on 2 March 2020:



- (i) In exceptional circumstances, students who **either** meet the honours degree requirement but who do not have the necessary teaching experience **or who meet the professional experience but have only a level 7 degree**, may be required to satisfy the course admissions committee, through the interview process and a written academic assignment, that they have the ability to complete and benefit from the course.

The MIE Registrar was seeking endorsement by the committee for the proposed amendment with immediate effect. The Dean of Graduate Studies stated that he supported the proposed change. He would view considerations given to applications for entry at level 7 as internal decisions to be made in the MIE by relevant course admissions committees. The Quality Officer queried whether such an arrangement aligned with or should be considered under MIE Recognition of Prior Learning Policy currently submitted for review and approval but the Dean of Graduate Studies was satisfied that it would be accounted for by the requested change in the entry regulation.

Decision 3: The MIE ACDC has endorsed the MIE request to progress through the approval process in College that in exceptional circumstances, applicants who either meet the honours degree requirement but who do not have the necessary teaching experience or who meet the professional experience but have only a level 7 degree, may be required to satisfy the course admissions committee, through the interview process and a written academic assignment, that they have the ability to complete and benefit from the course.

ACDC/19-30/349 Implementation of semesterisation across MIE courses in 2020/21 and corresponding amendments to modules

The MIE Registrar spoke to the item. He noted that in the academic year 2019/20 Marino Institute of Education piloted the semesterisation of its two Bachelor in Science courses in Education Studies and Early Childhood Education. Having reflected on developments in the wider higher education sector and having reviewed the piloting of these courses, MIE now intends to implement semesterisation for all its courses.

Based on the pilot experience, this has resulted in alterations to some modules on the B.Sc. courses. In addition, four other modules on the Bachelor in Education course, which were approved by the MIE Academic Council on 27 April 2020 are submitted for approval in light of the introduction of semesterisation. The modules comprise Equality Studies (JF), Inclusive and Special Education 1 (SF), Inclusive and Special Education 2 (SF), and Social Environmental and Scientific Education: Inquiry in Science Education (SS).

The MIE Registrar confirmed that all UG courses in the MIE will implement semesterisation from 2020/21.

Decision 4: The MIE ACDC has endorsed the MIE UG semesterisation from 2020/21 and resulting changes to the four modules (Equality Studies (JF), Inclusive and Special Education 1 (SF), Inclusive and Special Education 2 (SF), and Social Environmental and Scientific Education: Inquiry in Science Education (SS)) to progress through the approval process in College.



ACDC/19-30/350 To consider: Calendar Part II and Part III changes for 2020/21

(i) Undergraduate validated courses

The committee endorsed the proposed changes to Calendar Part II as circulated.

(ii) Postgraduate validated courses

The committee endorsed the proposed changes to Calendar Part III as circulated.

Decision 5: The proposed changes to Calendar Part II and Part III were endorsed to progress through the approval process in College.

ACDC/19-30/351 To note: Dates of MIE ACDC meetings in 2020/21

Members noted the proposed dates for meetings in 2020/21 on 19 November 2020, 11 February 2021, 13 May 2021.

ACDC/19-20/352 AOB

The MIE President raised an issue of the reconfiguration of the BSc in Early Childhood Education (BSc in ECE) which was not on the agenda. She confirmed that a query was still with the DES with respect to clarification about the 35% of the course allocated to placement. Not having the reconfigured programme in the following year might disadvantage its students as other providers might have implemented changes required by the new guidelines from the Department of Children and Youth Affairs and the Department of Education and Skills.

The Registrar noted that clarification to be obtained from the DES was essential for the work to resume on the proposal. Once the proposal becomes finalised and consensus is reached between MIE and Trinity the document needs to go through an established approval process both in MIE and in Trinity and the summer procedure is not appropriate for that. However, the Registrar invited the President to liaise with her to investigate possible avenues when the President receives a reply from the Department of Education and Skills.

The MIE President thanked Trinity staff for their assistance with the proposal. She also expressed her gratitude to the Registrar for her commitment with which she had supported MIE interests during her term in the office. The Dean of Graduate Studies added his words of gratitude to that. The Registrar stated that she enjoyed working with the MIE and the Dean of Graduate Studies and thanked them both for their appreciation.

There being no other business the meeting ended at 10.50am.

Date 14th May 2020 Registrar _____