



**A meeting of the MIE ACDC was held on 18 November 2021 at 9.00 am via Zoom.**

Present: Professor Neville Cox, Registrar (*Chair*)  
Professor Martine Smith, Dean of Graduate Studies  
Professor David Shepherd, Senior Lecturer/Dean of Undergraduate Studies  
Professor Carmel O Sullivan, Head of School of Education  
Professor Joanne Banks, Second Representative from the School of Education  
Ms. Roisin Smith, Quality Officer  
*MIE:*  
Professor Teresa O'Doherty, President of Marino Institute of Education  
Dr Seán Delaney, MIE Registrar  
Dr Julie Uí Choistealbha, Further Education  
Dr Joan Kiely, Undergraduate Programmes  
Dr Gene Mehigan, Postgraduate Taught Programmes  
Dr Sandra Austin, International Foundation Programme

In attendance: Ciara Conlon, Academic Affairs; Linda Darbey, Assistant Academic Secretary, TT&L; Conn McCluskey, School of Education Manager; Shauna Cassidy, MIE Assistant Registrar; Julie O'Donnell, MIE Quality Officer; Brendan White, MIE IFP Programme Manager (*for item MIE/ACDC/21-22/005*); Emma Stokes, Vice President for Global Engagement (*for item MIE/ACDC/21-22/005*); Clíodhna Martin, TCD Global Recruitment & Admissions Officer (*for item MIE/ACDC/21-22/005*).

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**MIE/ACDC/21-22/001 Welcome & Introductions**

**MIE/ACDC/21-22/002 To note the 2021/22 membership of MIE ACDC**

The Registrar welcomed the new members.

**MIE/ACDC/21-22/003 Minutes of MIE ACDC of 20<sup>th</sup> April 2021**

The minutes of the meeting of 20<sup>th</sup> April 2021 were approved.

**MIE/ACDC/21-22/004 Matters arising**

MIE/ACDC/20-21/027(i)

The Registrar advised that the Curriculum revisions to Leadership in Christian Education were approved by GSC (GSC/20-21/120) in May 2021 and by Council in June 2021.

MIE/ACDC/20-21/027(ii)

The Registrar notified members that Calendar II and III Changes for 2021/22 changes were approved by USC and GSC in May 2021 and University Council in June 2021.

MIE/ ACDC/20-21/028

The registrar notified members that curriculum revisions to the B.Ed. were approved by USC (USC/20-21/092(ii)) in May 2021 and by University Council in June 2021.

MIE/ACDC/20-21/026

The MIE Registrar stated that while MIE instructed external examiners to submit a separate report for each programme, some reports submitted for 2020/21 were combined. He stated MIE will endeavor to ensure reports are submitted separately for the next academic year.

**MIE/ACDC/21-22/005 Update on the International Foundation Programme by the Vice-President for Global Engagement, TCD Global Recruitment Manager & MIE IFT Manager**

The Registrar noted two documents were circulated with respect to the IFP and invited the MIE IFP Programme Manager to give an update.

The IFP manager stated that in response to the COVID-19 situation, the 2020 – 2021 programme ran from November 2020- July 2021 and was delivered online. The IFP manager reported approximately 30 students elected to come to Ireland and live on MIE campus while undertaking the programme, and MIE ensured appropriate support was available for this cohort. The 2020-2021 programme was successful, with a low attrition rate (3 out of 91 students) and a 94% progression rate. The 2020-2021 programme has seen a 24% increase in uptake from the previous year, despite challenges students faced in travelling and obtaining visas and documentation required for entering the programme, which resulted in some delays in arrival. The 2021-22 cohort of 104 students is the largest intake of students since the programme was established. The 2021-22 programme is mostly delivered face-to-face, which students are responding to positively. Students are electing for a more diverse range of degrees after progression, and in response to student requests, MIE is offering more elective modules, including a political science module.

The Registrar invited the Admissions and Recruitment Manager of International Foundation Programme to provide an update. The Admissions and Recruitment Manager of IFP reported that the SITS migration project is delayed and will not be completed in 2021. In the interim, the Marino application portal will be used for applications September 2021 – June 2022. She reported that China and MENA regions are the principal student markets for IFP and noted that the Kuwaiti cultural office has bestowed Trinity with merit status, which makes the IFP more attractive to potential students as they now receive a higher stipend. She remarked that this has also led to Kuwait students progressing to a more diverse range of courses. The Admissions and Recruitment Manager noted there are students participating from new markets such as Myanmar, and that it is hoped that the IFP will grow into markets like Russia and Latin America. Health Sciences and STEM courses remain the most popular for students progressing to TCD, and information sessions with Trinity schools, held via Zoom, were driving this. It was also noted that the renewed contract between TCD and Marino, which will cover the next four years, has been approved by TCD legal and finance and was signed at the IFP committee meeting on 16th November 2021.

Responding to a query from a member, the IFP Programme Manager stated that students who did not opt to progress to Trinity sometimes elected to travel to UK universities or to attend other universities in Ireland, with a small number not meeting progression requirements.

The Vice President for Global Engagement stated that there was agreement at the IFP committee meeting on 16 November 2021 to undertake a review of the IFP curriculum to ensure it continues to meet the needs of students and to sustain the success of the programme.

In response to a query from a member, the MIE president noted that there is some ongoing interaction between the B.Ed students and those on the IFP programme. The MIE representative for the IFP informed members about joint collaborative inquiry workshops with B.Ed and IFP students, who recently exhibited at the Let's Talk Science Festival last weekend. There is an intention to expand on these activities in coming years.

The Registrar and other members commended all those involved in running the IFP and the achievement in high progression and recruitment rates considering the obstacles the ongoing pandemic is posing.

### **MIE/ACDC/21-22/006 Update on Quality Assurance of Linked Providers from the Quality Officer**

The Registrar invited the Quality Officer to provide an update.

- i. **MIE Quality Assurance Procedures**  
The Quality Officer requested that MIE inform Trinity of any new policies or procedures early in the academic year. The MIE Registrar stated that MIE is focusing on the implementation of recently developed procedures and expects new developments to be minimal.
- ii. **MIE Academic and Statutory Policies**  
Academic and Statutory Policies submitted in April and July 2021 were considered by Quality Committee at its meeting on 16th September 2021 and was considered by University Council on the 20th October and College Board on 3rd November. She advised that MIE will receive official notification of this, and can then publish the policies and make QQI aware of the changes.
- iii. **IUA workshop on Reasonable Accommodation and Professional Placement (RAPP) project**  
The Quality Officer highlighted how MIE had previously been invited to attend IUA workshops on Reasonable Accommodation and Professional Placement (RAPP) project and queried if MIE found them useful. The MIE President advised that the details had been circulated in relation to this and three members of staff applied to attend. The Quality Officer advised that students on placement who fall ill with COVID-19/ long COVID have been identified as a new risk, which has been added to the Quality Risk register.
- iv. **Trinity's Institutional Quality Review**  
The Quality Officer advised that the Trinity Institutional Review will occur on 7-11th March 2022 and a dedicated session of the external panel with linked providers will be held during that week. Trinity is awaiting confirmation if the meeting will take place onsite or online.
- v. **QQI Blended Quality Assurance Guidelines**  
QQI is proposing to issue an updated Blended Quality Assurance Guidelines for consultation by December 2021 which will include guidelines on blended and

online programmes. The Quality Officer advised it will be forwarded to MIE for comment when it becomes available.

- vi. **QQI and DAB Draft Sectoral Protocol**  
QQI and the Designated Awarding Bodies are currently consulting on a Draft Sectoral Protocol for the Inclusion of Qualifications within the National Framework of Qualifications, in response to legislative changes in the QQI Amendment Act 2019. The Quality Officer advised she is waiting for a final draft and will bring it to the attention of MIE, as it affects how validated awards are listed on the National Qualifications Framework.
- vii. **Irish Register of Qualifications**  
The Quality Officer reported that the university sector continues to provide feedback to QQI on (i) the scope of and (ii) issues experienced with data upload to the Register [www.irq.ie](http://www.irq.ie). The Quality Officer noted that MIE is listed separately as a provider, with Trinity listed as the Quality Assurance provider. There are issues on how the data is used and presented, which has been communicated to QQI.
- viii. **National Recognition of Prior Learning in Higher Education Project**  
A National Recognition of Prior Learning in Higher Education Project has been launched under HCI Pillar 3, and a project manager has been appointed by Trinity, who commenced in October. RPL policies and procedures will be forthcoming, and MIE will be informed when this is developed.
- ix. **The Quality Officer stated that she is currently preparing the schedule for reviews of linked providers and will contact the MIE Registrar and MIE President on this when it is available.**
- x. **The MIE Registrar drew attention to the upcoming review of the FE diploma. and noted that the MIE Quality Officer will advise her on how this will be carried out.**

#### **MIE/ACDC/21-22/007 Standing Items on Communication**

The Registrar proposed that the Head of School of Education contribute to this item in future meetings and he invited the Senior Lecturer/ Dean of Undergraduate Studies, the Dean of Graduate Studies and the Head of School of Education to provide updates.

The Senior Lecturer/ Dean of Undergraduate Studies highlighted that a discussion took place on academic integrity at University Council yesterday. He advised work will be progressed in Trinity on this matter and he will keep MIE advised.

The Dean of Graduate Studies reported that GSC will not review course proposals at every meeting to facilitate the discussion of other academic matters. GSC meeting dates that will consider course proposals in 2021/22 are available online from <https://www.tcd.ie/teaching-learning/academic-affairs/graduate-education/>.

The Dean of Graduate Studies highlighted the Postgraduate Renewal Project, the consultation phases of which are expected to be launched after Christmas. Any updates regarding this will be communicated in future meetings.

The Head of School of Education advised that the application for phase 2 of the TOBAR project, which is funded under the Higher Education Authority's (HEA) Programme for Access to Higher Education (PATH), was successful.

The Head of School of Education drew members' attention to the ALPACA programme, which is a phonics programme that resulted from a PhD undertaken by Jennifer O' Sullivan and supervised by Prof. Ann Devitt.

The Head of School of Education informed members of the ongoing collaboration between MIE and the School of Education on the hosting of the Association for Teacher Education in Europe (ATEE) Spring conference in May 2022. The MIE Registrar stated the first planning committee for this will take place next week, with a call for papers to follow. The Head of School of Education invited the MIE President to provide an update on the International Congress for School Effectiveness and Improvement (ICSEI) conference. The MIE President advised that MIE and the School of Education are currently working towards submitting a bid by end of January 2022 to host this in 2023.

The MIE President advised that MIE is considering plans to develop an Irish medium Professional Masters in Education through Irish and will contact the Head of School of Education regarding collaboration on this.

#### **MIE/ACDC/21-22/008 Analysis of the ISSE Survey results for 2020/21**

The Registrar invited the MIE Registrar to give an update on this item. The MIE Registrar commented that the analysis of the 2020/21 survey was very robust and provides a benchmark for future reports. The response rate was very high (50%), which inspires confidence in the findings. The findings reflect the impact of the pandemic, particularly for indicators related to face-to-face contact such as Quality of Interactions, Student-Faculty Interactions and Collaborative Learning. In response to these findings, MIE will focus on the quality of the feedback to students and will be more explicit on the variety of ways teaching staff offer feedback to students. The MIE Registrar pointed out that pseudonyms are used throughout the report. In response to this, some members advised against using pseudonyms, and pointed out the need to use gender neutral language and to ensure any descriptive language used accurately reflects the person's identity.

The MIE Registrar highlighted that MIE has set aside a budget to strengthen the analysis of the data in future years, particularly looking at statistical techniques to identify trends over time in the data. The Quality Officer stated that the impact of the pandemic may result in a number of anomalies in the 2021 data and may not be suitable for a time-trend analysis.

The Quality Officer commented on the similarities in the results of Trinity's student survey, particularly in relation to collaborative learning and interactions and the ways final year students had lowest satisfaction scores. The Quality Officer pointed out that Figure 5.18 is misnamed in the report and advised that non indexed questions should be included in an appendix. The Quality Officer encouraged MIE to publish the report online.

#### **Decisions/action MIE/ACDC/21-22/008.1**

MIE to remove the pseudonyms throughout the ISSE Survey report and to replace with 'student from X programme'

#### **Decisions/action MIE/ACDC/21-22/008.2**

MIE to include non-indexed questions in the appendix of the ISSE Survey report.

## **MIE/ACDC/21-22/009 External examiners' reports for 2020/21**

The MIE Registrar provided an update on this item. The MIE Registrar explained the process that MIE follows with External Examiner reports, is that the reports are initially brought to ACDC for consideration and approval, prior to the consideration of the reports by the individual programme boards. The reports will be brought back to the ACDC meeting in February. The reports will then be considered by the MIE Academic Council.

The Head of School of Education recommended that external examiners be encouraged to further flesh out points made in reports. She stated the issue of micro-marking is long standing and cross moderation of marking is a quality assurance issue and robust processes are needed to ensure this is addressed.

Responding to a query, The MIE Registrar stated MIE has built in processes to facilitate external examiners in engaging with students, and module leaders also provide evaluation data to external examiners. The MIE Representative of Undergraduate Studies confirmed external examiners did meet students through Zoom for the 2020-2021 reports. The MIE Representative of Further Education confirmed external examiners are also invited to attend student placements, however this was not possible this year due to COVID.

In response to a query from a member on why one external examiner used a different template, the MIE Registrar advised that all external examiners are provided with a template for the report and are encouraged to use the specific template. A member emphasised the need for a stand-alone report to be produced in respect of each programme and the MIE Registrar stated that MIE will make every effort to ensure that external examiners submit a separate report for each programme into the future.

The Quality Officer highlighted the importance of ensuring the GDPR section of reports are signed, and pointed out that the PDFE programme report is not signed, and the Master in Education Studies (Visual Arts, Inquiry Based Learning and Leadership in Christian Education) report does not contain a Section E: European Data Protection Regulation.

### **Decisions/action MIE/ACDC/21-22/009.1**

MIE to ensure that external examiners complete the template provided, submit a separate report for each programme, and that the GDPR section of the reports are signed.

## **MIE/ACDC/21-22/010 Nominations of External Examiners for 2021/22**

The Registrar invited the MIE Registrar to provide an update on this item. The MIE Registrar advised that the terms of four external examiners will expire in 2022 and four replacements are being proposed:

- Dr Máire Nic An Bhaird, Maynooth University, has agreed to be nominated as a potential external examiner for the Báitsiléir san Oideachas trí mhéan na Gaeilge.
- Dr Margaret O'Donoghue, TU Dublin, has agreed to be nominated as a potential external examiner for the Bachelor in Science (Early Childhood Education).

- Dr Brian (Bob) Morrison, University of Glasgow, has agreed to be nominated as a potential external examiner for International Foundation Programme (Path B and mathematics).
- Dr Angela Canny, Mary Immaculate College, has agreed to be nominated as a potential external examiner for the Professional Master of Education (Primary).

Members endorsed two external examiners, Dr. Nic An Bhaire and Dr. Morrison. The necessary disciplinary expertise and experience of the proposed examiners for the Professional Master of Education (Primary) and the Bachelor in Science (Early Childhood Education) was queried. The Dean of Graduate Studies noted the importance of seniority, disciplinary expertise and curriculum design expertise in the nomination of external examiners. The Senior Lecturer/Dean of Undergraduate Education and Head of School of Education concurred and acknowledged the difficulty in sourcing suitable candidates in these fields and suggested looking internationally. The MIE Registrar stated they will take this feedback on board and will bring this back to MIE Council for further consideration.

**Decision/Action MIE/ACDC/21-22/010.1:**

XX The Nominations of Dr Brian (Bob) Morrison as external examiner for the International Foundation Programme (Path B and mathematics) and Dr Máire Nic An Bhaire for the Báitsiléir san Oideachas trí mhéan na Gaeilge were approved by ACDC.

**Decision/Action MIE/ACDC/21-22/010.2:**

The MIE Registrar to bring the nominations of external examiners for the Professional Master of Education (Primary), Dr Angela Canny, and for the Bachelor in Science (Early Childhood Education), Dr Margaret O'Donoghue, back to MIE Academic Council for further consideration.

**MIE/ACDC/21-22/011 Any Other Business**

- i. The Registrar proposed that SharePoint be utilised for sharing meeting documentation for future ACDC meetings due to environmental and GDPR considerations and in the interest of making the documentation readily accessible. This was agreed by members.
- ii. The Registrar asked members if they were happy for the next meeting to take place on Zoom. The ACDC Secretary to communicate with MIE further on this.
- iii. The MIE Registrar thanked the Registrar for facilitating the change of graduation date from 27<sup>th</sup> November to 30<sup>th</sup> November 2021, which is a Saturday. This was prompted by submissions from school principals who expressed difficulties would arise by withdrawing graduates from schools on a weekday, particularly in the context of COVID. The Registrar advised that there are plans being put in place to hold additional ceremonies for those 2019/20 graduate candidates in January 2022 and will communicate with the MIE Registrar on this when details are finalised.

Registrar: \_\_\_\_\_

Date: 10 February 2022