



**Draft Minutes of the Royal Irish Academy of Music
Associated College Degrees Committee
(RIAM ACDC)**

**Wednesday 1 May 2019 at 3pm
Secretary's Conference Room, College Green**

Present:

Registrar (Chair): Prof. Paula Murphy

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

Head of School of Creative Arts: Prof. Ruth Barton

Head of School of Education: Prof. Damian Murchan

2nd Representative from the School of Education: Prof. Marita Kerin

Quality Officer: Roisin Smith

RIAM: Chair of Bachelor in Music Composition/Music Performance and Diploma in Music Teaching & Performance Committees Colma Brioscú

RIAM: Chair of BMusEd Course Committee (RIAM): Marie Moran

RIAM: Director & RIAM Research Representative: Deborah Kelleher

RIAM: Chair of Master in Music Performance Committee: Kathleen Tynan

RIAM: Administrative Officer, Registry: Frances Hogan

Apologies:

Dean of Graduate Studies: Prof. Neville Cox

2nd Representative from the School of Creative Arts: Prof. Simon Trezise

School of Creative Arts Administrator: Jo McNamara

School of Education Administrator: TBC

RIAM: Chair of Doctorate in Music Performance Committee: Dr Kevin O'Connell

In attendance:

RIAM ACDC Secretary: Ewa Sadowska

At the start of the meeting, the Registrar welcomed Prof. Ruth Barton, Head of School of Creative Arts, who replaced Prof. Matthew Causey as an *ex officio* member on the committee.

RIAM ACDC/18-19/132 Minutes of RIAM ACDC of 21 February 2019

The minutes of the meeting were approved as circulated.

RIAM ACDC/18-19/132 Matters arising

Re RIAM ACDC/17-18/126: The Registrar noted that Geraldine Fitzgerald, Assistant Librarian, had recently confirmed that two RIAM librarians and one academic (Director of Academic Studies for the Doctorate in Music Performance) will be given library entitlements for the next academic year via the School of Education.

Re RIAM ACDC/17-18/129: The Registrar noted that at its meeting in March Council approved the sought nomination of James Havilland Willshire for appointment as external examiner for 3 years on validated undergraduate and postgraduate courses in the Academy from 2019/20.



RIAM ACDC/18-19/133 Update on QQI Quality Assurance of Linked Providers – standing item

The Quality Officer noted that RIAM had submitted their quality assurance procedures required under the 2012 QQI Act for approval by Trinity. Although some documents were still outstanding, the assessment process had commenced with an internal review meeting scheduled for the 13th May. The RIAM Director clarified that their statutory policies had been with IBEC for some time, but she expects them to be with Trinity in time for that meeting.

a) National Qualifications Register

The Quality Officer noted that work had begun by QQI on the development of a National Qualification as required under the 2012 Act. The new Register will replace the ILEP register managed by the Department of Justice & Equality. Universities have already given their nominations to the QQI to work with the Project Manager on the design of the Register. The Academy will appear on the Register as a provider for awards validated by the University of Dublin and Trinity College Dublin. Information to be provided to the QQI is system generated and the Academy would have an opportunity to review the information pertaining to its validated awards before the Register goes live.

The Quality Officer also noted that amendments to the QQI Act were still making their way from the Seanad. The amendments to the Act will result in a new code of practice for international learners which will subsequently form a part of the compliance requirements when an institution is applying for the International Education Mark. There would be two separate marks i.e. one for the English Language sector and another for the University sector.

b) QQI new standards for Early Learning and Care at NFQ Levels 5 and 6

The Quality Officer invited the RIAM Director to provide direct feedback to the QQI with respect to the new standards for early learning and care at NFQ levels 5 and 6.

RIAM ACDC/18-19/134 Standing items on communication

a) inter-institutional collaboration including research

The Head of School of Creative Arts noted that the recent School review had recommended closer links with the Academy and invited the RIAM Director to contact her with ideas of possible cooperation.

Prof. Marita Kerin advised that the three collaborative initiatives between the School of Education and the RIAM continue to thrive.

The RIAM Director noted continuing successful collaboration on one-act operas between the Academy music students and the LIR students from Trinity's National Academy of Dramatic Art.

b) Policies and procedures relevant to RIAM: Senior Lecturer/Dean of Undergraduate Studies and Dean of Graduate Studies

The Senior Lecturer/Dean of Undergraduate Studies referred to a new fixed timetabling policy, recently approved by Council. He explained that it had resulted from an internal review in College, which underlined inefficiencies in the timetabling system across all Schools, and from new TEP requirements for a fixed timetable commencing in 2019/20 for



year 1 of the shared curriculum within new Common Architecture. As mandated by the new policy individual subjects will occupy fixed time slots within the year to enable student to avail of other modules outside those slots.

The Senior Lecturer/Dean of Undergraduate Studies also referred to the definition and criteria of “Capstone Project”, recently approved by Council. He noted that under TEP all undergraduate students entering the new TEP programme architecture will have the opportunity to complete a 20 ECTS capstone project or equivalent during their undergraduate degree course. Council approval refines the criteria that define the capstone project such that a degree of parity will be achieved for students around the quality of the experience and the opportunities to showcase the attainment of the graduate attributes across the disciplines, regardless of the nature of the project undertaken.

The Senior Lecturer/Dean of Undergraduate Studies also noted that a policy on non-satisfactory engagement was in progress. In the meantime, parallel work was advancing on agreeing common non-satisfactory regulations related to course work, attendance etc. to be included in the Calendar part 2 for the next year. The RIAM Director advised she would be interested in the non - satisfactory policy as there is a high expectancy of student attendance in all RIAM degree programmes.

The Quality Officer reminded members that GDPR-compliant transfer protocols need to be used in the Academy for sending of student scripts, creative works (like performance videos) to external examiners as these had the status of personal data under the EU-GDPR regulation and that internal processes need to be reviewed by the RIAM Data Protection Officer. The RIAM Director clarified that the Academy students sign an agreement allowing dissemination of their creative work.

On behalf of the absent Dean of Graduate Studies, the RIAM ACDC Secretary advised that the Graduate Studies Committee had recently debated and endorsed a new policy on Internships and Placements developed in consultation with Schools as part of the work of TEP Subgroup 5 – Internships & Careers, Student Exchanges/Mobility & Co-Curricular Activities (Employability) in 2018. She noted that internships and placements both at postgraduate and undergraduate level came within the scope of the new policy, and that the insurance aspects of the policy had required additional clarification, which has been obtained and incorporated into the final document.

The RIAM ACDC Secretary also noted that the recent Graduate Studies Committee approved a new academic support for PhD students called a thesis committee. The existence of a thesis committee model or equivalent is seen as a standard setup in many research-led universities in Europe and a basic measure of PhD best practice as it is no longer adequate to have only one supervisor responsible for the student’s academic career and pastoral needs.

The Registrar took this opportunity to congratulate the Academy members on their first doctoral student who graduated in Trinity the previous week. The RIAM Director noted that the doctoral graduate was the first one in Trinity but the thirteenth overall counting the DCU graduates to date.



RIAM ACDC/18-19/135 To consider introduction of 2 YR PT delivery format to Diploma in Music Teaching and Performance

The RIAM Director spoke to the circulated course proposal. She explained that the Diploma in Music Teaching and Performance (60 ECTS credits) is currently a taught full-time course of one year's duration. The Diploma has, from the beginning, offered candidates the opportunity to develop two related skills: performance and pedagogy. The Diploma in Music Teaching and Performance already has two pathways in its title, but the Academy now wishes to offer students the option to emphasise both pathways equally and choose the one which will be of most use to them in their careers. Since 2014/15 when it commenced the course has proven popular with school leavers, those interested in taking an intensive year to concentrate on performing, and teachers. Of the three cohorts of students, the teacher is however least well served by the current balance of ECTS credits which emphasises a performance focus. Performance carries 30 credits while modules supporting academic studies focusing on development of teaching skills amount to only 15 credits, namely, Pedagogy is 10 and RIAM Holistic is 5. What is proposed is a minor change that will not substantially alter the current course structure but will respond to feedback from Pedagogy-focused students who wish to acquire solid teaching skills while doing the course. A revised ECTS allocation is therefore proposed for this group of students redressing the balance by allocating only 15 ECTS to the Performance grouping, while increasing the credit volume to 25 for the Pedagogy modules and leaving Supporting academic studies at 15 and RIAM Holistic at 5 credits. Additionally, many teachers are already busy practitioners in their field and do not have the time to spend a full year intensively studying. By offering a two year, part time option, teachers can continue with their practice and develop their skills in a more employment-friendly delivery method. There will be no mandatory allocation of modules in year one or two as all are stand-alone in nature, but students must pass their chosen combination of 30 ECTS worth of modules in year one on the part time course in order to progress to year two. The new part time format of delivery over 2 years will enable RIAM to offer teachers all over Ireland the opportunity to raise their music teaching standards with a positive follow on effect on raising standard of musicianship in schools nationally.

The Registrar thanked the RIAM Director for summarising the rationale of the proposed change and invited her to answer questions from the floor. In response to a query the RIAM Director identified core and optional modules and clarified timetabling issues in relation to the proposed part time delivery format. The Head of School of Education noted that based on his experience part time students appreciate the convenience of part time delivery and accept that part time fees would normally be higher over two years than one year fees. The RIAM Director explained that it was planned to launch the part time format from 2020/21 and not from 2019/20 and undertook to review the proposed part time fees for that year.

Decision: 2 year part time format of delivery on Diploma in Music Teaching and Performance from 2020/21 endorsed for Undergraduate Studies Committee and Council approval.

RIAM ACDC/18-19/136 Calendar II and III changes for 2019/20

The Administrative Officer (Registry) advised that there were no changes to be made to undergraduate and postgraduate entries in the Calendars.

RIAM ACDC/18-19/137 Changes to the RIAM Handbooks for 2019/20

The changes to the handbooks were minor and were approved as circulated.



RIAM ACDC/18-19/138 Any Other Business

(i) The RIAM Director noted a very successful TEP presentation recently delivered by the Senior Lecturer/Dean of Undergraduate Studies and the TEP Project Manager. She explained that the presentation was very inspiring (especially in terms of graduate attributes and approach to assessment) as it suggested a possible way forward for the Academy to improve its own teaching and learning (T&L). The Academy was going through a process of expansion in terms of a new building redevelopment and more and better equipped space will have implications for teaching and learning. The Academy has well-advanced plans for the major re-development and enhancement project for its Westland Row Campus. Integral to this physical transformation is an institution-wide review of the Academy's mission and operations in the run up to its 175th anniversary in 2023. This combined work on campus and strategy is called *RIAM 175*. There are five working groups in the Academy and the one on tertiary education focuses on assessment i.e. the T&L component which featured strongly in the TEP presentation. The RIAM Director thanked the Senior Lecturer/Dean of Undergraduate Studies for giving the Academy access to TEP online resources. She was hopeful that there would be more connections between the Academy and Trinity going forward and that at some point RIAM students would be in a position to access optional modules in Trinity. The Senior Lecturer/Dean of Undergraduate Studies welcomed the cooperative approach and undertook to keep the dialogue open. In particular there might be an opportunity for the Academy to contribute to a discussion only now commencing in Trinity on enhancing digital online resources for blended learning and student learning interactions. The RIAM Director thanked for that and noted that the Academy uses moodle and has no access to Trinity's virtual learning environment. She undertook to submit a list of ideas for possible cooperation in this area to the Senior Lecturer/Dean of Undergraduate Studies.

(ii) The Registrar congratulated the RIAM Director on being elected to the University Council from 2019/20 as the Senate representative.

There was no other business and the meeting ended around 4pm.

Registrar's signature: _____

Date: 1 May 2019