

**Minutes of the Royal Irish Academy of Music
Associated College Degrees Committee
(RIAM ACDC)
Wednesday 16 October 2019 at 9am
Conference Room 2026, Arts Block**

Present:

*Registrar (Chair): Professor Paula Murphy
Senior Lecturer/Dean of Undergraduate Studies: Professor Kevin Mitchell
Head of School of Creative Arts: Professor Ruth Barton
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: Marie Moran
RIAM: Director and RIAM Research Representative: Deborah Kelleher
RIAM: Chair of Master in Music Performance Committee: Kathleen Tynan*

Apologies:

*Dean of Graduate Studies: Professor Neville Cox
2nd Representative from the School of Creative Arts: Professor Simon Trezise
School of Creative Arts Administrative Manager: Jo McNamara
Head of School of Education: Professor Damian Murchan
2nd Representative from the School of Education: Professor Marita Kerin
RIAM: Chair of Doctorate in Music Performance Committee: Dr. Kevin O'Connell
RIAM: Administrative Officer, Registry: Frances Hogan
RIAM ACDC Secretary: Ewa Sadowska*

In attendance:

*School of Education Manager: David Byrne
Assistant Academic Secretary: Linda Darbey*

The Registrar welcomed the School of Education Manager and the Assistant Academic Secretary to the Committee and read out the apologies.

RIAM ACDC/19-20/139 Minutes of RIAM ACDC of 1 May 2019

The Minutes of the meeting were approved as circulated.

RIAM ACDC/19-20/140 Matters Arising

The Registrar referred the committee to the decision noted on page 4 of the minutes advising that USC and Council had approved the two-year part-time format of delivery of the Diploma in Music Teaching and Performance from 2020/21.

RIAM ACDC/19-20/141 Trinity Library – Geraldine Fitzgerald (Assistant Librarian) to update

The Registrar welcomed the Assistant Librarian to the meeting. The Assistant Librarian provided an update to the Committee advising that all RIAM doctoral theses to date are included in TARA (including a number of DCU-awarded doctoral theses). Niamh Brennan, Head of Research Support Services had been consulted and advised that TARA is a service that supports Trinity's academic units and

Trinity's affiliated bodies (such as RIAM) and as such was not limited to Trinity-created content. The RIAM contribution to TARA is managed and maintained entirely by Library staff of the Royal Irish Academy of Music with training and support from Research Informatics in Trinity Library.

With respect to visitor access to the library, the Assistant Librarian advised that three RIAM members applied for membership of the Trinity library for the current academic year through the School of Education. The membership has been granted on a trial basis for the current year. Forms have been submitted and the Assistant Librarian will provide an update as soon as these individuals are on the library system. The Assistant Librarian added that library fees will be waived and this has been sanctioned. The RIAM Director thanked the Assistant Librarian for progressing this and believed it would benefit RIAM staff and students as it would provide greater familiarity with the resources available to enhance teaching and learning.

The Assistant Librarian reported on developments in the Trinity library including the automation of the process associated with requesting interlibrary loans. She highlighted that the library was taking steps to become more inclusive and had liaised with the College Disability Service to deliver on this. The library is now offering sensory tours of the library to students with special needs. The Registrar thanked the Assistant Librarian for her update. The Assistant Librarian left the meeting at that point.

RIAM ACDC/19-20/142 Update on Quality Assurance of Linked Providers from the Quality Officer

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

a) Update on the approval of RIAM QA procedures

The Quality Officer advised that RIAM had submitted its QA procedures for approval. The date for the Linked Provider Quality Assurance meeting has had to be rescheduled. The Quality Officer advised that she would advise of the new date for the meeting in due course.

b) Update on National Qualifications Register

The Quality Officer advised that Trinity is listed as the awarding body on the QQI National Qualifications Register, which replaces the ILEP Register managed by the Department of Justice & Equality. She advised that RIAM will be listed on the Register as a provider of teaching for awards validated by the University of Dublin and Trinity College Dublin, and that only validated programmes that appear on the NFQ will be listed on the Register.

In response to a query from the RIAM Director relating to the use of the Irish Register of Qualifications by e.g. the Chinese Ministry the Quality Officer highlighted that any international body interested in higher education programmes offered in Ireland will be able to search the new QQI Register. She highlighted that once the IEM is in place it will be possible to search for providers of programmes by the IEM.

Action: The Quality Officer to circulate the link to the National Qualifications Register once the Trinity data is available online [<https://irq.ie/>]

c) Update on QQI Qualifications & Quality Assurance Amendments Act 2018

The Quality Officer reported that the QQI Amendments Act has been passed and that one part of the Act has been enacted. She advised that the IEM is expected to be rolled out in 2021/22. The Quality Officer highlighted that QQI is working on revising its 'Code of practice for the provision of programme of education and training to international learners', will address incoming and outgoing student mobility and transnational provision.

d) To Note: QQI Framework of Good Practice for Research Degree Programmes (July 2019)

The Quality Officer drew the Committee's attention to the newly published QQI Framework of Good Practice for Research Degree Programmes.

e) To Note: EUA Report: Student-centred learning: approaches to quality assurance (September 2019)

The Quality Officer advised that she had recently disseminated the recently published EUA Report across Trinity.

RIAM/ACDC/19-20/143 Standing Items on Communication

The Registrar invited an update relating to the item.

a) Inter-Institutional Collaboration including research – Heads of School of Education and Creative Arts

The RIAM Director reported that collaborations were ongoing and were proceeding well. The Head of School of Creative Arts advised that there had been a recent meeting that was fruitful and that the communication channels were being kept open.

The RIAM Director highlighted that RIAM is very excited about TEP as it facilitates RIAM connecting with Trinity at a deeper level. She advised that RIAM had recently explored the Graduate Attributes and found them very cognisant with those of RIAM.

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

The Registrar invited the Senior Lecturer/Dean of Undergraduate Studies to provide an update on policies and procedures relevant to RIAM.

The Senior Lecturer/Dean of Undergraduate Studies advised that there had been no recent policies and procedures to report that were of relevance to RIAM. He highlighted however that he could provide an update to RIAM on TEP, namely Open Modules.

The Senior Lecturer/Dean of Undergraduate Studies explained that the term 'Open Modules' refers to modules that form part of the core modules of a programme that are opened up to students from other programmes to take. Open Modules are weighted at 5 ECTS or 10 ECTS, are open to specific programmes or architecture types or are taught within programmes on the Common Entry architecture. Bespoke Open Modules are stand-alone modules with no pre-requisites and are designed to offer an accessible introduction or overview of a subject. The Senior Lecturer/Dean of Undergraduate Studies advised that there could be potential for

RIAM to offer Open Modules, however there would be a need to explore this further as there would be a number of logistical issues to address such as timetabling issues, student registration and fee status. The RIAM Director stated that she welcomed this development as this would be very beneficial to RIAM students. The Quality Officer highlighted that there would be a need for RIAM to make space in its own curriculum to accommodate the Open Modules and that this would require some consideration and thought. The Senior Lecturer/ Dean of Undergraduate Studies emphasised that all such modules are considered of equal status as core modules taught within a programme and student assessment on these modules contributes to the attainment of ECTS and academic progression.

The Senior Lecturer/Dean of Undergraduate Studies concluded his update by referring to Trinity's work on mapping assessment practices and workloads across programmes. He highlighted that Trinity's move to semesterisation and continuous assessment had resulted in some programmes presenting a significant assessment workload for students. He reported that Trinity is developing a tool (an app) to support Schools in mapping out the assessment workload associated with a programme of study.

The Registrar thanked the Senior Lecturer/Dean of Undergraduate Studies for his update and advised that there would not be an update on graduate studies at this meeting.

RIAM/ACDC/19-20/144 To consider the introduction of a one-year part-time Certificate within the two-year part-time Diploma in Music Teaching and Performance from 2020/21

The Registrar invited the RIAM Director to present this item to the Committee.

The RIAM Director advised that the part-time mode of delivery for the Diploma in Music Teaching and Performance over two-years had been approved at the last meeting. She stated that it is proposed to award a Certificate to students who complete one year of the Diploma programme but who choose not to take the second year. The Certificate will be offered to students at NFQ level 7 as a Special Purpose Award with a credit value of 30 ECTS. The RIAM Director highlighted that the Certificate will consist of three thematic pathways leading to bespoke named Certificate Awards depending on the modules taken:

Music Performance (CertMusPerf)

Music Pedagogy (CertMusPed)

Music Performance and Pedagogy (CertMusPerfPed)

She highlighted that students will alternatively have the option to progress to year 2 of the part-time Diploma and become eligible for the Diploma award in Music Teaching and Performance (DipMus). It is proposed that the Certificate programme will have an intake of 10-20 students in September 2020/21, and that the Certificate and Diploma offerings will both be marketed this academic year. She advised that the RIAM Board of Studies had approved the one-year Certificate but stated her intention to bring it back to the Board of Studies to consider input provided at this meeting prior to resubmitting it again to ACDC for forward progression to USC.

In response to a query from the Registrar concerning the pass mark for the Certificate the RIAM Director clarified that this is 40%. She also clarified that

students achieving a pass mark of 40% can progress to year 2 of the programme (Diploma). There was a discussion on student numbers registered on the Diploma programme and the RIAM Director explained that the student intake will be no more than 20 students, and that in the event that some students do not progress to the Diploma (year 2) the resulting reduction in student numbers is not an issue for RIAM. She highlighted that the significant cost associated with programme delivery is the one-to-one lesson, however RIAM has a contingency for this. The Registrar thanked the RIAM Director for her presentation and advised that this would proceed to USC for approval. The RIAM Director highlighted that the RIAM Board of Studies will need to review the Certificate programme prior to it going to USC. However if any changes are recommended by the RIAM Board of Studies, it will need to come back to ACDC before progressing to USC for approval.

Decisions:

- (1) The RIAM Director to bring the Certificate programme to the RIAM Board of Studies for final consideration and then revert to RIAM ACDC with final version in February meeting.
- (2) RIAM ACDC to consider the final proposal of the one-year part-time Certificate of the two-year part-time Diploma in Music Teaching and Performance to have its first intake in 2020/21 prior to recommending it for consideration by USC.

RIAM/ACDC/19-20/145 To note the 2019/20 membership in chairs to course committees

Decision:

RIAM ACDC noted the 2019/20 membership in chairs to course committees.

RIAM/ACDC/19-20/146 AOB

There was none.

There was no other business and the meeting ended around 9.30am.

Registrar's signature: _____

Date: 16 October 2019