UCD Academic Council
Comhairle Acadúil UCD

Minutes of the meeting of the Academic Council
Thursday 21 April 2022, 2pm
Auditorium, UCD Village

Present: 66
In Attendance: 6
Apologies: 21

This meeting of Academic Council was chaired by the Acting President, Professor Mark Rogers. The Chair welcomed members of Academic Council, in particular, the 31 new members that were nominated through local College elections.

The Chair informed members that Part 3 of the agenda is for information and Part 2 is for decision en bloc. Members were invited to indicate if they wanted any items from these parts moved to Part 1 for discussion. No items were raised.

Academic Council approved items from Part 2 and noted items from Part 3 of the agenda.

1   Apologies
The Chair acknowledged that a number of apologies had been received.

2   Minutes of the meeting held on 25 November 2021 and Matters Arising
The minutes of the meeting held on 25 November 2021 were approved as presented. There were no matters arising.

<div align="center">

PART 1
ITEMS FOR DISCUSSION / DECISION BY ACADEMIC COUNCIL

</div>

3   Review of the Academic Internships Framework (2012) and Internships/Work Practice: Guidelines and Good Practice. Academic Policy (2014)

David Foster, Director of Career Development and Skills, and Oonagh Sweeney, University Internships Manager, were in attendance to introduce this item.

The paper presented a case for undertaking a review of the Academic Internships Framework, approved by Academic Council in 2012 and the related Internship/Work Placement: Guidelines and Good Practice and Academic Policy approved by Academic Council in 2014. The review will focus on a number of areas including the need for clarity over how internship is defined at UCD; the variation in approach to

internships (Internship Agreements alongside contract of employment); concern over the variability in the UCD internship offerings (ECTS credits or duration of internship); the need for a more transparent suite of academic internships that are easily accessible to enterprise; and the need for robust academic oversight of the internships landscape at UCD. Furthermore, there is a need to ensure the Framework and Policy are robust in light of new developments in areas such as Equality, Diversity and Inclusion, and Access and Lifelong Learning. The review will identify elements of the Policy that remain fit-for-purpose, that require update, indicate new developments, and future proofing with appropriate governance put in place.

Academic Council welcomed the Policy review, acknowledging that the internship landscape has evolved greatly since the Policy was developed in 2012.

Decision	Academic Council approved the establishment of a review group and agreed that a review of the academic track of the Framework and Policy should take place, whilst making the following stipulations: • **Legal compliance should be built into the review.** • **Membership of the Steering Group should comprise representation from the Students' Union.**

4 Continuing Professional Development Policy

The Acting Registrar, Professor Barbara Dooley, provided an overview of this item. The review of the UCD CPD Framework was initiated by the University Programmes Board (UPB) in October 2020. The scope of the review included updating the definition of CPD; reviewing principles and procedures for the approval and delivery of credit-bearing and non-credit CPD; ensuring oversight of non-credit CPD provision while also establishing a monitoring function; and aligning the Policy with the Academic Regulations. The UPB at its meeting on 2 December 2021, considered the revised Policy and agreed to recommend it to Academic Council for approval.

During discussion it was clarified that the UCD Professional Academy does not come under the remit of the CPD Policy as it is a subsidiary company associated with UCD.

Decision	Academic Council approved the revised Continuing Professional Development Policy and agreed that the Policy will come into effect for the start of term in September 2022.

5 Extenuating Circumstances Policy Review Proposal

Professor Alan Baird, Chair of the Academic Council Committee on Examinations (ACCE), introduced this item.

The current version of the Extenuating Circumstances Policy was last reviewed and approved by the Academic Council Executive Committee (ACEC) in May 2019. The amendments made at the time were simply to align the Policy with the new Academic Regulations. It was discussed by ACCE/ACEC at that time that a full review of the Extenuating Circumstances Policy should be carried out alongside the review of the Academic Regulations. In addition, it was recommended that, as the Late Submission Policy and the Extenuating Circumstances are closely linked, consideration should be given to whether both policies could be amalgamated. It is proposed that this possibility be explored during this review.

Decision	Academic Council approved the proposed review of the Extenuating Circumstances Policy.

6 Proposal to Review the Academic Regulations

The Acting Registrar briefly outlined this item.

The Academic Council, at its meeting in November 2018, approved the Academic Regulations (subject to some additional revisions) for implementation from September 2019. As part of this discussion, the Academic Council was advised that a detailed review of the Academic Regulations would take place during the third full cycle of academic sessions regulated by the new Academic Regulations. Academic Council is now asked to approve the establishment of two Working Groups to review the Academic Regulations – one for taught regulations and one for research regulations. The proposed scope and membership of these groups was set-out in the paper. It is intended that implementation of any revisions will be introduced in September 2023 while being mindful of any impact the implementation timeline may have on operations and system updates.

Decision	Academic Council approved the proposal to review the Academic Regulations.

7 Student Complaint Policy Review

Professor Suzanne Guerin, Chair of the Academic Council Committee on Student Appeals and Complaints (ACCSAC), introduced this item.

The current Student Complaint Policy was first approved in 2014 and was implemented in September 2015. A minor review in 2018/2019 focussed on addressing the issues and gaps highlighted through case handling since the Policy's inception. The ACCSAC had undertaken a periodic review of the Student Complaint Policy to ensure that the policy remains relevant, fit for purpose and consistent with the University's mission and objectives. The Policy Review Report sets out the policy review objectives, methodology and stakeholders consulted, and the outcomes and recommendations arising from the policy review process.

It was acknowledged that a thorough review had been conducted and a clear report was produced.

Decision	Academic Council approved the Student Complaint Policy Review Report and associated recommended changes to the Student Complaint Policy and Procedure.

8 Academic Calendar 2022-2024

The Acting Registrar introduced this item.

Academic Council, at its meeting on 22 April 2021, provisionally approved the academic calendar for 2022-2024 which now requires final approval. Academic Council was informed that the Calendar as presented will require an amendment to note the additional public holiday, St Brigid's Day (the first Monday in February). In addition, it was noted that the start dates for Stage 1 undergraduate students are dependent on the timing of the Leaving Certificate results and may need to change. Required amendments will be submitted for approval as necessary. Furthermore, the Chair recommended that a mechanism be put in place to develop the Academic Calendar on a seven-year cycle to help attract international conferences.

Decision	Academic Council approved the Academic Calendar 2022-2024 with the proviso that the start dates may need to change.

9 Development Framework for Faculty

Academic Council was consulted on this item in accordance with Statute 25, Chapter 19, Section 12. The Chair introduced the item.

Following an extensive review of the Development Framework for Faculty that is used to support candidates applying for promotion, a revised Development Framework for Faculty was presented to Academic Council for consultation. It was noted that Professor Andrew Deeks had led the Faculty

Promotion Policy Review Group that had developed the new Framework. The Framework was considered by UMT on 15 February 2022 and will go to Governing Authority for final approval on 12 May. It will come into effect on 1 September 2022 with a transitional period in operation until 1 January 2023 to facilitate faculty who have already started the process under the old Framework. Revisions to the Framework include two substantive changes related to 'Innovation and Impact' and the introduction of a 'Research Culture'. Other revisions, while relatively small, served to provide clarification.

The importance of having a degree of stability in the Framework to ensure faculty are aware over a relatively long time period what steps are required for progression was noted.

Academic Council broadly welcomed the revisions to the Development Framework, in particular, the addition of a research culture. It was suggested that opportunities for faculty to develop their teaching and curriculum be explored. While not all criteria must be met, the new Development Framework will require a cultural shift within schools to allow faculty meet at least some of the broad range of criteria to enhance their portfolio. The Chair assured members that the Faculty Promotions Committee does take into account the impact of Covid-19 and will continue to do so.

Decision	Academic Council endorsed the revised Development Framework for Faculty.

10 a) **Election of Academic Council Members to the Search and Selection Committees for the Appointment of the President**
  b) **Recommendations for Elections to Search Committee and Selection Committee**
Members were informed that in accordance with the Conflict of Interest Policy, any member who has a potential, actual or perceived conflict of interest was kindly asked to leave the meeting for deliberation on item 10. The Acting Registrar took the Chair for this item as the Acting President recused himself.

The first paper under this item (10a) informed Academic Council of the approved Procedures for the Appointment of the President, and drew attention to the Terms of Reference for the Search and Selection Committees as approved by the Governing Authority at its meeting of 24 March 2022. The paper also set-out the membership of both the Search and Select Committees by constituency and outlined the process for deciding membership as well as the timeframe.

The second paper under this item (10b) proposed an approach to the election of Academic Council members to both Committees, and provided a set of election procedures to regulate the elections. Academic Council was asked for their input into the proposed approach.

During discussion the following points of note were raised:
- Contrary to the Governing Authority process, Academic Council members can only nominate themselves for one committee and cannot put themselves forward for both the Search and Select Committees. Academic Council endorsed the principle that members of the Search and Select Committees should be independent of each other.
- Academic Council agreed that the nominations phase should be extended by one day to allow members more time to decide if they wish to put themselves forward.
- The quorum for both Committees is fifty percent plus one which effectively means that decisions may be taken regardless of gender balance. This point should be fed back to the Governing Authority.
- Concern was raised that the Chair of the Selection Committee is the Chair of Governing Authority which presents a deviation from previous processes. It was emphasized that this may jeopardize accountability as the constitution of the Selection Committee should be above reproach. It was suggested the Chair of Governing Authority should act as an independent overseer of the entire

process.

- It was agreed that the election results will be published for the sake of transparency and accountability. Results will be published on the staff intranet and made available only to members of Academic Council.
- Key periods of activity for both committees should be included in the notice to members of Academic Council.

Decision	a) Academic Council noted the *Election of Academic Council Members to the Search and Selection Committees for the Appointment of the President.* b) Academic Council approved the process for election by Academic Council of two members to both the Search Committee and the Selection Committee while agreeing to amend the timeline.

<div align="center">

PART 2
ITEMS FOR APPROVAL BY ACADEMIC COUNCIL

</div>

11   Amendments to the University Programmes Board Terms of Reference

The University Programmes Board (UPB), at its meeting on 2 December 2021, considered whether changes to the European Diploma Supplement fell under its responsibilities. The matter was referred to the ACEC meeting held on 7 March 2022, at which it was agreed that such changes were considered 'academic' in nature and thus fell under the remit of the UPB. The UPB Terms of Reference were amended accordingly and UPB, at its meeting on 7 April 2022, agreed to recommend the amendments to Academic Council for approval.

Decision	Academic Council approved the amendments to the University Programmes Boards Terms of Reference.

12   Student Appeals Procedure: Amendments

The Academic Council Committee on Student Appeals and Complaints (ACCSAC) proposed amendments to the Student Appeals Procedures (Section 8.1) to extend the decisions available to Student Appeals Committees. The amendments are proposed on the basis of Student Appeals case handling experience and to reflect the principles of natural justice.

Decision	Academic Council approved the amendments to the Student Appeals Procedure.

13   New and Renewed Head of School Appointments

Head of School appointments are presented to Academic Council for consultation (Statute 25, Chapter 17).

College	School	Proposed Head of School	Duration
Social Sciences and Law	Education	Assoc. Prof. William Kinsella	Start Date: 1 September 2022 End Date: 30 June 2023
Science	Biomolecular and Biomedical Science	Prof. Orina Belton	Start Date: 1 September 2022 End Date: 31 August 2027

Decision	Academic Council endorsed the new Head of School appointments as presented.

14   New and Renewed Head of Subject Appointments

Heads of Subject appointments are subject to Academic Council approval.

School	Subject	Proposed Head of Subject	Duration
Biomolecular and Biomedical Science	Neuroscience	Dr Derek Costello	Start Date: 01/09/2022 End Date: 31/08/2025

Decision   Academic Council approved the new Head of Subject appointment as presented.

15   **Proposal for Emeritus Professor/Associate Professor/Assistant Professor**
The conferment of Emeritus status is subject to Academic Council approval (as per Statue 25 and the *Governing Authority Schedules of Reserved Decision-Making Authority and of Delegated Authority*).

Name	Emeritus Title	School	Retirement Year
Assoc. Professor Kathy O'Boyle	Emeritus Assoc. Professor	Biomolecular & Biomedical Science	2020/2021
Mr Pat Cooke	Emeritus Assistant Professor (Lecturer)	Art History & Cultural Policy	2020/2021

Decision   Academic Council approved the Proposal for Emeritus Professor/Associate Professor/Assistant Professor as presented.

16   **UCD – IOB Recognised College Memorandum of Agreement**
The IOB has been a recognised College of the University since 2017 and the current Memorandum of Agreement (MOA) is due to expire on 1 September 2022. The relationship between UCD and the IOB has worked well over the last five years and accordingly, approval is sought for a revised MOA in order to continue this partnership for the next five years. The revised MOA updates the current agreement for changes in UCD structures and policies which have taken place since 2017 and has also been amended to take account of the actual operation of the partnership over that period.

Decision   Academic Council approved the UCD-IOB Memorandum of Agreement in advance of it being presented to Governing Authority.

17   **Update to Statement on Academic Freedom to ensure consistency with current structures and procedures, as agreed by Academic Council in November 2020**
Academic Council, at its meeting on 26 November 2020, considered the report of the Academic Council Executive Committee (ACEC) Academic Freedom Working Group, and approved the recommendations proposed by the Working Group. In addition, Academic Council tasked the University Secretariat to review the language in the existing Statement on Academic Freedom to ensure consistency with current structures and procedures across the University.

Decision   Academic Council approved the amendments to the UCD Statement on Academic Freedom.

<center>

PART 3
ITEMS FOR NOTING BY ACADEMIC COUNCIL

</center>

18   **Academic Council Committee Approved Minutes**
Academic Council Committee Approved Minutes are presented to Academic Council for noting, in line with the Academic Council Standing Orders.

Committee	Reference
ACCASP • Minutes of meeting held on 30 June 2021 • Minutes of meeting held on 20 October 2021 • Minutes of meeting held on 8 December2021	22.01.N01a
ACCE • Minutes of meeting held on 22 October 2021 • Minutes of meeting held on 19 November 2021 • Minutes of meeting held on 17 December 2021	22.01.N01b
ACCSAC • Minutes of meeting held on 19 April 2021 • Minutes of meeting held on 18 October 2021	22.01.N01c
ACCSCC • Minutes of meeting held on 20 October 2021 • Minutes of meeting held on 15 December 2021	22.01.N01d
UPB • Minutes of meeting held on 14 October 2021 • Minutes of meeting held on 2 December 2021	22.01.N01e
ACEC • Minutes of meeting held on 7 October 2021 • Minutes of meeting held on 22 December 2021	22.01.N01f

Decision　　**Academic Council noted the Academic Council Subcommittee Approved Minutes as presented.**

19　**Statement of Results**
Academic Council was asked to note the results of local College election processes to fill vacant seats on Academic Council. Following verification by the Secretary to the Academic Council, the results were published on 1 April 2022.

Decision　　**Academic Council noted the Statement of Results of the local College elections held to fill vacant seats on Academic Council.**

20　**Visiting Academic and Adjunct Staff Appointments**
Academic Council was asked to note Visiting Academic, Adjunct appointments from 1 March 2021 to 31 March 2022 under the revised Visiting Academic and Adjunct Staff Appointment Policy introduced in December 2016. The 2021/2022 Clinical Pathway Appointments under the UCD Medicine Clinical Pathway and under the Dublin Academic Healthcare Centre initiative were also presented for noting.

Decision　　• **Academic Council noted the Visiting and Adjunct Staff appointments as presented.**
　　　　　　　• **Academic Council noted the Clinical Pathway appointments as presented.**

21　**Confirmation of Assessment Opportunities for Spring 2022**
Academic Council was asked to note that the temporary regulation approved for the Autumn 2021

assessment session to accommodate the declining public health situation has now been removed and will not apply to the Spring 2022 trimester.

Decision	Academic Council noted that the temporary regulation introduced in Autumn 2021 has now been removed.

Other Business

22   The Chair acknowledged that this will be the last Academic Council meeting attended by Associate Professor David Timoney who is due to retire shortly. Associate Professor Timoney was thanked for his significant commitment and contribution to the University.

There was no other business raised.

Signed: _____   **Date: _____**
      Chairperson