

**MINUTES OF MEETING NO. 196**  
**OF THE ACADEMIC COUNCIL**  
**OF DUNDALK INSTITUTE OF TECHNOLOGY**  
**HELD ON FRIDAY 22<sup>nd</sup> NOVEMBER, 2024.**

**Meeting No 196**

**196.2.1 In attendance:**

Dr. Diana Bogusevski	Dr. Conor Brady	Mr. Frank Brady
Dr. Ronan Bree	Dr. Breda Brennan	Dr. Kevin Burns
Dr. Anita Byrne	Mr. Dermot Clarke	Dr. Adele Commins
Ms. Karen Commins	Dr. Coleman Dennehy	Ms. Sinead Dunne
Dr. Sheila Flanagan	Ms. Amy Flood	Dr. Gerry Gallagher
Dr. Joe Gildea	Mr. Peter Gosling	Prof. Colette Henry
Mr. Shane Hill	Dr. Siobhan Jordan	Ms. Briege King
Dr. Gillian Lambe	Ms. Holly Lambe Sally	Dr. Paul Mac Artain
Dr. Moira Maguire	Dr. Annaleigh Margey	Dr. Eamonn Martin
Prof. Fergal Mc Caffrey	Ms. Catherine McCloskey	Mr. Pat Mc Cormick
Dr. Martin Mc Hugh	Dr. Ruth Mc Keever	Dr. Kevin Mc Kenna
Dr. Patricia Moriarty	Ms. Linda Murphy	Dr. Kieran Nolan
Dr. Diarmuid O'Callaghan	Ms. Deirdre O'Malley	Ms. Teresa O'Rourke
Dr. Maxwell Yeboah Owusu-Twum	Dr. Jade Pollock	Mr. Conor Reidy
Ms. Eimear Rice	Dr. Brendan Ryder	

**196.1.2 Apologies:**

Ms. Maeve Caraher	Ms. Helen Howley	Dr. Fiona Lawless
Ms. Irene Mc Causland	Dr. Tim Mc Cormac	Ms. Michelle O'Shea
Dr. Kayla Rush		

**196.1.3 Absent:**

Mr. Gerry O'Brien	Ms. Denise Quigley	
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**196.1.4 Minutes & Matters Arising of Academic Council Meeting No. 195**

Minutes of Meeting No. 195 Approved

No matters arising

**Proposed by: Mr. Dermot Clarke**

**Seconded by: Ms. Karen Commins**

Minutes of Meeting No. 195S Approved

No matters arising

**Proposed by: Mr. Dermot Clarke**

**Seconded by: Ms. Karen Commins**

### 196.2.1 Sub-committee Minutes

- **Standing Committee (AC:DOC:196:02:01)**

Dr. Ronan Bree presented the last set of minutes from the outgoing committee. He acknowledged their work and thanked Dr. Peadar Grant for his time as Chairperson.

- **Graduate Research Studies Board (AC:DOC:196:02:02)**

The minutes of the Graduate Research Studies Board were noted.

- **Learning and Teaching Sub-Committee (AC:DOC:196:02:03)**

Dr. Gerry Gallagher presented the minutes of the Learning and Teaching Sub-Committee. A number of working groups were formed to deal with the Student Voice Policy and the Learning, Teaching and Assessment Strategy.

Dr. Gallagher also reminded members of Academic Council about the "You can UDL it!", event where a collection of practical UDL case studies by DkIT colleagues will be presented.

They will be joined by internationally renowned UDL scholar and author, Dr. Thomas Tobin. Thomas is particularly well-known for the "Plus One" approach to UDL and his book *"Reach Everyone, Teach Everyone: Universal Design for Learning in Higher Education"*. This is a unique opportunity for DkIT to have Thomas with us in person to present a keynote titled *"Celebrating 'You Can UDL It': How You Can UDL It, too"*, outlining how we can build on the excellent initiatives in the publication to implement the principles of UDL more widely in the Institute.

This event will be of interest to anyone wishing to enhance the experiences of students by integrating UDL practices.

- **Programme Evaluation Sub-Committee (AC:DOC:196:02:04)**

Mr. Shane Hill presented two sets of minutes from the Programme Evaluation Sub-Committee.

### 196.3.1 Student Voice (AC:DOC:196:03:01)

Ms. Holly Lambe Sally outlined the recently activities from the Student's Union.

- Dundalk Credit Union and DkIT SU Student space proposal has been agreed and work is to start on the space to be open in semester 2. The Credit Union will now also have a member of their team operate out of the student union to assist with wellbeing and financial advice commencing soon.
- Successful Freshers week- 1k+ new followers on social media, meaning our student engagement is up from last year already.
- Class Reps elected and first Student Representative Council held.
- Issues/Concerns that were raised at council:
  1. Canteen Pricing
  2. Accessibility in buildings
  3. Student Finances, SAF, Susi, Fees.

4. Parking
5. Smoking/Smoking Zones
6. Exams/timetabling/dates of exams

These have all been addressed to relevant parties, to bring back to the next Council meeting.

- 6 PTOs make up the union executive and there are 12 nominees for 5 roles (one no nominees) Note- This is the highest number of PTO nominees post covid.
- International Officer, Postgraduate Officer, Mature student Officer (not filled), Communications Officer, Ethnic Minority Officer and Academic Officer (Already filled). Elections will take place week commencing 18th Nov. Day of Vote TBC.
- Tobi VP for Welfare & Equality Ran a successful Black History Month Educational Campaign, collaborating with Maynooth SU for social events between students.
- Working with Siobhan Molloy on a Safe Gigs campaign for our night time events to ensure safer student nights.
- Student events are running successfully with 500+ students engaging in entertainment per event.

The union will be undergoing a Constitutional review this academic year as we plan to define roles and hope to introduce an Irish Language officer (PTO) into the union executive. The current constitution dates from 2019.

On the 17th of October Students were invited to “Walkout” of class in protest of the government policies that are in place and advocate for the rights of students and young people. The walkout was deemed successful by the union.

What the walkout was for:

1. Build affordable student accommodation
2. introduce protection for those entering Digs
3. Abolishment of the Student Contribution Charge
4. Funding for the HEI sector of €307m
5. Increase minimum wage to living wage
6. Funding to cover hidden costs
7. Funding to increase student to counsellor ratio.
8. End Precarious contracts
9. Call an election

The union is working hard to ensure all students feel represented and heard. Students have raised concern over the January exam period and would prefer if the examinations were completed by Christmas.

**196.4.1 Validations****(A) Off-site Delivery Venue – Rock Celtic FC, Dundalk, Co. Louth (AC:DOC:196:04:01)****Motion 196.01**

That the Academic Council approves Rock Celtic FC (Dundalk, Co. Louth) as an off-site venue for the delivery of one component of the following modules:

- Introduction to Dance (Year 2, Semester 1; 7.5 ECTS credits).
- Intermediate Dance (Year 2, Semester 2, 7.5 ECTS credits).

**Proposed by: Professor Fergal Mc Caffery**

**Seconded by: Dr. Brendan Ryder**

**Votes: 34**

**In Favour: 34**

**Against: 0**

**Abstention: 0**

Professor Fergal Mc Caffrey outlined the background to this motion to members of Academic Council. A special floor is required that Dundalk Institute of Technology does not have for four days per semester for 2024/25.

**(B) Off-site Delivery Venue – (AC:DOC:196:04:02)****Motion 196.02**

That Academic Council approves English Path (Dun Laoghaire, Co Dublin) as an off-site venue for the delivery of the following programmes

- Certificate in Foundation Studies
- Certificate in Foundation Studies with intensive English

(Due Diligence completed on 11 November, 2024).

**Proposed by: Dr Patricia Moriarty**

**Seconded by: Dr. Brendan Ryder**

**Votes: 35**

**In Favour: 35**

**Against: 0**

**Abstention: 0**

Dr Patricia Moriarty give the details of the motion to the Members of Academic Council. This motion is for the approval for five years for a potential Dundalk Institute of Technology programme to be

delivered to Dundalk Institute of Technology Students by Dundalk Institute of Technology staff on the premises of English Path (Dun Laoghaire, Co Dublin) as an off-site venue.

#### **196.5.1 Policies**

##### **(A) Student Mental Health Policy (AC:DOC:196:05:01)(New Policy).**

**Motion and Item withdrawn**

##### **(B) Institute Plagiarism Advisor Panel.**

#### **Motion 196.04**

That the Academic Council approves the Institute Plagiarism Advisor Panel for the period indicated as required in the “DkIT Academic Integrity-Policy and Procedures”  
(AC:DOC:196:05:02)

**Proposed by: Dr. Brendan Ryder**

**Seconded by: Dr. Sheila Flanagan**

**Votes: 35**  
**In Favour: 35**  
**Against: 0**  
**Abstention: 0**

Dr. Brendan Ryder informed Academic Council that a formal register has been created and now requires formal ratification and visibility by Academic Council. A number of names were added to the list during the meeting.

##### **(C) Update to Admissions Policy**

**Motion and Item withdrawn**

##### **(D) Update(s) to Design and Approval of Programmes Policy.**

#### **Motion 196.06**

That the Academic Council approves the update(s) to the Design and Approval of Programmes Policy (AC:DOC:196:05:04) (AC:DOC:196:05:05)(AC:DOC:196:05:06)

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**Proposed by: Dr. Sheila Flanagan**

**Seconded by: Dr Patricia Moriarty, Dr Breda Brennan, Dr Fergal McCaffrey, Dr Moira Maguire**

**Votes: 35**  
**In Favour: 35**  
**Against: 0**  
**Abstention: 0**

Dr. Sheila Flanagan outlined the process and the updates to the to the Design and Approval of Programmes Policy and the value of a stage 2 panel in some cases. The updated policy will allow stage 2 to be optional whilst still maintaining quality. The process will now include three areas/questions in which the school can self-access as to whether a stage 2 is required.

Dr. Brendan Ryder explained the rational to the updated policy in further detail. Following a discussion, a concern was raised on possible time-gaps between stage 1 and stage 3. It was highlighted that at Stage 1 it is not always known if a stage 2 is required until further into the development of the programme.

It was agreed that an additional line be added by Dr. Ryder to include an allowance to come back to Executive Board with that decision at a later date.

**(E) Academic Regulations for Postgraduate Degrees by Research and Thesis  
(DCU Awards)(updated)(AC:DOC:196:05:07)(AC:DOC:196:05:08)**

**Motion 196.07**

That the Academic Council adopts the updated Academic Regulations for Postgraduate Degrees by Research and Thesis (DCU Awards).

**Proposed by: Dr. Sheila Flanagan**

**Seconded by: Dr. Brendan Ryder**

**Votes: 33**

**In Favour: 33**

**Against: 0**

**Abstention: 0**

This policy was approved and agreed at the Graduate Research studies Board (GRSB).

**(F) Policy on the Guidelines for Candidates, Supervisors and Examiners on PhD by Publication  
(DCU Awards) (AC:DOC:196:05:09)**

**Motion 196.08**

That the Academic Council adopts the Policy on the Guidelines for Candidates, Supervisors and Examiners on PhD by Publication (DCU Awards) (AC:DOC:196:05:09)

**Proposed by: Dr. Sheila Flanagan**

**Seconded by: Dr. Brendan Ryder**

**Votes: 29**

**In Favour: 29**

**Against: 0**

**Abstention: 0**

This policy was approved and agreed at the Graduate Research studies Board (GRSB).

**196.6.1 President's Prize****Motion 196.09**

"That the Academic Council approves the nominations for the Presidents Prizes for the conferring of awards 2024 as follows

- President's Prize for Academic Excellence – School of Health and Science  
Higher Diploma in Science in Midwifery

**Proposed by: Dr. Sheila Flanagan**

**Seconded by: Dr. Brendan Ryder**

**Votes: 33**

**In Favour: 33**

**Against: 0**

**Abstention: 0**

Dr. Brendan Ryder presented a late student for the President's Prize to Academic Council. Dr. Moira Maguire thanked the Registrar's Department for their assistance. A discussion ensued about a President's Prize for the Foundation Certificate. It was agreed that this programme was a special purpose award and only major awards receive a President's Prize as per the agreed policy.

**196.7.1 External Examiners****School of Informatics and Creative Arts****Motion 196.10**

That the Academic Council confirms the appointment of the External Examiners for the School of Informatics and Creative Arts

**Title & Position – Dr. Gerard Marks, Assistant Professor, Dublin City University**

**Programme (s) –**

- Masters of Science in Computing in Medical Device Software Engineering
- Masters of Science in Computing in Digital Health Innovation

**Time – 1<sup>st</sup> October 2024 to 30<sup>th</sup> September, 2027**

**Proposed by: Dr. Martin Mc Hugh**

**Seconded by: Prof. Fergal Mc Caffrey**

**Votes: 34**

**In Favour: 34**

**Against: 0**

**Abstention: 0**

**196.8.1 Membership of the Academic Quality Sub-Committee****Motion 196.11**

That the Academic Council approves Dr. Maxwell Yeboah Owusu-Twum to fill the vacant seat on the Academic Quality Sub-Committee

**Proposed by: Dr. Brendan Ryder**

**Seconded by: Dr. Sheila Flanagan**

**Votes: 34**

**In Favour: 34**

**Against: 0**

**Abstention: 0**

Dr. Brendan Ryder as Chairperson of the Academic Quality Sub-Committee (AQSC) thanked Mr. John Reid for his contribution and welcomed Dr. Maxwell Yeboah Owusu-Twum.

**196.9.1 Microcredentials****Motion 196.12**

That Academic Council ratifies the following validated modules as Microcredentials for the School of Engineering (AC:DOC:196:09:01)

<b>Micro-credential Module Code</b>	<b>Micro-credential Title</b>	<b>Validation Type</b>	<b>NFQ Level</b>	<b>ECTS Credits</b>	<b>Delivery Mode(s)</b>
MOME E6001	Electric Vehicle Level 1 & 2	Existing	6	5	Face to Face
	Heat Pump Installer	Existing	6	5	Face to Face
ELEC E6008	Qualified Certifier (QC) Electrical, Testing and Verification	Existing	6	5	Face to Face
ENGR E7032	Building Information Modelling (BIM)	Existing	6	5	Face to Face
ENGR E7031	AUTOCAD	Existing	6	5	Face to Face

**Proposed by: Dr. Breda Brennan**

**Seconded by: Dr. Brendan Ryder**

**Votes: 36**

**In Favour: 36**

**Against: 0**  
**Abstention: 0**

Dr Breda Brennan presented five micro-credentials for the School of Engineering. Dr Ryder informed Council that there have been a number of developments since the Institute's Micro-credentials Policy was approved in June 2024 that may necessitate an immediate review of the DkIT micro-credentials policy and a reconsideration of the pilot (running in the academic year 2024-2025). The Micro-credentials Working Group will be re-constituted to review the new developments, including operational matters and report to Council in due course. The President agreed to table this at Executive Board.

**10. A.O.B.**

Dr. Diarmuid O Callaghan welcomed Dr. Maxwell Yeboah Owusu-Twum from the School of Health and Science to Academic Council.

The President read out a letter from Dr. Gerry Mc Taggart who recently retired from the School of Health and Science in which he thanked past and present members of Academic Council and acknowledged the impact of the decisions and work involved of Academic Council in the future of nursing in the North East and Ireland.

The Vice President and Registrar, Dr. Sheila Flanagan received a correspondence from Dr. Gillian Powell Cork College of Commence in which she thanked and congratulated Dundalk Institute of Technology on a very successful graduation ceremony and how welcome students from Cork felt on Campus.