

# TUSE

## Steering Group Meeting 4

Fri 16<sup>th</sup> March 2018, 9:30 am

Boardroom T&L Building, Waterford IT

**Attendees:** Jim Moore WIT (Chair),  
Patricia Mulcahy ITC, Willie Donnelly WIT residents)  
Anne Marie Caulfield WIT, Joe Collins ITC, Martin Costello WIT, David Denieffe ITC,  
Ger Frisby ITC, Richard Hayes WIT, Catherine O' Donnell ITC, David Ryan ITC, Elaine  
Sheridan WIT

**Apologies:** John Moore ITC (Co-chair)

**Recording:** James O'Sullivan WIT

### Documents:

The following documents were  
circulated

- TUSE Co branded letterheads produced by  
NewWorld Associates
- Statement from the TUSE Project Steering  
Group 11<sup>th</sup> March 2018
- Call/ EOI for Cross-Institutional Collaborative  
Projects 2018
- Workplan Progress Report Spreadsheet

**Agenda:** Circulated in advance.

- (1) Welcome and Introduction** Opening the meeting Jim Moore introduced James O'Sullivan, Technology Transfer Manager, Waterford IT. James will act as professional support for the Chairs of all meetings hosted by Waterford IT
- (2) Apologies** As noted above
- (3) Minutes 16<sup>th</sup> Feb 18:** Confirmed in order by all present.
- (4) Matters Arising:** None noted.
- (5) Update on Steering Group Makeup Arrangements for professional support for co-Chairs of Steering Group** **Noted:**
- a) The Chair confirmed the arrangements in place for meetings convened at IT Carlow and Waterford IT.
  - b) P. Mulcahy has sought assistance from IBEC in identifying project planning support for the project.

## **(6) Other Developments:**

### 6.1 HEA Funding for TUs:

#### **Noted:**

- a) The call has not been issued.
- b) Individuals will need to be identified from both Institutes to draft the proposal.
- c) The Institutes intend to submit a joint application in the second half of 2018.
- d) W. Donnelly commented that the Institutes should work together on the HEA compacts (deadline 24<sup>th</sup> April).

### 6.2 Outcome of Call for Cross-Institutional Projects (DR and RH)

#### **Noted:**

- a) There has been significant interest with ~40 project submissions, which will be reduced to ~ 25 through rejections or consolidation. More details are required on the outputs required on the projects. The aim is to fully fund the accepted projects.
- b) Each Institute will contribute €150 k from the €200 k HEA HEA grant.
- c) There will be a subsequent call.
- d) It is important that the message of working together goes out to external stakeholders.

### 6.3 Technological Universities Bill and Joint Statement (attached)

#### **Noted:**

- a) The expectation is that this Bill will be signed into law this week or next.
- b) Following passage of the Technological Universities Bill 2015 through the Seanad, a joint statement was published on the TUSE website (Seanad Approval for the Technological Universities legislation clears the way for the South East Technological University).

#### **Agreed that:**

- c) there is an opportunity for a second joint statement when the Bill is signed into law.
- d) Both Chairs and Presidents will sign the statement.
- e) A physical mail copy will also be sent to key stakeholders.

**Action: W. Donnelly to draft statement.**

**Action: This second statement will be sent by e-mail to key stakeholders on joint headed paper (Newworld Associates version #2).**

**Action: The Presidents Offices will generate a joint single list for mailing.**

- f) There is a need for resourcing for a communication strategy. This requires a full time role possibly an external

resource using €100 k of the HEA grant to fund such a position.

**Action: Communications is a priority area for E. Sheridan and C. O'Toole.**

#### 6.4 Joint Common Forum Meeting

**Noted:**

- a) Meeting was held on 19<sup>th</sup> February.
- b) Representatives from Forsa and SIPTU attended the meeting with Presidents and senior management representatives from both institutes.
- c) TUI and Unite representatives gave their apologies.
- d) Attendees were provided with a full update on the work of the Project Steering Group and its work streams.
- e) A Q&A session followed.

**Agreed that:**

- f) the next meeting of the Forum will take place in the Carlow and suitable dates are under consideration.

### **(7) Update on Work Plan Progress**

#### **Workstream 1**

#### **Mission, Vision & Values**

##### 7.1 Mission, Vision and Values

**Noted:**

- a) Dates are being agreed for three workshops - each one day in duration for eight staff across the two Institutes.

#### **Workstream 2:**

#### **Data Mapping**

##### 7.2 Data Mapping

**Noted:**

A draft will be ready in three weeks for the Steering Committee.

#### **Workstream 3:**

#### **Economic Impact Analysis**

##### 7.3 Economic Impact Analysis

**Noted:**

- a) There has been no response to a request for quotes for consultancy services and is now considering using OGP.

**Agreed that:**

- b) P. Mulcahy will approach IBEC in tandem to identify potential suppliers.

#### **Workstream 4:**

#### **Risk Analysis**

##### 7.4.1 Risk Analysis

**Noted:**

- a) Risk management tender was received on Wednesday.

**Action: D. Denieffe, P. Mulcahy and E. Sheridan to review**

#### 7.4.2 Change Management

**Noted:**

Change management tender is out for quotations.

#### **Workstream 5:**

#### **Staff and Student Engagement**

#### 7.5.1 Student Representation

**Noted:**

- a) Student representatives from both Institutes joined the meeting.
- b) J. Moore stated that there are questions which the group may not be able to answer at this stage.
- c) P. Mulcahy welcomed the student representative group.
- d) W. Donnelly raised the fact that the TUSE is about students and hence student involvement at this stage is key.
- e) Queries were raised in relation to the future management structure, academic council, semesterisation, course credits, project timeline, sports teams etc.
- f) Good practice for mergers has been reviewed (published in the Vision 2015 document) though this remains a work in progress – the change process will take a significant time after the official merger. It will be multi-campus. TUSE will follow the International panel recommendations.

**Action: A FAQ section to be added to the TUSE website to address answers where possible.**

- g) M. Murphy (SU President WIT) noted the new Student Union will require a full time general manager. M.
- h) M. Murphy felt students should form part of the steering group.
- i) W. Donnelly responded that this is not a representative group though students will be engaged throughout the process.
- j) The Student Union is also on the GB which provides direction to the steering group and the voice of the student can be used there.

**(8) AOB:**

None

**(9) Next Meeting:**

20<sup>th</sup> April 2018 IT Carlow, Tea /Coffee from 9 am