

TUSE

Steering Group Meeting 5

Fri 20th April 2018, 9:30 am

Boardroom Haughton Building, Institute of Technology Carlow

- Attendees:** John Moore ITC (Co-Chair),
Patricia Mulcahy President ITC, Willie Donnelly President WIT
Anne Marie Caulfield WIT, Martin Costello WIT, David Denieffe ITC, Ger Frisby ITC,
Richard Hayes WIT, Catherine O' Donnell ITC, Cormac O' Toole ITC, David Ryan ITC,
Elaine Sheridan WIT, John Wells WIT
- Apologies:** Jim Moore WIT (Co-Chair)
- Recording:** Shauna Whyte ITC
- Agenda:** Circulated in advance.

Welcome and Introduction:

Opening the meeting John Moore offered sincere condolences on behalf of the group to Jim Moore on the recent death of his Father.

(I) Minutes of the meeting of 16th March 2018 Confirmed in order by all present.

(II) Matters Arising None noted.

(III) Technological Universities Act 2018

a. Timeline for Designation following Application

The meeting was briefed on a recent meeting called by Minister of Education & Skills which was attended by both Chairs and Presidents. There was a very strong push by the Minister, the Taoiseach's Advisors and Senior Officials from the Department of Education and Skills to progress the submission for the TU in an expeditious manner. The meeting was also informed that TU4D was intending to submit by end April. The date whereby TUSE would have an application ready for submission was discussed in detail by all parties. A consensus was arrived at that the target date for submission

would be September / October 2018 with 30th September specifically agreed upon.

b. Nominations from TUSE to HEA Ministerial Advisory Panel

The indicative timeline from submission to designation of TU is that it could take up to one year, allowing for maximum time at each stage, according to the legislation. It was noted that the HEA and DES appear to be compressing timescales. An example of this is that the legislation allows 120 days for the Minister to seek nominations for the assessment panel. However the HEA has already commenced this process and has sought nominations. TUSE has submitted a number of nominations.

(IV) Decisions Required

a) HEA Landscape Funding Proposal 2018

(i) The Landscape Funding proposal was discussed and it was agreed that Secretary Financial Controllers in both Institutes would compile the financial aspect of the claim. An Institute matching fund in the region of 20% was agreed.

- (ii) 7 Primary Work packages are agreed:
1. Project Management and Coordination
 2. Governance and Leadership
 3. TU Metrics and systems alignment
 4. Economic Impact Assessment
 5. Mission and Vision
 6. Risk Identification and Mitigation
 7. Change Management

(iii) The institutional contribution was agreed at 20%.

b) Mission and Vision

The dates for 3 x full day workshops with the TUSE facilitator and 4 nominees from each Institute (3 plus Presidents) were set as follows:

- 11th May 2018
- 16th May 2018
- 21st May 2018
- 7th June 2018
- 18th June 2018 (TBC)

c) Requisitions for Professional Services

There was agreement to proceed with engagement of professional services in the 3 areas below now that the tender processes have been completed.

- Change Management
- Economic Impact
- Risk Analysis

(V) Other Updates

- a) Joint Executives Meeting** The Co-Chair informed the group that Chairs and Presidents have agreed a joint meeting with Executives from both Institutes. Both Chairs wish to address this group.
- b) Joint Media Communications** A discussion took place around recent divergent messaging to the Media and it was reiterated by the Chair that all communications regarding TUSE should be issued jointly by both Institutions. It was previously agreed to hire a (joint) Communications Manager to interact with the Media and to use joint branding etc. This should now be progressed.
- c) Cross Institutional Projects** The response from staff with regard to projects has been excellent. There are 28 project submissions in – deadline for submission has now passed. This encompasses approximately 150 – 200 staff from both Institutes and a number of external bodies, including Teagasc and ETBs. Some projects have already commenced.
- Information with regard to these projects should be put on the TUSE website and on the 2 Institute websites.
- A second phase of cross institutional projects is in planning.
- d) Update from Data Group** D. Denieffe gave an update on data that had been analysed on behalf of IT Carlow with regard to meeting the TU criteria and confirmed that the Institute would meet all metrics. Richard Hayes confirmed that while all data is not yet fully collated by WIT, they are confident of meeting all metrics also.
- e) Communications arising from meeting with Student Union representatives** On 16th March the SU representatives joined the Steering Group meeting in Waterford. Subsequently both Student Unions agreed a joint statement which was emailed to all students.
- AOB** The meeting acknowledged the work of AM. Caulfield and M. Costello regarding the rationale for a TU for local Industry. J. Moore is to set-up a working group of 6 to look at this further.
- It was decided that engagement with the Students' Unions should continue. D. Denieffe and E. Sheridan to re-engage with both and feedback on FAQs.
- Next Meeting – Date, Time, Venue** 9.30am 25th May 2018 - WIT - Tea /Coffee from 9 am