

TUSE

Steering Group 6th Meeting

Fri 25th May 2018, 9:30 am

Boardroom T&L Building, Waterford IT

Attendees: Jim Moore WIT (Co-Chair), 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,
Derek O'Byrne WIT, Cormac O' Toole ITC, Elaine Sheridan WIT, John Wells WIT

Apologies: Catherine O'Donnell ITC

Recording: James O'Sullivan WIT

Documents:

The following documents were circulated

- Item 9b -TUSE Landscape Application April 2018
- Item 9b.1 - Appendix 1 Terms of Reference Steering Group
- Item 9b.2 - Appendix 2.1 Professional Services
- Item 9b.2 - Appendix 2.2 Professional Services
- Item 9b.3 - Appendix 3 Collaborative Projects
- Item 9b.4 - Appendix 4 Costings

Agenda: Circulated in advance.

Welcome and Introduction:

Opening the meeting Jim Moore welcomed the Steering Group to WIT.

I. Minutes of the meeting of 20th April 2018: Confirmed in order by all present.

II. Matters Arising

The following events were noted:

- i) The presidents and chairs met individually with Minister Mitchell O'Connor and her advisors since the last meeting.

- ii) The chairs met with the County Manager group and The South East action plan for Jobs by conference call to discuss The TU project. Both groups confirmed their full support for the project and offered to write a letter to the HEA supporting the funding application.
- iii) A presentation was made to the HEA for landscape funding.

III. Development of Application to become a Technological University

a. Methodology

A table of contents for the application was circulated. This included a governance and management section for the new Technological University which will be agreed prior to the submission of the application.

The International panel may be engaged in the evaluation process in as little as three weeks post-submission. There is potential to engage the HEA to seek a longer timeline.

WIT Vice-President for Corporate Affairs to produce a timeline for the application process taking into account the revised timeline for the consultant reports.

There was a discussion regarding staff qualifications criteria compliance as the data to confirm compliance is still being collated. WIT confirmed that there is no problem with meeting the metrics but the data gathering by HR is taking time. The WIT president confirmed that the data would be available shortly.

A discussion took place regarding the agreed deadline of 30th September. It was agreed by all that this was challenging but everyone was committed to the challenge. An outline framework plan has been submitted to the HEA with an indicative budget. The HEA have informed PAC of the planned submission timeline.

Mission and Vision – 7th June
Risks and Integration – September (part 1 then ongoing)
Change Management – September (part 1 then ongoing)
Economic Impact – August
First students may enter TUSE 30th September 2019

b. Timeline

It was agreed that the Presidents will nominate a lead for each section from each Institute.

Not discussed.

c. Constitution of writing group

d. Process for final draft sign-off

IV. Change Management

The Presidents and VP for Corporate Affairs met with PWC to discuss the tender.

V. Risk Management

The Steering Group agreed to sign-off the contracts.

VI. Economic Impact Assessment

Representatives from both Institutes meeting EY to discuss the tender.

Funding of all projects has been incorporated in the landscape proposal submitted to the HEA.

VII. Communications

Communication through the TUSE website. Await outcome of landscape proposal prior to adding to website while noting that the proposal has been submitted.

Kilkenny County Council report will not be added to the website instead the agreed statement will be posted.

Collaborative projects to be added to website once agreed by the Steering Group.

Committee to give full consideration and respond to the case for a Kilkenny TUSE campus directly to Collette Byrne (CEO Kilkenny CoCo).

Currently a one page information sheet is being developed for informing various stakeholders with justification and rationale. Final draft to be circulated once approved. This will be issued formally to stakeholders and posted on the website.

VII. Mission and Vision

Two workshops have taken place with significant progress. Expected output by the 7th June, which will be circulated to all staff by the end of June.

VIII. Other Updates

a. Data Group

There have been delays in capturing WIT staff data as noted above which will be collected in the next week.

b. Funding application

Awaiting a response from the HEA Board, which is due to meet within a week of our presentation. The outcome will then be announced by the Minister.

VI. Next Meeting – Date, Time, Venue

29th June 2018 IT Carlow, Tea /Coffee from 9 am

VII. AOB

The co-chairs feel an independent chair should be introduced for the next critical phase of the project. The chairs are currently seeking such a person.