

TUSE

Steering Group Meeting 7

Fri 29th June 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,
Joe Collins ITC, Martin Costello WIT, David Denieffe ITC, Suzanne Denieffe WIT, Ger Frisby ITC, Helen Murphy WIT, Derek O’Byrne WIT, Cormac O’ Toole ITC, David Ryan ITC, Elaine Sheridan WIT, John Wells WIT

Apologies: Jim Moore WIT (Co-Chair), Ann Marie Caulfield WIT, Catherine O’Donnell ITC

Recording: Shauna Whyte

The following documents were circulated in advance:

- Agenda
- Minutes of meeting (6) - 25th May 2018 in WIT
- Agenda Item 4a: Outline of structure of application to establish Technological University
- Agenda Item 4b: Presentation on Vision, Values and Mission for TUSEI
- Agenda Item 5a: Outline of Communications Director post
- Agenda Item 5b: Briefing on the Branding Project tender

Welcome and Introduction:

Opening the meeting John Moore welcomed the Steering Group to Institute of Technology Carlow.

(1) Minutes of the meeting of 25th May 2018 Confirmed in order by all present.

(2) Matters Arising There was a discussion around the ‘Rationale for Technological University of South East Ireland’ document. Subject to some minor changes, the document was unanimously adopted. The document will now be circulated to a pre-determined list of recipients, including TDs, Counsellors, ETB Boards etc. The document will also be posted on the TUSE website.

(3) Meeting with the Minister for Higher Education 20.06.18 The Chairs and the Presidents of both Institutes met with the Minister for Education and Department officials on 20th June. Funding was discussed. It was agreed that there was a real sense of urgency to move things on.

(4) Update on the TUSEI application

A document outlining the structure of the Technological University application was circulated in advance of the meeting.

a. Application structure, responsibilities, proposals

Willie Donnelly highlighted the importance of the Section Co-Ordinators meeting face-to-face and prioritising work, notwithstanding annual leave periods.

b. Vision, Values and Mission

Joe Collins and Helen Murphy presented the draft Vision, Values and Mission document which resulted from the workshops and was subsequently put together by Abby McKenna and Andy Shenstone from The Leadership Foundation.

The document was unanimously adopted and it was agreed to send it out to staff for consultation, following a proofing exercise which would be undertaken by John Wells.

c. Performance Criteria

David Denieffe distributed Chapter 4 of the TUSEI application 'TUSEI: Meeting both the eligibility and the performance criteria for TU designation.'

A discussion followed about the categorisation of Level 10 staff and the use of equivalencies.

There was a suggestion from the Chair that a dry-run audit be conducted by somebody external to both Institutions – this would have to happen early week of September in order to make the end of September final deadline.

Patricia Mulcahy reminded the group that mid-July is the deadline for Chapter 4 and a revised document should be available for next meeting of this group.

d. Risk Analysis and Mitigation

Prospectus have begun this process.

e. Change Management

Cormac O Toole and Elaine Sheridan met with PwC 22nd June. Patricia Mulcahy stated the importance of both Chairs meeting with PwC team before full sign-off is given. Elaine Sheridan to organise contact between PwC and both Chairs in order that they meet and agree how PwC will work with the Steering Group. PwC to attend next meeting of the Steering Group.

f. Economic Impact

EY have the 2016/17 data now and their timeline runs to mid-August.

(5) Communications

a. Communications Director

A document broadly outlining the post was circulated and accepted. A job description is now required. It is envisaged that the person will be in place for September. It will be a joint post, likely a 2-year contract.

b. Branding

An outline document was circulated and discussed. It was agreed to ask the Communications people in both Institutes to review the document. They will be given 2 weeks to feedback their comments and following that it was agreed to move to the tender stage - either through e-tenders or OGP.

(6) HEA Landscape Funding Application

Nothing further to report at this time.

(7) AOB

Andy Shenstone will take over as independent Chair of the Steering Group. He will attend the next meeting in this capacity.

Next Meeting – Date, Time, Venue

2pm 19th July - Carlow - Tea /Coffee from 1.30pm