

TUSE

Steering Group Meeting 12

Fri 12th October 2018, 10.00am

Boardroom Haughton Building, Institute of Technology Carlow

Attendees: Andy Shenstone (Chair)

John Moore (Chair ITC), Jim Moore (Chair WIT)

Patricia Mulcahy (President ITC), Willie Donnelly (President WIT)

Ann Marie Caulfield (WIT), Martin Costello (WIT), Mary Delaney (ITC), David Denieffe (ITC), Ger Frisby (ITC), Gary Holohan (PwC), Helen Murphy (WIT), Cormac O' Toole (ITC), Elaine Sheridan (WIT)

Apologies: Catherine O'Donnell (ITC), John Wells (WIT),

Recording: Shauna Whyte

The following documents were circulated in advance:

- Agenda
- Minutes of meeting (11) – 28th September 2018 in Institute of Technology Carlow
- Chapters 1 – 4: TUSEI Application in designed format (pdf)
- Chapter 5: TUSEI Application working document (word format)
- Data room protocol

(1) Welcome and Introduction	Opening the meeting Andy Shenstone welcomed everybody to the 12 th meeting of the TUSEI Steering Group
(2) Minutes of the meeting of 21st September 2018	An amendment to the minutes of the 11 th meeting was requested and agreed. Minutes will be amended and re-distributed.
(3) Matters Arising	
3(a) Update on recent meetings	The Presidents, Chairs and Vice Presidents (VP) for Corporate Affairs met with and presented to representatives from the Department of Education and HEA on Thursday October 4 th . Subsequently the VPs for Corporate Affairs and representatives from Finance departments at both

	<p>institutions met with representatives of the HEA in Waterford on Monday October 8th.</p> <p>NOTED:</p> <ul style="list-style-type: none"> i. The inflexibilities of the current model were discussed and a model suitable for a Technological University is required. ii. The HEA will report to the Department on the financial model and a subsequent meeting with DES is anticipated to progress the matter. iii. Chapter 6 should be submitted to the Department as it stands. iv. VP Corporate Affairs from both ITC and WIT confirmed the financial model is consistent with the EY report. v. A suggestion was made that an additional funding stream be incorporated into the model but it was acknowledged that this would not address the entirety of the financial challenges. vi. The Chair acknowledged the work carried out to date and congratulated colleagues on this.
<p>(4.) Draft Submission</p>	
<p>(4 a) Chapters 1-4</p>	<p>Chapters 1 – 4 were made available to the steering committee in a design pdf format. Chapter 5 was available as a work-in progress Word document.</p> <p>Chapters 1 – 4:</p> <p>Agreed:</p> <ul style="list-style-type: none"> i. Any figures or projections in these chapters would need to be checked against chapter 6. ii. The summary for each chapter needs to be finalised. iii. The Chair requested that text pieces regarding assertions about what is already being carried out be strengthened by way of footnotes, references and hypertext. <p>Action point: Both Presidents to follow this up.</p>
<p>(4 b) Chapter 5</p>	<p>Chapter 5:</p>

	<p>Three working queries on chapter 5 were distributed in advance:</p> <p>Agreed:</p> <ul style="list-style-type: none"> i. In relation to query 1 that this chapter could be shortened by removing some tables and graphics. Action: Sub-editors to progress. ii. Query 2: Further clarification around the different governance groups is necessary. Action point: Cormac O Toole and Derek O Byrne will draft a document, clarifying the proposed relationships between governance structures post submission to ministerial decision. iii. A separate discussion took place in relation to future governance structure post submission. Gary Holohan is to draft and circulate a document initially to Chairs and Presidents and subsequently back to this group. Action point: SG members are to forward any queries they may have in this regard to S. Whyte by close of business on Tuesday 16th October. iv. Query 3: The sub-editorial team would work on integrating previous chapters in to chapter 5 where relevant. <p>Noted:</p> <ul style="list-style-type: none"> v. Patricia Mulcahy stated the terms of reference for this steering group allow it to remain in place for 3 years or until designation. vi. Willie Donnelly asserted it is now timely and important that a TU office is established.
<p>(4 c) Application Deadlines</p>	<p>Agreed:</p> <ul style="list-style-type: none"> i. All feedback on chapters 5&6 should be sent directly to sub-editorial team by close of business Tuesday 16th October. ii. Chapters to be completed by Wednesday 17th October and available by Friday 18th October in design format. iii. Conclusion and Executive Summary: to be written by sub-editorial team and available by Friday 18th October in design format.

(5)Data Room Protocol	<p>The Data Room protocol was discussed and additions and amendments suggested.</p> <p>Action point: John Moore will update the document and S. Whyte will circulate.</p> <p>The data rooms, (one in IT Carlow, one in WIT), will be available for 3 or 4 days, depending on numbers invited to view.</p> <p>Suggested dates for viewing were 19th - 23rd / 24th October, however this is not suitable for all.</p> <p>Agreed: The Presidents and GB Chairs will have a conference call with SG Chair on the evening of the 16th to discuss mutually agreeable dates and process for the Data Rooms.</p> <p>Noted: The only documents available in the Data Rooms are 1) final draft TUSEI application and 2) the EY report.</p>
(6) AOB	The Communications Director position will be discussed at a later date between the Chairs and Presidents.
Next Meeting – Date, Time, Venue	2pm Tuesday 30 th October - WIT