

## MINUTES

<b>Meeting:</b>	TUSEI Leadership Group
<b>Date:</b>	7 <sup>th</sup> September, 2020
<b>Chairperson:</b>	Tom Boland
<b>Attendees:</b>	Ellen Hazelkorn, Brian Foley, David Ryan, Derek O'Byrne, Declan Doyle, Helen Murphy, Joseph Collins, Richard Hayes, David Dowling, Suzanne Denieffe, Frances Hardiman, Thomas Drury, John Fortune, Karen Hennessey, Peter McLoughlin, Cormac O'Toole, Maebh Maher, John Wells, Mark White, David Denieffe. Willie Donnelly, Patricia Mulcahy (for part of the meeting)
<b>Apologies:</b>	Elaine Sheridan

No.	Item
1.	<b>AGENDA</b> The Chairperson welcomed the members and outlined the agenda for the meeting: <ul style="list-style-type: none"><li>I. Minutes – matters arising</li><li>II. A briefing on what to expect from, and prepare for, the Advisory Panel</li><li>III. Workstream Coordinators – update</li><li>IV. Working Groups – a draft EOI</li><li>V. AOB</li></ul>
2.	<b>MINUTES OF MEETING 31<sup>st</sup> AUGUST, 2020</b> The minutes of the Leadership Group meeting of 31 <sup>st</sup> August were adopted. There were no matters arising. The Chairperson reminded Workstream Leaders to submit their high-level project plans to the Project Office by COB, 7 <sup>TH</sup> September.
3.	<b>PRESIDENTS' MESSAGE</b> The Chairperson invited both Presidents to address the Leadership Group. The Presidents acknowledged the progress being made in the project and the work of the Leadership Group and re-iterated their strong support for the project. The Presidents, while acknowledging the challenging timeline for completion of the project, emphasised the importance of the TUSEI to enhancing the higher education infrastructure of the region. This has been given added impetus due to the economic challenges in the region, resulting from COVID. The Presidents highlighted recent positive developments including the inclusion of a commitment to the TUSEI in the Programme for Government, the appointment of a Minister for the Further and Higher Education sector, the appointment of Tom Boland as Programme

Executive Director and Ellen Hazelkorn as Academic Advisor to the project, the establishment of the Project Office and the recent submission of the TUTF application. The Presidents acknowledge the need to resource the workstreams in a flexible way that best suits each workstream and the importance of prioritising tasks in each workstream. While acknowledging that the panel visit was a critical step towards designation, it was not in itself the end goal, which was a strong technological university to serve the social and economic needs of the region and Ireland more broadly.

**4. BRIEFING ON WHAT TO EXPECT FROM, AND PREPARE FOR, THE ADVISORY PANEL**

Ellen Hazelkorn, Academic Advisor to the project, outlined her experience of what to expect from the Advisory Panel and how best to prepare, including;

- Careful consideration will need to be given to what a Technological University means in the context of the TUSEI, including the distinctive TUSEI student experience, its contribution to the region and the TUSEI education and research profile.
- The Advisory Panel will need to see evidence of both Institutes 'acting as one', evidence of working together and demonstrating the confidence and capability to lead the new organisation
- A proto infrastructure to support the key finance, corporate, academic and research activities of the new organisation will need to be demonstrated, to show how the organisation can 'stand up' from day one.
- Clear linkages between research and learning will need to be demonstrated as well as a framework being in place to support collaboration.
- Consideration should be given to benchmarking the TUSEI against comparable organisations but ranking should be avoided.
- The EUA Institutional Framework can offer guidance in preparing for the Panel: - what are you trying to do: how are you doing it: how do you know that you are succeeding and can you deliver and develop.
- It is important that the Application Submission and any documentation put before the Advisory Panel is coherent, realistic and credible. The Panel will want to understand the process for writing the Submission and understand who was involved in it.
- The visit of the Panel is likely to be of the order of four days and comprise of four international experts, with experience in institutional reviews and quality assurance reviews. The Panel will want to meet a wide range of people across both Institutes, including Presidents, Chairs, Senior Executives, Researchers, Programme Leaders, Students, Members of Working Groups, Trade Unions and External Stakeholders.

<b>5.</b>	<b>WORKSTREAM CO-ORDINATORS</b>  The Chairperson provided an update on the Expression of Interest (EOI) for Workstream Coordinators. He recapped on the structure of the eight workstreams, each to be led by two members of the Executive (one from each Institute) and the role of the Working Groups. The EOI will invite expressions of interest from staff to support the coordination of workstream activities. It is also acknowledged that there will need to be flexibility in resourcing the workstreams as some workstreams could need additional resources at certain periods as work progresses over the coming months. The Chairperson emphasised the need to put resources in place as a matter of urgency, notwithstanding the fact that Workstream Leaders should establish their working groups and begin working on identified topics in each workstream.  <b>ACTION</b>  The Chairperson will follow-up with the Presidents on issuing an update on the project to staff and students. Managers and Unions in both Institutes will be briefed on progress and structure of the project.
<b>6.</b>	<b>WORKING GROUPS</b>  The Chairperson outlined the draft EOI for membership of the Working Groups. Membership of these groups is likely to be a combination of staff identified for their domain-specific expertise and staff identified through the EOI. It is also acknowledged that some members of these Working Groups are likely to be involved in the Panel visit.  <b>ACTION</b>  The Chairperson asked Workstream Leaders to propose their Working Group structure and identify joint Chairs by Friday, 11 <sup>th</sup> September.
<b>7.</b>	<b>NEXT MEETING</b>  Monday, 14 <sup>st</sup> September, 2020, 11:00 am (by Zoom)