

## MINUTES

**Meeting:** TUSEI Leadership Group

**Date:** 14<sup>th</sup> September

**Chairperson:** Tom Boland

**Attendees:**

	Joseph Collins, David Denieffe, David Dowling, Declan Doyle, Thomas Drury, John Fortune, Frances Hardiman, Karen Hennessy, Maebh Maher, Peter Mc Loughlin, Helen Murphy, Derek O’Byrne, Cormac O’Toole, Elaine Sheridan, John Wells, Mark White,  David Ryan, Tom Boland, Ellen Hazelkorn, Brian Foley (Project Office, (PO))
<b>Apologies</b>	

No.	Item
1.	<p><b>AGENDA</b></p> <p>The Chairperson (Tom Boland, Programme Executive Director) welcomed the members and outlined the agenda for the meeting:</p> <ul style="list-style-type: none"> <li>• Minutes of meeting of 7 September – matters arising</li> <li>• Update from each work stream (WS) on recent developments, including working group (WG) development.</li> <li>• Review of all draft project plans collectively with a view to identifying unnecessary overlap, gaps in the project and interconnections.</li> <li>• Update on expressions of interest for WS coordinators and WG members</li> </ul>
2	<p><b>MATTERS ARISING</b></p> <p>Chair explained the plans for communications with students, staff and stakeholders to update all on progress. This is important to ensure that all internal and external stakeholders are up to date on the current status of the project.</p>
3	<p><b>WS UPDATES</b></p> <p>Each joint WS leads provided an update on progress following individual meetings with the Project Office (PO) last week. In summary</p> <p><b>WS1 Corporate Services:</b> A WS plan has been finalised, informed by engagement with other TU consortia and joint WG chairs are identified. The workload on WG joint chairs has been identified as an area of possible challenge.</p> <p><b>WS2 Student services/Student lifecycle:</b> The WS is moving forward quickly. Joint chairs are being identified and preparations for WGs (6 WGs in total – 3 on SS and 3 on SL) formation are beginning. Presentations with key managers on existing systems in both organisations have taken place.</p>

	<p><b>WS3 Academic/Teaching and learning:</b> Four WGs have been identified as have a number of key overlaps with other WS's. It is expected that the WGs may need some expansion as work progresses and so some flexibility will be required. Student and academic representation on the WGs is being pursued.</p> <p><b>WS4 Research and Innovation:</b> An initial proposed 5 WGs have been consolidated to 3: Research strategy for TUSEI. Graduate school. Research and innovation engagement. Working to identify WG chairs.</p> <p><b>WS5 Engagement:</b> Restructured WGs following PO meetings and now working to identify WG joint chairs and interdependencies with other WSs this week.</p> <p><b>WS6 Multi-campus:</b> Planning to reduce WG number down from 5 to 3 focusing on assessment of current provision, planning for the TUSEI multi campus model and a third group planning for moving from current to final modality.</p> <p><b>WS7 Communications:</b> WG for branding, WG on Communications and WG on TUSEI website have been established. Both Communications offices have engaged with other TU consortia for input. Overlap with other WSs also identified.</p> <p><b>WS8 Students Union:</b> SU teams from IT Carlow and WIT have arranged to meet in person on the Carlow campus on 15 September to prepare their project plan. The joint SU are prepared to assign student representatives to all other WSs as appropriate</p>
<p><b>3.</b></p>	<p><b>Project plans, WS co-ordinators and WG membership</b></p> <p>The Chairperson asked that each WS progress with establishing and populating WGs and finalise inputs to the overall project plan. He also asked for a brief (1-2 sentence) descriptor of each WG. EOI for WG members will be issued this week following update communication to all staff. EOI for WS coordinators will also be circulated.</p>
<p><b>4.</b></p>	<p><b>AOB</b></p> <ul style="list-style-type: none"><li>• TUSEI communications will be managed by the PO in collaboration with joint communications offices</li><li>• Indicative timeline:<ul style="list-style-type: none"><li>○ Wednesday :Memo to all staff to update on TUSEI</li><li>○ Thursday: issue EOI for WG membership and coordinator roles</li><li>○ Thursday/Friday: Update to external stakeholders and to media issued</li><li>○ Circular to update students to issue as soon as students have returned to all campuses</li></ul></li></ul>
	<p><b>NEXT MEETING</b></p> <p>Monday, 21<sup>st</sup> September 2020, 11:00 am (by Zoom)</p>
	<p>Date:14 September 2020</p>