MINUTES

Meeting: TUSEI Leadership Group

Date: 21st September, 2020

Chairperson: Tom Boland

Attendees: Ellen Hazelkorn, Brian Foley, David Ryan, Derek O'Byrne, Declan Doyle, Helen Murphy, Joseph Collins, Richard Hayes, David Dowling, Suzanne Denieffe, Frances Hardiman, Elaine Sheridan, John Fortune, Karen Hennessey, Peter McLoughlin, Maebh Maher, John Wells, David Denieffe.

Apologies: Mark White, Cormac O'Toole

No.	Item

1.	**AGENDA**
	The Chairperson welcomed the members and outlined the agenda for the meeting:
	
	   I. Minutes of meeting of 14th September – matters arising
	   II. Update from Project Office
	   III. Update from each workstream.
	   IV. Review of "Workstreams and Working Groups Expected Outcomes and Deliverables" (document attached).
	   V. AOB

2.	**MINUTES OF MEETING 14th SEPTEMBER 2020** The Chairperson advised the meeting that while the minutes were completed they were not circulated due to his oversight. The minutes of the Leadership Group meeting of 14th September will now be added to the TEAMS channel and also uploaded on the website.

3.	**UPDATE FROM THE PROJECT OFFICE**
	
	The Chairperson provided the meeting with the following updates:
	
	   I. EOI for workstream coordinators issued in both institutes. Closing date set for receipt of EOIs is 28th September. Priority is for workstream co-ordinators to be in place as a matter of urgency. The Project Office is to give consideration to a process for selection of workstream coordinators from those who express interest.
	   II. EOI for membership of working groups close to completion and to be issued shortly. EOI to be accompanied by a list of all working groups to assist all interested staff in

	selecting their preferred working group(s). In this regard, the Chairperson drew attention to the briefing note prepared on working groups which will help workstream leaders and working group chairs to fully understand the role and purpose of the working groups in the project and to give a shared sense of how the working groups will operate. Workstream leaders were invited to revise / update their working group descriptions in light of this note.
	III. A briefing note is being prepared for external stakeholders which is due to be issued in coming days
	IV. A press release is being prepared to be issued in coming days, simultaneously with the note to stakeholders.
	V. A meeting was held with the HEA on 16th September regarding the recent TUTF application. The high quality of the application was acknowledged and a final decision on the award of funding will be taken by the HEA Board on 29th September.
4.	**UPDATE FROM EACH WORKSTREAM** Workstream leaders provided updates as follows: • WS1 - Corporate: Chairs of most working groups in place; working groups currently scoping their work; • WS2 - Student Lifecycle / Student Services: Significant overlaps have been identified with WS3; There is likely to be a realignment of working groups in WS2 as a result – to be confirmed after meeting between WS Leaders; Chairs confirmed for student services working groups; presentations have been received from relevant domain-specific experts in both institutes, across a wide range of relevant topics; • WS3 - Academic / T&L: the overlap with WS2 is being addressed; selection of chairs currently ongoing; • WS4 - Research and Innovation; project plan has been finalised and incorporated into the master plan; overlap with WS5 has been identified and changes made as a result; currently approaching potential working group chairs; • WS5 - Engagement: three working groups identified; chairs being approached; clarification sought that EOI for membership of WGs will be open to domain-specific experts and all other staff –this was confirmed by the Chairperson; • WS6 - Multi-campus: three working groups identified; chairs in place; meeting proposed with all chairs to ensure uniformity of approach; • WS7 - Communications: three working groups identified; chairs in place; focus on populating the working groups; potential overlap with WS5 identified; • WS8 – workplan drafted and projects identified; currently limiting working groups to students, however some staff will be involved in some of the working groups at a later stage; work has commenced and is being monitored by workstream leaders. The absence of lifelong learning being explicitly called out in any workstream was raised. There was agreement that this needed to be reflected in the project plan and a dedicated working group was suggested. The PO suggested that a template for some of the outputs from working groups might be useful. This will be further explored. However it was emphasised that the outputs of the working groups should be able to demonstrate to the evaluation panel evidence of 'acting

	as one' and show 'what we have done, what is being done and what we will continue to do' across all the workstreams. The issue of balance was also raised. We should strive for balance, where possible, in membership of working groups across multiple aspects including gender, institution, staff etc.
5.	**REVIEW OF WORKSTREAMS AND WORKING GROUPS: EXPECTED OUTCOMES AND DELIVERABLES** The Chairperson drew members' attention to this briefing note, which had been circulated in advance of the meeting, noting that it would be useful in helping workstream leaders and working group chairs in structuring their workstreams and working groups.
6.	**AOB** There was no AOB
7.	**NEXT MEETING** Monday, 28st September, 2020, 11:00 am (by Zoom)