

MINUTES

Meeting: TUSEI Leadership Group
Date: 5th October, 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, Thomas Drury, Mark White, Cormac O'Toole

Apologies:

No.	Item
1.	AGENDA The Chairperson welcomed the members and outlined the agenda for the meeting: <ul style="list-style-type: none">I. Minutes of meeting of 28th September – matters arisingII. Update from Project OfficeIII. Update from each workstreamIV. AOB
2.	MINUTES OF MEETING 28th SEPTEMBER 2020 There were no matters arising.
3.	UPDATE FROM THE PROJECT OFFICE The Chairperson provided the meeting with the following updates: <ul style="list-style-type: none">I. A meeting took place between the Project Office and the seconded union representatives from the PMSS group of unions on 1st October. The meeting was a very positive engagement and the Chairperson looked forward to the continued engagement of the unions in the TU process.II. Work on the audit file demonstrating how the eligibility criteria are being met, is progressing with weekly meetings now taking place. The Chairperson has set a deadline of 16th October for completion of the audit file with the currently-available datasets.

	<p>III. Nine EOIs were received for Workstream Coordinators. They will be seconded onto the project using a lateral transfer process. Informal interviews are organised in both institutes for Tuesday, 6th October.</p> <p>IV. 141 EOIs for membership of working groups were received. The addition of the joint working group chairs, the seconded union representatives and students will bring the number of people involved as members of working groups to over 200. Membership of working groups is expected to be finalised by Workstream Leaders by Friday, 9th October and working groups operational from week beginning, 12th October. The Chairperson indicated his intention to meet the chairs of all working groups for a briefing on the role and operation of the working groups.</p> <p>V. No formal communication on the outcome of the TUTF application has yet been received. A formal decision is expected shortly.</p> <p>VI. Communication activities include: - an email issued on 30.09.2020 to students in both institutes advising on the current status of the TUSEI; a communication to secondary schools currently being prepared that will issue shortly; a review of the project website and a proposal under development for its improvement;</p>
<p>4.</p>	<p>UPDATE FROM EACH WORKSTREAM</p> <p>Workstream Leaders provided updates as follows:</p> <ul style="list-style-type: none">• WS8 – Student Unions: workplan drafted and working groups identified; strong engagement from both students union;• WS7 - Communications: three working groups identified; chairs in place; currently evaluating tender for brand; possibility to add another working group on school liaison;• WS6 - Multi-campus: three working groups identified; chairs in place (chair of WG1 is changing); meeting with all chairs to ensure uniformity of approach;• WS5 - Engagement: three working groups identified; chairs in place; meeting of working group chairs to take place;• WS4 - Research and Innovation; project plan finalised; working group chairs have been identified and meeting has taken place; project management queries were raised by some working group chairs (addressed later in the meeting)• WS3 - Academic / T&L: chairs in place; members of all working groups identified based on EOI and nominations; sub-groups to be formed in one working group;• WS2 - Student Lifecycle: - working group chairs in place; meeting of chairs has taken place; overall project plan has been shared and working group chairs currently developing detailed project plans; Student Services – working group chairs in place; detailed project plan being developed; finalisation of working group membership• WS1 - Corporate: Chairs of four working groups in place and these working groups are operational; chairs of two remaining working groups to be confirmed; scope of work has been completed for four working groups; <p>The Chairman noted that good progress has been made in putting in place the structures that will be employed to deliver the TU. The next step is for these structures to begin operating from the week of 12th October to deliver the necessary outputs and outcomes.</p>

	<p>There was a discussion on project management and the following was noted:</p> <ol style="list-style-type: none">1. The current TUSEI team will be used as a repository for project documents. Each workstream has a dedicated channel in TUSEI team. Currently WS leads have access to this and this will be extended to include WG chairs (and possibly WG members, subject to any limits on overall numbers);2. The overall project plan has been submitted to the Minister. Each WG will now develop its own plan, in a format best suited to its work;3. Further guidance will be given on WG outputs at a briefing to be held later this week with WG Chairs;4. A monitoring and reporting system will be put in place to track progress. This will be coordinated at WS level by the Workstream Coordinators;
<p>5.</p>	<p>AOB</p> <p>There was a discussion on the name of the new TU. The Chairperson indicated that TUSEI is currently a working title and that a branding exercise (currently the subject of a tender) will inform the name of the new university.</p> <p>Digitisation and the development of online learning platforms was discussed and the importance of it being included in a relevant workstream was acknowledged</p>
<p>6.</p>	<p>NEXT MEETING</p> <p>Monday, 12th October, 2020, 11:00 am (by Zoom)</p>