

TUSE

Steering Group Meeting 1

4th December 2017 9.30 am

Lyrath Hotel, Kilkenny

Attendees: Jim Moore WIT, John Moore ITC (Co-Chairs)
Willie Donnelly WIT, Patricia Mulcahy ITC (Presidents)
Anne Marie Caulfield WIT, Joe Collins ITC, Martin Costello WIT, David Denieffe ITC,
Ger Frisby ITC, Catherine O' Donnell ITC, Elaine Sheridan WIT, John Wells WIT

Apologies: None

Recording:

Documents: No documents were tabled

Agenda: Chairs outlined a two-item agenda for this meeting

1. To agree a six-month high-level work plan for this group with agreed timelines and deliverables.
2. To agree the makeup of the steering group to direct and oversee this work.

(1) Welcome and Introduction The Chairs commenced the inaugural steering group meeting by informing all present that the group had been convened by the Governing Bodies of WIT and ITC.

The establishment of the SG is in response to the following factors:

- i. The TU Bill will be enacted this year or in early January.
- ii. The TUI embargo is lifted and the national negotiation process has begun.
- iii. The TU funding has been reduced to €150k.
- iv. Two other TU consortia are on track to have applications completed by end 2018, and TUSE wish to ensure the South-East does not miss an opportunity.

(2) Work-Plan In order to progress the TU application the Presidents agreed that an agreed timeline for development was required and it was in this context that the work plan was discussed.

It was agreed that the work-plan should include five workstreams under the following themes:

1. Mission, Vision and Values
2. Data Mapping
3. Economic Analysis
4. Risk Analysis
5. Staff and Student Engagement

A comprehensive discussion followed with engagement and contributions from all members.

NOTED: At the end of this six-month plan (end June 2018) all the required work should be completed to enable the steering group to confidentially set a definitive, agreed application date.

(2.1) Mission, Vision & Values

Agreed this work should be completed by a group of 8 comprised of equal numbers from the executive group of each institution and to include the Presidents.

An external facilitator to be appointed to manage these sessions.

Action: W.Donnelly, P. Mulcahy
Target completion: End Feb '18

(2.2) Data Mapping

Agreed this work should include current datasets and trajectories for the merged entity.

The data held by the HEA can be used to support this work.

Action: D. Denieffe, D. O'Byrne, R. Hayes, D. Ryan
Target completion: End Feb '18

(2.3) Economic Analysis

The steering group agreed that:

- a) the economic analysis is a crucial piece of work in underpinning the rationale for TU status.
- b) that it should be completed by a credible consultant economist.
- c) Bacon's earlier work could be used as a reference point for scoping this piece of work.

Action: E. Sheridan, D. Doyle
Target completion: End April '18 – subject to scoping exercise.

(2.4) Risk Analysis

Agreed that:

- d) external Consultants to be engaged.
- e) risk Analysis should be comprehensive and include reporting systems, academic calendars, HR and IR challenges, financial risks, IT systems, external risks etc.

- f) mitigation Strategies should be included for consideration by the Steering group.
- g) this work will take the full six months as some of it follows Item 2ii Data Mapping.
- h) it would be appropriate and desirable to have a preliminary report in the interim.

Action: E. Sheridan, P.Mulcahy

Target completion: June '18

(2.5) Staff and Student Engagement

Agreed that:

- a) the call for Collaborative Projects will be made by the first week in January.

Action: P.Mulcahy, W. Donnelly

Target completion: First week Jan '18

2.5.1. TU Branding

Agreed that:

- a) the communication for the TU project should be led by the steering group to reduce misinformation.
- b) a list of the important stakeholders to be drawn up for communication (i.e. HEA, DoES, Chambers of Commerce, IBEC, South East APJ, County Managers, Politicians, ETB's, Schools etc).
- c) a Joint website and e-mail address for communication to be set up.
- d) joint Branding (both letterheads and logos etc) to be used on all TU correspondence.
- e) PR managers in both institutes to be assigned joint responsibility and tasked to work closely together on the above and overseen by the Strategic Planning Offices.

Action: R. Hayes, D, Ryan

2.5.2 Campus Communication

Agreed that:

- a) a series of face to face briefings with a consistent message to be co-ordinated on campuses.

Action: P.Mulcahy, W. Donnelly

2.5.3 CAO communication

Agreed that:

- a) a joint CAO external poster campaign with the message "Study in The South East" with both Institutes logos will be undertaken in Carlow Waterford, Kilkenny and Wexford.

- b) assistance of County managers to be sought.

Action: D. Denieffe, R. Hayes
Target completion: Mid Jan '18

2.5.4 Briefing (One Page) Document

Agreed that:

- a) a high level one-page document of bullet points explaining the rationale for the creation of the technological university to be created for GB and steering group members.
- b) this document to be used when briefing the stakeholders listed in 3.i.b so there is a consistent high-level message.

Action: P.Mulcahy, W. Donnelly

(3) Steering Group

3.1. Meeting Schedule

Agreed that:

- a) the steering group should meet monthly for the first
- b) six months. The third Friday of each month was agreed.
- c) this meeting will take place on alternate campuses commencing with Carlow on Friday January 19th at 9.30 am.
- d) steering group meetings and progress should be more visible.

Action: J. Moore and J.Moore

3.2 Independence of the Steering Group

Agreed that:

- a) the steering Group needs to recruit an Independent Chairperson.
- b) that demonstrable chairing skills / experience would be more important for this role than knowledge of academic landscape.
- c) two external academic experts with knowledge of similar Third level amalgamations are desirable. Ideal would be one from UK and one from continental Europe.
- d) a change management specialist to advise the group is desirable.
- e) HR managers of both Institutes to compile list of possible candidates.

Action: M. Dolan, S. Hurley
Target completion: By Jan '18 SG meeting.

(4) AOB

None

