

TUSE

Steering Group Meeting 3

Fri 16th February 2018, 9.30 am

Board Room Haughton Building, IT Carlow

- Attendees:** Jim Moore WIT, John Moore ITC (Co-chairs)
Willie Donnelly WIT, Patricia Mulcahy ITC, (Presidents)
- Anne Marie Caulfield WIT, Martin Costello WIT, David Denieffe ITC, Catherine O' Donnell ITC, Cormac O Toole ITC, John Wells WIT
- Apologies:** Joe Collins ITC, Ger Frisby ITC, Elaine Sheridan WIT
- Recording:** Shauna Whyte ITC

Documents:

- Following documents were tabled
- Workplan Progress Report Sheet
 - Email from Mr. Joseph Ryan, THEA, on European Networks of Universities proposal
 - TU Bill and Eligibility Criteria

Agenda: Circulated in advance.

- (1) Welcome and Introduction** Opening the meeting the Joint Chairs introduced Shauna Whyte, Head of Academic Administration and Student Affairs, IT Carlow. Shauna will act as professional support for the Chairs for all meetings hosted by IT Carlow
- (2) Apologies** As noted above
- (3) Minutes 19th Jan '18 :** Confirmed in order by all present.
- (4) Matters Arising:** None noted.
- (5) Other Developments:**
- 5.1 HEA Funding for TUs: **Noted:**
- a) P. Mulcahy and W. Donnelly met with HEA last week.
 - b) Next call for submissions end March 2018

- c) That perhaps some representatives from this Steering Group should attend the next meeting with the HEA.

Agreed that:

- d) A draft submission should be ready for the next meeting of this group 16.03.18.

5.2 Technological Universities Bill:

Noted:

This bill is imminent and is available on the Department's website.

5.3 European Universities Proposal and TUSE

Noted:

Positive response sent to THEA regarding potential future involvement in this initiative

5.4 National Negotiation Forum for TUs

Noted:

Meetings are ongoing. Feedback coming through from HR Managers.

(6) Update on Work Plan Progress

Workstream 1

6.1 Mission, Vision and Values

Mission, Vision & Values

Noted:

- a) Leadership Foundation for Higher Education chosen for this piece of work.
- b) Their facilitator will be required for a total of 11 days – 4 of which require combined attendance from WIT and IT Carlow.

Agreed that:

- c) 4 days to be scheduled between now and end March 2018.
- d) Each day will be attended by 4 people from the Executive of each Institute.
- e) Substitutes can be nominated to attend if dates do not suit.

Workstream 2:

6.2 Data Mapping

Data Mapping

Noted:

Work ongoing and hopes to conclude by mid- March.

Workstream 3:

6.3 Economic Impact Analysis

Economic Impact Analysis

Noted:

- a) 16th February is deadline for submissions.
- b) Depending on responses, it may be necessary to contact additional providers

Workstream 4:

6.4 Risk Analysis

Risk Analysis

Agreed that:

- a) Brief 2, (Project Management Services) will be a single tender, for IT Carlow only.
- b) Brief 3, (Change Management) will be a joint tender by both Institutions and will go through OGP.

- c) The importance of Change Management for the TUSE project in general was acknowledged and it was agreed that this area may require further resources into the future.

Workstream 5:

Staff and Student Engagement

6.5.1 EOIs:

Agreed that:

- a) projects may need to be prioritised.
- b) There is an expectation that priority 1 projects would begin before 01.03.18.
- c) A day for project owners to present their submissions will be organised in the near future.

6.5.2 Stakeholder Lists:

Noted:

Work is ongoing in this area with Dr. David Ryan compiling IT Carlow's list and WIT working on amalgamation of their 3 lists.

6.5.3 Communications Plan:

Noted:

- a) a communications plan was previously drafted and may form the basis of a new plan.
- b) a discussion around the use of social media and what social media channels should be used for communicating messages.

Agreed that:

- c) this plan is a key piece of work.
- d) Declan Doyle and Richard Hayes to present at the next meeting of this Steering Group on 16th March 2018

6.5.4 Joint TU Website and email address:

Noted:

- a) The website went live 15.02.18 – www.tuse.ie.
- b) Email address info@tuse.ie is being monitored by Dr. David Ryan and Dr. Richard Hayes.
- c) The website is contracted to Newworld Vision currently

Agreed that:

- d) Presidents to send out an all staff email informing of the website and email.
- e) Communications from this Steering Group will be put on the website to inform on the progress of the TUSE project.

6.5.5 Joint Branding:

Noted:

Samples of jointly branded headed paper were viewed and discussed. All display the header 'Technological University for the South East Project'.

6.5.6 Joint Poster Campaign:

Agreed that:

the joint poster campaign would run for CAO Change of Mind. CoM runs from 5th May to 1st July.

Noted:

A document has been drafted by the Presidents and will be reviewed by Governing Body members of the Steering Group in the first instance.

(7) AOB:

Noted:

- a) The first joint post-graduate event took place this week between Department of Nursing & Health Care in WIT and the Science & Health department in IT Carlow. These events are scheduled to happen once per month, alternating locations between both Institutes.
- b) A discussion took place around communicating project progress with students through the Student Unions. It was suggested that representatives from the Student Unions could attend part of the Steering Group meeting in future, beginning with Student Union reps from both Institutes being invited to Waterford for next meeting.

Action: D. Denieffe to work up a proposal and circulate.

(8) Next Meeting:

WIT Campus 16th March 9.30am – 12pm. Tea / Coffee from 9am.

(9) Subsequent Meetings:

20th April 2018
18th May 2018
15th June 2018