

## MINUTES

**Meeting:** TUSEI Leadership Group  
**Date:** 28<sup>th</sup> 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, David Denieffe, Mark White, Cormac O'Toole

**Apologies:** Thomas Drury

No.	Item
1.	<b>AGENDA</b> The Chairperson welcomed the members and outlined the agenda for the meeting: <ul style="list-style-type: none"><li>• Minutes of meeting of 14<sup>th</sup> September – matters arising (none)</li><li>• Update from Project Office.</li><li>• Update from each workstream.</li><li>• Workstream co-ordinators</li><li>• AOB</li></ul>
2.	<b>UPDATE FROM THE PROJECT OFFICE</b> <ul style="list-style-type: none"><li>• Stakeholder email and press release went out last week</li><li>• Coms offices are working closely together on TUSEI communications</li><li>• The finance element of the TUFT application to the HEA for funding to support TUSEI was finalised and re-submitted on Friday.</li><li>• Plan to meet WG and WS leads next 2 weeks to get activity going in WGs</li><li>• EOI for WS co-ordinators closed on Friday last and PO met with HR offices to discuss the next steps</li><li>• EOI for WG membership is closing today with the PO meeting on Tuesday 29<sup>th</sup> to review.</li><li>• A final date for completion of the criteria data/audit file has been set for October 16<sup>th</sup></li><li>• Plans for a series of workshops were outlined focusing on; the region/regional development/engagement; internationalisation; the TUSEI Teaching and Learning model; Measuring success. These webinars will take place in October/November and will inform the operation of the WSs. WS leaders were asked to suggest additional webinars.</li></ul>
4.	<b>UPDATE FROM EACH WORKSTREAM</b>  Work stream leaders provided updates as follows: <ul style="list-style-type: none"><li>• WS1 – Corporate Services: A series of meetings with working group chairs has taken place and this group are now prioritising activity/projects/sub-projects as per the 3 phases. Good</li></ul>

	<p>progress is being made and a detailed project plan for all WGs is expected by the end of this week.</p> <ul style="list-style-type: none"><li>• WS2 - Student Lifecycle/Student Services: Some SL activity has been moved to WS3. Lifelong learning is now included as a new WG and joint chairs have been appointed. Student Services will meet with WG chairs tomorrow and work through the project plan.</li><li>• WS3 - Academic/Teaching and Learning: WG joint chairs meeting on Wednesday. Good progress being made and a large number of sub-groups is expected.</li><li>• WS4 - Research and Innovation; Joint chairs have been approached but not yet confirmed. WG1 has been split in 2 – '<i>converging and consolidating existing research entities</i>' and '<i>TUSEI research and innovations strategy</i>'. Finalising co-chairs this week to discuss skills gap analysis</li><li>• WS5 - Engagement: A number of suitable co-chairs identified have already agreed to work on other WSs so WS5 have yet to finalise their co-chair structure</li><li>• WS6 - Multi-campus: Chairs in place. Meeting planned with all chairs later this week</li><li>• WS7 - Communications: Co-chairs not yet finalised. Branding tender is closing this week. The consultation process around naming the new University is being considered.</li><li>• WS8 – Student Union: Now restructured as 3 WGs - SU formation, student representation and student life. A lot of positive interest amongst the student body and some media engagement also.</li></ul>
<b>5.</b>	<b>UPDATE ON WORKSTREAMS, CO-ORDINATORS AND WORKING GROUPS</b>  The EOI application deadline for WS co-ordinators has passed and it is proposed, following consultation with HR, that the PO will meet with those who have expressed their interest. Releasing selected WS co-ordinators should, where possible, take place as soon as is practical
<b>6.</b>	<b>AOB</b>  There was no AOB
<b>7.</b>	<b>NEXT MEETING</b>  Monday, 5 <sup>th</sup> October, 2020, 11:00 am (by Zoom)