

## MINUTES

**Meeting:** TUSEI Leadership Group

**Date:** 8<sup>th</sup> February 2021

**Chairperson:** Tom Boland

**Institute Presidents:** Patricia Mulcahy & Willie Donnelly

**Attendees:** Annette Byrne, Brian Foley, Cormac O'Toole, David Denieffe, David Kane, David Ryan, Declan Doyle, Derek O' Byrne, Eimear Radley, Elaine Sheridan, Ellen Hazelkorn, Frances Hardiman, Helen Murphy, Ken Thomas, John Fortune, John Wells, Joseph Collins, Karen Hennessy, Maebh Maher, Martina Mullally, Marie Esmonde, Maresa Fitzhenry, Mark White, Mary Delaney, Mary Hartley, Orla Foley, , Richard Hayes, Rita Dalton, Samantha O'Connor, Suzanne Denieffe, Thomas Drury, Yvonne Hoare

**Apologies:** David Dowling, Peter McLoughlin

No.	Item
	<b>Agenda</b> <ol style="list-style-type: none"><li>1. Minutes of meeting of 1 February – matters arising</li><li>2. Update from Project Office.</li><li>3. Review of draft material from workstreams.</li><li>4. AOB</li></ol>
1.	<b>Minutes of meeting of 1<sup>st</sup> February 2021</b> <p>There were no matters arising.</p>
2.	<b>Update from the Project Office</b> <ul style="list-style-type: none"><li>• Chairperson thanked everyone for their contributions to the appendix for the application document and thanked Leaders of WS 4 for a successful staff information session on the topic of Research &amp; Innovation</li><li>• Communication:<ul style="list-style-type: none"><li>- Schedule of forthcoming 12pm Friday Town Halls will be circulated to all staff and students</li><li>- Information session will be held on Monday 15 January at 1pm for Management Personnel in both Institutes</li><li>- Structure was put place for IR Facilitators of PMSS to work with the Project Office more effectively. An invitation will be offered to TUI Reps to join that new structure</li></ul></li><li>• TUTF Fund</li></ul>

	<ul style="list-style-type: none"><li>- Presidents and PO meeting HEA to discuss 3 items this week, namely 1) Spend for Sept-Nov 2020, 2) Report Due on 31<sup>st</sup> March for Period Sept-Feb 2021, 3) Budget for Year 2</li><li>• Application Document:<ul style="list-style-type: none"><li>- Presidents met Chairs of Governing Body last week and agreed Original Application Document will form the basic application document and will be supported by an addendum setting out the evidence supporting it and he outlined the time for review of drafts and the final document by the Steering Group, academic councils and governing bodies.</li><li>- <b>Action:</b> The timeline will be circulated.</li><li>- An Editorial Board has been established and will commence work immediately on a first draft of the application document. Priority will be required by all members of TUSEI to provide material as the editors identify it.</li><li>- Project Office Directors tasked with updating Chapters 2 (Criteria) and 5 (Establishing TUSEI)</li></ul></li><li>• Pre-Panel 8<sup>th</sup> March 2021<ul style="list-style-type: none"><li>- <b>Action:</b> WS Leads and Coordinators to provide nominees (5 from each institute) for Pre-Panel across gender, levels, range for each panel session. A chair/facilitator will also be required for each session</li></ul></li></ul>
<b>3.</b>	<b>Review of Draft Material for Appendices to Application Doc</b> A discussion took place on two areas namely Academic Profile and the implications of Covid 19 on all aspects of providing 3 <sup>rd</sup> level education
<b>4.</b>	<b>AOB</b> No other business
<b>5.</b>	<b>Next Meeting</b>  Monday 15 <sup>th</sup> February, 2021, 11:00 am (by Zoom)