

DRAFT MINUTES

Meeting: TUSEI Joint Governing Body Steering Group Meeting No. 29
Date: 18th March 2021
Chairpersons: John Moore (Chair ITC), & Jim Moore (Chair WIT)
SG Attendees: Patricia Mulcahy (President ITC), Willie Donnelly (President WIT), Annmarie Caulfield (WIT), Andy Crowley (WIT), John Fortune (WIT), Michael Carbery, Thomas Drury (ITC), Sam Alcock (ITC), Claus Derenda (ITC), Louise Walsh (WIT), Valerie Farrell (ITC)

Project Office: Tom Boland (Project Executive Director), Ellen Hazelkorn (Academic Advisor)

Secretariat: Eimear Radley, Data Co-Ordinator, Project Office
Apologies: none

Items circulated prior to Meeting included:

- Final Minutes of Meeting 18th Feb 2021
- Agenda of Meeting 18th Mar 2021
- Report to Steering Group on Pre-panel 14th March 2021

No.	Item
	Agenda <ol style="list-style-type: none">1. Matters arising from Minutes of the meeting of 18th Feb 20202. Steering Group Discussion3. Update from Project office re pre panel & Next Steps4. AOB
1.	Minutes of meeting of 18th February 2021 <p>There were no matters arising. Minutes were proposed and seconded.</p>
2.	Steering Group Discussion <ul style="list-style-type: none">• Chairs and Presidents met with Minister and members of the Oireachtas, including TDs and Senators. Very positive meeting was had. Letter of support was signed by a list of Oireachtas members.• Communication: A concern was raised over a lack of positive communication on the immense work being undertaken on the Project and how that was reflected by Pre-Panel feedback. Members were informed that the Communication Workstream have all been actively engaged in communication, Presidents are communicating with internal staff and student on a regular basis via email. Townhall events occurring every Friday to present work within each workstream. New Communications person being appointed. Avenues to be explored (such as Instagram or Twitter to post weekly good-news feeds) to increase positive awareness.

3. Update from Project Office:

Preparatory Panel

Tom Boland praised all involved for their tremendous work during last week's preparatory panel. It was a positive and encouraging exercise with a high level of confidence that a successful application for designation will be made. Largely the same people will meet the real panel. However, there is still a lot of work to complete in a short timeframe in order to have the application document at the required standard and to build a successful TU.

Issues requiring attention in the application document arising from the Preparatory Panel were outlined with a strong focus on how in practice objectives under a range of areas were to be achieved.

Next Steps

Application Document:

- Timeline Includes:
 - Application Submission by end April
 - Governing Body approves Document 27th/28th April
 - Governing Body receives Application Document 23rd April
 - Academic Council approves Document by 19th April
 - Academic Council Receives Document by 16th April
 - Editorial Team concludes editing by 12th April
- Suggested Format of Application Document as recommended by Pre-panel:
 - Reduce in length, eliminating repetition,
 - Part 1 Cpt 1, 2 & 5 largely to remain as they are.
 - Cpt 5 Vision, Mission, Values stand unaltered.
 - Current Cpt 3 and 4 to contain more detailed practical evidence
- Next Steps
 - Editorial Team will identify gaps and circulate
 - Approval structures for certain important policies/proposals need to be implemented. The Project Office will identify issues that need decisions for joint executive and academic council approval

Tom acknowledged the short timeline and challenging commitment required by members but has confidence the application can be completed over the next 4 weeks.

Members of Steering Group gave their utmost support and dedication to any work/reading/attending extra special purpose meetings that may required of the, in order to meet any deadlines.

4. AOB

7. Next Meeting

Next Meeting will be set by Governing Body Chairs via Zoom.