

MINUTES

Meeting: TUSEI Leadership Group
Date: 15th February 2021
Chairperson: Tom Boland

Institute Presidents: Patricia Mulcahy & Willie Donnelly
Attendees: Annette Byrne, Brian Foley, Cormac O'Toole, David Denieffe, David Dowling, 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, Mark White, Mary Delaney, Mary Hartley, Orla Foley, Richard Hayes, Rita Dalton, Samantha O'Connor, Suzanne Denieffe, Thomas Drury, Yvonne Hoare

Apologies: Peter McLoughlin, Maresa Fitzhenry, Tom O Toole

No.	Item
	Agenda <ol style="list-style-type: none">1. Minutes of meeting of 8th February2. Update from Project Office, including feedback from the recent LIT/AIT advisory panel review.3. Review of progress on application document.4. Preparing for the preparatory panel.5. AOB
1.	Minutes of meeting of 8th February 2021 <p>There were no matters arising.</p>
2.	Update from the Project Office <ul style="list-style-type: none">• Briefing on AIT/LIT panel Review<ul style="list-style-type: none">- Feedback was that the panel review was rigorous. The issue of equivalence was pursued but is not a concern for TUSEI as for AIT/LIT. The evidence of 'TU readiness' is of paramount importance.• Eight members from the consortium was the maximum allowed at each panel session.• Pre-Panel<ul style="list-style-type: none">- Panel sessions will deal with a range of cross cutting issues. Co ordination and a collective approach to a wide range of issues will be integral to an effective engagement with the panel.

- Issues discussed included-
- a) That WG chairs, while overseeing working groups, will not have responsibility for the implementation of plans and, related, many issues will require approval through the usual academic and governance processes. The PO accepted this. It is not intended to bypass these processes but it was important that the groups begin to set down their conclusions on issues, even if preliminary. This will aid further reflection and the development of the application document.
- b) A lot has been written, but more discussion needs to take place across work groups. The PO agreed – the current material is taken at a point in time and it was essential that the WGs understand that as they will continue to discuss and refine the issues further.
- Steering Group
 - Next meeting on Thursday 18th Feb at 4pm. Discussion will focus on a) Progress Plans b) Current Application Document part 1 and the Memo explaining Part 2 c) Report to the Minister for Higher Education. The Steering Group will be provided with a progress report on the priority deliverables in advance of the meeting . WS leads will be on hand to provide any further information or clarification.
- Staff & Student Townhalls
 - Chairperson thanked WS3 for their presentation on Academic Teaching and Learning on Friday 12th Feb. Next webinar being held Friday 19th at 12, presented by the SU presidents.
- Project Office Weekly Meetings
 - TUI agreed to join the weekly Project Office Team meeting held every Thursday. It was noted that it is a great opportunity for sharing of information and feedback.
- Pre Audit Report
 - Deloitte due to give a draft report this week.
- TUTF Funding
 - Project Office met with HEA last Wednesday. WS leads are to provide information for Year 2 budgets due with the HEA on 31 March.

3. & 4. Review of Progress for Material for Appendices to Application Doc & Pre Panel

- A review of draft material submitted last week, of the thematic areas for the application document, was completed over the weekend by members of the editing group
- Gaps were identified and listed as questions under various thematic headings and sent to various WS leads and chairs. Strong focus was put on capturing all evidence to substantiate Part 1 of the application document.
- A briefing was subsequently provided by the editing group, to explain the background of how these questions were identified, covering all mission statements. A draft contents page (or in effect a checklist) for Part 2/Appendix of the application document was discussed.
- It is hoped to have a further draft document for review for next Monday's meeting,.
- A number of the questions/issues will require approval at executive level but for the purpose of this exercise is to write up the present thinking, and the normal

	<p>approval processes will operate in due course. Action: Chairperson will follow up with an email indicating the above clear message.</p> <ul style="list-style-type: none">- A concern was raised that the full range of discussions within WGs was not being captured in the application document. It was pointed out that all such material will be placed on MS TEAMS and will demonstrate to the panel the breadth and depth of the work done.- The questions addressed to the WGs are the types of questions that will be asked at a panel session, so preparation is the key as to what steps, processes will be involved in the formation of a new TU and its trajectory.- Project Office Directors will update Chapters 2 and 5 of the current application document.- Two WS Leads have taken up the task of updating the data on the region.
<p>5.</p>	<p>AOB No other business</p>
<p>6.</p>	<p>Next Meeting Monday 22nd February, 2021, 11:00 am (by Zoom)</p>