

Meeting reference: TULEADERSHIP (by ZOOM)

Meeting: TUSEI Leadership Group

Date: 19th April 2021

Chairperson: Tom Boland

Institute Presidents: Patricia Mulcahy, Willie Donnelly

Attendees: **Leads:** Cormac O'Toole, David Denieffe, David Dowling, Declan Doyle, Elaine Sheridan, Joe Collins, Karen Hennessey, Ken Thomas, Peter McLoughlin, Suzanne Denieffe, Thomas Drury, Derek O' Byrne, Frances Hardiman, Helen Murphy, Maebh Maher, John Wells, Tom O'Toole, Mark White, Thomas Drury, John Fortune.

Editorial Team: Mary Delaney, Richard Hayes,

Co-Ordinators: Maresa Fitzhenry, Martina Mullally, Marie Esmonde, Samantha O'Connor, Yvonne Hoare, Annette Byrne, Nikki Bourke, Orla Foley.

Project Office: Brian Foley, David Kane, David Ryan, Ellen Hazelkorn (Academic Advisor), Eimear Radley, Janet Syms

Apologies:

No.	Item
	Agenda <ol style="list-style-type: none">1. Minutes of meeting of 12th April 2021 – matters arising.2. Application Document.3. Project Structure (beginning 1st may 2021)4. AOB
1.	Minutes of meeting of 12th April 2021 – matters arising. No matters arising
2.	Application Document The application document is close to final draft and there is limited opportunity only for further amendments, subject to consideration by Academic Councils and Governing Bodies. The external reviewer/editor, was of the view that document has a very clear narrative and exudes a sense of confidence He proposed some material relating to the role of the TU in the arts, design and culture. In terms of process, it was important that control be maintained of a master copy. This will be done by the PO with David Kane the designated person to make any further amendments and to liaise with the designer.

Process:

Over the next 2 weeks Governing Bodies and Academic Councils in both WIT and ITC will conclude their review of the application. The Steering Group will view the document on Thursday 22nd April. The Application will be submitted to the Minister on 29 or 30 April. The expectation is that's the International Panel will review the application in the week of 14th June. Before this there will be an audit of the statutory criteria, as requested by the HEA.

The document is with designers for to enhance the overall its look, including the images, tables and charts. The draft will be circulated to Governing Bodies early next week for their review and input.

In terms of preparing for the Advisory Panel review it is not clear at present what structure this will take but the broad outlines are clear in that there will be a focus on areas relating to Academic, Research, Student Services/Experience, Corporate and Unions. The presidents will decide who will meet the panel which will include most people who met the preparatory panel, but not all as the number in each session is unlikely to be more than 8 from the consortium. Those attending panel session will need to have familiarity with the whole application document and the MS Teams channels. In summary the next 2 weeks will be focused on getting the application document ready to be submitted to the minister by or on the 30th April 2021.

3. Project Structure

Thought now needs to be given to the structure of the project after the application document is submitted – up to the panel review and between a decision to establish the TU and its establishment day. Working Groups should continue as policies and procedures are still being worked on and some issues will need further development up to the panel review. In addition, a strong and effective team has been assembled in the Project Office/ coordinators which can provide a continuing resource to support the project. The Joint Executive will have a central role to play. Communications, branding and QA will all need attention as well the appointment of a president and matters relating to academic council are among the issues that will require close attention.

TUTF Funding currently is showing an underspend. Overall funding from this source is at present under review. A decision on funding for 21/22 is expected later in the year.

Communications

Good and effective communication will continue to be a key priority as the TUSEI project moves from planning to implementation. Town halls have been very successful and an excellent presentation was done on Friday by the Corporate work stream. While the attendance is low with an average of 100, the sessions have been very informative and engaging. Consideration now needs to be given to how best to continue a programme of engagement and communication with staff and students. As a specific proposal it is planned that once the application is submitted a general staff and student meeting will be held to brief them on its content and the process ahead. More generally, proposals on communications can be emailed to David Kane.

	Branding – this work is continuing and needs time. There is no requirement to have the name of the TU decided on before the application is submitted.
4.	AOB -----
	Next Meeting Monday 26 th April 11am.