

Digest of the meeting of the Governing Body of Cork Institute of Technology held on Thursday 2 February 2017 in the Council Room, 2nd Floor, Administration Building at 3.00 pm.

Present: Mr Bob Savage (Chair)
Dr Brendan J. Murphy
Mr Bernard Allen
Ms Mary Cooney
Mr Eoin Deane
Mr Shane Falvey
Ms Emelie Fitzgibbon
Cllr Mary Hegarty
Cllr Michael Hegarty
Capt Dave Hopkins
Cllr Patrick Gerard Murphy
Mr Declan O'Leary
Ms Ruth O'Leary
Mr Cilian Ó Súilleabháin
Mr Ted Owens
Ms Ann Piggott
Ms Katherine Walshe
Mr Jim Woulfe

In Attendance: Ms Orla Flynn, Mr Paul Gallagher, Dr Barry O'Connor and Ms Ann O'Mahony, Recording Secretary.

The Chairman welcomed all to the meeting.

Apologies were received from Ms Maura Fitzgibbon. The Chairman noted that Cllr Michael Hegarty will be attending later due to his attendance at another meeting and that Mr Jim Woulfe will be attending at 3.30 pm and will present the Audit Committee Report.

On behalf of Governing Body the Chairman extended sympathies to:

- 1. The mother and family of Kenneth O'Sullivan, 4th Year BSc (Hons) in Software Development student on his tragic death.*
- 2. The husband and family of the late Rita Ahern, EXXEL Programme Manager, Rubicon Centre on her sudden death.*
- 3. Sandra McCarthy, CIT Students Services Company on the death of her husband.*
- 4. Gerard O'Donovan, Head of Faculty of Business & Humanities on the death of his mother.*
- 5. Brian O'Rourke, Lecturer, Department of Civil, Structural & Environmental Engineering on the death of his father.*
- 6. Kevin Coleman, Lecturer, Department of Construction on the death of his father.*
- 7. Christine Lynch, Assistant Staff Officer, Department of Accounting & Information Systems on the death of her mother.*

8. *The parents, sister, brother and grandparents of Damien Foley, 2nd Year Bachelor of Business in Hospitality Management student on his death.*
9. *Maria Nugent, Acting Careers Officer, Careers Service on the death of her father.*
10. *Catherine Elwood, Lecturer, Department of Media Communications on the death of her father.*
11. *Marguerite Lynch, Assistant Staff Officer, Student Services on the death of her mother.*
12. *The family of the late Dennis Wright, retired Lecturer, CIT Crawford College of Art & Design on his death.*
13. *Agnes Looney, Staff Officer, Examinations Office and to Barry O'Sullivan, Technical Officer, IT Services on the death of their father.*

The Chairman asked the meeting to stand for one minute's silence.

1702.1 Minutes of the previous meeting held on Thursday 1 December 2016 were circulated with the Agenda *and were approved by Governing Body.*

Matters Arising:

The Chairman was happy to have received feedback on the frequency of Governing Body meetings. He had done some work with the President and the Executive of the Institute. He thanked everyone who had contributed. He proposed that an additional meeting of Governing Body would take place on Thursday 2 March 2017. This meeting to take place in CIT Crawford College of Art & Design at the earlier time of 2.30 pm. A meeting there is long overdue. He advised Governing Body meetings are already timetabled to take place on

- *Thursday 6 April 2017*
- *Thursday 1 June 2017*
- *Thursday 6 July 2017*

There won't be a meeting in May because of Easter, Academic Council won't have met and also no meetings of the Committees will have met to report to Governing Body.

Based on the feedback received, he advised the timetable will be looked at more holistically, we will have a President Designate taking up duty who will be in a position to take that feedback with a view to getting the frequency of meetings to the right note commencing the next academic year.

In terms of the meeting in CIT CCAD, the President advised there is no parking availability. Nearer the time, we will advise Governing Body of the closest car park to CIT CCAD. The Head of CIT CCAD, Ms Catherine Fehily is very much looking forward to welcoming Governing Body and delivering a presentation.

In response to Ms Cooney in terms of Programmes & Budgets, Mr Gallagher advised that the month of February is spent with the Executive on budget

options etc., this will be finalised for the Finance Committee at the beginning of March who will report to the Governing Body at their meeting on 6 April.

In response to Cllr Mary Hegarty, the revised timetable of Governing Body and Committee meetings will be circulated to Governors.

Mr Ó Súilleabháin asked for an update in relation to appointing an external member to the Finance Committee.

Mr Gallagher informed him the position was advertised externally. The recommendation will come back to the Finance Committee who in turn will report to the Governing Body.

1702.2 Digest of the previous meeting held on Thursday 1 December 2016 was circulated with the Agenda *and was approved by Governing Body.*

1702.3 **Staff Appointments Committee:**
3.1 Minutes of the meeting held on Thursday 22 December 2016
were circulated with the Agenda.

Before the meeting commenced, the President advised that the Chairman, Mr Bob Savage had tendered his apologies for this morning's meeting. As has happened previously, an external member of the Committee has chaired the meeting in the Chairman's absence. The Committee nominated Mr Bernard Allen to Chair the meeting and he accepted.

HUMAN RESOURCES REPORT:

Mr Allen invited Mr Gallagher to take the HR Report.

Mr Gallagher took the Committee through each Selection Board report in detail.

PROPOSALS REQUIRING APPROVAL BY THE STAFF APPOINTMENTS COMMITTEE

1.1 Interviews held (Copies of the Selection Board Reports were tabled at the meeting).

EXTERNALLY ADVERTISED POSITIONS:

1.1.1 Assistant Lecturer – French (Permanent Whole-Time):
Report of the meeting of the Selection Board held on Wednesday 14 December 2016 to interview applicants for the position of Assistant Lecturer – French (Permanent Whole-Time), Cork Institute of Technology was tabled at the meeting.

It was stated that following interviews held by a Selection Board, the Staff Appointments Committee approved the recommendation of the Selection Board.

APPROVED.

The following were put on a panel:

APPROVED.

1.1.2 Maritime Researcher & Project Officer, NMCI (2 Year Fixed-Term Contract):

Report of the meeting of the Selection Board held on Thursday 15 December 2016 to interview applicants for the position of Maritime Researcher & Project Officer (2 Year Fixed Term Contract), National Maritime College of Ireland tabled at the meeting.

It was stated that following interviews held by a Selection Board, the Staff Appointments Committee approved the recommendation of the Selection Board.

APPROVED.

1.1.3 Technical Officer – Civil Engineering (Permanent Whole-Time):

Report of the meeting of the Selection Board held on Friday 16 December 2016 to interview applicants for the position of Technical Officer – Civil Engineering, Cork Institute of Technology was tabled at the meeting.

It was stated that following interviews held by a Selection Board, the Staff Appointments Committee approved the recommendation of the Selection Board.

APPROVED.

1.1.4 Assistant Lecturer – Social Care (Permanent Whole-Time):

Report of the meeting of the Selection Board held on Monday 19 December 2016 to interview applicants for the position of Assistant Lecturer – Social Care (Permanent Whole-Time), Cork Institute of Technology was tabled at the meeting.

It was stated that following interviews held by a Selection Board, the Staff Appointments Committee approved the recommendation of the Selection Board.

APPROVED.

The following was put on a panel:

APPROVED.

1.1.5 Assistant Lecturer – Theatre & Drama Studies:

Report of the meeting of the Selection Board held on Monday 19 December 2016 to interview applicants for the position of Assistant Lecturer – Theatre & Drama Studies (to be filled either on a permanent whole-time, fixed purpose/term or pro-rata part-time basis), CIT Cork School of Music was tabled at the meeting.

It was stated that following interviews held by a Selection Board, the Staff Appointments Committee approved the recommendation of the Selection Board that the following be offered a position to be filled either on a permanent whole-time, fixed purpose/term or pro-rata part-time basis.

APPROVED.

The following were put on a panel:

APPROVED.

In response to Mr Allen, Mr Gallagher advised that this position will be offered on a pro-rata-part-time basis.

1.1.6 Assistant Lecturer – Architecture/Architectural Technology (Permanent Whole-Time):

Report of the meeting of the Selection Board held on Tuesday 20 December 2016 to interview applicants for the position of Assistant Lecturer – Architecture/Architectural Technology (Permanent Whole-Time), Cork Institute of Technology was tabled at the meeting.

It was stated that following interviews held by a Selection Board, the Staff Appointments Committee approved the recommendation of the Selection Board.

APPROVED.

The following were put on a panel:

APPROVED.

1.1.7 Assistant Lecturer – Construction Management (Permanent Whole-Time):

Report of the meeting of the Selection Board held on Tuesday 20 December 2016 to interview applicants for the position of Assistant Lecturer – Construction Management (Permanent Whole-Time), Cork Institute of Technology was tabled at the meeting.

It was stated that following interviews held by a Selection Board, the Staff Appointments Committee approved the recommendation of the Selection Board.

APPROVED.

The following was put on a panel:

APPROVED.

1.1.8 Assistant Lecturer – Business Management (Permanent Whole-Time):

Report of the meeting of the Selection Board held on Tuesday 20 December 2016 to interview applicants for the position of Assistant Lecturer – Business Management (Permanent Whole-Time), Cork Institute of Technology was tabled at the meeting.

It was stated that following interviews held by a Selection Board, the Staff Appointments Committee approved the recommendation of the Selection Board.

APPROVED.

1.1.9 Assistant Lecturer – Electronic Engineering (Permanent Whole-Time):

Report of the meeting of the Selection Board held on Tuesday 20 December 2016 to interview applicants for the position of Assistant Lecturer – Electronic Engineering (Permanent Whole-Time), Cork Institute of Technology was tabled at the meeting.

It was stated that following interviews held by a Selection Board, the Staff Appointments Committee approved the recommendation of the Selection Board.

APPROVED.

1.1.10 Assistant Lecturer – Civil Engineering (Permanent Whole-Time):

Report of the meeting of the Selection Board held on Wednesday 21 December 2016 to interview applicants for the position of Assistant Lecturer – Civil Engineering (Permanent Whole-Time), Cork Institute of Technology was tabled at the meeting.

It was stated that following interviews held by a Selection Board, the Staff Appointments Committee approved the recommendation of the Selection Board.

APPROVED.

The following was put on a panel:

APPROVED.

1.1.11 Assistant Lecturer – Computer Science (Permanent Whole-Time):

Report of the meeting of the Selection Board held on Wednesday 21 December 2016 to interview applicants for the THREE positions of Assistant Lecturer – Computer Science (Permanent Whole-Time), Cork Institute of Technology was tabled at the meeting.

It was stated that following interviews held by a Selection Board, the Staff Appointments Committee approved the recommendation of the Selection Board.

APPROVED.

The following was put on a panel:

APPROVED.

1.1.13 Assistant Lecturer – Biological Sciences (Permanent Whole-Time):

Report of the meeting of the Selection Board held on Wednesday 21 December 2016 to interview applicants for the TWO positions of Assistant Lecturer – Biological Sciences (Permanent Whole-Time), Cork Institute of Technology was tabled at the meeting.

It was stated that following interviews held by a Selection Board, the Staff Appointments Committee approved the recommendation of the Selection Board.

APPROVED.

The following was put on a panel:

APPROVED.

1.1.14 Assistant Lecturer – Physical Sciences (Permanent Whole-Time):

Report of the meeting of the Selection Board held on Wednesday 21 December 2016 to interview applicants for the position of Assistant Lecturer – Physical Sciences (Permanent Whole-Time), Cork Institute of Technology was tabled at the meeting.

It was stated that following interviews held by a Selection Board, the Staff Appointments Committee approved the recommendation of the Selection Board.

APPROVED.

The following were put on a panel:

APPROVED.

1.1.15 Assistant Lecturer – Chemical/Process Engineering (Permanent Whole-Time):

Report of the meeting of the Selection Board held on Wednesday 21 December 2016 to interview applicants for the position of Assistant Lecturer – Chemical/Process Engineering (Permanent Whole-Time), Cork Institute of Technology was tabled at the meeting.

It was stated that following interviews held by a Selection Board, the Staff Appointments Committee approved the recommendation of the Selection Board.

APPROVED.

1.1.16 Assistant Lecturer – Mechanical/Manufacturing Engineering (Permanent Whole-Time):

Report of the meeting of the Selection Board held on Wednesday 21 December 2016 to interview applicants for the position of Assistant Lecturer – Mechanical/Manufacturing Engineering (Permanent Whole-Time), Cork Institute of Technology was tabled at the meeting.

It was stated that following interviews held by a Selection Board, the Staff Appointments Committee approved the recommendation of the Selection Board.

APPROVED.

The following were put on a panel:

APPROVED.

INTERNALLY ADVERTISED POSITIONS:

1.1.17 MTU Project: Corporate Affairs/IT and Communications Project Leader (Fixed Term Secondment for an initial period of 2 years at Assistant Principal Officer Grade:

Report of the meeting of the Selection Board held on Tuesday 6 December 2016 to interview applicants for the position of MTU Project: Corporate Affairs/IT and Communications Project Leader (Fixed Term Secondment for an initial period of 2 years at Assistant Principal Officer Grade) was tabled at the meeting.

It was stated that following interviews held by a Selection Board, the Staff Appointments Committee approved the recommendation of the Selection Board.

APPROVED.

The following were put on a panel:

APPROVED.

1.1.18 MTU Project: Student Administration and Support Project Leader (Fixed Term Secondment for an initial period of 2 years at Assistant Principal Officer Grade:

Report of the meeting of the Selection Board held on Friday 9 December 2016 to interview applicants for the position of MTU Project: Student Administration and Support Project Leader (Fixed

Term Secondment for an initial period of 2 years at Assistant Principal Officer Grade) was tabled at the meeting.

It was stated that following interviews held by a Selection Board, the Staff Appointments Committee approved the recommendation of the Selection Board.

APPROVED.

The following were put on a panel:

APPROVED.

In terms of the two MTU Project positions, Mr Gallagher advised that all applicants were very strong, good candidates which was heartening to see.

In conclusion, Mr Gallagher thanked the members of Governing Body who sat on Interview Boards, Mr Bernard Allen, Cllr Mary Hegarty, Cllr Patrick Gerard Murphy, Cllr Michael Hegarty, Ms Katherine Walshe and Mr Declan O'Leary. There were long days of interviewing and he appreciated their input.

Mr Gallagher also thanked Ann O'Mahony in the President's Office for her advice and assistance in preparing the Selection Board Reports. Lastly, he thanked the staff in the HR Recruitment Office for their huge effort and endeavour in such a short timescale.

Governing Body NOTED the Minutes of the Staff Appointments Committee meeting held on 22 December 2016.

3.2 Minutes of the meeting held on Wednesday 18 January 2017 were circulated with the Agenda.

Before the meeting commenced, the President advised that the Chairman, Mr Bob Savage had tendered his apologies for this morning's meeting. As has happened previously, an external member of the Committee has chaired the meeting in the Chairman's absence. The Committee nominated Cllr Michael Hegarty to Chair the meeting and he accepted.

HUMAN RESOURCES REPORT:

Cllr Hegarty invited Mr Gallagher to take the HR Report.

Mr Gallagher took the Committee through the Selection Board report in detail.

PROPOSAL REQUIRING APPROVAL BY THE STAFF APPOINTMENTS COMMITTEE

1.1 Interview held (Copy of the Selection Board Report was tabled at the meeting).

INTERNALLY ADVERTISED POSITION:

1.1.1 Acting Senior Lecturer II – Acting Head of Department of Physical Sciences (up to 31 December 2017):

Report of the meeting of the Selection Board held on Tuesday 17 January 2017 to interview applicants for the position of Acting Senior Lecturer II – Acting Head of Department of Physical Sciences (up to 31 December 2017), Cork Institute of Technology was tabled at the meeting.

It was stated that following interviews held by a Selection Board, the Staff Appointments Committee approved the recommendation of the Selection Board.

APPROVED.

The following were put on a panel:

APPROVED.

Mr Gallagher advised this position is to replace Dr Guillaume Huyet who is on a one year career break to take up a position in France. It was good to see the number of applicants that had applied who were willing to take on the responsibility of this front facing role.

Governing Body NOTED the Minutes of the Staff Appointments Committee meeting held on 18 January 2017.

Mr Ó Súilleabháin advised because people were appointed in December/ January awkward situations have arisen where people have been appointed and haven't been congratulated. He asked that when a position has been accepted, that the Head of Department would make a quicker announcement to staff that somebody has been appointed. It might save awkwardness in the future.

The President stated in terms of the Governing Body, the Governing Body makes the appointment. After the appointment is made, if there are any approaches to members of Governing Body they have to say I can't say. In terms of appointments, people get the offer, they have to accept, sometimes there is quite a bit of time from when the person signs the contract and the person takes up duty which sometimes causes delays. The norm is that the Head of Faculty, Head of School, Head of Department, and Head of Function as appropriate announces that the person has taken up duty.

Ms Cooney sought a point of clarification in terms of the Staff Appointments Committee. She noted that positions are approved by that Committee and in other instances positions are approved by Governing Body. Should not positions be approved by Governing Body? She asked who was the appropriate approver?

The President explained that the Governing Body has given to the Staff Appointments Committee the power to ratify appointments. Once they are approved by the Staff Appointments Committee, the person is appointed and the offer is activated. The Staff Appointments Committee minutes are there for the information of Governors.

Cllr Mary Hegarty wished to also make it clear that she sits as Chair on a number of Interview Boards. The candidates are informed prior to interview how the structure of the interview is going to be carried out, we the Board then send our decision to HR. HR have to wait until the decision of the Board is ratified. Following ratification, the candidates will receive a letter in the post the following day. Every candidate knows that. There shouldn't be any confusion.

The President further explained that the Staff Appointments Committee meet on a month that the Governing Body doesn't meet. This Committee was specifically set up to approve appointments on behalf of Governing Body.

Cllr Mary Hegarty confirmed that the candidates are told that also.

1702.4 CORRESPONDENCE

The Chairman referred to the tabled letter dated 31 January 2017 to Cork County Council on the Cork Science and Innovation Park Infrastructure Project Compulsory Order and he proposed that this item would be taken under the Strategic Development item GB/A1702.12.

1702.5 PRESIDENT'S REPORT: (Pages 11 to 19)

The Chairman invited the President to take this item.

As the President's Report had been circulated with the Agenda, this report was taken as read and noted by Governing Body.

The Chairman wished to mention item 12 – the launch of the Louis O'Halloran Scholarship Award which took place on Monday 5 December 2016. It does have ties back to the Crawford Technical Institute. He advised that Louis O'Halloran was a former lecturer of his.

1. Congratulations to former student of CIT Cork School of Music, Mairéad Hickey on being awarded under Category 3 - 3rd prize worth €1,500 as well as the €500 prize for best interpretation of a virtuoso work from a field of several hundred competitors at the 8th International Louis Spohr Violin Competition. This competition took place in Weimar, Germany and ran from 28 Oct – 8 November 2016.

Mairéad studied violin in CIT CSM for ten years with renowned teacher Adrian Petcu and is now continuing her studies at the prestigious Kronberg Academy, Berlin.

I wish to extend "Well Done" to Maireád on her award.

NOTED.

2. On Friday 18 November 2016, students from the CIT Interior Architecture programme received awards in a national design competition. The annual competition is organised by Walls to Workstations (W2W) and Orangebox.

The following CIT students won awards from 70 entries representing Ireland's top design colleges:

Position	Entrant
2 nd Place	Nardjes Moulay Slimane
Highly Commended	Alvin Lai
Highly Commended	Alan Kingston

The first two winners won awards and internships with design practices.

I wish to extend congratulations to the students and to Marc Ó Riain Lecturer, Department of Architecture.

NOTED.

3. Trevor Hogan, Lecturer, Department of Media Communications successfully defended his PhD thesis on Friday 18 November 2016. Trevor was conferred with a Doctor rerum naturalium (Magna cum laude) from the Bauhaus-Universität Weimar, Germany for work on his thesis "Data and Dasein, a Phenomenology of Human-Data Relations". Over the last 6 years, he has presented aspects of this work at a number of international conferences and has also recently published two journal articles with Transactions on Visualization and Computer Graphics (IEEE) and Interacting with Computers (Oxford Journals).

I wish to extend "Well Done" to Trevor on obtaining his PhD.

NOTED.

4. On 22 November 2016, UCC hosted the 2015 Invention of the Year awards for the Technology Transfer Consortium between CIT, UCC and Teagasc. Each year CIT Industry Liaison Office receives approximately 20 invention disclosures, the CIT short listed nominations for 2015 are as follows and there was one CIT winner from each category:

ICT

Active displays with infrared backlight – Annemarie McCarthy, Stephen Hegarty & Liam Lewis, CAPP

Auto-correction of the incident light power for fluorescence sensing system – Shijie Deng and Stephen Hegarty, CAPP
(Winner)

BIO

MicroPrep Kit – Brigid Lucey and James O’Connor Biological Sciences

An engineered Lactococcus lactis vaccine and drug delivery platform – Roy Sleator, Cormac Gahan (UCC), Eamonn Culligan & Shauna Keane, Biological Sciences (**Winner**)

I wish to extend “Well Done to the award winners and my congratulations to all the short listed teams.

NOTED.

5. On 23 November 2016, CIT hosted and sponsored The Independent Advocacy Gathering. It was attended by over 100 people, including some former CIT students from the COPE/CIT Advocacy certificate courses. Julie Helen, Inclusion Ireland and MC, thanked CIT for welcoming and supporting the event “with open arms”. As advocacy is about amplifying the voice and including the person sometimes ignored, the generosity and grace of the CIT community for this event was greatly appreciated.

NOTED.

6. Cork Institute of Technology was shortlisted under two categories for outstanding programmes in The Gradireland Higher Education Awards 2016 which took place in Dublin on Thursday 24 November 2016.
 - Master of Business Programme from the Department of Organisation and Professional Development
 - MA in E-learning Design and Development from the Department of Media Communications

Although CIT did not win on this occasion, I wish to extend “Well Done” to both departments and the lecturing teams for two excellent Postgraduate programmes being delivered here in CIT which were benchmarked by a lot of entries nationally.

NOTED.

7. The CIT Sports Scholarship Presentation evening took place at 6.30 pm on Monday 28 November 2016 in the Nexus, Student Centre. The event saw 78 student athletes, across 18 different sports, presented with a prestigious sports scholarship. The guest speaker, Olympic Rowing Silver Medalist Gary O’Donovan, performed the presentations. Gary has been a CIT Sports Scholarship recipient for the past four years.

The Institute allocates sports scholarships annually to students who display a high level of achievement and are excellent ambassadors

for CIT in their chosen sport. The standard and competition for scholarships is exceptionally high with the scheme designed to help students reach their full potential, both in their sport and also in their academic careers.

NOTED.

8. On Tuesday 29 November 2016, the Cork Chamber organised an event titled “Innovation through Collaboration” in The Kingsley Hotel from 9.00 am – 11.30 am. This was aimed at business and companies to explore the knowledge that exists in research institutes and how that can significantly improve the competitiveness of their businesses. The Enterprise Europe Network (EEN), together with two of CIT’s research centres, CAPP (Centre for Advanced Photonics and Process Analytics) and TEC Centre (Technologies for Embedded Computing), showcased how companies can innovate through collaboration with them.

Speakers included:

- Dr Liam Lewis, CAPP
- Dr Richard Linger, TEC
- Michelle O’Brien, Alcon Ireland

Michelle outlined how the CAPP Centre has been assisting Alcon in both short and long term investigative studies over the past 8 years. Alcon regularly uses CAPP’s facilities to solve short-term production issues and to investigate detail in current product quality and consistency

- Frank Fleming, Community Supported Seafood Ltd.
- Frank discussed how TEC assisted them in developing smart technology solutions

NOTED.

9. The Department of Tourism & Hospitality held the third in its series of Tourism, Hospitality & Culinary Roadshows on Tuesday 29 November 2016 from 7.00 pm – 8.30 pm in the Imperial Hotel, Cork. Designed to inform secondary school students and their parents/guardians about the opportunities and training available in the areas of Tourism, Hospitality, Culinary, Hotels, Events, Catering, Restaurant and Bar Management, the event included culinary demonstrations and ‘mocktail’ demonstrations, along with a question and answer session with a panel including current students, new graduates, lecturers and industry practitioners. The event was supported by the Cork Branch of the Irish Hotels Federation and its Chairman Aaron Mansworth (Cork International Hotel/Cork Airport Hotel/Metropole Hotel).

NOTED.

10. The annual CIT Christmas Fair took on Wednesday 30 November

and Thursday 1 December 2016 in the Nexus, Student Centre, Bishopstown Campus. There were over 40 stalls offering a wide range of local and exotic crafts, gifts, handmade jewellery etc. and seasonal treats. Stalls included staff and alumni of CIT, start-ups, entrepreneurs, artists and craftspeople.

NOTED.

11. On 1 December 2016, Mechanical Engineering degree student, Vincent Forde who competed against intense competition at the Irish Best Young Entrepreneur South Cork LEO (Local Enterprise Offices) Finals, won two major awards – Best Business Idea Award 2016 and Overall Entrepreneur of the Year Award 2016. He now progresses to represent Cork and CIT in the National Stages of the Irish Best Young Entrepreneur 2016 Finals.

I wish extend “Well Done” to Vincent and wish him well in the finals.

NOTED.

12. The President and Chairman attended the launch of the Louis O’Halloran Scholarship Award took place on Monday 5 December 2016 in the NIMBUS Centre. The Award derives from a very generous endowment made to the Department of Electrical & Electronic Engineering by Mr Robert Short, an Electronics graduate from the Crawford Municipal Technical Institute (now CIT) back in 1973, who subsequently became a Corporate Vice President at Microsoft. The award will be made to the winner of a student competition to be held early in the New Year and the winner will also receive a perpetual trophy generously donate by the O’Halloran family.

Louis was a Senior Lecturer in the Department of Electrical & Electronics Engineering. He retired on 31 August 2000 and sadly passed away suddenly a few years ago. His teaching was legendary and since his passing, students have remarked that it was an honour to have known him and to have been taught by him.

NOTED.

13. The annual Faculty of Engineering & Science Awards Ceremony was held in the Nexus Hall, Student Centre on Thursday 8 December 2016. The event attracted award winners, their families and supporters, sponsors from industry and staff from all areas of the Faculty of Engineering & Science. 54 awards were presented in the following Departments. As these awards are awarded solely on the basis of the results achieved in the academic arena, they are highly valued and mark out the students as being the best in CIT in their specific areas of study. Approximately 250 people attended on the night and the event was a major success.

Department of Civil, Structural & Environmental Engineering	5
Department of Architecture	6

Department of Construction	3
Department of Mechanical, Biomedical & Manufacturing Engineering	6
Department of Process, Energy & Transport Engineering	5
Department of Electrical & Electronic Engineering	3
Centre of Craft Studies	8
Department of Physical Sciences	5
Department of Biological Sciences	6
Department of Computing	4
Department of Mathematics	3

NOTED.

14. The 2017 IrelandSkills National Competition took place in CIT from 5 – 9 December 2016. This was a prestigious event for CIT and in particular for the Centre of Craft Studies. While the various crafts involved in the IrelandSkills National Competition are shared between CIT and DIT, this year CIT was proud to host competitions in eight skills areas as follows:

Automobile Engineering, Carpentry, Construction Plant Fitting, Electrical Installation, Industrial Control, Joinery, Metal Fabrication, and Plasterwork & Drywall systems.

The 2017 IrelandSkills winners in the various skills were presented with trophies at an Awards Ceremony held on Friday 9 December 2016. The Deputy Lord Mayor, Cllr P.J. Hourican and the Deputy County Mayor, Cllr Derry Canty attended the event. The Registrar & Vice President for Academic Affairs, Dr Barry O'Connor gave the welcome address.

The following students achieved 1st place

Gavin Lyne, Automobile Technology Phase 4
John O'Toole, Construction Plant Fitting Phase 6
Brendan Muldowney, Industrial Control Phase 4
Martin Crowe, Metal Fabrication Phase 4
Tom O'Dwyer, Plastering & Drywall Systems Phase 4

The winners from this competition will now get the opportunity to be selected to represent Ireland at the 2017 WorldSkills competition which will be held in Abu Dhabi in October 2017.

I wish to extend my congratulations to all winner and to the lecturers who contributed to their success.

This year, IrelandSkills on behalf of WorldSkills presented the following retired lecturers with Certificates of Merit for their contribution as experts in their designated skills.

1. Tony Hegarty
2. Jack Lynch
3. Tom Kelly
4. Henry Acheson

5. George Treacy
6. Peter Deasy
7. Eamonn Lane
8. Niall Shanahan

I wish to extend congratulations to my retired colleagues on their well deserved recognition.

NOTED.

15. Laura Crowe, Lecturer, Department of Physical Sciences was selected on the Irish Team which ran in The European Cross Country Championships on 11 December 2016 in Chia, Italy.

NOTED.

16. The President chaired meetings of the Institute Executive Board (IEB) on

- Tuesday 13 December 2016 at 10.00 am and on
- Friday 6 January 2017 at 2.00 pm

NOTED.

17. As part of their regular monthly meetings, the President met with the President of UCC on

Friday 16 December 2016 at 9.30 am in UCC and on
Friday 20 January 2017 at 9.30 am in CIT

NOTED.

18. The Staff Appointments Committee of Governing Body met on

- Thursday 22 December 2016 at 10.30 am and on
- Wednesday 18 January 2017 at 9.30 am

NOTED.

19. CIT CSM students Kevin Jansson and Ellen Jansson performed as soloists with the National Youth Orchestra of Ireland at their New Year Gala Concert on Sunday 8 January 2017 in the National Concert Hall.

Also 39 teenage students (orchestral players) of the CIT CSM were selected to participate in the residential courses of the National Youth Orchestra of Ireland.

I wish to extend “Well Done” to Kevin and Ellen and to the students selected on a great achievement.

NOTED.

20. The Strategic Development Committee of Governing Body met on

Monday 9 January 2017.

NOTED.

21. OrthoXel are one of three finalists in this year's Cork Chamber Company of the Year awards in the Emerging Company category. OrthoXel, a medical device startup company in the Rubicon Centre was founded in 2014 to develop and commercialise orthopaedic trauma products, is focused on the development and commercialisation of orthopaedic trauma devices to treat fractures of the tibia, femur, and hip. Its products are based on technology researched and developed within the MEDIC Research Centre in CIT.

NOTED.

22. The Arts Committee of Governing Body met on Wednesday 11 January 2017.

NOTED.

23. The President welcomed Mr Michael Creed, TD, Minister for Agriculture, Food and the Marine who had accepted an invitation from CIT to launch the Certificate in Brewing and Distilling Operations on Friday 13 January 2017 in the Tourism & Hospitality building at 2.00 pm. This programme will provide candidates with the scientific and engineering background to work in craft and traditional breweries and distilleries. CIT is the only higher education institute in Munster providing such training. Partners in programme design include representatives of the Irish Branch of the Institute of Brewing and Distilling, accredited tutors of the Institute of Brewing and Distilling, representatives of Taste 4 Success Skillnet and senior engineers and technologists from local industry.

NOTED.

24. CIT hosted a Transition Year (TY) STEM Campus Week for female students from 16 to 20 January 2017 as part of the IWISH 2017 programme. The Campus Week featured an interactive 5-day hands-on programme that engaged students in science, technology, engineering and maths (STEM) disciplines via applied and practical workshops, site visits and demonstrations. They also gained insights into the daily lives of STEM professionals, experienced STEM applications in industry and interacted with STEM academics and current undergraduates.

NOTED.

25. The Audit Committee of Governing Body met on Thursday 19 January 2017.

NOTED.

26. The President and Chairman visited the annual VEX Robotics Competition organised by Dell Ireland, CIT and Lifetime Lab in the Nexus on 19 and 20 January 2017. Over 2,000 primary and secondary school students from 75 schools from Cork City and County and for the first time from both Limerick and Waterford attended the two days of competitions.

NOTED.

27. Action Lists for the following Institute Executive Board meetings are attached.

- Tuesday 13 December 2016
- Friday 6 January 2017

NOTED.

Mr Ó Súilleabháin noted that in the IEB Report of 13 December 2016, that there was to be a CIT Financial Review undertaken by Deloitte and asked if this would be coming back to the Finance Committee and in turn to Governing Body.

Mr Gallagher advised that we are working on that review at present. The intention is that Deloitte will attend the next meeting of the Finance Committee in March. The Finance Committee will report back to Governing Body in April.

1702.6 TECHNOLOGICAL UNIVERSITY. Verbal report by the President.
The Chairman invited the President to take this item.

The President advised that there have been several interactions between the Department and the TUI. He understood clarifications have been given in terms of pensions and terms & conditions of employment. Yesterday, the President was invited to a Conference of the TUI held in Athlone which was discussing peoples' concerns with the draft TU Bill. It is quite clear from the Department that they are going to introduce an amendment to the TU Bill. That Institutes will be able to apply for designation, that they would know the outcome before merging to become a Technological University. The time period would be very short.

In response to Mr Allen in terms of a timetable, it is the President's understanding that once broad agreement is reached with the TUI, that the Minister will re-introduce the Bill at Committee stage.

1702.7 ARTS COMMITTEE:
The Chairman invited the Chair of the Arts Committee, Ms Emelie Fitzgibbon to commence her presentation.

7.1 Verbal Presentation from the Chair of the Arts Committee:

Ms Fitzgibbon gave her presentation as follows which was titled "The Arts Committee of CIT: A Vision and a Plan."

"The Arts Committee's Vision for CIT is that it becomes acknowledged nationally and internationally as a vibrant centre of the arts activities and resources it already has and can further develop into the future. The Institute is already far along the road to promoting and developing a world-class arts culture embedded in the daily life of the overall CIT Community and the Arts Committee's plan aims to assist the Institute to enhance/uncover and celebrate CIT's unique range of arts facilities, activities, resources, collections, its graduates, staff and its students.

Since our very hard-working committee was formed we have looked at all the arts infrastructure and moved our meetings around the constituent colleges in order to familiarise ourselves with the range of facilities. We have observed the presence of arts activities and spaces within them, the physical environment of those facilities and spaces and what might be any support needed to enhance those activities and resources which are developed in the built environment. We have also contributed to the External Engagement Strategy.

The values on which we have based our analysis, vision and plan are: access, connectivity, support and environment.

*In terms of **access** we have a vision that the whole of the CIT Community across all colleges has access to a rich and diverse arts and cultural life; that CIT values and provides access to that rich and diverse cultural life to the greater community in the city and the region; that CIT provides and encourages opportunities for interdisciplinarity in research and practice.*

*In terms of **connectivity** we envisage that by weaving arts and culture into the fabric of a multi-campus Institution there is great potential to connect the constituent parts.*

*In terms of **support** we can see that through imaginative initiatives and branded promotion, CIT could develop the enrichment of the internal and external community through a strong arts and cultural focus.*

*In terms of the **environment** we recognise the value to the Institute community and others of a well-built environment and how it has the potential to enrich daily life and communicate the overall vision of the Institute through symbol, legibility and aesthetics.*

We have many riches

I have spent many hours recently looking through the arts provision, facilities and simple web-presence of information on cultural resources in other Institutes and Colleges and it appears to me that we in CIT have a unique range of facilities, staff and web-presence which, perhaps, we don't sufficiently acknowledge and utilise but which is there to be celebrated and marketed. Unlike others, one click on the Home page takes us to the Arts Office and an extensive menu of upcoming concerts, exhibitions, theatre events and so forth.

We are unique in what we have . . . but, I wonder do we effectively tell our story to others?

We have:

A School of Music which also has Drama and Theatre Studies;

A College of Art and Design;

An Architecture Factory;

Three Galleries: The Wandesford Gallery, The James Barry Gallery and the School of Music Gallery;

Three Theatres: The Rory Gallagher Theatre; The Stack Theatre and The Curtis Theatre;

We have an extensive Visual Art Collection containing not just the Hennessy Collection but also the work of young artists emerging from the Institute, particularly the career-boosting award of the Registrar's Prize.

We have a full catalogue of the Visual Arts Collection recently digitalised by the Arts Office and available to search in the Special Collections section of the Library website.

We have an Arts Office and an Arts Officer who is exceptional in his work to develop, enhance and promote the profile and range of arts on the various sites of the campus.

We have a very experienced and dedicated Arts Committee of the Governing Body who over the last year have sought to develop a plan of action not only to affirm the unique range of arts activities but to look at the ways in which we could advocate for future developments in the values and principles of our proposed plan of action for the Committee.

I wonder if we could tell our stories with more celebration?

Could we capitalise on our distinguished arts graduates?

I was delighted to see that there were five arts graduates in the Institute Prizes in 2016. The winner of the Registrar's Prize from CCAD in 2015 is now the resident visual artist on our own company's Early Arts Team.

And here is a story about just one of our graduates. I regularly work with a graduate of CIT CSM. He is a BMus with a specialism in Music and Technology. His work in that specialist area and in Theatre Production Management is second to none. Last year, he was Associate Sound Designer to Mel Mercier in a new work directed by a major English Director, Deborah Warner, in the Salzburg Festspiele. Der Sturm is going on a world tour later this year.

This is just one – we have many, many more.

In current national arts policy in regard to schools there is the theoretical notion of Arts-Rich Schools. I think we could pride ourselves in being an Arts-Rich Institute and learn to celebrate and develop and promote our riches.”

The Chairman thanked Ms Fitzgibbon for her eloquent presentation. The branding to those of us unaware of what abilities and capabilities there is, is interesting. It was an observation in terms of his own engineering background. He has now become to appreciate more the STEM, STEAM and the Arts side of things, he asked for a copy of the paper if that was possible.

It was agreed that the Presentation Paper would become part of today’s Minutes.

Cllr Mary Hegarty stated it was great to share about the arts. She is a great supporter of the arts and how it enriches our lives. There is so much going on in CIT, we really have to recognise that. CIT has so much to offer and to share. She congratulated Emelie Fitzgibbon for her presentation. Thankfully, the arts are being recognised more and more everywhere.

In her presentation, Ms Fitzgibbon had suggested we celebrate the arts more, Mr Owens asked how we would do this.

Ms Fitzgibbon stated she felt just by acknowledging it. We have such riches that we need to realise that we have them. Looking at the vision and telling the story. We have a unique selling point in CIT that we need to boast about.

Ms Walshe was looking forward very much to reading the Paper again.

Mr Ó Súilleabháin stated he meets the occasional person who is interested in attending various concerts and wanting information on them. He suggested if they could join a mailing list and get the information automatically.

Ms Fitzgibbon stated that what Kevin Tuohy, Arts Officer has already done has been exceptional in terms of the Arts web page. There really is a huge range of activities. Connectivity in the various campuses could be improved.

In terms of the unique assets that we have, Mr O’Leary wondered if there was a video/ digital promotional material that could be given when the Institute is visiting abroad to give a flavour of CIT beyond the academic side, to give a vibrant, cultural, artistic Institute. It should be captured and targeted at an external audience. It should be on the creativity of minds of students and staff to put something together. The Institute is clearly meeting influential people and it is that first impression that counts.

Dr O'Connor complimented Ms Fitzgibbon on her informative and eloquent presentation. The Arts Committee has been given the task of looking at the Strategy of Arts within CIT. The problem is the Committee are also the "doers". Other Committees would have people to do the work. Ms Fitzgibbon has laid out a great vision of where the Arts can go in CIT. However, we do have resource implications. In terms of the image of CIT, the great network being done in CIT CCAD, CIT CSM, NMCI and in Bishopstown, there is a great opportunity to show that other side of CIT.

The President stated that what he got from the presentation was "an arts rich Institute" and the necessity to promote that. When people think about CIT they should also think of it as an arts rich Institute. If we could achieve that, we would have gone a long way.

The Chairman suggested that as we are in the CIT Crawford College of Art & Design for our next meeting, we will allow a bit of time on the Agenda to reflect a bit on the paper that was presented today. In the world of rich media – a two or three minute youtube video to promote the arts and to get it out on the web has a power of affect.

The Chairman thanked Ms Fitzgibbon for her presentation.

7.2 Signed Minutes of the Arts Committee meeting on Wednesday 12 October 2016 were circulated with the Agenda.

Ms Fitzgibbon referred to the signed Minutes of the Arts Committee meeting which had been discussed at the 1 December 2016 Governing Body meeting.

Having sought confirmation that no changes were made to the Minutes she sought Governing Body approval for them.

Governing Body APPROVED the minutes.

7.3 Report of the Arts Committee meeting held on Wednesday 11 January 2017 was circulated with the Agenda.

- 1. Minutes of the Previous Meeting 12th October, 2016.**
 - 1.1. The minutes of the previous meeting were proposed, adopted and signed.
- 2. Matters Arising**
 - 2.1. The issues with the Steinway piano are still outstanding.
 - 2.2. There is still an issue with lack of suitable storage space for art work not currently on display.
 - 2.3. There has not been any progress on an alternative for the Rory Gallagher theatre and James Barry Exhibition Centre being used for non-arts related events.
 - 2.4. The proposal for an Artist in Residence will need to be included in the Arts Strategy prior to following up with the Arts Council.

Ms Fitzgibbon referred to the issue of the Steinway piano, there has been some remedial action on it but the Committee are still anxious that it be moved from the side of the stage. The Arts Committee had raised an issue with the lack of suitable storage space for art work not currently on display. The Arts Committee flagged that when it wants to promote the Rory Gallagher Theatre and the James Barry Exhibition Centre during conferrings those areas are actually closed down. This may be necessary but the Committee felt it should be pointed out anyway.

3. Report from Acting Arts Officer

- 3.1. Due to the renovation work the Rory Gallagher theatre has been closed for use. This work should be concluded by the end of January this year.
- 3.2. When the renovation, remedial work and annual safety checks are completed, bookings for the theatre can be taken again up to the end of semester 2 for the 2017/2018 Academic year.
- 3.3. Emelie Fitzgibbon on behalf of the committee congratulated Kevin Touhy on his perseverance and organisation of the work on the Rory Gallagher Theatre.

Ms Fitzgibbon advised that the renovation work that is taking place in the Rory Gallagher Theatre is very welcomed. The renovation work is to be completed shortly. She congratulated Kevin Touhy on all of the work that he has done in getting the renovation work completed.

4. Arts Committee presentation to the Governing Body Meeting in February

- 4.1. Emelie Fitzgibbon is to make a presentation to the Governing Body at the next Governing Body meeting on Thursday 2nd February 2017, with a view to receiving feedback on the proposed strategy.

NOTED.

5. Presentations to retired Members of the Arts Committee

- 5.1. The presentation pieces are nearing completion.
 - 5.1.1. The dates put forward were between Monday 13th and Friday 24th February
 - 5.1.2. Emelie Fitzgibbon will contact all three recipients to ascertain their ability to attend during this timeframe and set a date when all three can attend.

The Arts Committee are going to present special pieces to three members of the Arts Committee who gave exceptional service, Canon George Salter, Mr Jim Corr and Dr Geoffrey Spratt. This will take place on 21 February 2017.

6. AOB

- 6.1. There were other issues relating to resources discussed, both

- physical and financial. It was felt that the visibility of Arts and the facilities we currently have needs to be highlighted
- 6.2. A discussion took place on the amount of art work currently not on display and it was suggested that a retention policy of CIT Art Collections needs to be formulated.
 - 6.2.1. Is it feasible to keep everything in the growing collection or could some be donated or loaned to schools and other institutes. Apart from the goodwill, it would serve to increase the visibility of the Arts in CIT.
 - 6.3. There was a brief discussion on the theatre in the National Maritime College of Ireland. A proposal is being formulated to name the theatre. The name suggested by one member was that of Charles Parsons an Irish Engineer who invented the Multi Stage Steam Turbine Engine.

Ms Fitzgibbon referred to the discussions that took place in relation to the visibility of the Arts and the naming of spaces in NMCI.

7. Main actions:

- 7.1. Emelie Fitzgibbon to present the Proposed Arts Strategy and work of the Arts Committee to the Governing Body Meeting on 2nd February 2017
- 7.2. Emelie Fitzgibbon to ascertain the availability of the Rev. Cannon Salter, Mr Jim Corr and Dr Geoffrey Spratt to attend the opening of
- 7.3. Jody Power to formulate a proposal for the naming of the theatre in The National Maritime College of Ireland

In terms of naming spaces in the Institute, Mr Ó Súilleabháin suggested that spaces should be named after Irish figures who are related to the students' courses. It is important for our students in giving them a message that they too can excel.

Dr O'Connor stated that the Library in the NMCI is actually named after "John Philip Holland", an educator and Irish American inventor (born in County Clare) who succeeded in developing the submarine.

The Chairman thanked Ms Fitzgibbon for her briefing.

1702.8

REPORT FROM THE VICE PRESIDENT FOR FINANCE AND ADMINISTRATION (Pages 25 to 28):

The Chairman invited the Vice President for Finance & Administration to take this item.

Mr Gallagher referred Governors to the tabled Selection Board Reports. He went through in detail items requiring Governing Body approval.

8.1 HUMAN RESOURCES REPORT:

PROPOSALS REQUIRING APPROVAL BY THE GOVERNING BODY

1.1 Interviews held (Copies of Selection Board Reports were tabled at the meeting)

Externally advertised positions

1.1.1 Researcher, Water Systems Innovation – Nimbus – 2 year fixed term contract:

Report of the meeting of the Selection Board held on Friday 27 January 2017 to interview applicants for the position of Researcher – Water Systems Innovation, NIMBUS Centre (2 Year Fixed-Term Whole-Time Contract), Cork Institute of Technology was tabled at the meeting.

It was stated that following interviews held by a Selection Board, the Governing Body approved the recommendation of the Selection Board.

APPROVED.

1.1.2 Researcher, Software – Nimbus – 2 year fixed term contract:

Report of the meeting of the Selection Board held on Friday 27 January 2017 to interview applicants for the position of Researcher – Software, NIMBUS Centre (2 Year Fixed-Term Whole-Time Contract), Cork Institute of Technology was tabled at the meeting.

It was stated that following interviews held by a Selection Board, the Governing Body approved the recommendation of the Selection Board.

APPROVED.

The following was put on a panel:

APPROVED.

1.1.3 Researcher, Hardware – Nimbus – 2 year fixed term contract:

Report of the meeting of the Selection Board held on Friday 27 January 2017 to interview the applicant for the position of Researcher – Hardware, NIMBUS Centre (2 Year Fixed-Term Whole-Time Contract), Cork Institute of Technology was tabled at the meeting.

It was stated that following interviews held by a Selection Board, the Governing Body approved the recommendation of the Selection.

APPROVED.

1.1.4 Senior Researcher, Mobile Device & Wearable Application & Front End Development – Nimbus – 1 year fixed term:

Report of the meeting of the Selection Board held on Friday 27 January 2017 to interview applicants for the position of Senior Researcher – Mobile Devices of Wearables Application & Front End Development, NIMBUS Centre (1 Year Fixed-Term Whole-Time Contract), Cork Institute of Technology was tabled at the meeting.

It was stated that following interviews held by a Selection Board, the Governing Body approved the recommendation of the Selection.

APPROVED.

1.2 PROGRESSION UNDER PCW – Assistant Lecturer to Lecturer Grade

1.2.1 Department of Mathematics

1.2.1.1 Governing Body approval is sought to progress Dr Heffernan from Assistant Lecturer to Lecturer Grade from progression date of **1 April 2017** (Copy of Report on Assessment was tabled at the meeting).

APPROVED.

1.3 PROGRESSION UNDER PCW – Pro-Rata/Pro-Rata Part-Time Assistant Lecturer to Pro-Rata/Pro-Rata Part-Time Lecturer Grade

1.3.1 CIT Cork School of Music

1.3.1.1 Governing Body approval is sought to progress Ms Ducrot from Pro-Rata Part-Time Assistant Lecturer to Pro-Rata Lecturer Grade from progression date of **22 November 2011** (Copy of Report on Assessment was tabled at the meeting).

APPROVED.

Mr Ó Súilleabháin declared a conflict and did not participate in the approval of this progression.

1.3.1.2 Governing Body approval is sought to progress Mr Marshall from Pro-Rata Part-Time Assistant Lecturer to Pro-Rata Part-Time Lecturer Grade from progression date of **29 September 2016** (Copy of Report on Assessment was tabled at the meeting).

APPROVED.

1.4 Redundancy

Governing Body APPROVED the redundancies listed in 1.4.1 and 1.4.2 above.

STAFF MATTERS FOR NOTING BY THE GOVERNING BODY

2.1 Appointments

NOTED.

2.2 Contract Variation

2.2.1 Work Share: Continue

2.2.2 Career Break: Return

2.2.3 Career Break: New

NOTED.

2.3 In compliance with the Protection of Employees (Part-Time Work) Act 2001, the following are recommended for Pro- Rata Part-Time Assistant Lecturer contract for the period specified below:

NOTED.

2.4 Resignations

NOTED.

2.5 Retirement:

NOTED.

2.6 Early Retirement:

NOTED.

1702.9 REPORT FROM THE REGISTRAR & VICE PRESIDENT FOR ACADEMIC AFFAIRS: (Pages 28 to 32)

The Chairman invited the Registrar & Vice President for Academic Affairs to take this report.

9.1 Report of the Academic Council meeting held on Wednesday 14 December 2016 was circulated with the Agenda.

The Academic Council met on Wednesday 14th December 2016.

1. MEMBERSHIP OF ACADEMIC COUNCIL

1.1 Mr M. O’Riain has tendered his resignation from Academic Council.

1.2 The IT Steering Group has requested that the IT Manager post-holder be included as an ex-officio member of Academic Council. Council has referred the matter to the Standing Orders Committee for further consideration.

NOTED.

2. BTEC SCORING FOR SEPTEMBER 2017 CAO ENTRY

- 2.1 Both FET and BTEC are vocational awards with a large practical element. For 2016 entry, the maximum score available for both QQI FET awards and BTEC awards was 400 points.

From 2017, scoring of QQI FET awards will be capped at 390 points. In order to retain the alignment of these further education awards, Council agreed that the maximum score for the BTEC Extended Diploma would be also capped at 390 points, with a pro rata adjustment in the scoring of all other BTEC awards as per the table below.

Extended Diploma	Diploma	90 credit Diploma	Subsidiary Diploma	Points
D*D*D*				390
D*D*D				371
D*DD				351
DDD				332
DDM				293
DMM	D*D*			254
	D*D			234
MMM	DD			215
		D*D*		185
MMP	DM	D*D		176
		DD		156
MPP	MM	DM		137
			D*	117
PPP	MP	MM	D	98
		MP		78
	PP		M	59

The approval of Governing Body is sought for the revised scoring scheme for BTEC awards.

Dr O'Connor referred to the BTEC Scoring for September 2017 CAO Entry. He explained that the BTEC awards are the equivalent of the FET qualifications in the UK and Northern Ireland. At Council of Registrars we have agreed a standard recalibration of the points systems so that each Institute in the country will award the same number of points to the BTEC award categories listed above.

Dr O'Connor sought the approval of Governing Body for the revised scoring scheme for BTEC awards.

Governing Body APPROVED the revised scoring scheme for BTEC awards as listed above.

3. COMMITTEE MATTERS

- 3.1 Council approved the appointment of the following:

- Ms R. Makinano as a member of the Admissions Committee and the Learning Resources Committee;
- Mr S. Falvey as a member of the Regulations Committee;
- Dr S. McSweeney as a member of the Executive Committee.

- 1.2 The Academic Planning & Review Committee were requested to consider the establishment of a protocol on how to deal with amendments to hybrid and service-in modules.
- 1.3 The Admissions Committee were requested to look at the matter of calibrating the new entry points requirements against the 2016 CAO points scheme.
- 1.4 Council agreed to establish a Working Group to draw up an Academic Strategic Plan. The Academic Planning & Review Committee will draw up Terms of Reference for the group.

NOTED.

4. RATIFICATION OF EXAMINATION RESULTS

- 4.1 Examination results for the Certificate in Project Management were unanimously ratified by the Executive Committee.
- 1.2 The matter of facilitating CPD programmes in terms of the timely production of parchments was referred to the Student Administration Services (SAS) Group.

NOTED.

5. NEW PROGRAMME VALIDATION

- 5.1 Council approved validation of a Level 9, 15 ECTS/ACCS Credits Special Purpose Award - Certificate in Advanced Clinical Practice with Children and Families.
- 5.2 The Executive Committee approved validation of the Certificate in Leadership Development programme, a Level 8, 15 ECTS/ACCS Credits Special Purpose Award.

Dr O'Connor referred to the above Special Purpose Award – Certificate in Advanced Clinical Practice with Children and Families which is done in coordination with the Bessborough Centre and Tavistock Institute in the UK. This is the first time that Tavistock have a programme in Ireland and it is extremely important from the point of view of developing our profile and the employability and training levels of our students. The next step is to develop the course to level 9.

Ms Cooney stated she has been responsible with this Special Purpose Award in the Department of Social Studies. It is very innovative and hugely important in terms of bringing in Tavistock. There is a large piece of work to do in terms of collating a tripartite MOU agreement between the three partners. It is a very interesting development and she was very happy to be leading on it and she was looking forward to developing it to Masters level.

6. EXTERN EXAMINERS

6.1 The Executive Committee approved the appointment of Extern Examiners for the following programmes:

- Bachelor of Arts (Hons) in Social Care
- Bachelor of Arts in Social Care
- BA (Hons) in Counselling and Psychotherapy
- MA in Integrative Psychotherapy
- MEng in Structural Engineering
- Postgraduate Diploma in Structural Engineering

NOTED.

7. FITNESS TO STUDY AND FITNESS TO PRACTICE POLICIES

7.1 Council members were asked for their feedback in advance of the next Council meeting in February on two draft policy documents (a) Fitness to Study Policy and (b) Fitness to Practice Policy.

Dr O'Connor advised that the Fitness to Study Policy and the Fitness to Practice Policy will be in place by September for students coming in.

8. JOINT ACADEMIC STANDARDS BOARD

8.1 Council were briefed on issues discussed at a recent meeting of the Joint Academic Standards Board including the possibility of the alignment of Semester 2 of CIT and UCC academic calendars, the draft CIT-UCC joint governance structure, proposed BSc (Hons) in Industrial Physics programme and matters related to Cork Centre for Architectural Education.

Council approved the appointment of Dr B. O'Connell, Head of Department of Biological Sciences as a member of the Joint Board in place of Ms R. McGrath, Head of Media Communications.

Dr O'Connor referred to the above update on the meeting of the Joint Academic Standards Board in relation to our joint awards with UCC. We have a unique partnership with UCC.

The Chairman stated that he attended the retirement Dinner of Professor Michael Murphy, President of UCC. Prof Murphy acknowledged our joint awards and acknowledged CIT and its President.

9. ACADEMIC QUALITY ASSURANCE MATTERS

9.1 Council were briefed on a thematic analysis of the commendations, recommendations and requirements of the 2015/16 programmatic review reports. A high level of programmatic review activity took place during this time and resulted in twenty-three expert panel reports and the revalidation of ninety-one awards.

9.2 The norm in CIT is that assessed modules are awarded a numerical grade. However, there are circumstances where this practice may

work against the nature of the learning that is desired. Council discussed proposed criteria for approving a Pass/Fail categorisation which detailed the nature of the learning experiences and characteristics of modules that should be awarded such a classification. The matter was referred to the Regulations Committee for further consideration.

- 9.3 There was general agreement at the Council meeting to the development of a large credit module in the Teaching Practice in Higher Education area.
- 9.4 Council were briefed on academic quality assurance matters including programmatic reviews, new major awards, special purpose awards and the annual programme status review.

Dr O'Connor referred to the update on our Academic Quality matters.

10. TECHNOLOGICAL UNIVERSITY UPDATE

- 10.1 Council were advised that there were no further matters to report at this stage. Discussions are ongoing between the Department of Education & Skills and various stakeholder groups with respect to the Technological Universities Bill.

NOTED.

Dr O'Connor mentioned the Conferring taking place in the NMCI on Thursday 16 February 2016 where along with NMCI Awards being conferred we have 5 PhDs also being conferred. It would be great to see Governors attending the conferring ceremony.

The Registrar's Prize Exhibition will open on Thursday 9 February 2016 in the James Barry Exhibition Centre. Ms Holly Walsh who won the Prize this year also has an Exhibition running in the Wandersford Quay Gallery at the same time. He extended an invitation to Governors to view the Exhibition which will run for a couple of weeks.

Mr Falvey advised Governors that the Raise and Give Week will commence on Monday next 6 February 2017. On behalf of the Students Union he extended an invitation to Governors to attend the Coffee Morning which will take place on Monday 6 February 2017 at 11.00 am in the Restaurant, Tourism & Hospitality building. This year for the first year ever the students will be doing the catering. He acknowledged the Registrar's support for this event which is sponsored by his office. The purpose of the week is to invite the whole CIT community – students, staff and local residents. It is the biggest fund raising initiative across CIT. The last two years we raised approximately €15,000 which were the best figures in the last decade. It is hoped to keep that up. It is an opportunity also to highlight that students really want to get involved. He advised that himself, Ruth O'Leary and their team along with Prof Irene Sheridan, Prof Margaret Linehan and Dr Dan Collins will be braving the elements from 9.00 pm to 7.00 am for a "sleep-out" on Friday 3 February 2017 and they hope to raise funds for the homeless in Cork. The main beneficiary this year is Cork City Hospitals Childrens Club. The work that they do is tremendous.

Mr Falvey circulated a copied of the Students Union monthly publication “Explicit” which gave more detail on the Raise and Give Week. He thanked the Chair and Mr Jim Woulfe for sponsoring a few of the prizes for the RAG Week raffle which was very much appreciated.

The meeting took a ten minute break at this juncture.

The meeting returned at 4.30 pm.

1702.10 REPORT FROM THE VICE PRESIDENT FOR EXTERNAL AFFAIRS: (Pages 33 to 46)

The Chairman invited the Vice President for External Affairs to take this report.

1. ENGAGEMENT

1.1 Extended Campus Springboard+ 2016 and Springboard+ 2017

As part of the ongoing evaluation of the Springboard+ initiative, all available outcomes for 2015/16—both academic and employment-related are being updated to ensure that accurate overall information for CIT outcomes is recorded.

The data logged on the AMS (Applications Management System) will be used in future HEA publications; and will inform the deliberations of the Springboard+ Expert Panel in the assessment of and decisions on proposals submitted for funding for 2017. It is anticipated that the 2017 Call for Proposals will be announced at the end of the January with a briefing session in early February.

There is a requirement to implement additional verification checks on each applicant’s social protection status and ensure to request a copy of **relevant social protection documentation for all Springboard+ applicants**. The requirement to request this documentation and to save it on file was not made clear by the HEA at the application stage. The documentation could include, but is not limited to, verification of a social protection payment; a copy of an application form/approval of PTEO / BTEA; a letter from DSP confirming the student’s social protection status etc. as required under the European Social Funding (ESF). Work is ongoing to ensure that this is collected at the re-registration stage for relevant students.

HEA will be carrying out their next audit(s) for Springboard+ in February.

Ms Flynn referred to the above Springboard activities. The call for 2017 is coming and there is a briefing session on 9 February 2017. The turnaround time is going to be quite tight for that. There is an expectation that for the next round of Springboard that it won’t be confined to people who are on the live register.

Research and Dissemination Activity

1. CIT was invited by QQI to be the research and evaluation partner in a project submitted under the Erasmus+ Call for European policy experimentations in the fields of Education, Training and Youth led by high-level public authorities. This project 'VISKA' was submitted on 13th October 2016 with VOX - Nasjonalt Fagorgan for Kompetansepolitikk - Norwegian Agency for Lifelong Learning as the lead partner. This project has received funding. This three year project which is led by Norway involves five other partners from Ireland, Belgium and Iceland. It was the only policy experimentation project to be funded this year
2. The empirical research phase of the Research and Reporting on RPL in FE in Ireland funded by QQI is ongoing with Deirdre Goggin conducting in-depth semi-structured interviews throughout the ETBs as well as a short survey format.
3. Two papers were presented to the Higher Education Lifelong Learning in Ireland (HELLIN) Conference. Validation of workplace learning in higher education – examples and considerations
A study of Recognition of Prior Learning in Higher Education and Further Education in Ireland.
4. A contribution entitled: Validation of workplace learning in the context of national development in VPL – examples and considerations has been accepted for the 2nd VPL Biennale which will take place in Aarhus in April. This contribution and another arising from the national RPL Practitioners Network will be presented by Deirdre Goggin.
5. Two papers have been accepted for the UIIN Conference which will take place in Dublin in June.
6. Professor Irene Sheridan has been again invited to act as Lead Expert for the EACEA Knowledge Alliance Action.

Ms Flynn referred to the above.

Recognition of Prior Learning

1. RPL student interactions saw an additional 37 RPL cases for credit since the last report; totalling 246 for the year to date. An additional 6 advanced entry cases for the new semester are being processed.
2. A ten credit module on RPL Practice and Pedagogy at Level 9 is being delivered to 22 members of the Carlow Kilkenny ETB commencing on Saturday 28th January by Deirdre Goggin and Irene Sheridan.
3. Deirdre Goggin has been invited to present at the PLA in Zagreb, Croatia by the Croatian Ministry of Education on RPL in higher education and on the practice of CIT January 26th-27th, 2017.

NOTED.

Enterprise Engagement activity

- Customised course development guidelines are in development and new courses underway include the Boston Scientific specialised award. Other work with companies

such as Sanmina and Alcon on upskilling developments continuing. Building on the research on the process of customised or negotiated learning development under the REAP project work on the development of a more comprehensive set of guidelines based on experiences of heads of department is continuing.

- The December edition of CIT's Extended Campus Newsletter was delivered to 2,228 recipients and opened by 16%. Stories of particular interest to readers included:
 - Fine dining for clients of Westgate Foundation,
 - Irish Dairy and Agri-Food Sector, CIT key player with Pharmaceutical Manufacturing Technology Centre,
 - Tim Gabbett Optimising Athlete Performance Workshop,
 - TOPAs - Making the Internet of Buildings a Reality, Food and Nutritional Advice for General Practice Students,
 - Nimbus Research Group introduces CIT Business students to EU Project Research.
- Support was extended to the Manufacturing Industry Group Event for the South West Regional Skills Forum held in the Kingsley Hotel in December and support is ongoing for further planned industry events.

Ms Flynn referred to the Research and Dissemination Activity going on in the Extended Campus. This is really important for CIT, if you want to be seen as a thought leader you have to be researching and publishing and basing your practice on research and informed activity. We are also involved in a couple of European projects. The UIIN (The University Industry Innovation Network) Conference is taking place in Dublin this year and we are hoping to have a good representation at that.

1.2 ILO/Knowledge Transfer/Innovation/Incubation

Rubicon Centre Activities

In December, Rubicon staff, in conjunction with the Enterprise Interns, completed the Creativity and Innovation Module pitches with first year students. Over 500 Students worked on the Business Model Canvas with the Rubicon, during the Semester.

The Rubicon Centre completed its work on the 4th Year New Business Venture Planning Module, supporting Ms Lisa Murphy. A number of areas in the module were delivered by the Rubicon team, with a final competition held in the Rubicon at the end of the semester. Over 70 students from the BIS degree course were involved in this module.

Following a successful tender application to Enterprise Ireland, Exxcel, the female STEM entrepreneurship programme has been approved funding for three new programmes in 2017, 2018 and 2019.

In December, the Rubicon Centre completed the Cumas female entrepreneurship programme on behalf of the South East Community Area Development Company (SECAD). The programme took place in Ballingeary in December, with 14 women entrepreneurs. A new programme also started in Ballincollig with 15 participants, in conjunction with SECAD, Ballincollig Business Association and VMware. This will conclude in March.

A former participant in the Student INC programme and current CIT 4th year, Vincent Forde, was a winner in the Ireland's Best Young Entrepreneur under 35 regional final in Cork. Vincent was awarded Best Business Idea in the South Cork category for his company Gasgon Medical and goes forward to the national competition in January.

CIT spinout company and Rubicon client, OrthoXel, is a finalist for the Cork Chamber of Commerce Emerging Company of the Year 2017 Award which will be announced at the annual dinner in February.

One of the Rubicon's long standing clients, MpStor, is leaving the centre following acquisition by an OEM. Their capacity in the Incubator will be taken up by the further expansion of Keelvar and OrthoXel, as well as Core Grouting which is currently recruiting 4 graduate engineers.

In November, three projects, assisted by the Rubicon, presented for the EI Competitive Feasibility Calls for the Cork Region. Two of three projects were successful. Subsequently one of the projects has applied for New Frontiers Programme Waterford but will be based in the Rubicon.

Ms Flynn advised that the Rubicon has the growing reputation for delivering female entrepreneurship programmes. Our Exxcel programme has been funded for three new programmes for 2017, 2018 and 2019. This is really good news. There are 12 candidates in the current cohort, all of whom are very highly qualified. In relation to a previous female entrepreneurship programme called "PINC" that we used to run in the Rubicon, it was always our intention to try and distribute that out into the wider region. We worked with the South East Community Area Development Company SECAD to roll that programme out and it was repackaged as "Cumas" and it was delivered in Ballingeary. It went down incredibly well. There were 14 participants and as a result of that there were a lot of men looking to avail of that kind of training. They are rolling out a similar programme aimed at the men. We are involved in supporting a second roll-out in Ballincollig which is underway at present.

Technology Transfer

TTSI 3

Enterprise Ireland has approved the third phase of its Technology Transfer Strengthening Initiative (TTSI 3) which serves to bolster the capability within the knowledge transfer system in Ireland. This phase of the programme will see funding invested over five years to further embed the transfer of knowledge from within the public research system to industry in Ireland and vice versa. CIT is part of

the Bridge Network, Technology Transfer Consortium led by UCC , including Teagasc and new partner IT Tralee. In addition to delivering on specific commercialisation metrics, the mission of the Bridge network is to establish an effective link for the consortium's knowledge transfer expertise to be shared and used in each member institution to ensure continued understanding, application and, where appropriate, creation of excellent practice. The consortium will use this expertise to commercialise innovations for the public good by:

- Encouraging Invention disclosure
- Protecting and managing the academic institution's intellectual property
- Facilitating technology development and licensing including to new ventures
- Fostering the early stage growth of spinout companies
- Supporting effective relationships with industry.

TTSI 2

TTSI 2 concluded in December 2016 with CIT performing very well against targets.

In November 2016 UCC hosted the Invention of the Year awards for the Technology Transfer Consortium between CIT, UCC and Teagasc . Each year CIT Industry Liaison Office receives approximately 20 invention disclosures, The CIT short listed nominations for 2015 inventions are below and there was one CIT winner from each category.

In terms of Technology Transfer, Ms Flynn advised we have been through two phases of the TTSI (Technology Transfer Strengthening Initiative) under an organisation called Knowledge Transfer Ireland. It is a consortium involving CIT, UCC and Teagasc. We are entering a third phase and we will be joined by IT Tralee. IT Tralee were in a consortium with UL and LIT. The view is that IT Tralee is in the southern cluster and should be working with partners in that cluster. It has contributed a certain amount to what we do, strengthening our commercialisation and the whole issue of knowledge transfer experience. Our staff are gaining a lot of experience especially from working with various people from UCC and Teagasc.

Ms Flynn referred Governors to the above metric and the performance of the individual partners. She referred to the CIT performance as against our targets. For an Institute of our size we are doing very very well.

ICT

- Active displays with infrared backlight –Dr. Annemarie McCarthy, Dr. Stephen Hegarty & Dr. Liam Lewis, CAPP
- Auto-correction of the incident light power for fluorescence sensing system - Dr. Shijie Deng & Dr. Stephen Hegarty , CAPP (Winner)

NOTED.

BIO

- MicroPrep Kit – Dr. Brigid Lucey & James O’Connor, Biological Sciences
- An engineered Lactococcus lactis vaccine and drug delivery platform – Prof. Roy Sleator, Dr.Cormac Gahan (UCC),Dr. Eamonn Culligan & Dr. Shauna Keane, Biological Sciences (Winner)

NOTED.

The judging panel consisted of Michael Lucey (Purdy Lucey, Intellectual Property Firm – main Sponsor), Helen McBreen (Atlantic Bridge VC firm) & Justin McCarthy (UCC). In addition, CIT Spinout AventaMed received a special recognition award for impact (in addition to being named national Spinout of the Year by Knowledge Transfer Ireland earlier this year).

In November, CIT Industry Liaison Office staff attended the Knowledge Transfer Ireland Annual Conference, Innovation through Collaboration. This annual event is a national networking event for technology transfer personnel and managers across the universities and institutes of technology. The theme of the conference was research partnerships with industry with speakers from industry and higher education.

Speakers at the conference on 18 November 2016 shared their insights on how collaboration between research and industry drives innovation and improves competitiveness. The conference was attended by over 200 people involved in technology transfer, including members of industry, higher education institutions and professional service firms. Delegates received copies of the Knowledge Transfer Ireland Practical Guide on Collaborative Research Agreements and the latest Directory of Innovation Supports, Research Centres and Technology Centres.

NOTED.

Breakfast Links

The Industry Liaison Office, in conjunction with the Rubicon Centre and the Student Enterprise Interns, organised a Breakfast Links Event with the Faculty of Business and Humanities on the 25th November. The event was well attended with circa 30 staff from the Faculty meeting the Rubicon team and some of the entrepreneurs based in the Rubicon. The informal breakfast provides an opportunity for the Rubicon clients to look at a range of interactions with the Faculty including work placements, projects and joint research.

NOTED.

Student Entrepreneurship Conference

On 24th January, CIT is hosting an event aimed at Transition Year Students from the South Cork LEO catchment area. Over 400 students are expected to attend the event, which is being organised by the Industry Liaison Office and the Hincks Centre. The event is

aimed at promoting entrepreneurship to second level students and many of the young entrepreneurs who will inspire the group are Rubicon based entrepreneurs. Carole O Leary will present the wide range of supports available to CIT students interested in exploring entrepreneurship.

NOTED.

Taste Cork

The Industry Liaison Office is a member of the Advisory Committee of Taste Cork. (Taste Cork is a collaboration between local consumers, trade buyers and food producers, Local Enterprise Offices in Cork, Cork City Council and Cork County Council, and other state agencies. The core aim of the TASTE CORK food initiative is to support a sustainable local food industry).

In December the Industry Liaison Office organised an introductory meeting between Taste Cork and a number of relevant areas within CIT in December. As a result a number of initiatives & collaborations will be ongoing between the Institute, Taste Cork and its' members, e.g. Workshop on Food Waste in conjunction with the Clean Technology Centre.

NOTED.

Events attended by Industry Liaison Office staff:

- Blackstone unconference –Ireland's Entrepreneurship Eco System , UCC, Nov 2016
- Innovation Master Class, UCC , Nov 2016
- Enterprise Europe Network, Innovation through Collaboration event promoting CIT's CAPP and TEC Centres, Kingsley Hotel, Nov 2016
- Irish Photonics Integration Centre Annual Workshop, UCC, Nov 2016
- Launch of Irish Marine Industry Network, Enterprise Ireland, Dublin, Nov 2016

NOTED.

2. ALUMNI

CIT Alumni Christmas Gathering

CIT Alumni Association's Christmas Gathering took place on Wednesday 28th December 2016 from 2.30-5pm, at the Imperial Hotel on South Mall, Cork. Only a small number of graduates attended on the day, and it is likely this event will be reviewed next year in terms of format and timing.

London Alumni Event

- This is the third year of the successful Irish Higher Education Institutions Alumni Event. CIT organised this even last year on behalf of all the HEIs. This year Trinity College Dublin will organise it – it takes place on the 1st

February. Between 20 and 25 CIT graduates attend each year.

Ms Flynn referred to the annual London Alumni Event which she had attended on 1 February 2017 which was organised this year by Trinity College. There were five Universities including CIT at the event – UCD, DCU, Trinity and University of Ulster. For the last few years we have had between 15 and 20 graduates attend from various different programmes from CIT, still quite a few from Construction attending. It is heartening to hear graduates speaking so highly about their time in CIT and how personally they were treated by their lecturers. It is a special event and CIT is delighted to support it as best it can.

CIT GradFest

The CIT Alumni Office will again hold the annual GradFest on 23rd February 2017. This is an event in which final year students can begin to think about becoming alumni, including getting an opportunity to meet CIT graduates from their own areas of study or who are working in a company of interest, hear about entrepreneurship possibilities, learn about the careers service to alumni, and of course learn about the Alumni Office itself.

NOTED.

3. INTERNATIONAL ACTIVITIES

Non-EU Applications for 2017-18 Entry

Malaysia Visit

A number of CIT staff recently visited Malaysia to represent the Institute at International Education Fairs, meet with partner institutions, and meet with education agents. Attendees included Professor Ger Kelly, Head of Department of Mechanical, Biomedical and Manufacturing Engineering, Ms Niamh Lynes, International Office Coordinator, and Mr Mervyn O'Mahony, Marketing Officer. The CIT representatives attended the STAR Education Fair in Kuala Lumpur on January 7th and 8th. During the following week, they visited Methodist College, INTEC, UNITEN, TARUC and USCI. Feedback from the event has been very positive, and had already resulted in numerous student applications for 2017 entry.

Ms Flynn referred to the above Malaysia visit. Those trips are finally beginning to pay off. We have already 14 applicants from Malaysia following the last trip in early January. We have issued four offers there.

We are the only Institute of Technology that is approved for Federal Aid in the US. We are looking at promoting CIT in the US later this year. Music and Art are probably two excellent areas where we could attract people from the States to study.

India Fairs

Ms Carmel Jordan, International Officer will attend Education in Ireland fairs from 18-26 February 2017. The fairs will take place in Chennai, Bangalore, Mumbai, Pune and Delhi. A total of 28 Indian applications have been received since visiting in November 2016. Offer holders will be met with again, where possible, in India in February in an effort to convert the offer to enrolment.

NOTED.

USA Campaigns

CIT has registered for the 2017 Go Overseas campaign, which will promote CIT offerings to students across the USA. As part of the campaign, CIT will also offer two scholarships (one undergraduate, one postgraduate) to US students for the 2017-18 academic year. The scholarships will provide full tuition fee waivers to both students. CIT has also registered for the Education in Ireland High School Counsellors tour, where the Institute will welcome a delegation of high school guidance counsellors to the campus in February 2017.

NOTED.

Government of Ireland Scholarship Student

In December 2016, a Vietnamese student arrived in CIT as part of the Government of Ireland Scholarship programme. The student is enrolled in a Masters by Research in Engineering, having gained a Bachelor Degree in Electrical Engineering from the Ho Chi Minh City University of Technology (HCMUT). This will provide an opportunity for CIT to further strengthen its links with HCMUT.

NOTED.

Visit to Canadian Institutions

Alan O'Brien, Digital Marketing Intern, will visit Ontario, Canada, next month. He will attend Education Pathway Fairs in Fanshawe College and St. Lawrence College, and will also present to students in Niagara College and Humber College. This is a follow up visit to Dr Noel Murray's trip to Canada in November 2016.

NOTED.

Online Dedicated CIT Profile

CIT International Office is piloting an online platform to attract international students with 'Student World Online', a leading content platform dedicated to international student. The profile Student World Online have 100k+ readers per month from over 190 countries. A bespoke marketing campaign for CIT is currently being built and will be live by the end of January 2017. Geo-targeting activities will enhance efforts while CIT staff are travelling to various locations representing CIT.

Eight programmes will be advertised on this platform including;

- Bachelor of Business in International Business with Language
- Bachelor of Engineering (Biomedical Engineering)

- BSc Software Development and Computer Networks
- MSc International Business
- MA Global Business Practice
- MEng Mechanical Engineering
- MEng Civil Engineering (Environmental and Energy)
- MSc Software Development

There is flexibility for multiple changes throughout the campaign.

NOTED.

Erasmus Final Report 2016-2017

Following assessment of the Erasmus Final Report for 2015-2016, the HEA has written to all HEIs outlining its assessment of the narrative section of the final report. CIT was awarded a mark of 75% for the report.

NOTED.

Erasmus+ International Credit Mobility

Staff from the International Office and the School of Business attended the Erasmus+ Information Day organised by the HEA in Dublin on 9th December, with a view to submitting a new CIT funding application for the 2017 Call, which has a deadline of 2nd February 2017. The School of Business has two ongoing ICM projects. The International Credit Mobility action (KA107) is open to all disciplines.

NOTED.

Erasmus Incoming Student Applications for Spring Semester 2017

Acceptance emails were sent to incoming Erasmus applications, following review by the host department coordinators. Erasmus induction will take place on January 27th 2017.

NOTED.

New Erasmus Bilateral Agreements

The following new bilateral agreements were signed during November and December 2016:

- Hochschule Karlsruhe
- Taller de Musics Escola Superior d'Estudis Musicals, Barcelona
- Universidad del Pais Vasco (extension to existing agreement, to facilitate outgoing exchanges for students of the Marketing and International Business degree)

NOTED.

Visits to CIT

Karine Gautier, Director of International Relations, EFAP School of Communication Paris, visited CIT's Media Communications department, to discuss a possible exchange agreement to involved

students and staff from the Master of Arts in Journalism with new Media.

NOTED.

Erasmus Strategy Meeting

An Erasmus Strategy meeting was held on 16th December, attended by Heads of School, Heads of Department, and Erasmus Academic Coordinators. Topics discussed included:

- Evaluation of current Erasmus bilateral agreements
- Opportunities to increase outgoing student mobility
- Student accommodation: challenges and solutions
- Registration issues related to internship students

The following actions were agreed:

- An annual application deadline for incoming mobility, which will enable the Erasmus office to anticipate demand for student accommodation in both semesters.
- To introduce an “expression of interest” deadline for CIT students interested in going on Erasmus in the spring semester of the following year. This would allow the Erasmus team to use the summer months to process semester 2 applications, whilst allowing students more time to save and plan for the additional costs of studying abroad.
- An undertaking by Schools & Departments to evaluate and review their bilateral agreements, to ensure that they are serving the needs of both partner institutions.
- To create a more formalised structure/forum for former Erasmus students to promote the programme to fellow students.

NOTED.

4. RESEARCH

4.1 Metrics

Period Covered: Dec 2016 – Jan 2017

NOTED.

4.2 Notable Events / Updates

1. HORIZON 2020 funding

The table below summarises the latest statistics on the performance of HEI's under the H2020 programme, as reported by Enterprise Ireland. There are a couple of items to note:

- CIT is the top performing IoT in terms of
 - (i) funding to CIT
 - (ii) total funding from awarded projects across the consortia
- CIT is the SECOND MOST SUCCESSFUL HEI in terms of

% success rate, with a success rate of 14.9%, which is surpassed only by NUIG. This attests to the EXCELLENCE of CIT researchers, since excellence and success rate can be reasonably linked. It also reinforces the need to not confuse excellence merely with the gross drawdown.

NOTED.

Halpin was successful in two H2020 programmes:

SEDNA is a 3 year Horizon 2020 project about Safer Arctic Ship Operations and will be led by British Maritime Technologies, BMT (UK).

CAMELOT is a 3 year Horizon 2020 project about C2 Advanced Multi-domain Environment and Live Observation Technologies and involves maritime border surveillance, command and control and unmanned platforms related work.

Halpin's success rate for the August H2020 call submissions has worked out at 33% (two out of six proposals have been successful, 5 were in the particularly competitive security space). This is an impressive performance. The H2020 overall success rate stands at only 14% (EU Commission figure).

NOTED.

2. Research Entity Designation

Six R&I entities were reviewed in November and December. The outcomes of the reviews were forwarded to IRIS and onto the President for final decisions. The President confirmed designation for the following research groups I CIT for a three-year period:

- (i) **SIGMA** Research and Innovation Group - Applying advanced software and computational techniques to real world applications;
- (ii) **MeSSO** Research and Innovation Group - Optimising the performance and design of mechanical systems;
- (iii) **E³L** Research and Innovation Group - Focuses on engagement interactions between higher education institutions and external organizations, with a particular focus on experiential learning;
- (iv) **EdTech** Research and Innovation Group - Pedagogically-orientated research into the application of new and emerging technologies to facilitate learning at all levels;
- (v) **SIRIG** Research and Innovation Group - Engineering infrastructures with an emphasis on sustainability;
- (vi) **RIOMH** Research and Innovation Group - Computing for cloud and distributed systems.

NOTED.

3. CIT Blackrock Castle Observatory

- Qualcomm Foundation International, grant for BCO to

deliver a STEM programme nationally leading up to Space Week 2017 (October 2nd – 8th).

- Dr. Niall Smith is to lead a live in-flight call with the International Space Station in Limerick on January 24th involving 300 primary schoolchildren.
- The European Space Education Resource Office is partnering with BCO to develop a national Continuous Professional Development primary teacher programme using space as the foundation material
- Significant external maintenance works on the Castle were completed in December by O'Shea's (Construction) under a fund provided by Cork City Council.

NOTED.

4. International Space University – Summer Space Programme 2017 (SSP17)

- The Curriculum Planning Meeting for next year's Summer Space Programme, involving 20 staff from international organisations and universities, took place in December 2016 and the visiting panel reported how highly impressed they were with CIT
- Cork County Council have suggested running, and offered their support to organise a workshop on the business opportunities that SSP17 will bring to the region, location to be Vertigo at the top of County Hall and date in March, 2017.

NOTED.

5. General

NIMBUS

- EU FP7 Project GENiC - "Globally optimized ENergy efficient data Centres", which Nimbus coordinated, was successfully completed with an excellent review report from the EU. The reviewers commended the project team led by Nimbus on their achievements during the project.
- Extremely positive mid-term review of the SFI funded Investigator Grant project SURF, where Prof. Pesch is co-PI in collaboration with Prof. Siobhan Clarke of TCD. The international review panel, with well-known professors Reviewers from institutions such as University of Oxford, commended the research team on their achievements and innovation in this project.

NOTED.

DEPARTMENT OF TECHNOLOGY ENHANCED LEARNING

The Dept of Technology Enhanced Learning has been invited to take part in a new H2020 proposal - Remote Celtic Replay. The project intends to focus on 8-10 pilot-landscapes across the Atlantic Arch from Western Portugal to Ireland and will reformat thematic

(archaeological and ecological) GIS from selected sites into videogames, physical dioramas and virtual and augmented reality applications to populate museums, site visitors centres, schools and home computers.

The Dept of Technology Enhanced Learning has also been invited to participate in a new Erasmus+ proposal (KA2 Adult Education) based on the topic of news literacy.

The Dept of Technology Enhanced Learning is collaborating with the Teaching and Learning Unit in the running of a flipped classroom working group, drawing on the department's ongoing activities in the Erasmus+ "FLIP-IT" project.

The National Forum funded project, coordinated by The Dept of Technology Enhanced Learning, TELU (<http://telu.me>) continues to be of use to the wider edtech world and now has over 250 users, as well as more than 100 online courses (<http://telu.me/all-courses>) and animated videos (<https://goo.gl/yDvXZD>).

NOTED.

ADDITIONAL ITEM TABLED:

1. Showguider DAC (CIT Spin Out, CIT Shareholding 10%)

Governing Body approval is sought to vote to wind-up Showguider DAC.

Ms Flynn sought Governing Body approval to vote to wind-up Showguider DAC.

Governing Body gave APPROVAL to vote to wind-up Showguider DAC.

1702.11

GOVERNANCE:

The Chairman invited the Chair of the Audit Committee, Mr Jim Woulfe to take these items.

11.1 Signed Minutes of the Audit Committee meeting held on Thursday 17 November 2016 were circulated with the Agenda.

Mr Woulfe referred to the signed Minutes of the Audit Committee meeting which had been discussed at the 1 December 2016 Governing Body meeting.

He advised of a change to the Minutes. Under item 5 – CIT Joint Venture Internal Controls Reviews, a note regarding retired employees being directors of Subsidiaries and Joint Ventures was added as follows:

“In relation to a question raised regarding the continuation of directorships beyond retirement, the Vice President for Finance and Administration advised that an overview on Directors would be prepared and brought to the Audit Committee.”

Mr Woulfe sought the approval of Governing Body for the Minutes.

Governing Body noted the inclusion and APPROVED the Minutes.

12.2 Report of the Audit Committee meeting held on Thursday 19 January 2017 were circulated with the Agenda.

Mr Woulfe went through the salient items in this report.

1. Minutes of 17 November 2016

Subject to the inclusion of a note regarding retired employees being directors of Subsidiaries and Joint Ventures, the minutes were approved.

NOTED.

2. Matters arising

IMERC

The President updated the Committee of recent correspondence regarding IMERC.

Mr Woulfe advised that the President updated the Audit Committee of recent correspondence in relation to IMERC. The Audit Committee noted that the principles and governance of IMERC are being addressed by an MOU and there will be quarterly and annual reports from here on.

On another matter, the Chairman referred to the whole area of GDPR (General Data Protection Regulation) which is becoming an EU regulation in industry. He asked that Mr Gallagher bring Governors up to speed on that sometime in the future as it might have some relevance for CIT.

Department of Education Audit Forum

Mr. Gallagher advised that he had attended a meeting of the forum on 21 November 2016. The focus of the forum is the new state code and THEA will be looking for a representative from each IOT. Mr. Gallagher sought and was approved as the Institutes representative.

He further advised that the new Code of Practice for State Bodies was being reviewed at a sectoral level by PwC and that THEA had formed a sub group to revise the Code of Governance of Institutes of Technology and align it with the new State Code. The Committee raised concerns that executives were developing the Code of Governance, however are advised that the new code will be a sectoral HEA code and brought to the Audit Committee and Governing Body for review and approval.

Mr Woulfe referred to the Department of Education Audit Forum meeting which took place on 21 November 2016 which Paul Gallagher attended. There is a lot of work being done in trying to harmonise what is going on across all the Institutes and the Audit

Committee gave approval to Paul Gallagher to be the Institute's representative on the Forum.

3. Correspondence

Comptroller and Auditor General Engagement Letter for year end 31 August 2016

This is the standard engagement letter which now includes reference to FRS102. Ms. Crowley and the Financial Accounting Team were commended for the efficient preparation of the accounts including the introduction of FRS102 which involved considerable work. The Comptroller and Auditor General will be invited to attend either the March or June 2017 meetings depending on their availability.

Mr Woulfe referred to the Engagement letter from the Comptroller & Auditor General regarding the Financial Statements audit ending 31 August 2016. The introduction of accounting standard FRS102 involved a considerable amount of work. It is important that the Comptroller & Audit General meets the Audit Committee from a Governing Body point of view.

4. Internal Audit

Mr. Ger O'Mahony, Mr. John McGarry and Mr. Barry Prendergast from PwC joined the meeting.

Dr. Barry O'Connor, Registrar and Vice President for Academic Affairs joined the meeting

Student Retention Review

The report was taken as read. PwC advised that there had been good discussion with the Institute during the review and note the success of initiatives in place. There were 3 medium and 2 low findings.

Dr. Barry O'Connor left the meeting

Mr Woulfe stated that in terms of the Student Retention Review, that the report was presented. There was some discussion on it. There are a number of areas where work has to be done. However, in the context of the ratings (either a two or a three rating), the whole issue around better oversight and monitoring of retention data and the availability of data itself and the evaluation analysis of retention initiatives were priority areas. Arising from the Strategic Framework Review it is proposed that a Chief Information Officer position will be created which would address the business intelligence needs across the Institute. This was welcomed in the context of ensuring that in terms of the retention of students there would be a focus and a monitoring control on it.

Internal Audit Plan 2017

PwC of the areas proposed for review in 2016/17 and 2017/18;

There is a proposal for PwC to carry out additional work in the Risk Management area PwC will issue a proposed Statement of Works to the Committee for their information.

The Committee approved the Internal Audit Plan

Mr Woulfe referred to the Internal Audit Plan 2017 and listed the areas proposed for review in 2016/17 and 2017/18. The review of Health and Safety planned for 2018/19 is brought forward to 2017/18 replacing the Sport Management Review. It was also proposed that PwC would carry out additional work in the Risk Management area.

Follow Up Review

The report was taken as read.

PwC left the meeting.

Mr Woulfe referred to the follow-up review in relation to work that Deloitte had done.

5. Governance

CIT Subsidiaries

The Committee notes that Statements of Internal Control have now been received for all subsidiaries.

Mr Woulfe advised that Statements of Internal Control have now been received for all subsidiaries.

HEA Correspondence re Code of Practice for Governance of State Bodies

In 2017 the HEA intends to revise and update the universities' and institutes of technology codes in order to take account of any changes introduced in the new 2016 State Code. It is intended that these would have effect from the 2016/17 financial year. In relation to submitting Statements of Governance and Internal Control for 2015/16 the reporting template will be the same as the revised template introduced with effect from 2013/14 but will also include some new items, some of which have been taken from the revised 2016 Code of Practice for the Governance of State Bodies.

The Institute has confirmed with the HEA that additions to the templates may be submitted as addendums.

Annual Governance Statement 2015-2016

The Subsidiaries section has been update to reflect the new Code of Governance for Subsidiaries.

The Committee recommends the Annual Governance Statement to Governing Body for approval.

Mr Woulfe sought the approval of Governing Body for the Annual Governance Statement 2015/2016.

Governing Body APPROVED the Annual Governance Statement 2015/2016 as presented.

Statement of Internal Control 2015-2016

There has been no change to the draft presented in November 2016.

The Committee recommends the Statement of Internal Control to Governing Body for approval.

Mr Woulfe sought the approval of Governing Body for the Statement of Internal Control 2015/2016.

Governing Body APPROVED the Statement of Internal Control 2015/2016 as presented.

6. Risk Management

Mr. Barry Coughlan, Legal Officer joined the meeting.

Legal Cases

Mr. Coughlan briefed the Committee current and ongoing cases.

NOTED.

7. Matters for Noting

There are no matters for noting.

NOTED.

8. Any Other Business

Freedom of Information

The President stated that the Digests from this meeting onwards would be published on the website and that we would explore the feasibility of going back to 2012.

Mr Gallagher sought Governing Body approval for uploading the Governing Body Digests on the CIT web site.

Governing Body gave its APPROVAL.

Mr Woulfe stated that after the Audit Committee meeting, training on the Disclosures Policy which included the Whistle Blowers Act was given by the Institute's Legal Officer, Mr Barry Coughlan to the full Audit Committee.

9. The next meeting is scheduled for 23 March 2017.

The meeting was closed and Disclosures Training took place.

NOTED.

1702.12

STRATEGIC DEVELOPMENT COMMITTEE:

As Chair of the Strategic Development Committee, the Chairman took this item.

- 12.1 Signed Minutes of the Strategic Development Committee meeting held on Monday 3 October 2016** were circulated with the Agenda.

The Chairman referred to the signed Minutes of the Strategic Development Committee meeting which had been discussed at the 1 December 2016 Governing Body meeting.

Having sought confirmation that no changes were made to the Minutes, he sought Governing Body approval for them.

Governing Body APPROVED the minutes.

- 12.2 Report of the Strategic Development Committee meeting held on Monday 9 January 2017** was circulated with the Agenda.

Agenda Item 1: Minutes of the Previous Meeting – 3rd October 2016

The Minutes of the Strategic Development Committee meeting held on the 3rd October 2016 were approved and signed.

NOTED.

Agenda Item 2: Strategic Plan 2017 to 2022 – Update

The chair invited Mr. Tadhg Leane, Head of Strategic development to brief the committee in relation to the Strategic Plan. Work on the strategic plan is paused awaiting the implementation of internal audit recommendations in relation to the Strategic Management Framework (SMF).

NOTED.

Agenda Item 3: Internal Audit Review Proposal

The committee were briefed on the findings from the internal audit review of the Institutes Strategic Management Framework. PWC made a number of findings; of relevance were the findings in respect of the planning and Implementation phases.

NOTED.

Agenda Item 4: HEA Strategic Dialogue – Update

Mr Tadhg Leane briefed the committee on the feedback from the HEA. The Institute continues to perform well. The Cork Institute of Technology has demonstrated very good progress, and has been commended for its use of benchmarking. CIT is in Funding

Performance Category 1, so the Institute will receive full performance funding in 2017.

The Committee members discussed the Key Institutional Statistics and noted that funding was not on an equal level to that of Universities. It was noted that the HEA are not comparing like with like with the mature student statistics. It would be preferred if the correct figures were used in comparison studies.

The committee noted that in order to maintain the high standards and performance of the Institute, providing the correct resources and facilities is vital. This highlights the need to be cautious where and when funding is used. The Institute must consider what is needed and what is possible.

The Chairman drew Governors attention to the above item. The Institute continues to perform very well and has demonstrated very good progress, and has been commended for its use of benchmarking.

Agenda Item 5: Cork Science and Innovation park – CPO

The Chairman asked Mr Gallagher to take the above item including the correspondence item tabled GB/A1702.4 – letter to Cork County Council re. Cork Science and Innovation Park Infrastructure Project Compulsory Order 2014.

Agenda Item 6: HEA/DES Capital Requirements Plan

The Chair invited Mr Paul Gallagher, to brief the committee on the DES/HEA circular. Micheal Loftus, Gerard O'Donovan and Kevin McCarthy joined the committee for this section of the meeting.

Mr Gallagher informed the committee that the Department of Education and Skills had requested the HEA to update and consolidate all information available in relation to priority capital projects in the HEI's. The purpose of the circular is to enable the compilation of an up to date, summary overview of pending projects. It was necessary to update the Institutes Masterplan, as the previous Masterplan had been completed in 2012. The deadline for that tender was 15th December 2016, with received tenders being of the order of 100k + VAT.

The committee was informed that HEI's are being asked to submit expressions of interest in relation to projects that they wish to see considered for procurement via Public Private Partnerships. The government's capital plan provides an investment of €200million in higher education as part of the third phase of PPP's. It must be noted that direct Exchequer funding available for investment in higher education is limited, with much of the funding already committed. Mr. Gallagher referred to the updated Masterplan review. It is estimated that there is a potential 30% increase in student numbers over the next ten years, with the majority of the increase in the latter five years. An extra 3,000 students represents a need for an extra 21,000m². (A marginal average of 7m² per student). The masterplan

displays a number of possible areas for development and/or refurbishment.

The Chairman referred to the above item. An extended discussion took place on the capital plan, priorities and linking to the Master Plan. He asked Mr Gallagher to brief Governors.

Mr Gallagher explained we were asked by the Department and the HEA in early December for a list of our capital requirements and a very broad ranging request for proposals which included potential for PPP building projects, capital equipment investment, site acquisition etc. In tandem we had already kicked off a process of reviewing our Master Plan. We have tendered for Master Planners but haven't quite finalised a tender yet. They gave us a very short timeline to respond. The request came at Christmas and we had to respond by 13 January 2017.

Agenda Item 7: AOB

The meeting concluded at 5.00pm.

The next meeting will take place on Monday 6th of March at 3.00pm.

NOTED.

1702.13 USE OF THE INSTITUTE SEAL:

1. Log Book No. 202 Seal used on 19 December 2016 - Share Subscription and Shareholders' Agreement between Tip Tap Tap Designated Activity Company, CIT and Enterprise Ireland

NOTED.

2. Log Book No. 203 Seal used on 19 January 2017 – Confirming that the Chief Officer of Cork Institute of Technology is its President. A requirement for Xuzhou Institute of Technology China.

The Institute has a joint programme in Structural Engineering with Xuzhou Institute of Technology.

NOTED.

1702.14 PRESIDENTIAL APPOINTMENTS COMMITTEE:

Digest of the meeting of the Governing Body of Cork Institute of Technology held on Thursday 2 February 2017 in the Council Room, 2nd Floor, Administration Building at 3.00 pm.

The Chairman thanked all for their attendance and the meeting concluded at 6.15 pm.

The next ordinary meeting of the Governing Body was fixed for Thursday 2 March 2017 commencing at 2.30 pm in CIT Crawford College of Art & Design.

Signed: _____

Date: _____