

**GBD 1706**

**Digest of the meeting of the Governing Body of Cork Institute of Technology held on Thursday 1 June 2017 in the Council Room, 2<sup>nd</sup> Floor, Administration Building at 2.00 pm.**

**Present:** Mr Bob Savage (Chair)  
Dr Brendan J. Murphy  
Mr Bernard Allen  
Ms Mary Cooney  
Mr Sam Dawson  
Mr Eoin Deane  
Ms Emelie Fitzgibbon  
Ms Maura Fitzgibbon  
Cllr Mary Hegarty  
Cllr Michael Hegarty  
Capt Dave Hopkins  
Ms Stephanie Kelly  
Cllr Patrick Gerard Murphy  
Mr Declan O’Leary  
Mr Cilian Ó Súilleabháin  
Mr Ted Owens  
Ms Ann Piggott  
Mr Jim Woulfe

**In Attendance:** Ms Orla Flynn, Mr Paul Gallagher, and Ms Ann O’Mahony,  
Recording Secretary.

*The meeting commenced at the earlier time of 2.00 pm with a view to concluding at 4.30 pm to allow Governors return for the Governing Body President’s Farewell Reception and Dinner at 7.00 pm.*

*Apologies were received from Ms Katherine Walshe and Dr Barry O’Connor, Registrar & Vice President for Academic Affairs.*

*On behalf of Governing Body the Chairman extended sympathies to:*

- 1. JJ Buttimer, Lecturer, Centre of Craft Studies on the death of his mother.*
- 2. Paul Tuohy, Technical Officer, Centre of Craft Studies on the death of his mother.*
- 3. Leslie Ruddock, Technical Officer, Department of Physical Science on the death of his father.*
- 4. Bronadh Lynch, Assistant Lecturer, Department of Mechanical, Biomedical & Manufacturing Engineering on the death of her father.*
- 5. Rose Buckley, Staff Officer, HR Office on the death of her mother.*
- 6. Barry Woods, Technical Officer, School of Science & Informatics on the death of his brother.*

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

- 1706.1** Minutes of the previous meeting held on Thursday 6 April 2017 were circulated with the Agenda *and were approved by Governing Body.*

***Matters Arising:***

*The President advised that there was an update on the IPA Governance Review.*

*In terms of the IPA Governance Review, Mr Gallagher stated he had communication from Mr Aidan Horan, Director, IPA who referred back to the session prior to the last meeting in terms of the Governing Body Evaluation Process. He advised that Mr Horan will be in contact with every Governor to undertake a survey which will take about 25-30 minutes to complete.*

*Mr Ó Súilleabháin asked if Governors will be getting a copy of the Code of Practice for Governance of State Bodies. This had been promised.*

*Mr Gallagher stated he would send Governors the link to the State Code.*

*As mentioned at the previous meeting in terms of a Financial update three times a year, Mr Ó Súilleabháin asked if this will be taking place.*

*Mr Gallagher stated that a schedule of Governing Body and Committee meetings for the next academic year 2017/2018 is an item on today's agenda. We have added two additional meetings for both the Audit and Finance Committees. We have the Financial Review update which will take place later on at the meeting from Deloitte.*

*The President added that the Financial Updates will feed through the Finance Committee who will report back to Governing Body.*

- 1706.2** Digest of the previous meeting held on Thursday 6 April 2017 was circulated with the Agenda *and was approved by Governing Body.*

**1706.3 STAFF APPOINTMENTS COMMITTEE:**

*Minutes of the Staff Appointments Committee meeting held on Thursday 4 May 2017 was circulated with the Agenda.*

*Mr Gallagher took the Committee through the Selection Board report in detail. He confirmed that only 3 of the 4 Selection Board Reports would be presented this morning due to the interview process for the post of Communications and Change Management Leader – MTU Project not being completed.*

**PROPOSALS REQUIRING APPROVAL BY THE STAFF APPOINTMENTS COMMITTEE**

- 1.1 Interviews held (Copy of the Selection Board Reports were tabled at the meeting).**

**EXTERNALLY ADVERTISED POSITIONS:**

- 1.1.1 Head of Department of Maritime Studies – Senior Lecturer 2 (Permanent Whole-Time):**

Report of the meeting of the Selection Board held on Tuesday 18 April 2017 to interview applicants for the position of Head of Department of Maritime Studies – Senior Lecturer 2 (Permanent Whole-Time), National Maritime College of Ireland, 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:**

##### **1.1.3 Grade V – Mature Student Officer, CIT Access Service (Fixed-Term Whole-Time Contract up to 26 February 2018):**

Report of the meeting of the Selection Board held on Thursday 27 April 2017 to interview applicants for the position of Grade V – Mature Student Officer, CIT Access Service (Fixed-Term Whole-Time Contract up to 26 February 2018), 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.*

##### **1.1.4 Web Based Learning and Recognition of Prior Learning Research and Development Practitioner, CIT Extended Campus (2 Year Fixed-Term Contract):**

Report of the meeting of the Selection Board held on Tuesday 2 May 2017 to interview applicants for the position of Web Based Learning and Recognition of Prior Learning Research and Development Practitioner, CIT Extended Campus, 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.*

*Governing Body NOTED the Minutes of the Staff Appointments Committee meeting held on 4 May 2017.*

**1706.4**

**CORRESPONDENCE**

*The Chairman invited the President to take this item.*

- 4.1 Letter dated 4 May 2017 from the Minister for Education and Skills to Mr Ted Owens, Chief Executive Officer, Cork Education and Training Board re. appointment of student representatives on the Governing Body was circulated with the Agenda.

*The President referred to the formal notice of the appointment of Ms Stephanie Kelly and Mr Sam Dawson as Governors of CIT from 1 June 2017 to 31 May 2018 from the Minister for Education and Skills. He advised that they are present today as Governors.*

*The Chairman welcome them to today's meeting*

***Additional Item:***

**1706.5**

**PRESIDENT'S REPORT: (Pages 4 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 President did highlight Item 17.*

- 6.1 The Lord Mayor of Cork, Cllr Des Cahill officially opened CIT SciFest 2017 on Friday 31 March 2017 in the Nexus, Student Centre, Bishopstown Campus. This event, now celebrating 10 years in CIT, offers students from second-level schools around Cork the opportunity to showcase their scientific expertise. CIT's on-going commitment to SciFest was evident again this year with increased numbers of schools and projects being exhibited. Over 330 students participated, either as individuals or in group projects, from 32 different schools in Cork city and county. Altogether there were 145 different projects exhibited, across the disciplines of Life Sciences, Physical Sciences and Technology, and at three levels, Junior, Intermediate and Senior.

***NOTED.***

- 6.2 The Presentation of the CIT Student Societies & Activities Awards 2017 took place on Monday 3 April 2017 in the Nexus, Student Centre, Bishopstown Campus. Thirteen Awards were presented by Dr Barry O'Connor, Registrar & Vice President for Academic Affairs who was representing the President. Guest Speaker, Trevor Ryan, CIT Graduate (former President Students Union and Governing Body member). Trevor is the director of the well known Montfort College of Performing Arts and is co-writer and director of the annual Cork Opera House pantomime. The Awards Ceremony provided an opportunity to recognise the voluntary contribution of the 200 societies committee officers who co-ordinated activities in 42 societies.

**Society Awards:**

|                       |   |
|-----------------------|---|
| Society of the Year   | Guild Gaming  |
| Best Academic Society | Chemical Engineering                                    |
| Best New Society      | Indian  |
| Supreme Event         | “American Idiot” – Musical                              |
| Best Small Event      | “Diwali” – Indian                                       |
| Rísam Uile Award      | “CIT Christmas Donation Drive” – Irish Red Cross & LGBT |
| Most Improved Society | Automotive  |

**Supreme Achievement in Society & College-wide Activities:**

|                |                             |
|----------------|-----------------------------|
| Adrian Coleman | Guild Gaming, Anime & Manga |
|----------------|-----------------------------|

**Individual Awards:**

|                         |                                |
|-------------------------|--------------------------------|
| Kiran Shaju             | Indian, Photographic & Enactus |
| Joshua Volfango         | Guild Gaming                   |
| Stephanie Boyle         | Dance                          |
| Marcus (Tia Zhao Quing) | International Student          |

**Best Fresher:**

|               |               |
|---------------|---------------|
| Kelley Pierse | Anime & Manga |
|---------------|---------------|

*NOTED.*

- 6.3 The President chaired a meeting of the Institute Executive Board (IEB) on Tuesday 4 April 2017.

*NOTED.*

- 6.4 The Department of Tourism & Hospitality hosted a “Culinary Career Paths Seminar” on Tuesday 4 April 2017 which was jointly funded by CIT and Fáilte Ireland and supported by the Oriel House Hotel.

*NOTED.*

- 6.5 The President welcomed delegates to the CIT/IDA meeting re. Information Security Cluster on Tuesday 4 April 2017 at 2.00 pm in the Council Room, Administration building.

*NOTED.*

- 6.6 Over the past five years the Chaplaincy in CIT has promoted the development of cultural relations between students from Ireland and the array of international students who have come to study in CIT. Over the course of this academic year they celebrated the food, song and diversity of cultures from Holland, Ireland, Malasia, Germany and Spain.

*NOTED.*

- 6.7 CIT hosted the 2017 IAVV Track & Field Championships on Friday and Saturday 7 and 8 April 2017 and held a banquet dinner which took place in the Clayton Hotel, Lapps Quay on Saturday 8 April 2017 at 7.00 pm. Over 400 athletes from 22 Institutions participated and the event was headlined by Thomas Barr (4<sup>th</sup> place, Rio Olympics, 400mH) who was running in his last championship for UL. The CIT team finished in a very creditable 10<sup>th</sup> position.

- Thomas Houlihan (Structural Engineering MEng) was once again victorious in the pole vault despite the fact he was carrying a shoulder injury.
- Jessica Neville (Medical Laboratory Science, Clinical Year) was our other gold medallist over the weekend, winning a very tight 400mH in 63.37s.
- Denise Byrne (Montessori Studies Graduate) claimed silver in the Javelin with a throw of 36.05m
- Daniel O'Mahony, Andrea Bickerdike, Seamus Rainsford and Andre Christie also picked up valuable team points with top six positions.
- Our men's 4 by 400m relay team (Daniel O'Mahony, TJ Hogan, Zach Harrington and Stephen Holland) finished in an excellent 6<sup>th</sup> position in the 4 x 400m

*NOTED.*

- 6.8 Aoife Hayes, an MSc Research student in the Department of Architecture has won the Environmental Sciences Association of Ireland (ESAI) Best Overall Oral Presentation at Environ 2017, which was held on 10 to 12 April in Athlone IT. The annual Environ Conference is the largest Environmental Conference hosted in Ireland and Aoife won the overall award in competition with Masters and PhD students from all the major Higher Education Institutions on the island of Ireland.

I wish to extend my congratulations and "Well Done" to Aoife on this significant achievement. I also wish to thank her Head of Department, Katherine Keane and the staff of the Department of Architecture who

have supported Aoife throughout her studies and in particular to her supervisory team of Dr Garrett O'Sullivan, Martin Boylan and Dr Jim Harrison.

*NOTED.*

- 6.9 The President attended a meeting in QQI in Dublin on Tuesday 11 April 2017 at 2.00 pm

*NOTED.*

- 6.10 The annual Staff Intervarsity gold competition took place on Thursday 13 April 2017 in Galway Bay Golf and Country Club in Oranmore, Galway. The competition was hosted by NUI Galway and the event brought together 10 teams from the University and IoT sector. Teams were made up of 10 members who played in 5 pairings. The competition format was stableford off club handicap with the best four pairing scores to count. UCC were going for a three in a row in the event of having narrowly pipped CIT in controversial circumstances two years ago.

The cup is travelling Leaside again as CIT were triumphant with an average score of 41 points with the A-team leading from the front returning a scarcely believable score of 47 points.

I wish to extend "Well Done" to all involved.

*NOTED.*

- 6.11 The President attended and spoke at the IMPACT Education Divisional Conference on Wednesday 19 April 2017 in the Clayton City Hotel, Lapps Quay, Cork.

*NOTED.*

- 6.12 The President accepted an invitation from the President of UCC, Prof Patrick O'Shea to attend a special conversation with Mr William Clay Ford Jnr, Executive Chairman, Ford Motor Company in the Boole Lecture Theatre 4, UCC from 9.30 am – 10.30 am on Friday 21 April 2017. The topic of conversation was "A World Beyond Cars – How Ford is leading the next transport evolution."

*NOTED.*

- 6.13 The President attended the Ford 100 Gala Event in City Hall, Cork on Friday 21 April 2017 at 7.00 pm.

*NOTED.*

- 6.14 The President gave a welcome address at the annual New Frontiers Entrepreneur Development Programmes Showcase & Awards which took place in the Rubicon Centre on Tuesday 25 April 2017 at 5.30 pm. This event marked the culmination of Phases 2 and 3 of the Enterprise Ireland funded New Frontiers Programme, which is delivered by CIT's Rubicon Centre. The promoters of new projects

showcased their businesses in a public domain and were all presented with certificates marking their achievement in completing the intensive Programme. The Keynote speakers at the event was Mr Joe Healy, Divisional Manager for High Potential Start-Ups, Enterprise Ireland.

Five awards were presented on the night.

| No. | Award  | Recipient/Company                   |
|-----|--|-------------------------------------|
| 1.  | Best Trade Stand Award   | Tom Cotter – Rash'R                 |
| 2.  | Best Business Plan Award   | Ayooluwa (Wendy) Oke – TeachKloud   |
| 3.  | Most Innovative Product Award  | Seán Ó Tuama - Firemole             |
| 4.  | Best Colleague Award   | Kait Husmann – Cook & Cure          |
| 5.  | Best Business Opportunity and Overall Winner of New Frontiers 2016 Award | Paul Glavin – Glavloc Build Systems |

*NOTED.*

- 6.15 On Wednesday 26 April 2017, the CIT Sports Awards 2017 took place in the Tourism & Hospitality building at 5.30 pm. A wonderful gathering of students, staff, retired staff, coaches, parents, representatives from various Governing Bodies and friends gathered to applaud the valued contribution of Sports Clubs and their members in supporting the student-centered experience. Inspirational guest speaker was Sinead Kane (motivational speaker, columnist and World Marathon Challenge Record Holder – 7 marathons in 7 continents in 7 days) who said that the gruelling “World Marathon Challenge” was easy in comparison to her daily obstacles (blindness) reminds us of the truly remarkable person that she is.

The Awards, which are run annually, were presented by the President and Sinead Kane. This event provided the ideal opportunity for the Institute to recognise students who have excelled in their chosen sport throughout the past academic year. The awards are based on outstanding achievements in their sport and/or administration of clubs within the Institute. Awards were presented as follows:

**CIT Sports Award Recipients 2017**  
**12 Individual Award Winners**

| No. | Name                      | Course                        | Sporting Achievements   |
|-----|---------------------------|-------------------------------|---|
| 1.  | Paul Kingston (Badminton) | Electrical Engineering Year 4 | <ul style="list-style-type: none"> <li>• Captain of CIT team that were Student Sport Ireland Silver Medal Winners</li> <li>• CIT Committee member for the past two years</li> <li>• Has numerous county medals with his Club and has represented Cork from juvenile level to the present day</li> </ul> |



|    |                                 |                               |  |
|----|---------------------------------|-------------------------------|--|
| 2. | Declan Cahill<br>(Basketball)   | IT Management<br>Year 4       | <ul style="list-style-type: none"> <li>• Super league player with Neptune BC since 2014 and Irish Junior International U16</li> <li>• League semi-finalists and “B” Varsity winners with CIT 2014.</li> <li>• Intervarsity semi-finalists 2017</li> <li>• Recipient of a US Colleges Scholarship</li> </ul>  |
| 3. | Rowan Johnson<br>(Canoe)        | Common Engineering Year 1     | <ul style="list-style-type: none"> <li>• Member of the Irish Paddle Surf team that were placed 2<sup>nd</sup> at the Home Internationals</li> <li>• 5<sup>th</sup> in the Whitewater Team event at this year’s Intervarsities</li> <li>• 2<sup>nd</sup> in the Whitewater event at the Galway Festival</li> </ul>  |
| 4. | Vladimir Belujsky<br>(Boxing)   | Business Management<br>Year 3 | <ul style="list-style-type: none"> <li>• Made his professional debut in March 2017 in the Grand Connaught Rooms, London with a 38-38 result against Anthony Fox</li> <li>• 1<sup>st</sup> place in the Slovakian Elite Championships.</li> <li>• Celtic Box Cup Champion 2014</li> <li>• Two time silver medallist at the Irish Athletic Third Level Boxing Association Championships</li> </ul> |
| 5. | Meadhbh O’Callaghan<br>(Karate) | Accounting Year 4             | <ul style="list-style-type: none"> <li>• CIT Chairperson for the past 3 years</li> <li>• Winner of 4 medals at this year’s inversities – 2 golds, a silver and a bronze</li> <li>• Awarded “Senior Female Competitor of the Year” at this year’s Cork Martial Arts Promotions event</li> </ul>   |
| 6. | David O’Sullivan<br>(Golf)      | Business Management<br>Year 3 | <ul style="list-style-type: none"> <li>• 2<sup>nd</sup> place in the Fermoy Junior Scratch Cup 2016</li> <li>• Secured two sponsors for the CIT Club &amp; set-up a new competition, the “Winter League Series”</li> <li>• Played on Fred Daly, Harbour Shield and Junior Cup teams</li> </ul>   |
| 7. | Conor Skeeahan<br>(Racquetball) | Mechanical Engineering Year 4 | <ul style="list-style-type: none"> <li>• Chairman and coach to the CIT Racquetball Club during his years in CIT</li> <li>• Winner of the individual and doubles Fermoy Open</li> </ul>   |

|     |                                |  |  |
|-----|--------------------------------|--|--|
|     |                                |  | <ul style="list-style-type: none"> <li>• Winner of the Galway Open doubles and silver in the Mens Open at the Intervarsities</li> <li>• Led CIT to retain their All-Ireland Intervarsity title</li> <li>• Member of the Irish Senior team</li> </ul>   |
| 8.  | Siobhan O'Neill (Rockclimbing) | Environmental Science and Sustainable Technology | <ul style="list-style-type: none"> <li>• Current chairperson of CIT Rockclimbing Club</li> <li>• Member of the CIT organising committee who hosted the Irish Colleges and Universities Rockclimbing Intervarsities 2015</li> <li>• An avid rock-climber with a love for adventure</li> </ul>   |
| 9.  | Aoife Walsh (Camogie)          | Masters in Human Resource Management             | <ul style="list-style-type: none"> <li>• Captained CIT to Ashbourne Shield Victory 2017</li> <li>• CIT Purcell Cup winner 2016</li> <li>• Division 2 League medal with Cork 2014</li> </ul>  |
| 10. | Cian Murray (Surf)             | Business Information Systems Year 2              | <ul style="list-style-type: none"> <li>• Chairperson of CIT Surf Club who finished 6<sup>th</sup> place overall in the 2017 Intervarsities</li> <li>• ASA Level 1 Surfing Instructor including surf rescue</li> <li>• Accomplished surfer in Ireland and around the world notably in Australia, Indonesia, New Zealand and South Africa</li> </ul> |
| 11  | Anthony Casey (Football)       | Recreation & Leisure Management Year 3           | <ul style="list-style-type: none"> <li>• U21 Munster &amp; All-Ireland Finalists 2016</li> <li>• Premier Intermediate County Champions 2016</li> <li>• Sigerson &amp; County Championship teams with CIT</li> </ul>  |
| 12. | Michael Kearney (Hurling)      | Recreation & Leisure Management Year 3           | <ul style="list-style-type: none"> <li>• Current Waterford Senior</li> <li>• Winner of U21 Munster &amp; All-Ireland medals</li> <li>• Winner of Minor All-Ireland medal</li> </ul>  |

**“Fresher of the Year” Award**

|    |                           |  |   |
|----|---------------------------|--|---|
| 1. | Michael Kearney (Hurling) | Recreation & Leisure Management Year 3 | <ul style="list-style-type: none"> <li>• Current Waterford Senior</li> <li>• Winner of U21 Munster &amp; All-Ireland medals</li> <li>• Winner of Minor All-Ireland medal</li> </ul> |
|----|---------------------------|--|---|

**“Graduate Achievement” Award**

|    |             |                                 |
|----|-------------|---------------------------------|
| 1. | Alan Bennet | Business Studies Honours Degree |
|----|-------------|---------------------------------|

**“Risam Uile” Awards x 2**

|    |                  |   |
|----|------------------|---|
| 1. | Camogie Club     | <ul style="list-style-type: none"> <li>Ashbourne Shield Winners 2017</li> <li>Purcell Cup Winners 2016</li> <li>Members on various intercounty teams</li> </ul>   |
| 2. | Racquetball Club | <ul style="list-style-type: none"> <li>All-Ireland Intervarsity Champions 2016 &amp; 2017. Winning 11 medals across 5 divisions at the 2017 Intervarsities</li> <li>Members competed in National Open competitions throughout the country, winning to-date 5 Open Doubles titles, as well as 1 Gold and 2 Silver in Singles</li> <li>Two members on the Irish Senior panel</li> </ul> |

**“Club of the Year” Award**

|    |                |   |
|----|----------------|---|
| 1. | Badminton Club | <ul style="list-style-type: none"> <li>Had the unique distinction of having two teams qualify for the Student Sport Ireland All-Ireland Finals Day</li> <li>Student Sport Ireland All-Ireland semi-finalists, as well as Silver Medal Winners</li> <li>Intervarsity Plate semi-finalists</li> <li>Great sense of comradeship and team spirit</li> </ul> |
|----|----------------|---|

*NOTED.*

- 6.16 The President gave a welcome address at 5.30 pm on Thursday 27 April 2017 at the 31<sup>st</sup> Cork Mechanical, Manufacturing & Biomedical Engineering Exhibition in the Nexus, Student Centre, Bishopstown Campus. Based on CIT’s designation as International Space University 2017, the 2017 Exhibition theme was “Space Engineering and Science.” Now, in its 31<sup>st</sup> year, the Cork Mechanical, Manufacturing and Biomedical Engineering Exhibition with over 200 stands is Ireland and Europe’s largest educational engineering event. Combining entrepreneurship, multidisciplinary innovative product development and industrial participation, the student centric event has featured many major themed exhibits, including Formula 1 cars and reproductions of Leonardo da Vinci’s studio/inventions. The Cork exhibition is a seminal fixture in promoting engineering on a national/international level and engineering a highly successful campus educational innovation eco-system.

Prior to the launch of the Exhibition, the following outstanding achievement awards were presented:

**Presentation of CIT Awards by the President:**

| No. | Award Title                    | Recipient   |   |
|-----|--------------------------------|---|---|
| 1.  | Tim Sexton Memorial Awards x 2 | <p>Vincent Forde Student from BEng (Hons) in Mechanical Engineering (currently in Year 4)</p> <p>CIT Multi-Discipline Start-Up Student Innovation Team<br/>HydroFLOcean H-FLOTM comprising the following:</p> <ul style="list-style-type: none"> <li>◦ Gerard O’Connell, Arran Coughlan, Kelly Lane (all currently in Year 4 of the BEng (Hons) in Biomedical Engineering)</li> <li>◦ George O’Rourke, Shane O’Driscoll, Jason Shorten, John Harrington (all currently in Year 4 of the BEng (Hons) in Mechanical Engineering)</li> <li>◦ Kacey Mealy (2016 graduate of BBus (Hons) in Business Studies)</li> </ul> | <p>In recognition of outstanding achievements in 2016 including</p> <ul style="list-style-type: none"> <li>• CIT 2016 Student Entrepreneur of the Year 2016</li> <li>• Enterprise Ireland Student Entrepreneur of the Year 2016</li> <li>• First Place Accenture Leaders of Tomorrow Award 2016</li> </ul> <p>In recognition of outstanding achievements in 2016 including</p> <ul style="list-style-type: none"> <li>• CIT Prize for Innovation 2016 – Most Technically Innovative Product</li> <li>• Student Entrepreneur National Finals 2016 Cruickshank Intellectual Property Attorneys – National Award Winner</li> <li>• James Dyson National Award Winner 2016</li> </ul> |
| 2.  | Richard Hale Memorial Award    | Karen McDonnell 2016 Graduate of CIT BEng (Hons) in Biomedical Engineering  | <p>In recognition of outstanding achievement in 2016</p> <ul style="list-style-type: none"> <li>• MEETA – Maintenance and Asset Managers Association: First Place National Student Overall Award Winner 2016 for project “Optimisation of</li> </ul>  |

|    |   |  |   |
|----|---|--|---|
|    |   |  | the Packaging System at Wright Medical”   |
| 3. | 2017 Enterprise Ireland Outstanding Innovation Graduate Achievement Award | Charles Daly<br>Graduated from CIT in 2003 with a First Class Honours Degree in Mechanical Engineering | In recognition of outstanding career achievements including <ul style="list-style-type: none"> <li>• Various roles in multinational companies involving manufacturing, process-product development, new product introduction and R &amp; D</li> <li>• Charles undertook concept research and development role with MEDIC in CIT where he engaged with surgeons to translate clinical needs into tangible product concepts</li> <li>• Charles has been involved in various start-up companies and in 2014 co-founded Orthoxel and took up the role of Chief Technical Officer</li> </ul> |
| 4. | EM3 Project Award for Best Sustainable Energy Engineering Project – 2016  | Joshua Flynn<br>2016 Graduate of CIT BEng (Hons) in Sustainable Energy Engineering                     | In recognition of outstanding achievement in 2016 – <ul style="list-style-type: none"> <li>• Award is in recognition of his final year project which investigated Micro-Grids for Domestic Appliances under the supervision of Kevin Davis</li> </ul>   |

I wish to extend “Well Done” to all the recipients who have done the Institute proud. A special “Thank You” to Sean F. O’Leary, Senior Lecturer, Department of Mechanical, Biomedical & Manufacturing Engineering for his dedication, hard work, and long hours given on a voluntary basis to this exhibition over the last 30 years.

*NOTED.*

- 6.17 On Thursday evening 27 April 2017, the Students’s Union hosted the Union Council Awards at which Class Reps were presented with Certificates of Merit in recognition of their voluntary contribution to campus life by Dr Barry O’Connor, Registrar & Vice President for Academic Affairs and Dr Dan Collins, Academic Administration & Student Affairs Manager. Class Reps are at the core of the Union’s growth and development and play a key role in the communication process between students, staff and the SU. They contribute greatly to student engagement in CIT at both a local and national level as evidenced by their contributions to Sparq at CIT (Student Partnership in Quality) and NStEP (National Student Engagement Programme). The Award Recipients were:

- Dawn Keyes, 3<sup>rd</sup> Year Biomedical Science
- Boglarka Zsuzanna Krkos, Post grad in Computational Biology
- Stephen McDonnell, TD01 Nautical Studies
- Amy O’Keeffe, 3<sup>rd</sup> Year Applied Physics & Instrumentation
- Joshua Volfango, 3<sup>rd</sup> Year Business Information Systems
- Stephen Walsh, 1<sup>st</sup> Year Software Development

James Flynn was awarded the prestigious Cork Institute of Technology’s “Presidential Citation” recognising his exceptional and outstanding service to the Students Union at CIT.

A donation of €6,121.61 was presented to Cork City Hospitals Children’s Club which was the chief beneficiary of CIT Rag Week 2017 by the Students Union, Societies Office, Chaplaincy and individual students.

*The President mentioned the Rag Week donation amounting to €6,121.61 which was presented to the Cork City Hospitals Children’s Club. The amount of money collected for charity each year during Rag Week has been a great feature over the years.*

*The Chairman extended “Well Done” to the students.*

- 6.18 BEng (Hons) Structural Engineering student Stephen Buckley received an Excellence Award from Engineers Ireland on Thursday 27 April 2017 as the best level 7 engineering graduate to progress to an Engineers Ireland accredited level 8 programme. Stephen received his award from the President of Engineers Ireland, Dermot Byrne, at a ceremony in CIT.

I wish to extend congratulations and “Well Done” to Stephen on his award.

*NOTED.*

- 6.19 A lecture in CIT entitled “The Rosetta mission – Orbiting and Landing on an explosive comet” took place on 27 April 2017. The lecture was given by Laurence O’Rourke, Rosetta Downlink Science Operations Manager with the European Space Agency (ESAC). It supported the theme of our annual Mechanical Biomedical and Manufacturing Exhibition “Space Engineering and Science” and CIT’s hosting of the International Space University (ISU) later this summer.

Originally from Westmeath, with a double honours degree from NUIM and a Masters from the Tyndall Institute, Laurence has been working for the European Space Agency since 1996, located at 3 of its establishments (ESTEC, ESOC and currently ESAC in Madrid) as an Engineer and a Scientist.

*NOTED.*

- 6.20 The President chaired a meeting of the Institute Executive Board (IEB) on Tuesday 2 May 2017 at 9.30 am.

*NOTED.*

- 6.21 On 2 May 2017 Science Foundation Ireland announced that it will invest €72m over the next six years in four new world-class SFI Research Centres in Ireland. This announcement marks the third tranche of funding under the SFI Research Centres Programme. The CONFIRM Centre, for Smart manufacturing IT and industrial automation systems, led by Prof Conor McCarthy, University of Limerick and includes Prof Dirk Pesch, NIMBUS Centre as Principal Investigator (PI) was one of four new SFI Research Centres announced.

I wish to extend “Well Done” and congratulations to Prof Dirk Pesch and his colleagues in the NIMBUS Centre for their success in the Science Foundation Ireland funding. This is a major win for NIMBUS.

*NOTED.*

- 6.22 The President participated at the THEA Board & Council meeting on Thursday 4 May 2017 at 10.30 am by video-conferencing.

*NOTED.*

- 6.23 The CIT CAO Information Evening took place on 4 May 2017 from 6pm – 8 pm in the Nexus, Student, Bishopstown campus. This event was targeted at Leaving Certificate students who have applied for courses at CIT, and also students who may be contemplating “Change of Mind” options. Students had the opportunity to learn more about different courses, avail of a tour of the campus and facilities, obtained information on accommodation and learned about student life at CIT. They received information on grants and CIT’s sports scholarships/bursaries, and on the numerous support services. There was also a presentation on the First Year Orientation Programme and the SUSI Grant. The event was open to students, parents and teachers and there were over 500 visitors in attendance.

*NOTED.*

- 6.24 The President hosted a Farewell Senior Staff Dinner on Thursday 4 May 2017 at 7.00 pm in the Restaurant, Tourism & Hospitality building. It was his opportunity to thank all his colleagues for their assistance to him as President, for their leadership and for their dedicated service to the students and staff of the Institute and to the public. Their contributions to the Institute has made it what it is today, a vibrant Institute that is well on the way to becoming a Technological University.

*NOTED.*

- 6.25 The President chaired a meeting of the Academic Council on Friday 5 May 2017 at 2.15 pm.

*NOTED.*

- 6.26 CIT GAA Club had significant results over the weekend of 7/8 May 2017.

- Congratulations to Jessica O'Shea (Inch Rovers, Cork) who is a postgrad in MA Marketing Practice in CIT – who played a starring role for Cork Senior Ladies Footballers in capturing their 5<sup>th</sup> consecutive National Senior Football League title as a result of their one point victory over Donegal on Sunday 7 May 2017.
- CIT Senior Hurling Team had a 0:22 to 0:20 win over a very fancied Douglas side in the 1<sup>st</sup> round of the Cork Senior Hurling Championship at Páirc Uí Rinn on Sunday 7 May 2017. It was a great team performance from the outset with CIT showing great confidence and resilience to regain the lead against a strong Douglas comeback in the 3<sup>rd</sup> quarter.

I wish to extend “Congratulations” to the team captained by Patrick Collins, and the team management of Noel Collins, Eamonn Cashell, Timmy Murphy, Seánie O’Keeffe and Conor Hammersley.

CIT now play the winners of Ballyhea or Newcestown who drew on Sunday 7 May.

*NOTED.*

- 6.27 On Sunday 7 May 2017 at 1.10 pm, the Cork School of Music Opera Platform Group performed a selection of scenes from The Marriage of Figaro by Mozart before a near-capacity audience. It was a delightful professional production ably directed by Mary MacSweeney and Michael Joyce provided faultless animated piano accompaniment.

*NOTED.*

- 6.28 The 2017 undergraduate degree show for the Department of Computer Science took place on Wednesday 10 May 2017 from 4.00 pm to 6.30 pm in the Architecture Factory, Melbourn Building. On display were the final year project poster presentations by students from the honours degree programmes. The projects demonstrated the quality of CIT Computer Science graduates and their ability to solve real world problems.

*NOTED.*

- 6.29 CIT and Hincks Centre hosted the 3e ECSB Entrepreneurship Education Campus Wednesday 10 to Friday 12 May 2017. Approximately 120 delegates from Ireland, Europe, USA, Canada, South Africa and Vietnam as well as the ECSB (European Council for Small Business & Entrepreneurship) board and representatives from USASBE (US Council for Small Business & Entrepreneurship)



gathered to debate and exchange their research and experiences of the major challenges and advances in entrepreneurship education.

A total of 24 practitioner development workshops and 36 research papers were presented. The best of entrepreneurship education and research at CIT featured at the conference with six papers authored or co-authored by staff and research postgraduate students. To coincide with the Rubicon's 10 year celebrations, delegates took part in a showcase and panel discussion on educating and supporting future entrepreneurs.

As a host of the 3e conference, CIT is now among a list of some of the most entrepreneurial universities in Europe such as Aarhus University, Denmark (2013), University of Turku, Finland (2014), Leuphana University, Germany (2015), University of Leeds (2016). Next year's conference moves to the University of Twente/Saxon University of Applied Sciences, the Netherlands and then to the Chalmers School of Entrepreneurship, Sweden in 2018.

Further information on the conference can be found at

<https://3e2017.wordpress.com/>

I wish to congratulate and thank all for their involvement with this conference. Feedback from delegates was very positive and they left inspired and enthused.

*NOTED.*

- 6.30 The Rubicon Centre celebrated 10 years in existence on Thursday 11 May 2017 at 5.00 pm in the Rubicon Marquee. Guest Speaker was Ms Julie Sinnamon, CEO, Enterprise Ireland.

*NOTED.*

- 6.31 The President attended the Irish Academy of Engineering (Southern Region) meeting in CIT on Tuesday 16 May 2017.

*NOTED.*

- 6.32 The President chaired a meeting of the Institute Executive Board (IEB) on Tuesday 16 May 2017 at 10.00 am.

*NOTED.*

- 6.33 Jesse Presley Jones, Lecturer in Fine Art at the CIT Crawford College of Art & Design is currently representing Ireland at the 2017 Venice Biennale. The Irish Pavilion opened on 10 May, when Jesse's powerful work, entitled "Tremble, Tremble" was unveiled to a rapturous response. The work was introduced by the curator, Tessa Giblin and by Ireland's Ambassador to Italy, Bobby McDonagh.

I wish to extend congratulations to Jesse on this achievement. This is a highly global event, and selection to represent Ireland at Venice brings Jesse's work to a worldwide audience.

*NOTED.*

- 6.34 As part of Asia Matters Summit Cork, Day 2 was held in CIT on Thursday 18 May 2017 from 9.15 am to 2.45 pm which included a networking lunch with key address by H.E. Mrs Vijay Thakur Singh, Ambassador of India to Ireland. Also a speaker at the lunch was HE Ambassador Anizan Siti Hajjar Adnin, Ambassador of Malaysia to Ireland. In attendance was Ms. Siti Noralia Mustaza, Second Secretary of the Embassy of Malaysia. The President gave a welcoming address and participated at this event. The topic for discussion was "Building Win – Win Strategic Partnerships between Asia and Ireland – The Strategic Proposition of Regions and Cities in the Global Business Value Chain." Attendees at this event were as follows:

- Dearbhail McDonald, Group Business Editor, Independent News & Media
- Robert Pasley, Chief Technical Officer, Wavteq
- David Martin, Director, China Britain Business Council
- Eileen Sharpe, Divisional Manager, Growth Markets, IDA Ireland
- Ann Riordan, Chairperson, Science Foundation Ireland and Asia Matters Advisory Board member
- Dr Brendan J. Murphy, President, CIT
- Giles Daubeney, Deputy Chief Executive Officer, Robert Walters Ireland
- Jijay Shen, Country Head, Huawei Ireland
- Barrie O'Connell, President, Cork Chamber of Commerce and Partner KPMG
- Lionel Alexander, Chairman, Institute of Technology Tralee, Board Member IDA Ireland and Asia Matters Advisory Board Member & Expert Global Investor Panel on OCT/Pharma
- Bob Savage, Vice President EMC
- Ger O'Mahoney, Partner PwC
- Venkatesh Priyadarshi, Head Ireland Operations, Tata Consultancy Services
- Martin Murray, Executive Director, Asia Matters

*NOTED.*

- 6.35 CIT's Inaugural Long Service Award Ceremony and Dinner and Farewell to the President took place in the Nexus, Student Centre on Thursday 18 May 2017 at 7.00 pm. The event marked the 35 years plus valued service and individual contribution of staff to the Institute.

*NOTED.*

- 6.36 The Strategic Development Committee of Governing Body met on Monday 22 May 2017.

*NOTED.*

- 6.37 The Action Lists for the following Institute Executive Board meeting are attached.

- Tuesday 4 and 12 April 2017
- Tuesday 2 May 2017
- Tuesday 16 May 2017

*NOTED.*

**1706.6 TECHNOLOGICAL UNIVERSITY. Verbal report by the President.**  
*The Chairman invited the President to take this item.*

*The President advised that following a series of meetings between the TUI and the Department of Education and Skills clarifications have been given to the TUI on pensions, terms and conditions of employment, no compulsory redundancies, current location and place of work, collective agreements in Technological Universities, that merger and TU designation would be simultaneous, the regional role of Technological Universities, slightly increased size of Governing Bodies. All of these clarifications are very welcome – as they serve and will serve to assure staff and students in going forward. There is also an agreement to set up a National Negotiation Forum. The President understood that the TUI have put these proposals to ballot which will conclude in the middle of June. If the ballot is carried then the National Action will be suspended and hopefully this should facilitate the passage into legislation suitably amended of the TU Bill. Given the time of the year and the political happenings at present, it probably will be early 2018 before the Bill will pass into law. It looks like the final obstacles to TU legislation might be overcome in the next eight to ten months.*

**1706.7 REPORTS FROM THE REGISTRAR & VICE PRESIDENT FOR ACADEMIC AFFAIRS: (Pages 19 to 27)**

*In the absence of the Registrar & Vice President for Academic Affairs, the Chairman asked the President to take this item.*

*The President stated item 7.1 Report of the Academic Council meeting held on Friday 5 May 2017 was a statement of work in progress. There will be a number of items from the Academic Council coming to the Governing Body meeting on Thursday 6 July 2017 for approval. He asked Governors to focus on item 7.2 – CIT Year 1 Admission and Student Success Report 2017.*

**7.1 REPORT OF THE ACADEMIC COUNCIL MEETING HELD ON FRIDAY 5 MAY 2017** *was circulated with the Agenda.*

The Academic Council met on Friday 5<sup>th</sup> May 2017.

**1. FITNESS TO PRACTICE POLICY**

- 1.1 At the last meeting of Council, a number of amendments to the draft Fitness to Practice Policy had been agreed and Council authorised the Executive Committee to approve the updated document. The Executive Committee approved the document, subject to a further amendment in relation to the Stage Three Appeal.

The finalised policy document has been forwarded to the Institute's Legal Officer and the approval of Governing Body will be sought at its July meeting.

*NOTED.*

**2. FITNESS TO STUDY POLICY**

- 2.1 Council APPROVED the Fitness to Study Policy which is intended to be supportive of individual students who may be in distress or difficulty, whilst also recognising the right of the wider CIT community to study, work and live free of undue interference caused by others.

The finalised policy document has been forwarded to the Institute's Legal Officer and thereafter the approval of Governing Body will be sought.

*NOTED.*

**3. EXAMINATION REGULATIONS**

- 3.1 Following on from the last meeting of Council, the Regulations Committee reviewed the Institute's Regulations for Modules and Programmes. Council APPROVED the following amendments to the Regulations:

Section 5.6:

- (i) 'CF Carry Fail' to be changed to 'CO Progress with Credit Outstanding';
- (ii) 'HF Cannot progress due to uncleared Carry-Fail' to be changed to 'CP Cannot Progress'.

Section 4.10:

'Normally the number of repeat attempts is limited to three, resulting in a maximum of four available examination/assessment attempts at any one module. A candidate who wishes to present for a fifth or subsequent attempt must receive written permission from the Registrar and Vice President for Academic Affairs prior to enrolling for the module'.

The revised Regulations for Modules and Programmes incorporating the above amendments will come back to Council for approval at its June meeting and the approval of Governing Body will subsequently be sought.

*NOTED.*

**4. NEW PROGRAMME VALIDATION**

- 4.1 Council APPROVED validation of the Certificate in Capital Markets programme, a Level 8, 20 ECTS/ACCS Credits, Special Purpose Award.

*NOTED.*

**5. COMMITTEE MATTERS**

- 5.1 Council APPROVED the following Terms of Reference for the Academic Plan Working Group as proposed by the Academic Planning & Review Committee:

‘The work of the Academic Plan Working Group will encompass the following:

1. Contribute to the development of the academic mission and goals of the Institute
2. Define the scope, breadth and depth of the academic plan, with particular reference to the maintenance and development of the Institute’s academic portfolio, including its research degree provision
3. Determine an effective and dynamic relationship between the strategic plan and the academic plan
4. Perform an environmental analysis reflecting best practice. This should encompass reviews of the following:
  - a. Relevant national and international policy and legislation
  - b. Industry, employer, professional body, community and other stakeholder perspectives
  - c. Societal needs
  - d. Relevant policies and practices in higher education nationally and internationally
5. Consider and propose mechanisms for monitoring and reviewing the academic plan and its implementation’.

*NOTED.*

- 5.1.2 Council further APPROVED the composition of the Working Group as: Registrar; Heads of Faculty; representatives from all Schools; representatives of the academic support services, Extended Campus and the research community; students; a member of the strategic planning group; and members of the Academic Planning & Review Committee.

*NOTED.*

- 5.2 Council APPROVED the appointment of Ms M. Bermingham as Chair of the Learning Resources Committee. Mr D. O’Reilly recently stepped down as Committee Chair.

*NOTED.*

**6. EXTERNAL EXAMINERS**

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

- Bachelor of Business in Business Administration
- Bachelor of Business in Business Management
- Bachelor of Business in Management (AE)
- Bachelor of Science in Craft Technology (Wood) with Business
- Bachelor of Business in Accounting
- Bachelor of Business (Hons) in Accounting
- Bachelor of Business (Hons) in Information Systems
- Bachelor of Science in Analytical Chemistry with Quality Assurance

*NOTED.*

## **7. RE-VALIDATION OF PROGRAMMES**

- 7.1 Council were briefed on the Phase 2 Programme Panel Report for the Bachelor of Business (Hons) in Business Information Systems programme in the Department of Accounting & Information Systems Programmatic Review. Arising from this, Council APPROVED that the programme be revalidated for a further five years or until the next Programmatic Review, whichever is sooner, with effect from 1 September 2017.

*NOTED.*

- 7.2 Following consideration of the Phase 2 Programme Panel Report for the Teaching and Learning Unit, Council AGREED to revalidate the following programmes for five years or until the next Programmatic Review, whichever is sooner, with effect from September 2017:

- Postgraduate Diploma in Teaching and Learning in Higher Education
- Master of Arts in Teaching and Learning in Higher Education
- Certificate in Teaching and Learning in Higher Education

*NOTED.*

## **8. EXTENSION OF PROGRAMME VALIDATION**

- 8.1 Academic Council has AGREED to extend the validation period of the following programmes for one further academic year:

- Higher Certificate in Science in Industrial Measurement and Control
- Higher Certificate in Science in Applied Physics and Instrumentation
- Higher Certificate in Science in Chemistry
- Bachelor of Science in Applied Physics and Instrumentation
- Bachelor of Science in Analytical and Pharmaceutical Chemistry
- Bachelor of Science (Honours) in Applied Physics and Instrumentation
- Bachelor of Science (Honours) in Environmental Science and Sustainable Technology

- Bachelor of Science (Honours) in Analytical Chemistry with Quality Assurance
- Bachelor of Science (Honours) in Instrument Engineering
- Master of Business
- Master of Business in Enterprise & Innovation
- Master of Business on Marketing
- Master of Business in Tourism

*NOTED.*

**9. ACADEMIC QUALITY ASSURANCE MATTERS**

- 9.1 Council were briefed on the current status of programmatic reviews, new major awards, special purpose awards and the annual programme status review.

*NOTED.*

- 9.2 A number of Institutes of Technology have agreed to design, deliver, assess and review programmes that prepare apprentices for the SOLAS registered professional occupations of Manufacturing Technician and Manufacturing Engineer, in collaboration with the Irish Medtech Association, the representative body of employers operating in the medical technology and diagnostics sectors.

Galway-Mayo IT has validated the programmes through their quality assurance processes and CIT intends to enrol students on these programmes in the upcoming academic year. The GMIT external validation reports will be brought to the next meeting of Council for adoption, along with an agreed consortium agreement between the provider Institutes and the Irish Medtech Association.

*NOTED.*

**10. HEA REPORT**

- 10.1 The recently published Higher Education Authority report 'A Study of Progression in Irish Higher Education' was circulated for the information of Council. The report focuses on the progression of students from their first year of study in 2013/14 to their second year of study in 2014/15.

*NOTED.*

**11. CIT MATHEMATICS EXAMINATION**

- 11.1 The re-calibration of the CIT Mathematics examination in alignment with the new Leaving Certificate grading system will be finalised shortly, following which the approval of Governing Body will be sought.

*NOTED.*

**7.2 CIT YEAR 1 ADMISSION AND STUDENT SUCCESS REPORT 2017** was circulated with the Agenda.

*The President referred Governors to the above report. This annual report is a performance indicator for Governing Body on the academic side dealing with retention for the academic year 2015/2016. The President referred Governors to the last page of the Report "Summary Notes" and took them through this page as follows:*

Entry Data

*Slight increase in CAO Points level at Level 7 intake  
Slight decrease in CAO Points level at Level 8 intake  
Continued growth in Year 1 enrolments at both Level 8 and Level 7.  
Overall, there are more first years.*

Progression

*Significant 7% increase in Year 1 progression since 2011/12.  
Level 8 up by 9% and Level 7 up by 4%  
Slight overall decrease in Year 1 progression rate over 2015/16.  
76.1% - 75.2%, but increased numbers in actual numbers progressing. The President explained that more students are progressing even though the percentage goes down slightly. As you are dealing with more students, trying to maintain a percentage, involves more and more work.*

*Good Start programme launched in 2013/2014. The President advised that this programme was specifically aimed at assisting students in terms of progression. As a result, there are significant changes in figures.*

*The President then referred to Page 3 which dealt with Year 1 new intake on Full-Time Major Awards Levels 6 – 8 combined. He explained the following columns:*

|                    |   |
|--------------------|---|
| <i>Enrolled:</i>   | <i>number of new student intake enrolments (new first years)</i>  |
| <i>Progressed:</i> | <i>number of enrolled students who have progressed to Year 2 in the following year</i>  |
| <i>Repeat:</i>     | <i>number of enrolled students who are repeating Year 1 in the following year</i>   |
| <i>Changed:</i>    | <i>number of enrolled students who enrolled on a different programme in the following year. This is a feature of our system. HEA consider them as not progressing. They entered into a specific course and have now changed in to another course. From the HEA's point of view they are lost which is not the case.</i> |
| <i>Left:</i>       | <i>number of enrolled students who did not re-enrol in the following year – who have left the institute</i>   |

*In 2011/2012 students leaving was at 16.7% which is now falling to 13.2% in 2014/2015 and 14.1% in 2015/2016.*



*Gap Year(s): number of enrolled students who did not re-enrol in the following year, but who re-enrolled subsequently after a break of one or more years.*

*The 14.1% is lower when you know how many students have taken a gap year.*

*Page 5 - Level 8 Honours Degree*

*The percentage has been dropping significantly from 15.1% in 2011/2012 to 10.1% in 2015/2016 which is a result of the Good Start Programme launched in 2013/2014.*

*Page 6 - Level 7 Ordinary Degree*

*There is a higher percentage leaving.*

*Page 7 – CAO Points Distribution*

*In the 2015/2016 entry over 75% of our students have over 300 leaving certificate points and that is growing. For Level 8 into honours degree almost every student has more than 300 points. About 45% of students have over 400 points. If you look at the intake in terms of point level it is improving year on year.*

*Page 8 – Year 1 Catchment area demographics*

*The President took Governors through the bar chart and explained*

|               |                                    |
|---------------|------------------------------------|
| <i>Grey</i>   | <i>Actual Year 1 intake</i>        |
| <i>Orange</i> | <i>Projected Year 1 FT Intake</i>  |
| <i>Blue</i>   | <i>Estimated Cork 18 Year Olds</i> |

*There is a drop in the projected numbers for 2017/2018 and 2018/2019. Nationally, the numbers are growing and distribution in parts of the country is different from one to the other. Entry from Cork City and County which for us accounts for three quarters of our intake and is one of the key determiners of the pool of students that are likely to come in.*

*Page 9 – Cork Intake Data*

*This showed that CIT gets about 28% of that cohort of available CAO students in the Cork area. That has been fairly solid.*

*Page 10 – HEA Study of Progression in Irish Higher Education*

*Point range 305 – 350*

*The Level 8 progression percentages for IoTs and Universities are almost exactly the same progression level. There is no difference in the Educational Institutions once you reach 300 points. The focus in terms of progression is concentrated below the point range of 300 which includes students coming from disadvantaged areas. The only institutions that look after the disadvantaged are the Institutes of Technology. If you have 30% non-progressing, you have 70% that do. It has been a great feature of Institutes of Technology that they have been dealing with the disadvantaged, it is to our credit.*

*The President concluded by saying the Report painted a good*

*picture, we put a lot of effort into retention. It is much better to retain the students that we get in rather than trying to get more and more students.*

*Mr Owens complimented the Executive on the excellent report. It portrayed an excellent story compared to other institutes and CIT could stand over it with pride. He stated there was also a very strong further education and training provision here in Cork. Our retention rate is as good as anywhere else. The question to ask is should we be taking people in from 150 – 200 points when there are other educational institutes such as further education training colleges and training centres. While parents want their children to go on to higher education, it does raise the question whether it is the appropriate channel for a lot of students. He extended “Well Done” to CIT because he did realise that there are other institutes involved in Level 5 and Level 6 which they shouldn’t be involved in. CIT has looked at Level 7 upwards but it would be interesting to see the retention rates from students who come from further education colleges into CIT. While they may have had only 155 points in their leaving certificate, the reality is that they do an awful lot better by attending a further education college for a year and then progressing into CIT.*

*The President responded that CIT has the formal linkage with the Cork Further Education Colleges Progression Scheme. They don’t appear in the report that was presented today because they would normally progress in the second or third year. He stated those students are some of the best students ultimately. The report presented today was the CIT story.*

*Mr O’Leary stated it was an excellent report which helped Governors to connect our budget and projections. The key part of the summary was the current student population – Business & Humanities 60% and Engineering & Science 40%. If we are projecting out into the future there is evidence that there are some assumptions that can stand out. The baseline projections are very important. The demographics are very important with 28% consistent intake level of Cork 18 year olds which has been the trend. The report is a really good document and he extended “Well Done”.*

*In terms of students dropping out, Mr Allen asked if there were any particular courses that we were losing out to other institutes and are there alarm bells ringing.*

*The President stated in terms of courses, with a University down the road, there is bound to be competition. He wouldn’t consider it losing out. There is competition from the private colleges like Griffith College, they tend to pick the business area. Because of the modular system we have courses with small numbers. The reasons why we would retain a programme is we would look at the employment profile of it. For instance, the Instrument Physics course – if looking at it in terms of student numbers it should be closed down. But in fact, every graduate is guaranteed a job. You also have the responsibility as an institute to meet the skills needs of this particular region. How we do that from the financial sense is*

*you share as much of the modules of the programme with other programmes.*

*Mr Allen asked if the CIT Cork School of Music was competing successfully with UCC.*

*The President stated in terms of the BMus (classical music programme) the numbers are falling which is a cause for concern. The Theatre & Drama and Popular Music are forging ahead. The BMus is one of the items covered in the Financial Review.*

*In terms of the HEA graph, Mr Ó Súilleabháin stated it would have been nice to see CIT's figures superimposed which would have given Governors something to benchmark against. He felt there should be a minimum entry requirement of 300 points for Level 8 courses. If students are coming in with low points it doesn't help our advertising.*

*The President stated that nationally we have tried to stay away from every institute having different entry thresholds. The IoTs have a general agreement on what are the minimum entry requirements right throughout the system as indeed the universities have. In CIT 99% of Level 8 have the 300 points anyway. The number of students who go to university with under 300 points is minimal.*

*Mr Ó Súilleabháin requested a review of first year timetables. His students had seventeen different rooms in the first semester. It has to be more student friendly.*

*The Chairman advised this was an action for the Executive.*

*The President stated it reflected CIT's capacity issue. He appreciated that a certain amount of stability for first years was important.*

## **1706.8**

### **REPORT FROM THE VICE PRESIDENT FOR EXTERNAL AFFAIRS: (Pages 27 to 39)**

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

#### **1. ENGAGEMENT**

##### **1.1 Extended Campus Springboard+ 2017**

CIT has received notice of funding for the courses highlighted in green below. The full list includes all courses submitted by CIT:

| <b>Springboard + 2017</b>                             |   |
|---|---|
| <b>Course Name</b>                                    | <b>Owner</b>  |
| Diploma in Biopharmaceutical Manufacturing Operations | Department of Process, Energy and Transport Engineering |

|  |                                |
|--|--------------------------------|
| Certificate in Biopharmaceutical Supply Chain Management                 | As above                       |
| Certificate in Biopharmaceutical processing                              | As above                       |
| Certificate in Cleanroom Manufacturing Practices                         | As above                       |
| Certificate in the Science of Biotechnological Manufacturing Operations  | As above                       |
| Certificate in Process Engineering Developments                          | As above                       |
| Certificate in ICT Project Management                                    | CAMMS                          |
| Lean Sigma Black Belt  | CAMMS                          |
| Lean Sigma Green Belt  | CAMMS                          |
| Postgraduate Certificate in Information Security                         | Department of Computer Science |
| Higher Diploma in Science in Cloud and Mobile Software Development (ICT) | As above                       |
| Higher Diploma in Science in Cloud Computing (ICT)                       | As above                       |
| Higher Diploma in Science in Data Science & Analytics (ICT)              | Department of Mathematics      |

*Ms Flynn referred to the above Springboard courses and courses highlighted in green are the courses which the Institute recently received an announcement that there were going to be funded. There will be some disappointment in CIT in some areas and in particular the CAMMS Centre in terms of the Lean Sigma programmes who had received funding in previous years. Nationally it was a very competitive process this year but overall we are very pleased.*

### **Regional Skills Forum**

Regional Skills Forum education and training providers meeting and steering group meeting was held in Cork Chamber on 4<sup>th</sup> May. This meeting was chaired by Brid Mc Elligott, Vice President for Research and Innovation, IT Tralee.

Twitter followers for Regional Skills have increased from 200 to 336 since February and the website is being updated daily by Vera Barrett from the Extended Campus at CIT.

An invitation to address PharmaChem Skillnet Steering Group has been received and arrangements are underway for this meeting to take place in early June.

*NOTED.*

### **Recognition of Prior Learning**

Deirdre Goggin attended the VPL Biennale Aarhus Denmark, 26th-27th April where Deirdre and a colleague from Maynooth University presented a

paper on the Irish RPL Practitioner network. Deirdre Goggin & Prof Irene Sheridan also authored a paper which will be published in the VPL Biennale ebook.

12 learners from Kilkenny Carlow ETB and IT Carlow completed the RPL policy practice pedagogy module which is a 10 credit level 9 module. The module was delivered through blended learning.

The RPL website is presently being revised. This newer format will mean a simpler interface for students and staff to access information on RPL, templates, testimonials etc.

*Ms Flynn advised that the Institute has been delivering a Level 9 module to the ETBs in Kilkenny Carlow. They will be making staff in the ETB Kilkenny Carlow aware of all the issues to do with RPL and the various different policies (national and international) and mechanisms.*

## **1.2 ILO/Knowledge Transfer/Innovation/Incubation**

### **IDA**

There were a number of meetings with IDA and potential inward investments for Ireland/Cork, coordinated and hosted by the Industry Liaison Office since the last Governing Body:

- 1 potential FDI IT Security company
- 1 potential FDI company in the MedTech sector
- 2 visits from senior management of a US global telecommunications conglomerate:

The first meeting was as part of an overall Cork offering in terms of graduates and research (hosted by UCC), and the second meeting concentrated on research offered by Nimbus and CIT's Computer Science Department (hosted in Nimbus).

*NOTED.*

### **Student Entrepreneurship**

The All-Ireland Student Enterprise Awards shortlisted projects were recently announced. From 560 entries from all third level institutions on the island of Ireland, 50 made it through to the next round. All 10 of the CIT entries made it through to the final shortlisting (20%). The final 10 projects were announced and CIT has 3 of the final 10 (30%). The following are the colleges represented in the final 10:

- |   |                                       |   |
|---|---------------------------------------|---|
| • | Cork Institute of Technology          | 3 |
| • | Queens University Belfast             | 2 |
| • | Trinity College Dublin                | 1 |
| • | National University of Ireland Galway | 1 |
| • | Institute of Technology Sligo         | 1 |
| • | Athlone Institute of Technology       | 1 |
| • | Galway Mayo Institute of Technology   | 1 |

All 3 CIT finalists were prize winners at the CIT Prize for Innovation Competition in March. As overall winners of the 2016 competition, CIT will be hosting the finals on June 8<sup>th</sup> in the Tourism and Hospitality Dining Hall.

*Ms Flynn advised that on 8 June 2017 CIT will be hosting the national finals of the Student Entrepreneurship. Of the ten finalists, three of those are from CIT. This points to a really strong track record in CIT of encouraging undergraduate student entrepreneurship in particular. There is a module that runs between the Mechanical and Environmental Engineers and our Business students on product development. That is a really strong module for encouraging them to think about commercialising their activities.*

### **Rubicon Centre**

The Enterprise Ireland *New Frontiers Showcase* was held in CIT on the evening of April 25<sup>th</sup>. Over 100 people attended the event from the investment and business community. Alan Hobbs, Enterprise Ireland High Potential Start Ups Manager was the guest speaker at the event. This annual event showcases the outputs of those that participated on the programme over the previous 6 months. This year's overall award went to a company called Glavloc which has designed and developed a new generation of modular building products. Glavloc could fundamentally alter the building industry both nationally and internationally. Glavloc worked with CIT's Department of Building & Civil Engineering through the Innovation Voucher Scheme while on the New Frontiers Programme.

The 10-year anniversary (2006-2016) of the Rubicon Centre was held in the Rubicon/NIMBUS courtyard on the evening of May 11<sup>th</sup>. All past clients of the Centre were invited, as well as those that have supported the entrepreneurs and the Rubicon team over the past ten years. The evening was an informal one, and Julie Sinnamon, CEO Enterprise Ireland, gave the keynote address. In conjunction with the Hincks Centre of Entrepreneurship, a review of the companies that were part of the Rubicon over the 10 years were surveyed. The following are some of the key findings:

- 34 HPSUs (High Potential Start-Ups) created in the centre over the period
- 73% Survival Rate

Enclosed is a copy of the commemorative brochure that was produced for the celebration, which contains additional results and findings.

*Ms Flynn referred Governors to the Red Bag Pack which had been tabled at the meeting. This included*

- (i) Notebook*
- (ii) Brochure on the Rubicon Centre and*
- (iii) Brochure on CIT External Engagement Strategy 2017 to 2021*

*Ms Flynn referred to the event to mark the 10 year anniversary of the Rubicon Centre. This Centre is a very successful on campus incubator. Ms Julie Sinnamon, CEO, Enterprise Ireland gave the keynote address. The Brochure tabled summarises the statistics and highlights from the 10 year period.*

### **Rubicon Centre KPI's 2016**

The Rubicon Centre continues to perform as one of the most successful on campus incubators in the country.

The marked difference over the baseline in 2012 is the level of entrepreneurship at undergraduate level and the range of programmes on offer through CIT and Rubicon to a range of entrepreneur cohorts, including:

- Female/female STEM
- Unemployed
- Students
- green start ups
- senior entrepreneurs
- high potential start- ups

In April the Heads of the four Local Enterprise Offices in Cork City and County were invited to CIT to discuss a number of agenda items, including updates on entrepreneurship initiatives in CIT, exchange of ideas and planning future co-operation.

*Ms Flynn referred to the above.*

### **Technology Transfer and Innovation**

The Bridge Technology Transfer Consortium was formally launched in University College Cork in May. Led by UCC, the consortium comprises 4 technology transfer offices from University College Cork, Teagasc, Cork Institute of Technology and Institute of Technology Tralee. Building on significant success to date in terms of licensing, spin out companies and research income, the technology transfer consortium will create an effective link for knowledge transfer expertise to be shared and used in the member institutions, enhancing the innovation ecosystem regionally and nationally. The Consortium is funded by Enterprise Ireland Technology Transfer Initiative (TTSI 3) 2017 to 2021.

Quote from Dr Brendan Murphy's speech at the launch

"We all have very ambitious targets for TTSI3. Among our targets CIT is committed to creating 5 new companies and undertaking 150 small projects with companies over the next five years and 65 larger collaborative research projects..... We in CIT are very pleased to be part of this consortium. CIT has a strong tradition of working with all of the partners and we expect to enjoy enormous gains from the partnership. Given our long history of engagement with industry and supporting start ups we also expect to be a significant contributor to the consortium and its impact" .

Some CIT results from the KTI Annual Knowledge Transfer survey and included in CIT Compact Report:

- 173 collaborative research agreements and research contracts (marked increase is due to an increase in the number of small projects undertaken by CIT's two Technology Gateways).
- 20% of funding for these projects is funded by industry.
- The increased absolute number of projects is mostly funded by exchequer funding programme e.g. Innovation Vouchers.
- Seven Enterprise Ireland Commercialisation Fund projects valued at €770,000 were approved for CIT researchers in 2016. In addition to those approved in 2015, this represents a marked increase in the level of funding for applied research and a significant element of the Technology Transfer pipeline for 2017 and 2018.

- CIT undertook 84 consultancy assignments with industry in 2016 and 70 innovation voucher projects, a marked increase over the 2012 baseline.

The ILO has been supporting TEC and CAPPA in the preparation of the new Gateway bids for Enterprise Ireland funding.

CIT is currently participating in the national study on spin out policies and procedures being undertaken by Enterprise Ireland and Knowledge Transfer Ireland.

*Ms Flynn advised that CIT is involved with the Bridge Technology Transfer Consortium which is being led by UCC. A couple of years ago Enterprise Ireland through the establishment of Knowledge Transfer Ireland decided to take a consortium approach to stimulate commercial research activities in the higher education institutions. There are eight consortia nationally. CIT's consortium consists of UCC, ourselves, Teagasc and IT Tralee. There are ambitious targets and CIT's inputs and outputs are very valuable in the context of the consortium. Ms Flynn referred to the CIT results from the KTI Annual Knowledge Transfer survey which are also included in CIT's Compact Report.*

#### **Events Attended**

- Enterprise Ireland Gateway meetings (Shannon) and information session on current funding call (Dublin)
- Space Studies Programme (SSP17) launch (County Hall)
- 7<sup>th</sup> University Business Forum (Brussels)
- Mechanical Engineering Exhibition Prize Giving (CIT)
- Small Business Innovative Research funding information session (County Hall)
- Taste Cork Steering Group Meeting (City Hall)
- IDA Security hub meeting (CIT)
- Industry Research & Development Group Seminar, Financing & Driving Innovation (Dublin)
- EXXCEL Female STEM Entrepreneurship reviews (Rubicon)
- 3E Entrepreneurship Education conference workshops and Entrepreneurship Showcase (CIT)

*NOTED.*

## **2. INTERNATIONAL ACTIVITIES**

### **Non-EU Applications for 2017-18 Entry**

A total of 249 non-EU applications have been received to date. Processing of all international applications is ongoing by Niamh Lynes and Carmel Jordan of the International Office, as there is still no International Admissions Officer in place. Applications will close on May 31<sup>st</sup> 2017.



### **Postgraduate Programmes Update**

A number of International students (i.e.: Non-EU fee paying students) will not receive offers from CIT due to a number of postgraduate programmes recently being confirmed as running part-time only in the 2017/18 academic year.

*NOTED.*

### **Vietnam IDEAS Scholarships**

The Embassy of Ireland in Vietnam recently introduced a new scholarship programme for 2017-2018 under the IDEAS programme, which for the first time has been extended to a number of Higher Education Institutions in Ireland, including CIT. Following a robust selection process, four students whose first choice courses are in CIT have been offered places. Offers are currently being extended to the students for programmes including the MA in Public Relations with New Media, and the MSc in International Business. The students will pay the EU tuition fee to undertake these programmes of study.

*NOTED.*

### **Brazilian Education Agent Visit**

CIT welcomed 3 Brazilian Education Agents on March 29th 2017, accompanied by Sarah O'Sullivan of Education in Ireland. The purpose of the visit was to learn about current market conditions in Brazil, and develop relationships with agents to try to continue the recruitment of Brazilian students outside of the Science without Borders (SWB) scholarship programme.

*NOTED.*

### **Oman GHEDEX Fair**

Mr Alan O'Brien, Digital Marketing Intern in the International Office travelled to Muscat, Oman for the annual GHEDEX education fair during April 2017. The purpose of exhibiting at the fair was to promote CIT as a study destination to potential Omani government sponsored students. Footfall at the fair was low compared to previous years due to a new conference centre in a less convenient location for attendees.

*NOTED.*

### **USA Partners Visit**

Ms Orla Flynn, VP for External Affairs, visited the US in April 2017. The purpose of the visit was to visit Institutional partners and also to follow up with high school counsellors that had visited CIT earlier in 2017. The visit also coincided with the Cork School of Music's Jazz Big Band visit to NYC, where they held workshops at Carroll's Studios and held two concerts (Columbia University and the Jazz Standard Jazz Club).

A group of approx. 20 students and staff from Purdue University (Biomedical Engineering) made a return visit to CIT on 21 May 2017, and a similar size group from Louisville (Art Therapy) arrived

on 22 May 2017. Two Faculty from the School of Visual Arts (Art Therapy) will also make a return visit to CIT from the 25<sup>th</sup> to 28<sup>th</sup> June 2017.

Ms Niamh Lynes, International Office Coordinator, and Ms Carmel Jordan, International Officer, will attend the NAFSA Conference in LA from May 29<sup>th</sup> – June 2<sup>nd</sup>. This will be an opportunity to follow up with the US partners, in addition to meeting other global Institutional partners.

*NOTED.*

#### **CIT International Ball**

The 2nd Annual CIT International Ball was held on Thursday May 4<sup>th</sup> in the Clayton Silver Springs Hotel, organised by the International Office. There were 157 people in attendance, including 23 staff members and 134 CIT students. The event was an opportunity to celebrate our international student body, and acknowledge the support from CIT staff including Admissions, Erasmus Coordinators, Departmental Administration Staff, Accommodation, Societies and the Students Union. The 30 Year Anniversary of the Erasmus programme was also celebrated at the event.

*NOTED.*

#### **Oriental Innovation China Meeting**

Ms Niamh Lynes, International Office Coordinator, attended a meeting in Enterprise Ireland on May 15<sup>th</sup> 2017 with representatives from Oriental Innovation, Beijing, China. Mr. Huang Xiangkui (Chief Executive) and Mr. Dong Guangcai (Teaching Expert) presented proposals to collaborate with Irish Institutes of Technology, with a view to upgrading 100 Chinese Universities of Applied Science over the next 5 years. The group is seeking cooperation with Irish Institutes of Technology in relation to teacher training, curriculum design and articulation agreements. Next steps will be confirmed in the coming month.

*NOTED.*

#### **India Visit to meet with Offer Holders**

Carmel Jordan, International Officer, visited India at the end of April to meet with offer holders, in an effort to convert as many students as possible.

*NOTED.*

#### **Saudi Arabia Market Opportunities Seminar**

Ms Carmel Jordan, International Officer, attended a meeting in Enterprise Ireland on 12 May relating to developing opportunities in a changing Saudi Arabian market. In particular, an education session was held addressing the status of the King Abdullah Scholarship

Programme, which was addressed by Dr. Abdullah Al Mojel, former Deputy Minister of Scholarship Programmes at the Saudi Ministry of Higher Education & Chairman of Saudi Irish Business Council, and Dr. Saud Al Anazi, the Saudi Cultural Attaché in Ireland.

*NOTED.*

## **ERASMUS ACTIVITIES**

### **Erasmus+ Funding: KA103 - Mobility between Programme Countries for 2017-2018**

Notification was received from the HEA concerning the Erasmus+ funding awarded for KA103 - Mobility between Programme Countries.

*NOTED.*

### **Erasmus+ Funding Application: KA107 - Mobility between Programme & Partner Countries (International Credit Mobility)**

Notification was received from the HEA concerning the Erasmus+ funding awarded for KA107 - Mobility between Programme and Partner Countries.

*NOTED.*

### **Outgoing Erasmus Exchange Applications for 2017-2018 (Autumn Semester)**

The Erasmus Office is currently following up on the outgoing Erasmus study applications with students. A total of 40 students have applied to go abroad in September 2017. Of these, 19 students from the International Business programme have applied to go to institutions in France, Germany and Spain. Further outgoing applications are anticipated for semester 2.

*NOTED.*

### **Outgoing Erasmus Traineeships (Placements)**

Currently, 37 students are on Erasmus traineeships abroad, whilst nine students from Early Years Education have recently completed their 3 month traineeships at the Vincerola Kindergarten in Cologne. A small number Erasmus + graduate traineeships will be organised in the coming months.

*NOTED.*

### **Incoming Erasmus Exchange Applications for 2017-2018**

The deadline for incoming applications was 30th April. A total of 171 applications have been received, and these are currently being

reviewed by the Erasmus academic coordinators in each department. Notification of acceptance emails will be sent to students by 26th May. The shortage of available rental accommodation continues to be a major concern for incoming students this year.

*NOTED.*

### **Erasmus Outgoing Staff Mobility**

The CIT Erasmus office continues to support staff mobility as a key part of its Erasmus activity. Erasmus staff mobility facilitates staff development, networking opportunities, and knowledge sharing with colleagues at institutions or enterprises abroad. The following Erasmus outgoing staff visits took place during late March, and April/May 2017:

- Dr Katrina Emtage, from Cork School of Music, visited the Conservatorio di Santa Cecilia, Rome, to present lectures on the role of Performer as Composer on 18th and 19th May.
- Dr Pio Fenton, Head of Marketing and International Business, carried out a teaching visit to the IUT de Grenoble 2 late March.
- In April, Christine Pybus, CIT Crawford College of Art & Design, carried out an Erasmus staff training visit to the Academy of Performing Arts in Prague. The training was in the area of quality assurance and enhancement using a methodology specifically tailored to Higher Education Arts Institutions, embracing all arts disciplines.
- Pierre Mehdi Hadbi, a technician in the Department of Biological Sciences, carried out a staff training and job shadowing visit to IUT Dijon in late March.
- Mary Burton-Quinn, from the CIT International Office, attended the Erasmus Staff Week at the University of Valencia, from 8th to 12th May. The week included some job shadowing in the university's international office.
- Carmel Jordan, from the International Office, attended a 2 day course entitled "International marketing strategy: find your market niche and climb to the top ", organised by the European Association for International Education in Amsterdam on March 27th and 28th.
- Pamela Hardesty, of CIT CCAD, carried out an Erasmus staff training visit to Tartu Art College Department of Textile in March/April.
- Capt. Vivion Gough, NMCI, visited the Escola Superior Nautica Infante D. Henrique (ENIDH) to discuss the setting up of a bilateral agreement between the two national maritime colleges.
- Lecturing staff from the Department of Biological Sciences carried out Erasmus placement assessment visits to CIT students at the Universidad Catolica de San Antonio de Murcia (UCAM) and IUT Dijon, during May.

*NOTED.*

### **Incoming Erasmus Staff Visits**

- CIT welcomed the first incoming staff group from the

University of Economics, University of Danang, under the Erasmus+ project which is being coordinated by Dr Pio Fenton. The four senior management and academic staff, Dr Vo Thi Thuy Anh, Vice Rector, Dr Thi Lan Huong Pham, Dean of Marketing Faculty, Dr Thi Hong Hanh Huynh, Head of Department of Educational Testing and Assurance, and Dr Thi Bich Thu Nguyen, Head of Division of Human Resource Management, attended CIT from 8th to 12th May for a series of workshops, meetings and training sessions. During their visit, the group also availed of the opportunity to attend some workshops at the 3E ECSB Entrepreneurship Education Conference which was being hosted by the School of Business and Hincks Centre the same week.

- Professor Andreas Sonning, from the Norwegian Academy of Music in Oslo, CIT's partner in the successful entrepreneurship Intensive Programme "European Creative Futures", participated in the 3E ECSB Entrepreneurship Education Conference.
- Professor Anton Voight came to CIT Cork School of Music as an Erasmus visiting lecturer. Professor Voight gave piano masterclasses and performed a lecture recital entitled Schoenberg-Berg-Webern: Early Piano Pieces on Thursday, 6th April in the School's Stack Theatre.
- Dr Paz Sainz Madrazo from The University of Bilbao visited the School of Business in late March to present lectures and attend meetings about student and staff mobility.
- Dr Cecile Soldati, of EIGSI University La Rochelle visited CIT's Electronic and Mechanical Engineering departments for discussions on future student and staff mobility.
- Ms Sophie Albani and Mrs Kathrin Teichmann from Hochschule Harz University of Applied Sciences, visited the CIT International Office and the Department of Tourism and Hospitality, to discuss student and staff exchange opportunities.
- Professor Juergen Strauss, of Hochschule Aalen University of Applied Sciences, visited the School of Business and International Office to discuss the bilateral agreement.

*NOTED.*

## **4. RESEARCH**

### **4.2 Notable Events / Updates**

#### **4.2.1 SFI Research Centre CONFIRM funded**

CIT are involved through Dirk Pesch, John Barrett, Victor Cionca, Alex Vakaloudis and Kritchai Wittheephanch in the recently announced new SFI funded CONFIRM Centre for Future Manufacturing. This is a 6 year

initiative led by University of Limerick with a total of €24.5M funding from SFI and with a similar cash and in-kind financial commitment from industry. CIT is one of the few IoT's which has placed strategic importance on engaging with SFI over the past ten years by protecting the need to perform fundamental research in areas of national importance and this is now bearing fruit with the Institute being involved in more SFI Centres than any other THEA member.

*Ms Flynn congratulated NIMBUS on their involvement with the SFI Research Centre CONFIRM Centre for Future Manufacturing. This is the second SFI Centre that NIMBUS are going to be involved in. CIT has really highlighted the strategy to position itself to be able to avail of SFI funding. She extended "Well Done" to Prof Dirk Pesch and his team. Most of the research funding in Ireland will now come through SFI and has been for some time. It is great news for CIT and NIMBUS.*

#### **4.2.2 Horizon 2020**

The latest data on HEI performance under the Horizon 2020 funding programme shows that CIT is the strongest performing IoT in the THEA sector, whilst also outperforming NUIM consistently over the last 18 months. As the table below shows CIT's success rate, based on reasonable application statistics (81 applications), is 16% which compares very favourably with all the universities and other HEI's. (The data for IT Tralee and DIAS are based on small numbers of applications and hence are difficult to assess.) High success rates are generally associated with excellence. CIT's income from H2020 now exceeds its income from all of the FP7 programme, and indeed CIT is the only HEI with a track record in FP7 which has achieved this feat.

|  | <b>Funding (€)</b> | <b>% Success Rate</b> |
|--|--------------------|-----------------------|
| TCD  | 63,083,541         | 13.7                  |
| UCC  | 37,787,585         | 14.0                  |
| NUIG   | 36,642,068         | 16.7                  |
| UCD  | 34,433,986         | 13.7                  |
| DCU  | 16,175,391         | 12.4                  |
| UL   | 9,914,025          | 7.8                   |
| RCSI   | 6,165,227          | 22.5                  |
| <b>CIT</b>   | <b>4,692,063</b>   | <b>16.0</b>           |
| NUIM   | 4,148,431          | 9.2                   |
| WIT  | 2,883,176          | 7.9                   |
| DIT  | 2,106,189          | 9.7                   |
| DKIT   | 1,552,250          | 10.7                  |
| AIT  | 755,938            | 4.8                   |
| IT Tralee  | 493,669            | 16.7                  |
| DIAS   | 487,226            | 25.0                  |
| LIT  | 252,775            | 5.9                   |
| Organisations with < 10 applications and/or funding of < €1 million are not reported here. |                    |                       |

Note CIT has now surpassed its achievements under the entire (previous) FP7 round.

*Ms Flynn referred to the latest data on HEI performance under the Horizon 2020 funding programme. The above showed the funding achieved by CIT to date in Horizon 2020. We now have exceeded what we have taken under the entire FP7 round. We are the only major player that has surpassed its achievements under FP7 which was the previous European funding round. It is worthy to note that almost €4.7m taken by our researchers in CIT with a 16% success rate puts us ahead of Maynooth. We are performing extremely well. Horizon 2020 is a very competitive market.*

*The Chairman stated he was very familiar with Horizon 2020 and how complex this is. For CIT to be in that standing you really have to have quality research to obtain funding. He commended the Institute on this achievement.*

*The President added that CIT is now the top Institute of Technology in terms of research.*

#### **4.2.3 International Space University Summer Space Programme 2017 (SSP17)**

Preparations for SSP17 are well advanced with over 200 visiting experts confirmed for the nine week programme. The Irish Examiner is the media partner, ensuring significant print and social media coverage. There are over 50 public events associated with SSP17, of which 15 will take place in the CIT Nexus.

*Ms Flynn advised that there is a booklet published about the Summer Space Programme which was launched yesterday in Cork County Council. There are a terrific array of events on right across the city and county during the Summer and well worth seeing.*

#### **4.2.4 Blackrock Castle Observatory**

BCO is part of a consortium which bid to build Ireland's first satellite, EIRSAT-1, led by UCD and Queen's University Belfast. The bid was successful and BCO will lead the outreach and public dissemination of this incredibly exciting project.

As part of the 10-year celebration of BCO, and in parallel with SSP17, the "Summer of Space" festival will run across June-August inclusive with over 50 public events planned.

*NOTED.*

**1706.9**

#### **REPORT FROM THE VICE PRESIDENT FOR FINANCE AND ADMINISTRATION (Pages 39 to 43):**

*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.*

**9.1 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 Assistant Lecturer – Accounting (Pro-Rata Part-Time Contract  
for Semester 1 of Academic Year 2017/18):**

Report of the meeting of the Selection Board held on Friday 12 May 2017 to interview applicants for the position of Assistant lecturer – Accounting (Pro-Rata Part-Time Contract for Semester 1 of Academic Year 2017/18), 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 were put on a panel:

*APPROVED.*

**1.1.2 Research Assistant – Secure Connected Trustable Things,  
Nimbus Centre (36 Month Fixed-Term Whole-Time Contract):**

Report of the meeting of the Selection Board held on Tuesday 16 May 2017 to interview applicants for the position of Research Assistant – Secure Connected Trustable Things, Nimbus Centre (36 Month 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.*

**1.1.3 Research Assistant – Clean Technology Centre (6 month Fixed-  
Term Whole-Time Contract):**

Report of the meeting of the Selection Board held on Wednesday 17 May 2017 to interview applicants for the position of Research Assistant – Clean Technology Centre (6 Month 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 were put on a panel:

*APPROVED.*

**1.1.4 Institute Nurse (Permanent Whole-Time Contract (10 months):**

Report of the meeting of the Selection Board held on Monday 29 May 2017 to interview applicants for the position of Institute Nurse (Permanent Whole-Time Contract (10 months), 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 were put on a panel:

*APPROVED.*

**1.1.5 MTU Project: Communications and Change Management Project Leader (2 Year Fixed-Term Whole-Time Contract):**

Report of the meeting of the Selection Board held on Thursday 4 May 2017 to interview applicants for the position of MTU Project: Communications and Change Management Project Leader (2 Year Fixed-Term Whole-Time Contract) 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.*

**Internally advertised position**

**1.1.6 Senior Staff Officer – Grade VI (PWT) – Human Resources Office:**

Report of the meeting of the Selection Board held on Tuesday 23 May 2017 to interview applicants for the position of Senior Staff Officer – Grade VI (Permanent Whole-Time), 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 were put on a panel:

*APPROVED.*

**1.2 Administrative Progression – Grade III to Grade III/Grade IV – Clerical Officer/Assistant Staff Officer as per agreement between the Cork Institute of Technology and IMPACT Trade Union**

**1.2.1 Administration**

- 1.2.1.1** Governing Body approval is sought to progress Ms Ryan from Grade III to Grade III/Grade IV – Clerical Officer/Assistant Staff Officer from progression date of **3 January 2017** (Copy of Report on Assessment was tabled at the meeting).

*APPROVED.*

*The Chairman thanked Cllr Mary Hegarty and Mr Bernard Allen for chairing the Interview Boards.*

**STAFF MATTERS FOR NOTING BY THE GOVERNING BODY**

**2.1 Appointments**

*NOTED.*

**2.2 Contract Variation**

*NOTED.*

**2.2.2 Career Break: New**

*NOTED.*

**2.2.3 Career Break: Continue**

*NOTED.*

**2.2.4 Career Break: Return**

*NOTED.*

**2.2.5 Job Share: Continue**

*NOTED.*

**2.2.6 Job Share: 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:**

2.3.1 CIT Crawford College of Art & Design

2.3.2 CIT Cork School of Music

*NOTED.*

**2.4 Resignations:**

*NOTED.*

**2.5 Retirement:**

*NOTED.*

**2.6 Early Retirement:**

*NOTED.*

**2.7 Cost Neutral Early Retirement:**

*NOTED.*

*Mr Gallagher mentioned the Inaugural Long Service Award event for staff which took place on Thursday 18 May 2017. This event honoured staff with 35 plus years' service. It is the intention to next year honour staff with 30 years' service, the following year 25 years. There were 60 awardees with 175 in attendance. The President was one of the awardees with 43 years' service. It was a successful night and a lot of good feedback was received. The HR Office has come on in leaps and bounds and are getting into areas in terms of staff welfare and employee engagement etc. He extended congratulations to the HR Office for organising the event. An excellent and enjoyable night was had by all.*

*Mr Owens complimented the HR Office in organising the event which is very important for staff. He extended compliments to the 60 awardees for their loyal service to the Institute and extended "Well Done".*

*The President advised that the event was a ticketed event and people did pay for a ticket to attend.*

*The Chairman thanked Mr Gallagher for his briefing.*

**1706.10**

**STRATEGIC DEVELOPMENT COMMITTEE:**

*The Chairman who is Chair of the Strategic Development Committee took this item.*

- 10.1 Signed Minutes of the Strategic Development Committee meeting held on Monday 6 March 2017** were circulated with the Agenda.

*The Chairman referred to the signed Minutes of the Strategic Development Committee meeting which had been discussed at the 6 April 2017 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.*

- 10.2 Report of the Strategic Development Committee meeting held on Monday 22 May 2017** was circulated with the Agenda.

**Agenda Item 1:**

**Apologies:**

Mr. Ted Owens, Mr. Shane Falvey and Cllr. Patrick G Murphy

**Agenda Item 2:**

**Minutes of the Previous Meeting –  
6<sup>th</sup> March 2017**

The Minutes of the Strategic Development Committee meeting held on the 6<sup>th</sup> of March were approved and signed.

*NOTED.*

**Agenda Item 3:**

**Strategic Plan 2017 to 2022 –  
Update**

The chair invited Mr. Tadhg Leane, Head of Strategic Development to brief the committee on the updated Strategic Plan. Mr. Leane explained how an extension of the 2012 to 2016 Strategic Plan has been developed. It is proposed that this interim plan will cover the period 1<sup>st</sup> January 2017 to 31<sup>st</sup> August 2018.

The committee discussed the draft interim Strategic Plan and proposed improvements and amendments were adopted.

It was agreed to recommend the approval of the interim Strategic Plan to Governing Body (see Appendix 1 attached for the interim Strategic Plan document).

In addition to the interim Strategic Plan it was agreed that the IEB would produce a set of strategic objectives for the 2017/18 academic year and that these, with accompanying KPIs and performance targets, would be presented to the Strategic Development Committee of Governing Body at the first meeting of the new Academic Year.

*The Chairman referred to the interim Strategic Plan. He reverted to Page 2 – Benchmarking Performance and referred Governors to the table page (which had been tabled for clarity) which provided the following overview of CIT as compared to other Institutes of Technology published by the HEA which related to the 2013/14 academic year.*

*In terms of the legend presented CIT was marked green, the maximum performance in appropriate areas were in blue and the average of all Institutes of Technology in red.*

*The Chairman added there were very worthwhile variables to extend the Strategic Plan by a year. We also discussed the strategic focus areas and KPIs.*

*The Chairman sought the approval of Governing Body for the Interim Strategic Plan 2017 to 2018.*

*The President confirmed that this would happen for the meeting of Governing Body in October.*

**4.1 Capital Requirements Process:** The President, Dr Brendan Murphy, discussed the updated information received from the HEA on DES/HEA November 2016 Request for Information on Capital Requirements in Higher Education Institutions. The Department of Education and Skills and the HEA are progressing the prioritisation of projects for the €200m higher education PPP programme already approved under the current Capital Plan 2016 - 2021. Following a review of the HEI submissions for PPP projects, CIT has been shortlisted. A site visit and face-to-face meeting will be held with the HEA on the 16<sup>th</sup> of June, to further progress CIT's application.

*consultation with DEPER as to projects shortlisted for funding. We should have a strong position. We have a site that has planning permission, all the services have been removed. We stand a good chance but there is a lot of competition. It is vital that we secure our number one priority – the LRC building.*

*The Chairman added that while we stand a good chance we are ready if we get a chance.*

**4.2 CPO relating to Science Park:** Mr Paul Gallagher, the Vice President for Finance and Administration, briefly discussed the Compulsory Purchase order.

**4.3 Time of next meeting:** Mr. Tadhg Leane requested if the next Strategic Development Committee meeting could be moved to 3.30pm, on the 12<sup>th</sup> of June. This request was agreed by the committee members.

The meeting concluded at 4.20pm.

*NOTED.*

## **1706.11**

### **FINANCE COMMITTEE:**

*The Chairman invited the Chair of the Finance Committee, Capt. Dave Hopkins to take these items.*

#### **11.1 Signed Minutes of the Finance Committee meeting held on Monday 21 November 2016** were circulated with the Agenda.

*Capt. Hopkins referred to the signed Minutes of the Finance Committee meeting which had been discussed at the 4 April 2017 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.*

*Mr Gallagher advised that the next meeting of the Finance Committee will take place on Monday 12 June 2017 and the Committee will be joined by the new external member Ms Sheila Lewis, Financial Director of Glennon Brothers.*

*At this juncture the Governing Body took a break. The President advised that representatives from Deloitte will be joining the meeting to take item 11.3.*

*Governors returned to the meeting.*

#### **11.2 Report of the Finance Committee meeting held on Monday 8 May 2017** was circulated with the Agenda.

*The Report from the Finance Committee meeting held on Monday 8 May 2017 was taken as read and noted by Governing Body.*

**1. Minutes of Previous Meeting**

The minutes of the previous meeting of 6<sup>th</sup> March 2017 were approved and signed.

*NOTED.*

**2. Matters Arising**

*NOTED.*

*Mr Ronan Murray and Ms Annette Pearse from Deloitte and their consultant Mr Michael O'Connell (ex LIT) joined the meeting.*

**3. Financial Review**

Mr Gallagher welcomed Deloitte and outlined the process. He explained that the Terms of Reference were based on the HEA's terms for reviews they initiated. He added the working papers had been reviewed by the IEB and Deloitte had worked with the IEB to formulate the implementation plans.

Ms Pearse presented the financial review of the Institute. She outlined the scope of the review, explained it was divided into a number of sections as follows: an overview of the Institute's performance; detailed analysis of issues in both faculties; internationalisation; a review of the Programmes & Budgets 2016/17 - 2019/20, benchmarking and finally implementation plans based income generating activities and cost saving measures. It also examined the management and governance arrangements.

*NOTED.*

*Dr O'Connor left the meeting at 10am*

**7. Benchmarking**

*NOTED.*

*Ms Walsh left the meeting at 10.30am*

**8. Implementation Plans**

The Committee noted the review and asked that some outstanding information would be included in the working papers. The Committee requested that a Draft Report be prepared for Governing Body and that the full draft report would be circulated to the Governing Body. It further requested that a brief synopsis of the major issues would be presented to the Governing Body.

*NOTED.*

### **11.3 FINANCIAL REVIEW PRESENTATION BY DELOITTE:**

*Mr Gallagher referred to the Financial Review which was something which was very important and it will be an item that we will be coming back to over the next year and the following year. This review resulted in an exercise in conjunction with the HEA. He introduced Annette Pearse and Kate Nicholas from Deloitte and Michael O'Connell ex LIT who works with the HEA and is engaged with a number of institutions around the country. The Review is a good piece of work. He asked the attendees to introduce themselves.*

*Annette Pearse, Senior Manager, Corporate Finance Department of Deloitte and together with Kate Nicholas and Michael O'Connell led this review with CIT around its financial performance and strategy going forward.*

*Kate Nicholas, Manager with Deloitte*

*Michael O'Connell, previously Vice President of Strategy and Finance in LIT. He retired from LIT about 18 months ago but since then he was asked to do a number of assignments with Institutions who are in deficit by the HEA and to help them. While he understood how things work within the institutions, at the same time he can also have an independent view.*

*The Chairman thanked Annette Pearse, Kate Nicholas and Michael O'Connell for their briefing.*

*They left the meeting at this juncture.*

**1706.12**

### **PROPOSED TIMETABLE FOR GOVERNING BODY AND GOVERNING BODY COMMITTEE MEETINGS FOR THE NEXT ACADEMIC YEAR 2017/2018** was circulated with the Agenda.

*The Chairman invited the President to take this item.*

### **12.1 Proposed Timetable for Governing Body and Governing Body Committee meetings for the next academic year 2017/2018** was circulated with the Agenda.

*The President referred to the proposed draft timetables. In discussions at Audit and Finance Committee meetings the feeling has been that there should be an additional meeting for these committees during the year. Their timetable of meetings has now risen from four to five meetings.*

*Things which led to the drafting of the proposed draft timetables were the realities of the cycle that operate, major conferrings in October/November which impacts on Governing Body meetings and Committee meetings and also the moveable feast of Easter. Statutory roles of Governing Body such as signing off on the Accounts and also formalising and approving the Programmes &*



*Budgets. The President was aware that the Review by the IPA may well make alterations to the draft timetables.*

**Governing Body meetings:**

Thursday 5 October 2017  
 Thursday 7 December 2017  
 Thursday 1 February 2018  
 Thursday 12 April 2018  
 Thursday 3 May 2018  
 Thursday 7 June 2018  
 Thursday 5 July 2018

*The President advised that Thursday 12 April 2018 is the second Thursday of the month because of Easter happening the week before.*

| <b>Strategic Development Committee</b> | <b>Audit Committee</b>    | <b>Finance Committee</b> |
|--|---------------------------|--------------------------|
| Monday 2 October 2017                  | Thursday 12 October 2017  | Monday 18 September 2016 |
| Monday 8 January 2018                  | Thursday 23 November 2017 | Monday 20 November 2017  |
| Monday 5 March 2018                    | Thursday 22 February 2018 | Monday 12 February 2017  |
| Monday 11 June 2018                    | Thursday 19 April 2018    | Monday 12 March 2018     |
|  | Thursday 14 June 2018     | Monday 11 June 2018      |

| <b>Arts Committee</b>     | <b>Staff Appointments Committee</b> |
|---------------------------|-------------------------------------|
| Wednesday 11 October 2017 | Thursday 7 September 2017           |
| Wednesday 11 January 2018 | Thursday 2 November 2017            |
| Wednesday 7 March 2018    | Thursday 11 January 2018            |
| Wednesday 6 June 2018     | Thursday 1 March 2018               |

*Mr Ó Súilleabháin suggested that in the longer term that the July Governing Body meeting should role over to September.*

*The President explained that in September there aren't items available to be discussed. The July Governing Body meeting tends to be the wrap up meeting. Approvals normally come from the Academic Council to ensure that things are in place for 1 September.*

*In response to Ms Mary Fitzgibbon, the President confirmed that in his thirteen years as President there never has been a problem with a Quorum for the July meetings of Governing Body.*

*Governing Body APPROVED the proposed draft timetables as presented.*

*Mr Ó Súilleabháin asked that consideration be given to the start times of Committee meetings.*

*The President stated that the start times were not cast in stone. Traditionally the times given were the times that the Committees met in the past.*

**12.2 Vacancies on Committees of Governing Body arising from the resignations of Mr Shane Falvey, President, Students Union and Ms Ruth O’Leary, Students Union Vice President for Welfare for the Academic Year 2017/2018.**

*The President referred to the vacancies which had been vacated by the former President of the Students Union and the former Vice President – Welfare of the Students Union.*

*He sought Governing Body approval for the appointments of Mr Sam Dawson, current President of the Students Union and Ms Stephanie Kelly, current Vice President – Education to the following Committees for the academic year 2017/2018.*

- 1. Finance Committee:**  
SU President, Mr Sam Dawson
- 2. Strategic Development Committee:**  
SU President, Mr Sam Dawson
- 3. Arts Committee:**  
SU Vice President for Education, Ms Stephanie Kelly
- 4. Staff Appointments Committee:**  
SU Vice President for Education, Ms Stephanie Kelly

*Governing Body gave their APPROVAL to the appointments of Mr Sam Dawson and Ms Stephanie Kelly to the above Committees.*

*Before the Chairman took Item 13 he asked the Vice Presidents to leave the meeting. He noted the apologies for today’s meeting from the Registrar & Vice President for Academic Affairs.*

*Mr Gallagher and Ms Flynn left the meeting.*

**Additional Item**

**1706.13            PRESIDENTIAL APPOINTMENTS COMMITTEE:**

*For the information of Governors the following was tabled at the meeting:*

- 1.            Continuing Education Course Handbook 2017/2018*

*The meeting concluded at 6.00 pm.*

*The next ordinary meeting of the Governing Body was fixed for Thursday 6 July 2017 commencing at 3.00 pm in Council Room, 2<sup>nd</sup> Floor, Administration building.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_