

Digest of the meeting of the Governing Body of Cork Institute of Technology held on Thursday 12 April 2018 in the Council Room, 2nd Floor, Administration Building at 3.00 pm.

Present: Mr Bob Savage
Dr Barry O'Connor
Mr Bernard Allen
Ms Mary Cooney
Mr Sam Dawson
Mr Eoin Deane
Ms Emelie Fitzgibbon
Cllr Mary Hegarty
Cllr Michael Hegarty
Capt Dave Hopkins
Ms Stephanie Kelly
Mr Declan O'Leary
Mr Cilian Ó Súilleabháin
Ms Ann Piggott
Ms Katherine Walshe

In Attendance: Dr Orla Flynn, Mr Paul Gallagher, Dr Áine Ní Shé, and Ms Ann O'Mahony, Recording Secretary.

The Chairman welcomed all to the meeting.

Apologies were received from Mr Ted Owens, Ms Maura Fitzgibbon and Cllr Patrick Gerard Murphy.

On behalf of Governing Body the Chairman extended sympathies to:

- 1. James Taylor, Lecturer Pro-Rata, CIT Cork School of Music on the death of his mother.*
- 2. Dr Joe Harrington, Head, School of Building & Civil Engineering on the death of his mother.*
- 3. Jody Power, Lecturer, National Maritime College of Ireland on the death of his father.*
- 4. Des Walsh, Head, Department of Civil, Structural & Environmental Engineering on the death of his father.*
- 5. J.J. O'Driscoll, Lecturer, Department of Electronic Engineering on the death of his father.*
- 6. Daithí Fallon, Academic Faculty representative from the Faculty of Engineering & Science, CIT Extended Campus on the death of his brother.*
- 7. Tom Jansson, Assistant Lecturer Pro-Rata, CIT Cork School of Music on the death of his wife Marion, Assistant Lecturer Pro-Rata, CIT Cork School of Music.*

8. *Eileen O’Leary, Senior Environmental Consultant, Clean Technology Centre on the death of her husband Dermot Cunningham, retired Director, Clean Technology Centre.*
9. *Eamonn Sheffron, Lecturer, Centre of Craft Studies on the death of his mother.*

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

The Chairman advised that later on at the meeting there will be a presentation from the School of Humanities and it will be presented by Prof Margaret Linehan with introductions made by Mr Gerard O’Donovan, Head of Faculty of Business and Humanities.

1804.1 Minutes of the previous meeting held on Thursday 1 February 2018 were circulated with the Agenda *and were approved by Governing Body.*

Matters Arising:

The President advised that at the last meeting there was an oversight in relation to seeking Governing Body approval for the following item. He referred Governors to Page 51, item (i) where Governing Body approval is required. He quoted the item as follows:

“Our main concern is regarding Garda Vetting of personnel using the Academy of Popular of Music. We were advised that the Private Partner was entitled to carry out its own Garda Vetting. The Committee recommends that all third parties utilising our facilities should provide a letter confirming that they meet Garda Vetting requirements where appropriate. Where facilities are hired through a PPP operator, the operator should provide a letter to the Institute confirming Garda Vetting compliance.”

While Mr Allen in his briefing asked that this recommendation be adopted by Governing Body, the briefing continued and approval for this item was missed. The President now sought the approval of Governing Body for the above recommendation.

Governing Body gave their APPROVAL.

1804.2 Digest of the previous meeting held on Thursday 1 February 2018 was circulated with the Agenda *and was approved by Governing Body.*

Matters Arising:

The President advised that at the last meeting there was an oversight in relation to seeking Governing Body approval for the following item. He referred Governors to Page 36, item (i) where Governing Body approval is required. He quoted the item as follows:

“Our main concern is regarding Garda Vetting of personnel using the Academy of Popular of Music. We were advised that the Private Partner was entitled to carry out its own Garda Vetting. The Committee recommends that all third parties utilising our facilities should provide a letter confirming that they meet Garda Vetting requirements where appropriate. Where facilities are hired through a PPP operator, the operator should provide a letter to the Institute confirming Garda Vetting compliance.”

While Mr Allen in his briefing asked that this recommendation be adopted by Governing Body, the briefing continued and approval for this item was missed. The President now sought the approval of Governing Body for the above recommendation.

Governing Body gave their APPROVAL.

1804.3 Staff Appointments Sub-Committee:

3.1 Minutes of the Staff Appointments Sub-Committee meeting held on Tuesday 20 March 2018 were circulated with the Agenda.

The Chairman referred to the Minutes of the Staff Appointments Sub-Committee held on 20 March 2018 which had been circulated for the information of Governors.

Apologies were received from Mr Bernard Allen, Mr Paul Gallagher, Ms Stephanie Kelly, Mr Bob Savage and Mr Eoin Deane.

It was proposed that Cllr Michael Hegarty would Chair the meeting and he agreed.

HUMAN RESOURCES REPORT:

Cllr Hegarty went through each Selection Board report in detail.

PROPOSALS REQUIRING APPROVAL BY THE STAFF APPOINTMENTS SUB-COMMITTEE

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

EXTERNALLY ADVERTISED POSITIONS:

1.1.1 Technical Officer - IT Services (Fixed-Term Contract up to 29 March 2019):

Report of the meeting of the Selection Board held on Wednesday 21 February 2018 to interview applicants for the position of Technical Officer - IT Services, (Fixed-Term Contract up to 29 March 2019), Cork Institute of Technology was tabled at the meeting.

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

APPROVED.

1.1.2 Technician – IT Services (Fixed-Term Contract up to 29 March 2019):

Report of the meeting of the Selection Board held on Monday 26 February 2018 to interview the applicants for the position of Technician – IT Services (Fixed-Term Contract up to 29 March 2019), Cork Institute of Technology was tabled at the meeting.

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

APPROVED.

The following was put on a panel:

APPROVED.

1.1.3 Staff Officer - Grade V – Budgeting, Finance (Permanent Whole-Time):

Report of the meeting of the Selection Board held on Thursday 15 March 2018 to interview applicants for the position of Staff Officer – Grade V – Budgeting, Finance, Cork Institute of Technology was tabled at the meeting.

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

The following were put on a panel:

APPROVED.

INTERNALLY ADVERTISED POSITIONS:

1.1.4 Staff Officer - Grade V (Fixed-Term Whole-Time Contract up to 31 August 2018 - 14.8 hours per week), South West Regional Skills Forum:

Report of the meeting of the Selection Board held on Tuesday 27 February 2018 to interview applicants for the position of Staff Officer - Grade V (Fixed-Term Whole-Time Contract up to 31 August 2018 - 14.8 hours per week), South West Regional Skills Forum, Cork Institute of Technology was tabled at the meeting.

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

APPROVED.

The following was put on a panel:

APPROVED.

1.1.5 Staff Officer - Grade V – Fees Officer, Finance (Permanent Whole-Time):

Report of the meeting of the Selection Board held on Tuesday 27 February 2018 to interview applicants for the position of Staff Officer - Grade V – Fees Officer, Finance (Permanent Whole-Time), Cork Institute of Technology was tabled at the meeting.

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

The following were put on a panel:

APPROVED.

1.1.6 Senior Staff Officer – Grade VI (18.5 hours per week): Alumni Office, External Affairs (Fixed-Term Contract up to 31 December 2018):

Report of the meeting of the Selection Board held on Friday 16 March 2018 to interview applicants for the position of Senior Staff Officer – Grade VI (18.5 hours per week): Alumni Office, External Affairs (Fixed-Term Contract up to 31 December 2018), Cork Institute of Technology was tabled at the meeting.

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

The following were put on a panel:

APPROVED.

The President thanked Cllr Hegarty for Chairing the meeting.

Governing Body NOTED the Minutes of the Staff Appointments Sub-Committee meeting held on 20 March 2018.

1804.4

CORRESPONDENCE

The Chairman invited the President to take this item and to give a summary update.

The President advised that the majority of the items under correspondence were requests made from the Public Accounts Committee (PAC) or from the HEA on behalf of the PAC. He updated Governors as follows:

HEA/Public Accounts Committee/Department of Education and Skills:

1. Email dated 12 February 2018 from Mr Neil McDermott, System Funding, HEA re. letter from the Chief Executive, HEA dated 11 January 2018 in relation to the Public Accounts Committee Report on the Higher Education Sector relating to Sections 61-64 of the report which dealt with the issue of Protected Disclosures and its recommendations relating to higher education institutions was circulated with the Agenda.

Response sent on 28 February 2018 to the HEA in terms of what we have done in relation to the Protected Disclosures Policy and what we have done in terms of advising staff which we are obliged to do.

4. Email dated 6 March 2018 from Mr Neil McDermott, System Funding, HEA re. request from the Department of Education and Skills in relation to information from higher education institutions in respect of payroll overpayments (both pay and pensions) was circulated with the Agenda.

Response sent on 16 March 2018 to the HEA which included the number of cases in CIT where there were payroll overpayments in 2017 (Pay and Pensions) – 3 cases in total.

HEA:

7. Email dated 8 February 2018 from Ms Jacintha Healy on behalf of Mr Graham Love, Chief Executive, HEA re. 2018 provisional grant allocation to IoTs was circulated with the Agenda.
8. Email dated 29 March 2018 from HEA Grant Payments re. Cork IT 2018 Grant Allocation was circulated with the Agenda.

The President referred to item 7 – provisional grant allocation to all IoTs and item 8 referred to CIT's formal grant allocation for 2018.

The Chairman thanked the President for his briefing.

1804.5 PRESIDENT'S REPORT: (Pages 86to 15)

The Chairman invited the President to take this item.

As the President's Report had been circulated with the Agenda, the President made mention of a few items. He stated that while a lot of the items mentioned that the President made Awards or attended events, a lot of work was done behind the scenes by staff and he wished to acknowledge this.

1. CIT Events:

	Date	Event	
1.1	15-17 Feb 2018	CIT Musical Society presented the Irish premiere of "Bad Girls The	

		Musical” in CIT Cork School of Music.	
1.2	20/02/2018	CIT hosted the Annual Postgraduate Fair in the Nexus Student Centre from 11.00 am – 2.00 pm.	
1.3	21/2/2018	The Students Union held a Coffee Morning. A phenomenal €1,231.00 was raised for The Down Syndrome Centre, Cork.	President spoke at the event
1.4	23/02/2018	The Institute held a Retirement Function for staff who retired from January 2016 to September 2017.	Chairman and President attended
1.5	26/2/2018	On behalf of the Students Union, the Deputy Lord Mayor, Cllr Fergal Dennehy launched the Annual Eating Disorder Week in the Institute.	President attended
1.6	5 – 9 March 2018	The School of Business once again ran the APPrentice competition for all students as part of CIT’s Innovation Week. The competition, in its seventh year, awards prizes for the best innovative idea for a new smartphone app.	
1.7	7/3/2018	A seminar on new and emerging technologies for efficient dairy farming was held in the Nimbus Seminar Room. Researchers from CIT and Teagasc presented at this event.	

Items 1.1 to 1.7 were NOTED.

1.8	9/3/2018	The Charity Committee, a sub-committee of the CIT Social Committee hosted Strictly CIT in the Rochestown Park Hotel. This was a fantastic night and has been tipped as one of the best nights that CIT has ever had and brought a bit of fun to the CIT Community. All proceeds went to the Cork Cancer Care Centre.	President officiated
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The President referred to the above event which was important to mention. It was an amazing event for CIT and the cheque will be presented on Monday next to the Cork Cancer Care Centre.

Cllr Mary Hegarty commended the staff for the weeks of training that they put in and the Charity has benefitted which is great.

The President stated that CIT also benefitted – it was a huge event for CIT.

The Chairman stated from speaking with staff, the event was a team building morale for staff which was fantastic.

1.9	12/3/2018	The launch of Campus Cycling Week took place. Participating organisations included the city’s higher and further education institutions and Cork University Hospital.	President launched the week
1.10	02/02/2018 16/03/2018	As part of the Professorial Lecture Series, Professor Dirk Pesch, Head of Nimbus Centre gave a lecture on “ <i>The world in your pocket – the impact of mobile wireless technologies on our life</i> ”. Professor Jim O’Mahony, Lecturer, Department of Biological Sciences & Teaching and Learning Unit gave a lecture on “ <i>Diseases and Health in a modern world</i> ”.	
1.11	20/03/2018	The CIT Access Service together with CIT Arts Office and CIT CCAD launched the Arts initiative for Linked Schools – “ <i>My Education, My Future</i> ” Exhibition which took place in the James Barry Exhibition Centre. This event is organised on an annual basis as part of the Cork Lifelong Learning Festival.	
1.12	6 & 7/4/2018	The Department of Sport, Leisure & Childhood Studies in partnership with Movement & Skill Acquisition Ireland hosted their inaugural coaching conference in CIT. Participants had the opportunity to hear from and interact with some of the world’s leading practitioners about how to create better practice environments for athletes and teams through a constraints-led approach.	

Items 1.9 to 1.12 were NOTED.

2. Conferings:

	Date	Event	
2.1	15/2/2018	Conferring of Degrees and Other Awards took place at the Spring Conferring in NMCI. 95 graduands obtained their parchments which included 2 PhDs.	President officiated
2.2	23/2/2018	As part of UCC's Spring Conferring, the first joint Doctoral award jointly conferred by CIT/UCC was awarded to Adam George Clooney.	President officiated

All items were NOTED.

3. Institute External Awards:

	Date	Event	
3.1	20/01/2018	CIT received the top prize and accolade of "Cork Business of the Year – Large Category Award 2017" at the Cork Business Association (CBA) Cork Business of the Year Awards Ceremony at Páirc Uí Chaoimh.	

Mr O'Leary extended "Well Done" on CIT receiving the above award.

4. Meetings (External):

	Date	Event	
4.1	9/2/2018	Engineers Ireland – Annual Dinner, Maryborough Hotel and Spa.	President attended
4.2	9/3/2018	Regional Briefing by An Taoiseach Leo Varadkar and a number of senior Cabinet members on Project Ireland 2040 took place in UCC.	President attended
4.3	13/2/2018	CTI Colloque, France – Review of 2017/2018 Engineering Accreditation.	President attended
4.4	22/3/2018	Cork Chamber's Business Breakfast featuring Brendan Keating, Chief Executive, Port of Cork took place the International	President attended

		Hotel from 7.30 am – 9.00 am.	
4.5	22/3/2018	The Lifelong Learning Festival Seminar took place in the Triskel Arts Centre. The theme “Leave no One Behind” focused on implementing the Cork Call to Action on Learning Cities.	President attended
4.6	24/3/2018	A special event presented by Music Generation Cork City in partnership with Cork Academy of Music and Barrack Street Band as part of Cork Lifelong Learning Festival 2018 took place at Cork City Library. The President of Ireland, An tUachtaráin Michael D. Higgins was in attendance.	President attended.
4.7	26 – 28 March 2018	ESCPI France – Validation Panel.	President attended
4.8	5 – 6 April	CTI International Annual Conference, France.	President attended

All items were NOTED.

5. Meetings (Internal):

	Date	Event	
5.1	6/2/2018	An MTU Mission and Vision meeting took place in CIT.	
5.2	9 February 2018 14 March 2018	Academic Council meetings.	President chaired
5.3	12 February 2018 12 March 2018	GB Finance Sub-Committee meetings.	President attended

Items 5.1 to 5.3 were NOTED.

5.4	20 February 2018 15 March 2018 29 March 2018	GB MTU Sub-Committee meetings.	President attended
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The President advised that the meeting scheduled for 29 March 2018 was deferred to 9 April 2018.

5.5	22/2/2018	GB Audit & Risk Sub-Committee meeting.	President attended
5.6	5 March 2018	GB Strategic Development Sub-	President attended

	9 April 2018	Committee meetings.	
5.7	7/3/2018	GB Arts Sub-Committee meeting.	President was an apology
5.8	20/3/2018	GB Staff Appointments Sub-Committee meeting.	President attended
5.9	30 January 2018 16 February 2018 27 February 2018 13 March 2018	Institute Executive Board (IEB) meetings.	President chaired
<i>Items 5.5 to 5.9 were NOTED.</i>			

6. Staff Achievements:

	Date	Event	
6.1	13/02/2018	Dr Sebastian Schulz, a postdoctoral researcher in CIT's CAPP Centre was a key member of a team of researchers which recently published details of a new artificial material in the "Nature Photonics" journal. Research into a potentially new type of materials for use in optical communications could eventually lead to increased internet speeds.	
<i>NOTED.</i>			
6.2	18/02/2018	REDFINCH EU Industrial Leadership (ICT) project, involving the CAPP research team were recently successful in funding under H2020. Total project value of nearly €4m (€700k to CIT).	
<i>The President referred to the grant of €700,000 to CAPP which is significant.</i>			
6.3	22/2/2018	Mr Conor Mowlds, Head, NMCI was one of four candidates who was awarded the Fellowship of the Chartered Institute of Logistics and Transport (CILT) by the President of CILT, Ms Helen Noble. The other candidates were <ul style="list-style-type: none"> • Brendan Keating, CEO, Port of Cork 	President attended the ceremony in NMCI and gave the welcoming address

		<ul style="list-style-type: none"> • Frank Ronan, CEO, Port of Waterford • Andrew Sheen, MD Irish Ferries Limited 	
<i>NOTED.</i>			
6.4	21/03/2018	The Inaugural national DELTA Awards (Disciplinary Excellence in Learning Teaching and Assessment) was hosted by the National Forum in Dublin, to celebrate discipline groups within institutions who demonstrated sustained achievements in Teaching and Learning enhancement. There were 48 entries nationally from Higher Education Institutions and 18 were shortlisted, 3 of which were CIT entries. CIT also won an overall award for student entrepreneurship. It is great to see CIT recognised nationally for their work in Teaching and Learning.	
<i>The President referred to the national Delta Awards where CIT had three projects shortlisted and one of which won an overall award for student entrepreneurship for work in Teaching and Learning.</i>			

7. Student/Graduate Achievements:

	Date	Event	
7.1	08/02/2018	CIT CSM student Kevin Jansson won the “Cork Person of the Month Award” for January 2018.	
7.2	09/02/2018	CIT/CAPPA PhD student Simone Ladanza gained first place in the recent Famelab Cork competition, which promotes the communication of advanced Scientific research concepts to the general public. He goes on to represent CIT, Tyndall and Cork in the National competition phase in Dublin in April.	
<i>Items 7.1 and 7.2 were NOTED.</i>			
7.3	16/2/2018	Nick Bailey, who completed the BEng (Hons) programme as an online student, was presented with	

		the Level 8 Student Award at the Republic of Ireland branch of the Institution of Structural Engineers Annual Dinner and Student Awards evening. Runners-up were from DIT, TCD & UCD.	
<i>The President referred to the above L8 Student Award of the Institution of Structural Engineers. This is testament to the good work that is being done.</i>			
7.4	22/2/2018	CIT Innovative Product Development Laboratories Team MacGlas has been short-listed as Semi-Finalists in Cisco Innovation Prize International Competition – Cisco Global Problem Solver Challenge 2018.	
7.5	23/2/2018	12 Irish start-ups advance to a one-in-a-lifetime intensive boot camp in Boston, thanks to Cork County Council’s ground-breaking start-up programme with Boston based MassChallenge, (Bridge to MassChallenge Cork). One of these is CIT’s Vincent Forde from Gasgon Medical.	
7.6	9/3/2018	The CIT Prize for Innovation competition for 2018 had 48 applications (involving over 230 students) which were shortlisted to 16. Prizes were awarded to 7 winning teams in the Rubicon Centre.	
7.7	12/3/2018	Five Risam Scholarships were presented to five postgraduate researchers. The Scholarships are awarded on a competitive basis for research proposals aligned with CIT’s Research Prioritisation thematic areas.	The President presented the awards. The Chair attended
7.8	15/3/2018	CIT Research Team took 1 st prize of €40,000 in the EU H2020 SoftFIRE Challenge. The work presented for the challenge was based on a security attack identified by Dylan Smyth. Dylan is a PhD RISAM scholar in the Department of Computer Science and was supervised by Dr Donna O’Shea, Computer Science, Dr	

		Victor Cionca, Nimbus and Dr Sean McSweeney, Computer Science.	
7.9	17/3/2018	CIT Boxing Club has seen 16 students representing the Institute at the Irish Athletic Third Level Boxing Association (IATBA) Intersociety Championships. Congratulations to the club who led by club captain Alex O’Keeffe and coached by John O’Donovan returned with 4 Gold medals and 2 Silver medals.	
7.10	21/3/2018	CIT’s 22 nd Annual Student Societies & Activities Awards took place in The Nexus, Student Centre. 9 Awards were presented together with 6 individual awards.	President attended

Items 7.4 to 7.10 were NOTED.

8. Visitations:

	Date	Event	
8.1	31/1/2018	At the request of the IDA, CIT hosted a delegation visit from the Northeastern University visiting Cork to assess the viability of the location for setting up an additional NEU international hub in Ireland.	The President welcomed the delegation
8.2	19 Feb – 2 March 2018	The Department of Keyboard Studies secured funding to host Dr John Mortensen a Fulbright Specialist in Spring 2018. There are only five places for this programme in Ireland every year across all disciplines, so this is a significant endorsement. Dr Mortensen is a pianist specializing in classical improvisation and he gave workshops, lessons and a lecture recital in CIT CSM.	
8.3	22/3/2018	The Department of Sport, Leisure & Childhood Studies as part of “ <i>A Healthy CIT</i> ” invited to the Institute guest lecturer Professor Elaine Rush (Auckland University of Technology (AUT), New Zealand) to give a lecture “The	

		Weight of the World: The Future Health of our Children”.	
8.4	7/3/2018	As part of a National Tour a delegation from British Columbia Colleges visited CIT. They were given an overall presentation on CIT with a view to future collaboration.	The President and Dr Orla Flynn welcomed the delegation

All items were NOTED.

9. Action Lists for the following Institute Executive Board meetings were attached.

- Tuesday 30 January 2018
- Friday 16 February 2018
- Tuesday 27 February 2018
- Tuesday 13 March 2018

Mr Ó Súilleabháin noted that the Institute is moving ahead with the Sports Arena. He suggested that the Strategic Development Sub-Committee might consider delivering an education business plan to secure funding to include the replacement of prefabs as well as coping with expansion. He would like this done before the merger with IT Tralee.

1804.6

TECHNOLOGICAL UNIVERSITY.

The Chairman invited the Chair of the MTU Sub-Committee to take this item.

Mr Allen advised that over the 4 meetings that the Sub-Committee has had since January, presentations were made from Mr Tadhg Leane, MTU Project Director, Mr Paul Gallagher, VP for Finance and Administration, Dr Áine Ní Shé, Registrar & VP for Academic Affairs, and Mr Tim Daly, MTU Project Director in IT Tralee.

6.1 Signed Minutes of the Governing Body MTU Sub-Committee meeting held on Monday 29 January 2018 were circulated with the Agenda.

Mr Allen referred to the signed Minutes of the MTU Sub-Committee of 29 January 2018 which had been considered at the 1 February 2018 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.

- 6.2 **Signed Minutes of the Governing Body MTU Sub-Committee meeting held on Tuesday 20 February 2018** were circulated with the Agenda.

Governing Body APPROVED the signed minutes of 20 February 2018.

- 6.3 **Draft Minutes of the Governing Body MTU Sub-Committee meeting held on Thursday 15 March 2018** were circulated with the Agenda.

The Chairman thanked all for their contributions.

1804.7 REPORTS FROM THE REGISTRAR & VICE PRESIDENT FOR ACADEMIC AFFAIRS: (Pages 16 to 28)

The Chairman invited the Registrar & VP for Academic Affairs to take this item.

- 7.1 **REPORT ON ACADEMIC COUNCIL MEETING HELD ON FRIDAY 9 FEBRUARY 2018** was circulated with the Agenda.

The Academic Council met on Friday 9th February.

1. NEW PROGRAMME VALIDATION

- 1.1 Council APPROVED validation of the Master of Science in Artificial Intelligence programme. The Validation Panel Meeting for the proposed programme was held on 12th January and the Panel concluded that the programme meets (a) the required standard for an award in the Science field of study at Level 9 of the National Framework of Qualifications, and (b) the criteria for validation of new programmes adopted by the Academic Council of Cork Institute of Technology.

The Panel recommended that the Programme be validated for five academic years, or until the next programmatic review, whichever is soonest, subject to implementation of the requirements, and with due regard to the recommendations made in the Validation Panel Report. It was confirmed to Council that implementation of the requirements and recommendations has been completed.

Dr Ni She referred to the above new programme which has been approved and validated and due to be delivered in September.

The Chairman wearing his Dell hat advised that the IDA had a full review with Tim Horgan in relation to the Master of Science in Artificial Intelligence programme. It will be as good if not better than the Masters in Cloud Computing in terms of its potential. We should focus on students and staff but industry does matter. In terms of the history of the Masters in Cloud Computing from a Dell context, it has protected and added R & D jobs because of what CIT has done. Artificial Intelligence is now a reality because technology has caught up with us and it is going to disrupt

us. Being on the leading edge on the education side which CIT is, he was very proud to be associated with this Institute.

He extended "Well Done" to Tim Horgan and all associated with the programme.

2. TECHNOLOGICAL UNIVERSITY WORKING PARTY

2.1 Dr M.J. O'Mahony has been elected as Chair of the Technological University Working Party. Council APPROVED the following Terms of Reference for the Working Party:

1. The Technological University Working Party will undertake a review of the Technological Universities Bill 2015 and will make findings regarding the implications of the Technological Universities Bill (2015) for the academic affairs of the proposed Munster Technological University (MTU).
2. The Technological University Working Party will report to Academic Council and make recommendations as appropriate to Council on the academic framework of the proposed Munster Technological University, to include, inter alia:
 - a. the composition and functions of the Academic Council of the proposed University;
 - b. the academic quality system of the proposed University.
3. The Technological University Working Party will, where necessary and appropriate, consult with the MTU Project Office for the purposes of informing its deliberations.
4. The Technological University Working Party will make a report to Academic Council. On adoption, this report should also be addressed in the context of the MTU Academic Affairs programme of work, in cooperation with IT Tralee.

In terms of the TU Working Party, their Terms of Reference were approved by the Academic Council. The GB MTU Sub-Committee has had sight of those. Dr Ní Shé clarified that the Working Group in relation to Academic Affairs is not in operation yet. It is pending the appointment of the leader there.

3. INTEGRATED 5-YEAR TAUGHT MASTERS IN ENGINEERING

- 3.1 At its last meeting, Council requested the Academic Planning and Review Committee (APRC) to review a proposed model from the Faculty of Engineering and Science for an Integrated 5-year Taught Masters in Engineering.

Following this review, the Committee reported to Council on its findings. The proposed model will apply to all integrated taught MEng programmes. It was clarified by the Office of the Registrar and Vice President for Academic Affairs that an integrated taught Masters would be required to have 60 Expert level credits in line with Section E (Curriculum Model and Credit Profiles for CIT Taught Masters) of the Policy on Curricular Structure and Credit Profile of CIT Undergraduate and Taught Postgraduate Programmes and, therefore, the Policy will require updating.

Under the approved model, at the end of Stage 3, having completed 180 credits or equivalent of the BEng (Hons) programme, students will be eligible to elect to transfer to the MEng programme, subject to achieving a H2.2. Students electing to transfer will complete a modified fourth stage to that of the fourth stage of the BEng (Hons) programme. There is also a change of mind option for students on the MEng path who successfully complete the modified Stage 4 and who subsequently wish to exit with a BEng (Honours) award. In such cases, students will be required to complete a minimum 10-credit capstone project to be eligible for the BEng (Hons) award.

Council APPROVED the proposed model for an Integrated 5-year Taught Masters in Engineering.

Dr Ní Shé referred to the above Integrated 5-year Taught Masters in Engineering which has taken quite some time to achieve. There will be a student intake in Year 1 and in Year 3. They can either decide to go into Year 4 and graduate with a BEng (Hons) or decide to carry on for the next two years and graduate with an MEng. We have some amendments to do with the relevant academic policies.

4. ACADEMIC CALENDAR 2018/19 AND 2019/20

- 4.1 Council AGREED that the academic calendars proposed by the Academic Calendar Working Party should be piloted for 2018/19 and 2019/20. There had been broad agreement at the special meeting of Council on 19th January regarding the introduction of a Reading Week in Semester 1. While it had been envisaged that the Reading Week would coincide with the mid-term break for primary and post-primary schools, it is not possible to move the Autumn Conferings to this time for the 2018/19 academic year for operational reasons. Arising from this, Council AGREED that the Reading Days for 2018/19 should take place from the period of Wednesday

24th to Friday 26th October 2018. In the proposal for 2019/20, a full reading week is envisaged. Consultation with Unions on the proposed calendars will take place. Council was also in favour of discussions being held with TUI regarding the possibility of bringing forward the start and end dates of the academic year.

- 4.2 The introduction of a Reading Week will require Semester 1 examinations to be scheduled both before and after Christmas. While the Institute will do its best to ensure that all ERASMUS students have completed examinations before the Christmas break, it is impossible to guarantee this.
- 4.3 As agreed by Council, the Working Party will remain in place for the duration of the pilot, with review and consultation on a regular basis.

Dr Ní Shé referred to the above item. The Academic Council Working Party has made a recommendation to Academic Council. The main concern was the Reading Week, a time to catch up for the 1st Semester. It came to a point where change was needed. There was a good debate but it was impossible to come to a perfect solution. At the moment, the recommendation that is agreed by Academic Council is a two-year pilot with a Reading Week in that 1st Semester. In relation to next year, because of Conferings, the three days before the Jazz Weekend will be the Reading Period and Conferings will take place. We will keep the process under on-going review over the two years and hopefully implement the model that we wished to implement in the second year of the pilot.

Another process that we would like to improve is how we deal with requests for feedback from students following the release of the summer examination results. At the moment the students do not see their results until the 22nd June by which time academics are on holiday leave. The feedback is not available to them in a way that we would like. We have done further research on this and the vast majority of appeals made by students are in relation to module marks. We are planning to release those module results around the 12th June and at least then the students can get their feedback and be fully informed.

5. ACADEMIC QUALITY ASSURANCE MATTERS

- 5.1 Council APPROVED a derogation request from the Centre for Advanced Manufacturing and Management Systems (CAMMS) to consolidate two 5-credit modules into a single 10-credit module, Biomedical Device Manufacturing. The Certificate in Medical Device Manufacture has been running through CAMMS for a number of years. This is a 10-credit Special Purpose Award which had consisted of two modules - BIOE7011 Introduction to Biomedical Devices and BIOE7004 Biomedical Manufacture.
- 5.2 Council were advised of the make-up of the academic portfolio of the Institute. Currently, there are 189 major awards of which 28 are embedded/exit awards. These

programmes, along with a small number of programme independent modules, comprise of 3784 approved modules. Approved major awards are required to be re-validated every five years and the QA processes associated with this were highlighted to Council. Council were advised that there are academic considerations and financial implications involved in maintaining the Institute's current suite of programmes.

5.3 The required timelines to complete re-validation of the relevant programmes arising from Phase 2 of the School of Science Programmatic Review were notified to Council along with timelines for programme approval in relation to major awards.

5.4 Council were updated on the work of the Programmatic Review Working Party. The Working Party had identified the potential overlap of the Phase 1 strategic phase with a revised Strategic Management Framework process, in particular the Academic Plan. The Chair of the Working Party has met with the Registrar and Head of Strategic Development in relation to this.

NOTED.

6. ACADEMIC PLAN

6.1 The Academic Plan Working Group was established by Council to prepare an academic plan for the Institute. Two workshops for the Working Group have taken place as part of the development of the plan and these were facilitated by Prof Eamonn Murphy, Irish Centre for Business Excellence (ICBE). The draft Academic Plan will be considered by the Academic Planning & Review Committee in advance of its consideration by Academic Council. It is envisaged that the draft Academic Plan will be finalised for deliberation at the May meeting of Council. Council noted that the Institute's new Strategic Plan is also in development.

Dr Ní Shé referred Governors to the above item.

7. EXTERNAL EXAMINERS

7.1 At its last meeting, Council sought further data on the number of cases, if any, where:

- (a) Semester 1 Examination Papers were not submitted to External Examiners, and
- (b) whether all External Examiners had provided feedback on Semester 1 examination papers.

Preliminary data has been provided to the Registrar by the Examinations Office. Council were informed that further discussion is required with Examinations Office staff and the matter will be reported on at the March meeting of Council.

A review of our systems for the submission of Examination Papers and ensuring that the External Examiner input is received has taken place. We have presented a Report to Academic Council on that.

8. STUDENT MENTAL HEALTH POLICY

- 8.1 Arising from feedback, a number of amendments have been made to the draft Student Mental Health Policy. Following discussions at the Executive Committee, it was agreed that further work is required on the document to separate out the procedural matters from the policy. Furthermore, technical assistance will be provided to assist the production of a topic oriented document. In light of this, consideration of the draft Student Mental Health Policy was postponed to the March meeting of Council. Council noted that the topic oriented document template could also be used for other policy documents within the Institute.

A Student Mental Health Policy is in development. An initial draft will go to Academic Council next Friday.

9. JOINT PHD AWARD

- 9.1 The first CIT/UCC joint PhD award was conferred in UCC on Friday, 23rd February.

The President stated this Joint Award was a landmark occasion for CIT and also first in the country. It was the first joint CIT/UCC PhD award between Biological Sciences in CIT and Microbiology in UCC. From the CIT side the PhD was supervised by Prof Roy Sleator.

7.2 REPORT ON ACADEMIC COUNCIL MEETING HELD ON WEDNESDAY 14 MARCH 2018 *was circulated with the Agenda.*

The Academic Council met on Wednesday 14th March.

1. EXTERNAL EXAMINERS

- 1.1 The Executive Committee APPROVED the appointment of an External Examiner for the Bachelor of Science in Analytical & Pharmaceutical Chemistry and the Bachelor of Science (Hons) in Analytical Chemistry with Quality Assurance programmes.
- 1.2 Council had requested data on the number of cases, if any, where:
- (a) Semester 1 Examination Papers were not submitted to External Examiners, and
 - (b) whether all External Examiners had provided feedback on Semester 1 examination papers.
- 1.2.1 Data was provided by the Examinations Office in relation to the Semester 1 2017 examinations session in the Bishopstown campus. Following discussions between the Registrar and Examinations Office staff, a report was

circulated to Council which outlined:

- (a) Of the 375 examination papers required for this examination session:
 - 34% were submitted before the deadline;
 - 50% were submitted on the deadline;
 - 16% were submitted after the deadline.

- (b) Of the examination papers submitted for this session:
 - 98.7% were sent to an External Examiner;
 - 1.1% were not sent to an External Examiner as no External Examiner had been appointed;
 - 0.3% were not sent to an External Examiner as the examination paper was requested late. This was due to the addition of a legacy examination to the examinations schedule.

- (c) Of the 134 External Examiners who received examination papers:
 - 34% of External Examiners acknowledged receipt of the exam papers to the Examinations Office;
 - 64% of External Examiners submitted feedback to the Exams Office.

- (d) Of the 375 modules for which examination papers were sent to at least one external examiner for the Semester 1 2017 session, the Examinations Office did not receive feedback for 29.1% of Semester 1 papers. However it was acknowledged that, in some cases, the External Examiner may not have provided feedback as no amendments to the examination paper were required. In addition to this, some External Examiners may have provided feedback directly to the relevant Department. As agreed by Council, a reminder will be issued to all External Examiners to advise that they should contact the Examinations Office regarding all examination papers, even if simply to confirm that no amendments are necessary.

1.2.2 Arising from the report, Council established a Working Party to review the current policy and procedures in relation to External Examiners. It was noted that the Institute's current policy and procedures document was adopted by Council in 2001. Since then, programmes have been modularised and semesterised, and thus it would be prudent to review the role of the External Examiner in relation to modules and programmes. Membership of the Working Party includes representation from across the Institute - lecturing staff, Heads of Department, Head of Faculty, and staff from the Academic Quality Enhancement Office, Examinations Office and Registrar's Office.

1.2.3 An online portal for the submission of examination papers is currently in development. It is planned

that the preliminary pilot of the system will take place before the end of this Semester. This will involve the submission of repeat papers for 100% Continuous Assessment modules for the August examinations. Full roll-out is planned for the submission of Semester 1 (2018/19) papers.

Dr Ni Shé referred to the above item. We receive excellent data from the Examinations Office in relation to the submission of exam papers, the degree to which External Examiners revert with feedback and how they send the feedback etc. There was a good discussion at the Academic Council meeting in March and we are setting up a Working Party to review the current policy and procedures in relation to External Examiners. The Working Party will be broadly representative of the main stakeholders.

2. REVIEW OF STUDENT OMBUDSMAN ROLE

- 2.1 A Working Party was established by Academic Council for the purpose of undertaking a review of the role of Student Ombudsman. The membership of the working party comprised of eight members and included lecturing staff, Heads of Department, a student member of Council, and the former Chair of the Examination Appeals Board. During the course of its deliberations, the Working Party also met with the CIT Students' Union President and General Manager, and the current Student Ombudsman.
- 2.2 To date, all holders of the Student Ombudsman post have been retired academic staff of the Institute with experience in academic management, course coordination and lecturing. The consensus is that this profile has helped both staff and students to trust the process, with further agreement that it has resulted in a situation where the Ombudsman, while separate from staff and student constituencies, also has an insight into the modus operandi of the Institute. The approach taken by the Ombudsman is to listen, give time, and to ascertain the facts for the purpose of reaching a resolution. Experience suggests that the earlier the grievance is made known to the Student Ombudsman, the easier it is to resolve.
- 2.3 Students learn about the Student Ombudsman through the academic departments, CIT website, Students' Union, and through the Institute's Student Counselling Service.
- 2.4 The Working Party highlighted the following points for consideration by Council:
1. In 2010, when the Student Grievance Procedure was first approved and implemented, there were six senior academics on the Institute Executive Board, all of whom were eligible to fulfil specified roles at Step 2 and Step 3 of the Student Grievance Procedure. This number has, over the years since,

- reduced to two, with consequences for the reduced availability of persons who can be involved in the processing of complaints/grievances at Stage 2 or 3.
2. The Working Party reviewed role specifications/policy documents for similar roles in other Higher Education Institutions, both nationally and internationally.
In some institutions, the role of Student Ombudsman is fulfilled by more than one person. In CIT, the role is filled by one person, and there is no locum arrangement to cater for matters such as illness or conflict of interest issues. The fact that the role is occupied by one person means that the student does not have the option to deal with a Student Ombudsman of own/other gender. However, it must be noted that no student has objected to this to date. Furthermore, the fact that there is just one post holder gives reassurance to staff and students re consistency and fairness.
 3. Consideration should be given to the introduction, in the interests of continuity and consistency, of a short overlap period for handover when a new Student Ombudsman is appointed.
 4. Terminology: in a survey of relevant websites of other Higher Education Institutions, it was found that some institutions used a term such as “Ombuds” or “Ombud” or “Ombudsperson”. The Working Party noted, however, the etymology of the word “Ombudsman”. In the words of the International Ombudsman Association⁴, the term “Ombudsman” is gender-neutral, coming from Swedish and literally meaning “representative.”
 5. As already noted, part-time students have availed of the services of the Student Ombudsman, as they are entitled to do. However, the extent to which part-time students are made aware of the Office of the Student Ombudsman is less clear.
- 2.5 The Working Party concluded that the role of the Student Ombudsman is working well, with the Student Ombudsman seen as an honest broker who has the trust of all parties. The Working Party does not propose any changes to the role at this stage. However, a review of the Student Grievance Procedure (in which the role of the Student Ombudsman is embedded) is due, and the recommendation of the Working Party is that this review should commence without undue delay.

Arising from the report, Council established a Working Party to review the Student Grievance Procedure. Eight members of Council have volunteered for membership of this group

and the first meeting will be convened by Mr M. Loftus, Head of Faculty of Engineering and Science.

The role of the Students Ombudsman has been reviewed. A Working Party reported on that to the March meeting of the Academic Council. The consensus is that the role is working very well. It is trusted by staff and student constituencies and seen as a safe space for people to go and solve problems internally and informally and as early as possible. The Job Specification for the Student Ombudsman is embedded in the Student Grievance Procedure and that is due for review. This procedure is due for a review and a Working Party has been set up to look at that and there will be consultations with Unions and staff.

3. ACADEMIC QUALITY ASSURANCE MATTERS

3.1 For engineering graduating cohorts from 2013 onward, the academic requirement to achieve Chartered Engineer status was elevated by Engineers Ireland from an Honours Degree to a Masters. This has resulted in the offering of 5-year MEng programmes across the Higher Education sector in Ireland. The trend of 5-year integrated programmes in the University sector, in accordance with the Bologna Agreement, requires CIT to develop and maintain similar provision in a changing and competitive environment.

At its last meeting, Council APPROVED a proposed model for an Integrated 5-year Taught Masters in Engineering. The overall structure involves a '3+2' model with students offered choice at the end of Year 3 to either complete one additional year of study to achieve a BEng (Hons) qualification, or to complete two additional years of study to achieve a MEng qualification. The proposal is to offer the additional 2 years of study to eligible students in September 2019.

The proposed QA procedures for delivery of the Integrated 5-year Taught Masters in Engineering were submitted to Council for approval. Concern was expressed that the QA procedures outlined in the proposal were at variance with that of the approved QA processes of the Institute. Council noted the strategic importance to the Institute of the provision of 5-year Integrated MEng programmes. It further noted the time constraints if, as desired, the relevant cohorts of incoming 3rd Year students are to be informed of this development in September 2018.

It was agreed that the matter should be progressed under the existing fast-track procedure in the Institute's programme approval process, which can be used in exceptional cases. Discussions between the Faculty of Engineering and Science and the Registrar's Office will take place to advance the matter.

- 3.2 Council was briefed on programmatic reviews, ongoing curriculum changes, programme validation extensions, and proposed new major awards.
- 3.3 The Department of Sport, Leisure and Childhood Studies has submitted an initial draft of an application seeking Research Approval to supervise doctoral students in the general area of Exercise and Health. The Registrar's Office will provide input, from an Institutional perspective, into the final application to QQI.

Dr Ni Shé referred to the above. There was further discussion on the 5 year Masters on how we would manage that from a quality assurance process.

The President advised that the Bologna Agreement is about harmonising qualifications across Europe. While he was away last week at the CTI Colloque in France, they were talking about the European University of Technology. In our reincarnation it is something we should aspire to, providing we keep our standards up.

4. ANNUAL INSTITUTIONAL QUALITY REPORT 2016/17

- 4.1 The Annual Institutional Quality Assurance Report (AIQR) is an annual report that institutions must provide to QQI on internal quality assurance matters. The Report has two sections - Part One gives an overview of internal QA governance, policies, procedures and schedules within the institution. Part Two gives an overview of QA activities, themes, changes, enhancements and impacts for the reporting year. QQI use the data provided in the AIQRs to produce global annual reports on quality issues arising across Higher Education in Ireland. Council was briefed on the Institute's AIQR for 2016/17 which outlined quality assurance activities undertaken during this period. This report was recently submitted to QQI and will form the basis for discussion with QQI at a meeting in May.

Dr Ni Shé referred to the above. The Annual Institutional Quality Report is a report that has to be produced on an annual basis. It includes all the workings of the Institute and has proven to be a very useful document. Ms Eva Juhl from the Registrar's Office compiles this document and sends out calls to all the Executive Heads and Heads of Unit for their input. The format for the report has improved this year.

5. ACADEMIC CALENDAR 2018/19 AND 2019/20

- 5.1 At the request of the AC Executive Committee, the Registrar prepared a detailed description of the proposals for the 2018/19 and 2019/20 academic calendars, as agreed by Council at its last meeting. Council requested that the formal consultation with Trade Unions get underway. The development of a detailed document which will inform these discussions is well advanced. Consultation with the Banner

MIS Office in relation to the release of module results following respective Module Examination Board Meetings is ongoing and a pilot of this particular calendar initiative is proposed to take place in Autumn 2018.

NOTED.

6. STUDENT MENTAL HEALTH POLICY

- 6.1 Work on the draft Student Mental Health Policy is progressing and it is envisaged that the document will be finalised for deliberation at the April meeting of Council.

NOTED.

7. RESEARCH CONSTITUENCY

- 7.1 The matter of defining the research constituency to allow for the inclusion of research staff on Academic Council is ongoing. An initial report from the HR Office regarding the number, status and position of research staff within the Institute has been received by the Registrar. This has been forwarded to the Chair of the Standing Orders Committee in the first instance and following this, the Standing Orders Committee will meet again to progress the matter.

NOTED.

8. HISTORIC DISCLOSURE POLICY

- 8.1 The need for an Institute-wide policy on historic disclosure was raised in the context of the responsibilities of the Institute where a student makes a disclosure of abuse. The President agreed to discuss the matter with the HR Manager after which it can be progressed either through Academic Council or the Institute Executive Board.

The Institute is looking at a policy for historic disclosures.

Ms Cooney asked what the timeframe was in respect of this policy.

Dr Ní Shé advised that we are at the early stages. This was something that was raised at the Academic Council Executive Committee. We are going to engage with the HR Manager.

9. TECHNOLOGICAL UNIVERSITY UPDATE

- 9.1 Council was informed that the Technological Universities Bill has now completed all stages, in both Houses of the Oireachtas.

The TU update is an on-going standing item for Academic Council.

Mr Ó Súilleabháin was happy to see the consultation on the academic calendar. It was major progress. Because of the

implementation of Modularisation & Semesterisation ten years ago we had a really rigid system for ten years. He congratulated the President for initiating the review and Dr Ní Shé for progressing it.

Another thing to look at a bit more next year is to take on a programme to look what models them and the regulations around it to see if there are other things we can tweak around the edges i.e. year-long modules etc. He would like somebody to do this for next year.

At this juncture, the President welcomed and introduced Mr Gerard O'Donovan, Head of Faculty of Business and Humanities and Professor Margaret Linehan, Head of School of Humanities, to the meeting and invited them to commence their presentation.

Their presentation had been circulated with the Agenda and consisted of the following:

- Slide 1 - Faculty of Business & Humanities Organisational Chart*
- Slide 2 - Faculty of Business & Humanities Overview*
- Slide 3 - Faculty Strengths and Opportunities*
- Slide 4 - Faculty Challenges and Weaknesses*
- Slide 5 - Faculty Student Numbers*
- Slide 6 - What we are all about?*
- Slide 7 - School of Humanities Current Staff Numbers*
- Slide 8 - Student Population Trend*
- Slide 9 - Graduate Destination Survey*
- Slide 10 - Graduate Employment Sectors*
- Slide 11 - Graduate Employment Location*
- Slide 12 - Graduate Salaries Trend*
- Slide 13 - CAO Points Trends*
- Slide 14 - International Student Population Trend*
- Slide 15 - Full-Time vs Part-Time Comparison*
- Slide 16 - Student Enrolments by NFQ Level*
- Slide 17 - Progression Rates*
- Slide 18 - Positive Financial Contribution to CIT*
- Slide 19 - Project Spraoi*
- Slide 20 - Research*
- Slide 21 - School's Strengths and Opportunities*
- Slide 22 - School's Challenges and Weaknesses*
- Slide 23 - Some Organisations we work with*

Their briefing gave an overview of the current state of the School of Humanities and its future direction.

Following the presentation, a lively questions and answers session took place. Governors took the opportunity to question and probe and seek clarity on some aspects. Overall, they were most impressed with the detail provided. The Presentation painted a full and very positive picture of the great work being done in the School of Humanities. It was important for Governors to be kept apprised and updated on the activities, challenges and opportunities in the School of Humanities.

Both Mr O'Donovan and Prof Linehan thanked Governors for affording them the opportunity to present to Governing Body.

Governing Body took a break at this juncture, after which they returned to the meeting.

1804.8 REPORT FROM THE VICE PRESIDENT FOR FINANCE & ADMINISTRATION: (Pages 29 – 31)

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

Mr Gallagher referred Governors to the tabled Selection Board Reports and Progression Reports and went through in detail each item for approval.

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 Project Officer VEX Robotics Expansion Programme (2 years fixed term part time – 2 days per week) – Access Service, Office of Registrar & VP for Academic Affairs:

Report of the meeting of the Selection Board held on Wednesday 4 April 2018 to interview the applicants for the position of Project Officer VEX Robotics Expansion Programme (2 years fixed term part time – 2 days per week), Access Service, Office of the Registrar & VP for Academic Affairs, Cork Institute of Technology was tabled at the meeting.

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

APPROVED.

1.1.2 Photonics Researcher (2 year fixed term) – CAPP Centre:

Report of the meeting of the Selection Board held on Wednesday 4 April 2018 to interview applicants for the position of Photonics Researcher (2 year fixed term), CAPP Centre, 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.

Internally advertised position

1.1.3 Researcher/Senior Researcher (2 year fixed term) – Nimbus:

Report of the meeting of the Selection Board held on Wednesday 11 April 2018 to interview applicants for the position of

Researcher/Senior Researcher (2 year fixed term) – Nimbus Centre, 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 PROGRESSION UNDER PCW – Assistant Lecturer to Lecturer Grade

1.2.1 Department of Applied Social Studies

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

APPROVED.

1.3 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

1.3.1 Finance Office

1.3.1.1 Governing Body approval is sought to progress Ms Fitzgerald Grade III/Grade IV – Clerical Officer/Assistant Staff Officer from progression date of 1 April 2018 (Copy of Report on Assessment was tabled at the meeting).

APPROVED.

STAFF MATTERS FOR NOTING BY THE GOVERNING BODY

2.1 Appointments

2.1.1

NOTED.

Mr Gallagher referred to the number of appointments. The Institute is continuing to invest heavily in recruitment.

2.2 Contract Variation

2.2.1 Work Share: Continue

NOTED.

2.2.2 Career Break: New

NOTED.

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

2.3.4 Department of Marketing & International Business

2.3.5 Department of Management & Enterprise

2.3.6 Department of Sports, Leisure & Childhood Studies

2.3.7 Department of Biological Sciences

2.3.8 CIT Cork School of Music

NOTED.

2.4 Resignations

NOTED.

Mr Gallagher wished Governors to note the resignation of Mr Conor Mowlds, Head of the NMCI.

1804.9

REPORT FROM THE VICE PRESIDENT FOR EXTERNAL AFFAIRS: (Pages 31 to 50)

The Chairman invited the VP for External Affairs to take her report.

Dr Flynn apologised for being late for the meeting. As her report had been circulated with the Agenda, she mentioned a few highlights.

1. Research, Innovation & Enterprise

Research Metrics - Period Covered: February/March 2018

Metric
<p><u>Research Funding Projects awarded (national)</u></p> <p>EI – Innovation Vouchers (3):</p> <ol style="list-style-type: none"> 1. School of Business – Zahid Aslam 2. Industry partners – Easy Peasy Family Breaks 3. Vibes & Scribes; Like Communication
<p><u>Research projects with substantial industry involvement awarded :</u></p> <p>9</p>

Journal Publications (peer reviewed)

BioExplore (4)

School of Science and Informatics:

1. O'Halloran, F., Bruen, C., McGrath, B., Schellekens, H., Murray, B., Cryan, J.F., Kelly, A.L., McSweeney, P.L.H., Giblin, L. "A casein hydrolysate increases GLP-1 secretion and reduces food intake" (2018) *Food Chemistry*, 252, pp. 303-310.
2. Creedon, N.C., Lovera, P., Furey, A., O'Riordan, A. Transparent polymer-based SERS substrates templated by a soda can (2018) *Sensors and Actuators, B: Chemical*, 259, pp. 64-74.
3. Shortall, J., Foley, C., Sleator, R.D., O'Brien, B. "The effect of concentrate supplementation on milk production and cow traffic in early and late lactation in a pasture-based automatic milking system" (2018) *Animal*, 12 (4), pp. 853-863.
4. Hilliard, A., Leong, D., O'Callaghan, A., Culligan, E.P., Morgan, C.A., Delappe, N., Hill, C., Jordan, K., Cormican, M., Gahan, C.G.M. "Genomic characterization of listeria monocytogenes isolates associated with clinical listeriosis and the food production environment in Ireland" (2018) *Genes*, 9 (3), art. no. 171.

CAPPA (1):

1. Alam, M.Z., Schulz, S.A., Upham, J., De Leon, I., Boyd, R.W. "Large optical nonlinearity of nanoantennas coupled to an epsilon-near-zero material /639/624/399/1015 /639/624/400/385" letter (2018) *Nature Photonics*, 12 (2), pp. 79-83.

School of Building and Civil Engineering (5):

1. Gallagher, C.V., Leahy, K., O'Donovan, P., Bruton, K., O'Sullivan, D.T.J. "Development and application of a machine learning supported methodology for measurement and verification 2.0" (2018) *Energy and Buildings*, 167, pp. 8-22.
2. Buckley, T., Watson, P., Cahill, P., Jaksic, V., Pakrashi, V. "Mitigating the structural vibrations of wind turbines using tuned liquid column damper considering soil-structure interaction" (2018) *Renewable Energy*, 120, pp. 322-341.
3. Rymaszewicz, A., Bruen, M., O'Sullivan, J.J., Turner, J.N., Lawler, D.M., Harrington, J.R., Conroy, E., Kelly-Quinn, M. "Modelling spatial and temporal variations of annual suspended sediment yields from small agricultural catchments" (2018) *Science of the Total Environment*, 619-620, pp. 672-684.
4. Moloney, M., Fitzgibbon, K., McKeogh, E. "Systems-of-systems methodology for strategic infrastructure decision making: Ireland as a case study" (2018) *Civil Engineering and Environmental Systems*, pp. 1-21. Article in Press.

5. Connell, K., Thiebaut, F., Kelly, G., Cashman, A.
“Development of a free heaving OWC model with non-linear PTO interaction” (2018) *Renewable Energy*, 117, pp. 108-115.

School of Business (1):

1. O’Brien, P., Wright, A. (2018). “Climate change: exploring a citizen-centric paradigm”, *Engineers Journal*, available at <http://www.engineersjournal.ie/2018/01/09/climate-change-energy-citizen-centric-paradigm/> January 9th

Conference Publications (peer reviewed)

Crawford College of Art & Design (3) - Lead author on three International conference publications, refs:

1. Hogan, T. (2018). Data Sensification: Beyond Representation Modality, Toward Encoding Data in Experience. Full paper at the 51st Design Research Society conference 2018.
2. Hogan, T., Hinrichs, U., Nissen, B., Huron, S. (2018). Considering Physical Variables for Data Physicalization. Workshop at the 51st Design Research Society conference 2018.
3. Hogan, T., Hinrichs, U., Alexander, J., Huron, S., Carpendale, S., Hornecker, E. (2018). Toward a Design Language for Data Physicalization. Workshop at the IEEE VIS conference, Berlin, Germany 2018.

School of Business (6):

1. C.M. Wagner, F. Sancho, C. Rodríguez Sánchez
A comparison of skills requirements for supply chain management graduates in Spain and Ireland, INTED Conference, March 2018.
2. Wright, A. (2017). “Enquiry Based Learning @ Level 9: A Valuable Tool to Encourage Lifelong Learning”, paper presented at the HELLIN Enabling Lifelong Learning Conference, Kemmy Business School, University of Limerick, December 8th.
3. Kenny, B and Davis S (2018), Entrepreneurial Skills Training and the Older Learner, AFU Conference Engaging Ageing 2018: New Frontiers of Ageing: Research Policy and Practice, Croke Park, Dublin. March 13th – 14th.
4. Kenny, B and O’Donovan, G (2018), Entrepreneurship Education policy and context for Music Education, European Creative Futures seminar: Education for Music entrepreneurship. Norwegian Academy of Music, Oslo, January 25th – 26th.
5. Leahy, R, Cotter, A. Oldham, M. Communities of Practice among Academics in Third Level Education: The Impact on Teaching and Learning, Poster presented at the INTED conference in Valencia, March 2018.
6. Leahy, R. Cotter, A. Oldham, M. Student Experience in Third Level Institutions and the Resulting Student Engagement, Poster presented at

the INTED conference in Valencia, March 2018.
<p><u>Newspaper articles, book reviews</u></p> <p>Book Chapter (1) School of Business:</p> <ol style="list-style-type: none">1. O'Donovan, D. (2018), "Diversity and Inclusion in the Workplace", in Machado, C. and Davim, J.P. (eds.), <i>Organizational Behaviour and Human Resource Management: A Guide to a Specialized MBA Course</i>, Springer International Publishing AG, 73-108, ISBN 978-3-319-66864-2.
<p><u>Invited presentations</u></p> <p>School of Business (4):</p> <ol style="list-style-type: none">1. Kenny, B (2017), <i>The entrepreneur or the entrepreneurial graduate - what matters in Higher Education in Ireland?</i> GradIreland, Higher Education Awards and Symposium, Crowne Plaza Dublin, Nov 24th <p>Blackrock Castle Observatory (2):</p> <ol style="list-style-type: none">1. Clair McSweeney and Niamh Shaw (Artist in Residence) presented papers at the 2018 Communicating Astronomy to the Public conference in Japan. <p>Technology Enhanced Learning (TEL) (1):</p> <ol style="list-style-type: none">1. National Forum for Teaching and Learning on the nationally-funded project "Transforming Personal and Professional Digital Capacities in Teaching and Learning Contexts: A Collaboration between Social Policy Educators, Students, and Learning".
<p><u>Seminars, colloquia hosted</u></p> <p>School of Building & Civil Engineering (4):</p> <ol style="list-style-type: none">1. Environ 2018, March 26th – 28th <p>Technology Enhanced Learning (3):</p> <ol style="list-style-type: none">1. Dr Gearoid O'Suilleabhain was a panellist at DSTEP Gamification Seminar in DCU, Jan18. https://nidl.blog/2018/01/page/2/2. Roisin Garvey attended the second meeting for the EU Erasmus+ project, "Creative Inclusion in Adult Education" (CIAE) in Paris in March. The meeting was hosted by LADAPT, an organisation with 120 institutions and services aimed at supporting the social and professional integration of people with disabilities. This project, led by Cork's Cope Foundation, focuses on developing and promoting initiatives to improve social inclusion for adult learners with disabilities. The Dept of TEL act as overall e-learning and technology partner for the project.3. Darragh Coakley and Shane Cronin attended the kick off meeting for the Smart LMI EU funded Erasmus+ project in Bradford, UK recently hosted by Aspire on the 22nd and 23rd of March. The TEL team is key technology partner for this project and will be responsible for the design and development of an online resource based on Labour Market

Trends. The project is led by Aspire International in the UK, with partners from Portugal, Belgium and Greece.
<u>Conferences chaired/hosted</u>
CAPPA (1): <ol style="list-style-type: none">1. Photonics Ireland 2018 is being organised by CAPPA, 3rd-5th Sept in Pairc Ui Caoimh. Abstract submissions are due April 30th.
<u>Outreach events involving public (3)</u>
Nimbus: <ol style="list-style-type: none">1. National Water ReUse Survey.
Research Office: <ol style="list-style-type: none">1. Survey on attitudes to research in IoT's. Survey is being conducted as part of a PhD dissertation in DIT. Open until April 30th.2. TEL delivered outreach training courses as part of the Erasmus+ funded SmartRural Project at CIT which aims to empower the rural community in using SmartPhone technology for agriculture.

The Metrics tabled was NOTED.

Researcher Career Framework update

A revised draft of the Researcher Career Framework is nearing completion and will be opened for consultation in April.

The National Researcher Career Framework (NRCF) has been finalised and the CIT RCF is broadly in line.

NOTED.

Research Entity Designation update

The Nimbus Centre for Research is the first of the Institute's three R&I centres to be formally designated as a centre, following review by an external panel. The Hincks Centre for Entrepreneurship Excellence was designated as an R&I Group, recognising that Hincks is also involved in significant levels of teaching and learning, training and consultancy activities. The Research Office is working on brochures for each of the designated entities, and the aspirant entities (including CAPPA, BioExplore, Halpin, Spraoi).

NOTED.

Research Integrity update

CIT will roll out training for Research Integrity using the Epigeum online courses that have been purchased through a combination of IUA and THEA funding. All research supervisors, potential supervisors and key research personnel will be offered the training, as will Heads of Depts. and Schools and other key senior personnel.

Measures of how institutions address Research Integrity will be included in the new Institutional Performance Framework. In the future, it is likely to be

the case that only researchers who have completed Research Integrity Training will be eligible to submit funding applications to SFI, HRB and other funding bodies.

NOTED.

H2020 update

Discussions have been ongoing about the need for additional support for researchers to develop networks, prepare proposals and when successful conclude the complex negotiations with the EU. At present, non-exchequer funding is highlighted under the National Strategy for R&I, Innovation 2020, and CIT has, to date, done relatively well because of our H2020 performance. This has significantly enhanced the Institute's reputation in the R&I area, providing benefits beyond the financial drawdown itself.

NOTED.

Upcoming funding calls (x3) with significant strategic relevance

Centres for Research Training (CRT's). A consultation call has opened for Institutions to submit their views on how CRT's should be organised and in what domains. A CRT is intended to address the training needs of PhD students in a particular discipline area.

SFI Infrastructure Call. This is for items of capital equipment in excess of €500,000. Consortia are specifically encouraged to include IoT's in applications. There are various matched-funding requirements (10%) which are always difficult for IoT's.

EI Technology Gateway Infrastructure Call. A delegation from the IoT's will meet with EI CEO Julie Sinnamon to discuss the potential call structure and to impress on EI that Technology Gateway funding from EI does not pay for the full cost of operating the Gateways, in particular where key items of equipment are concerned.

Dr Flynn referred to the above upcoming funding calls. There will be no more funding calls of strategic relevance to CIT.

Athena Swan

The Athena Swan Self-Assessment team (SAT) is now meeting monthly in CIT, with a view to having a submission for Bronze Award ready by the November round. A survey of all staff has been conducted, along with number of focus groups. Individual areas have been selected for initial submission for departmental awards. The Athena Swan initiative should come under the broader heading of diversity, inclusion and equality; these activities will be strategically important for CIT into the future.

Dr Flynn advised we have a successful team now set up in CIT. We are very fortunate that Dr Áine Ní Shé is on the national committee. The process kicked off in CIT in January 2017. We have done a staff survey and have set up a number of focus groups, and have a number of information sessions planned for all staff. Nationally, there is an emphasis on resourcing to be put in, as a demonstration of serious commitment, to diversity, inclusion and equality.

CIT Blackrock Castle Observatory

Activity at BCO continues to grow, with rising visitor numbers, expanded engagement with schools and teachers and increased leadership on a national level in the space and astronomy domains.

NOTED.

28th Irish Researchers Environmental Colloquium (Environ 2018)

A very successful 28th colloquium was hosted by the School of Building and Civil Engineering and the Sustainable Infrastructure Research and Innovation group (SIRIG) between 26-28 March, with over 50 delegates attending.

NOTED.

Innovation Week

Since 2011 Innovation Week is a week-long series of events promoting and celebrating innovation and entrepreneurship at CIT. Events are organised for students, staff and enterprise and over 1,500 people take part in one of the 26 events held throughout the week across the different campuses. The CIT “Student Entrepreneurs of the Year” are announced on the final day of the week at a showcase in the Nexus.

2017-2018 CIT Prize for Innovation

The CIT Prize for Innovation competition, held during Innovation Week, had 48 applications, involving over 230 students from across the college. These 48 applications were shortlisted to 16 who competed in the final adjudication process in the Rubicon Centre.

The prizes included €10,000 in cash, which was sponsored by the Cork City and County LEOs, as well as a €3,000 Nimbus Development Prize. The prizes were awarded at the showcase and award ceremony.

The winning teams are outlined below:

Prize	Project	Department(s)	Supervisors
CIT Prize for Innovation - €4,000	Safely Snooze	Biomedical Engineering, Mechanical Engineering & Business in Marketing	Hugh McDonald, Lisa Murphy & Scott McGowan
Best Business Opportunity - €1,500	Zipit	Biomedical Engineering, Mechanical Engineering and Business in Marketing	Hugh McDonald, Lisa Murphy & Scott McGowan
Best Concept - €1,500	MacGlas	Biomedical Engineering, Mechanical Engineering–	Sean F.O’Leary
Best Pitch - €500	ICTUM	Biomedical Engineering,	Hugh McDonald, Lisa Murphy &

		Mechanical Engineering & Business in Marketing	Scott McGowan
Social Innovation award/ Enactus - €1,000	Village Grub	Visual Communications	Gwen Lettice
President's Award - €1,000	Three D	Masters of Business	John Meyler
Nimbus Development Prize - €3,000	SEA SOAP	Marine Engineering	Jane O'Keefe

Dr Flynn referred to the very successful Innovation Week. This is a real example of many different disciplines in CIT coming together. The Innovation and Enterprise Office acts a conduit for bringing people together – engineers, scientists, business, humanities, arts and music. Of the 50 short-listed projects at the Student Entrepreneurs Finals, 11 of those were from CIT. Further details will be available for the next meeting of Governing Body.

DELTA Awards

The inaugural national DELTA Awards (Disciplinary Excellence in Learning Teaching and Assessment) were hosted by the National Forum on Wednesday 21 March 2018 in Dublin, to celebrate discipline groups within institutions who demonstrated sustained achievements in Teaching and Learning enhancement. The DELTA Awards are designed to enhance, showcase and strengthen teaching excellence in higher education by recognising the value of teaching at a national level. There were 48 entries nationally from Higher Education Institutions and 18 were shortlisted (3 from CIT). 11 awards were presented and CIT were the winners in the Business category in recognition for the work it does in the area of student entrepreneurship.

The Award recognises the integrated student-centred approach to Entrepreneurship Education which is operationalised through the ACE (Accelerating Campus Entrepreneurship) group comprising of the Innovation and Enterprise Office, Academic Departments across four campuses, Research, the Rubicon Centre, CIT Students Union, Student Enterprise Interns and the Hincks Centre for Entrepreneurship Excellence. The work of this group has resulted in many ground-breaking student entrepreneurship activities including: Student Inc., Ireland's first accelerator programme and the Business Model Canvas Model for First Years, which sees over 500 First Year students pitching business ideas to the Rubicon team annually.

Dr Flynn extended congratulations to the Entrepreneurship Education team on winning a national Delta Award. CIT had 3 projects short-listed under the National Forum for Teaching and Learning and won one award in the business category in recognition for the work it does in the area of student entrepreneurship.

Rubicon Centre

Investment: During the reporting period, a number of Rubicon companies secured investment to develop their projects further:

1. Glavloc (Alternative House Construction Method).
Glavloc were part of New Frontiers Programme in 2017, are now moving to a new premises to begin manufacturing
2. Remote Signals: A participant on this year's New Frontiers programme has secured funding in private investment which will now be used to roll out its first product, a soil temperature device for the agricultural sector which is already deployed by Teagasc nationally
3. Swyft Energy: A participant on this year's New Frontiers programme has secured funding of private investment. The investment will allow them to add up to 10 new jobs and enter the UK market

Dog Day Media, a company that was set-up by a CIT student on Student Inc., moved out of the Rubicon Centre in February to a bigger office in the City, which has its own studio which allow the company to expand its workforce and its client base.

NOTED.

Competitive Start

Rubicon clients continue to apply for public funding, including the Competitive Start Fund run by Enterprise Ireland. In the most recent call 4 Rubicon companies applied, all of which were shortlisted to pitch – nationally only 20 pitches were shortlisted from over 100 of applications.

NOTED.

Boston MASS Challenge

The Recent Cork County Council sponsored MASS Challenge Accelerator has selected two Companies from the Rubicon to travel to Boston. These are Vincent Forde, Gasgon (CIT graduate who won the CIT Prize for Innovation in 2016, participated in Student INC and is part of the current New Frontiers cohort) and Breffini Allen of Habitus (Exxcel Programme participant 2017). MASS Challenge will allow both companies to meet potential investors and Customers in Boston this April.

NOTED.

Vietnam

George Bulman, along with Helen McGuirk from Hincks, visited Vietnam from the 9th to 16th March 2018 as part of the VIBE project. Included in the trip were the four Universities in central Vietnam – University of Economics Danang, Hue University, Quy Nhon University and Kontum University. They delivered workshops to 171 students, 20 staff and a number of local entrepreneurs. It was also agreed with the incubator in Danang to carry out a joint training workshop for start-ups, via satellite link, in 2019.

NOTED.

CIT Spin-outs:

- A number of the AventaMed patents were granted for Europe, Australia and China
- AventaMed have closed their second funding round
- OrthoXel implanted their first tibia nail in February and their second one in March as part of a human trial in Cork University Hospital

NOTED.

Events Attended / Hosted by the Innovation & Enterprise Office and Rubicon Centre Team

- Nimbus Event held in Páirc Uí Chaoimh: “ Beyond the Internet of Things – How to harness the next wave of digital technology and investment”
- Technology Transfer Essential Duties Seminar
- IRDG Funding & Collaboration for Business Innovation Event Radisson Blu
- Hosted Board of Knowledge Transfer Ireland (KTI) in Rubicon on 2nd Feb
- Presentation at a workshop at the Environ 2018 conference by Commercialisation Specialist
- Judging Innovation Week Competitions
- National Women in Enterprise Day - LEO organised event in County Cork
- British Columbia College Presidents Visit to CIT
- Latvia EU Projects visit to CIT
- Visit to Ludgate, West Cork
- Life Long Learning Event - Older Entrepreneurs

NOTED.

2. Extended Campus, Alumni and Internationalisation

Springboard+ 2018

Re-registrations for second semester funding is ongoing for all students enrolled in 2017. For 2018/19, twenty Springboard and two ICT courses were submitted for funding on 09/03/2018. Several courses are collaborative (with UCC and with IT Tralee) and nationally offered (culinary courses). The number of proposed places is 544.

A summary of the courses proposed is provided below:

CIT Springboard Proposals

Programme Title	Department	Credits	Level	Total cost
Total Immersion Culinary Programme (TICP)	Tourism & Hospitality	60	6	€220,800.00
Bachelor of Arts in Culinary Arts	Tourism & Hospitality	60	7	€110,400.00
Special Purpose Award in Space Studies for Industry	Faculty Of Engineering &	15	8	€36,000.00

		Science		
Special Purpose Award in Designing Innovative Services	Accounting & Info. Systems	10	8	€25,000.00
Special Purpose Award in Capital Markets	Accounting & Info. Systems	20	8	€40,000.00
Cert. in Science for Biotechnological Manufacturing Ops.	Process Energy & Transport Eng.	10	6	€48,000.00
Certificate in Biopharmaceutical Supply Chain Management	Process Energy & Transport Eng.	20	8	€80,000.00
Diploma in Biopharmaceutical Manufacturing Operations	Process Energy & Transport Eng.	60	7	€120,000.00
Certificate in Validation Science	Process Energy & Transport Eng.	10	7	€50,000.00
Certificate in Cleanroom Manufacturing Practices	Process Energy & Transport Eng.	10	6	€33,000.00
Certificate in Process Engineering Developments	Process Energy & Transport Eng.	25	9	€60,000.00
Certificate in ICT Project Management	CAMMS	10	8	€29,700.00
Certificate in Automation & Control	CAMMS	20	7	€120,900.00
Lean Sigma Black Belt	CAMMS	30	8	€62,400.00
Lean Sigma Green Belt	CAMMS	15	7	€27,000.00
Lean Sigma Yellow Belt for Operations & Service Design	CAMMS	10	6	€20,625.00
Cert. in Mechanical, Electrical & Plumbing BIM Applications	CAMMS	15	7	€52,500.00
Certificate in Smart Manufacturing Technologies	CAMMS	20	7	€64,000.00
Certificate in Supervisory Management	CAMMS / IT Tralee	20	6	€108,000.00
Postgrad Cert.in Information Design & Development	Computer Science	30	9	€42,000.00
Totals				€1,308,325.00

ICT

Programme Title	Department	Credits	Level	Total cost
Higher Diploma in Science in Data Science & Analytics	Mathematics	60	8	€166,248.00
Higher Diploma in Science in Cloud Computing	Computer Science	60	8	€150,000.00
Totals:				€316,248.00

Dr Flynn referred to the above level of engagement for the Springboard programme. Hopefully there will be outcomes from that at the end of May.

Work Based Learning / Recognition of Prior Learning Research and Practice

The CIT Extended Campus (through Deirdre Goggin) represented CIT at the following events:

- RPL practitioner network – meeting 16th January
- QQI – planning for the forthcoming year. Implementation of practitioner, policy and editorial boards. Conference also planned for October 2018 in Kilkenny.

- An Tobar – QQI/ ETBI and Defence Force Project Training in conjunction with Donegal ETB on January 17th and February 23rd.
- In service training conducted with Kilkenny/Carlow ETB on March 5th with Adult Literacy service on the Tobar project.
- A similar session was conducted with Cork ETB on February 6th on the ETBI RPL consultation document and the TOBAR project overview. Deirdre Goggin sits on the Cork ETB management team for the Tobar project.

Summary of RPL Student Support Activity by CIT Extended Campus (Phil O’Leary):

- There were 286 RPL cases submitted for credit this academic year (since September 2017).
- In Semester 2 there were 87 RPL cases submitted.
- There were 18 workshops delivered support to candidates in the first six weeks of Semester 2. Of these cases:
 - 6 were based on experiential learning
 - 7 were a combination of learning
 - 74 were based on prior formal learning
- In addition, one-to-one support was provided on an ongoing basis as required over the term.
- Cork Lifelong Learning festival, workshop on valuing learning from community involvement, CSM 21st March. The workshop explored how to capture everyday learning gained in a community setting and make it visible to take advantage of future opportunities in the workplace and education.

NOTED.

Engagement with Companies and Organisations

The two faculty representatives based half-time in the Extended Campus - Dr Rose Leahy and Daithi Fallon - continue to support interactions with companies and organisations. Work placement and live case projects and other interactions planned or in the process of being planned with numerous companies, including:

- Meetings with the Atlantic Flight Training Academy, including one in Ryanair HQ with Peter Bellew COO;
- Discussions with Kieran Coleman from Motor Sport Ireland to further progress the work that has been done so far on live cases. Possible future collaboration with Dept. Media Communications;
- Dr Rose Leahy and Deirdre Feeney attended the Sales Institute breakfast event in CIT on Feb 22nd and hosted the external judges on March 9th for the APP competition;
- Preliminary discussions with William O’Brien Public Storage re a live case;
- Alimentary Healthcare, took students on work placement in 2017, have been back in touch to recruit more students/graduates;
- Elaine Boland and Dr Rose Leahy assisted Claudia Wagner (Dept. Marketing & Int. Business) in finding placements and projects for Masters students through an email campaign which yielded very positive results;

Other companies who have contacted CIT Extended Campus for work placement students, and who have been connected with co-ordinators include:

- The Bridal Lodge
- Amber Service Station Fermoy
- Cronin's pub Crosshaven
- Instat Sports

NOTED.

Company interactions / Visits to CIT:

Maria Durban with the CIT Extended Campus team has developed a process to plan and support visits requested by the IDA and other companies and to record activity and outcomes. We have had **7 IDA-requested Meetings up to 21/03/18**, of which 5 have been held in CIT, 1 in UCC and 1 offsite, most facilitated by Daithi Fallon on behalf of CIT Extended Campus:

- IDA familiarisation visit to Cork on behalf of their Overseas Marketing Executive, Suzanne Lynch, based in the Emerging Business team at their Chicago Office
- Assessing the potential of setting up additional laboratory space in Cork - reassurance on the availability of skills and talent in the region as they would be looking to hire graduates of life science/chemistry courses who have analytical and lab-based skills
- Assessing the viability of the location for setting up an additional international hub in Ireland
- High profile technology discussion - technology talent availability is a concern as Cork is competing with other countries for a technology investment
- Assessing the potential of setting up a European operation here. The company have expressed an interest in gaining an insight into how the ecosystem here in Cork supports companies
- Assessing the viability of setting up a small operation here, with the availability of skilled talent being the most important factor
- Discussion on available skillsets for supply chain and engineering for the medical technology industries, with a view to how CIT work with companies on SPA's, graduate recruitment etc.

NOTED.

Events attended

Joint event aimed at SMEs with CIT Careers Service planned for 12th April, to facilitate engagement interactions with SMEs including: work placement, recruitment, live cases and projects, applied research and innovation vouchers etc.

NOTED.

Social Media and Promotional Activities

Marketing intern Deirdre Feeney has developed 9 new cases studies since January and has also focused on Twitter, LinkedIn and Newsletter activity.

All show a steady growth in impressions, profile visits and new followers.

NOTED.

Extended Campus Newsletter

March 2018 (external)_Total number of recipients: 705

Open rate	18.9% (127 people)
List Average	14.7%
Industry Average	18.1%

NOTED.

Other Activities and News

- Prof Irene Sheridan, Head of CIT Extended Campus, spoke at Dell/EMC for International Women's Day on the topic of diversity and inclusion.
- Dr Orla Flynn, VP External Affairs, spoke at Bank of Ireland Workbench International Women's Day seminar.
- VISKA Erasmus + project whose focus centres on making adult learning visible and more specifically that of the low skilled, migrant and refugee. The second interim report on the progress and contribution of CIT Extended Campus as the Research and Evaluation partner and of the project in general will be submitted by the end of January and will cover the period for March 1st until December 31st 2017. VISKA is a three year project and is led by Skills Norway. On March 20th and 21st CIT Extended Campus facilitated a research workshop for staff of three of the partner countries of the Viska project. The workshop was facilitated by Prof. Irene Sheridan, Prof. Margaret Linehan and Deirdre Goggin.
- CIT Extended Campus and CAMMS are coordinating a learning clinic with Boston Scientific on April 5th to promote potential upskilling and re-skilling opportunities to staff.
- CIT Extended Campus has collaborated on a research proposal with Nimbus and one with Eurashe.
- Education and Skills to accept a position on the Board of QQI

NOTED.

Alumni Office Events

Meet the Graduate Programme

The CIT Alumni Office created opportunities for graduates to revisit the Institute to share their career to date with current students as part of Meet the Graduate Programme. To date **nine** graduates have returned to CIT from a range of disciplines including Accounting, Business, Media Communications, Electrical Engineering and the NMCI. The initiative has engaged over **300** students with further talks scheduled in the coming weeks. The programme is supported by the Student Engagement Office.

NOTED.

Fancy Following CIT? Campaign

The CIT Alumni Office recently launched a campaign to build brand awareness of the Alumni Office among the current student body. Each month short profiles of alumni feature in the student magazine Explicit. The

feature includes alumni social media handles and students are encouraged to follow alumni across various social media platforms. To date, **nine** short alumni profiles have featured and the campaign will continue next year.

NOTED.

Events

- The CIT Alumni Office in collaboration with the Department of Marketing and International Business hosted an event entitled “Under the Influence” where CIT alumni who are experts in the area of influencer marketing revisited the Institute to talk to current students as part of Innovation Week (5th March).
- The CIT Alumni Office hosted informal gatherings in Hong Kong and Boston (January and February 2018)
- Key CIT alumni located in Boston invited to dinner hosted by Cork Chamber of Commerce in Boston.
- CIT Alumni Office presence at CIT Post Grad Fair (20th February).
- CIT Alumni Office attendance a Public Relations event as part of Innovation Week (7th March).
- Attendance and support by CIT Alumni Office in Republic of Work as part of International’s Women’s Day (8th March).
- Attendance at Alumni Offices’ Network of Ireland Meeting, Maynooth (14th March).
- Attendance at a meeting in the Department of Foreign Affairs, Dublin to discuss alumni engagement as part of Ireland’s Diaspora Policy (22nd March).
- Visit to the University of Manchester to learn about their very successful Mentorship Programme and other alumni and career led initiatives (28th March).

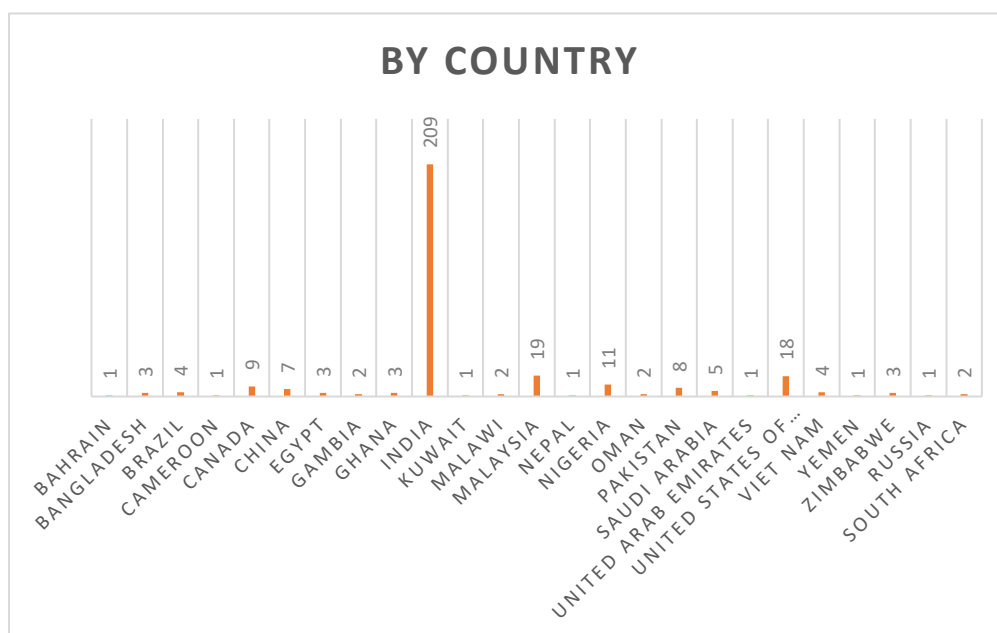
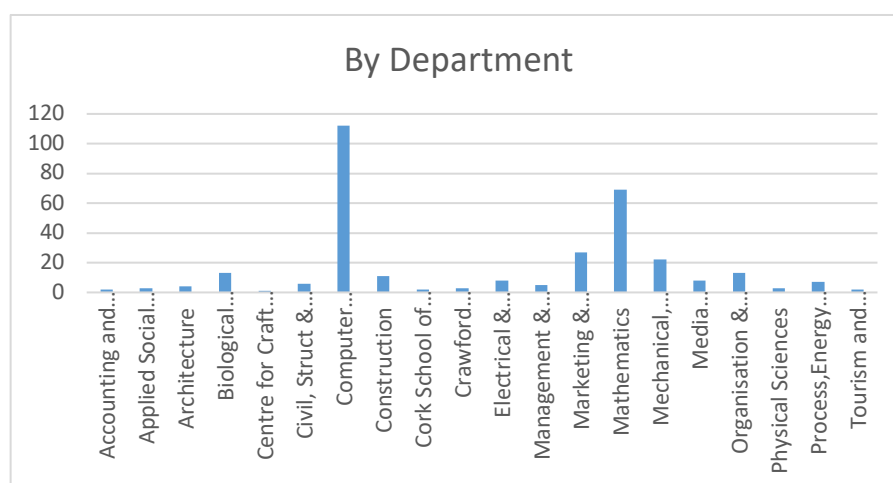
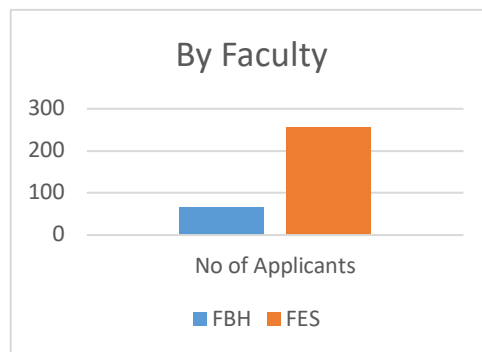
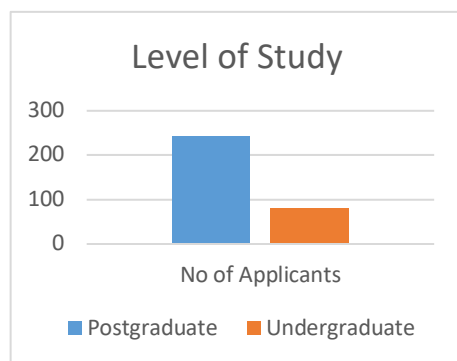
NOTED.

International Office

International Applications 2018/2019

A total of 321 non-EU applications have been received to date for the 2018/2019 academic year. Non-EU applications are processed on a rolling basis. A total number of 94 offers have been issued to date primarily from the Department of Computer Science and the Department of Mathematics. To compare this to the 2017/2018 academic year, 113 non-EU applications had been received this time last year with 42 offers issued to non-EU applicants.

Please refer below for the breakdown of applications by Level of Study, Faculty and Department.



Dr Flynn highlighted the positive significant increase in applications in the International Office compared to last year. There are three times as many offers made compared with last year. She referred to the above graphs. The ratio of postgrads/undergrads applications is 3:1. This is a testament to a number of Heads of Departments who made postgraduate offers and in particular the Department of Computer Science and the Department of Mathematics.

Education Missions Abroad

Country	Comment
India, February 2018	<p>Ms Carmel Jordan (International Office), Mr Tim Horgan and Dr Sean MacSweeney (Computer Science).</p> <p>At the Ambassadors Reception event in New Delhi, Mary Mitchell O'Connor, TD, Minister of State at the Department of Education for Higher Education launched Ireland's only full time MSc in Artificial Intelligence, to be offered in CIT from September 2018. Accompanying the Minister at the launch were Mr Tim Horgan, Dr Sean MacSweeney, Barry O'Driscoll, Education in Ireland, Mr Nilankur Mazumdar (Johnson Controls, Pune) and Ambassador Brian McElduff.</p> <p>http://digitallearning.eletsonline.com/2018/03/rise-of-ict-in-higher-education/</p>
Malaysia, March 2018	<p>Ms Carmel Jordan, International Office and Professor Ger Kelly, Head of Department of Mechanical, Biomedical and Manufacturing Engineering travelled to Malaysia in March to participate in the Mid Valley Education Fairs.</p> <p>Prior to the education fairs, Professor Kelly met with CIT's partner universities, USCI, Methodist College, INTEC and UNITEN.</p>

NOTED.

Incoming Visits

US and Canadian High School Counsellors Visit

A delegation of 15 high school counsellors from the USA and Canada were to visit CIT on Thursday March 1st, led by Education in Ireland. This group is influential in terms of advising students and parents on study abroad opportunities, presenting a good opportunity for CIT to showcase its offerings. The counsellors will also meet with existing students to discuss their experiences studying at CIT. Unfortunately Storm Emma saw the cancellation of this visit.

NOTED.

British Columbia Colleges Visit

A delegation of Presidents and Vice Presidents from British Columbia Colleges visited CIT on March 7th. THEA are currently negotiating similar agreements as held with Ontario Colleges with British Columbia Colleges.

Discussions include a wide range of topics including undergraduate and postgraduate study, industry partnerships, applied research, collaboration project between programme areas, faculty exchanges and trades training and innovation.

NOTED.

Events

- “Tết Việt” (Vietnamese New Year) - CIT’s Vietnamese students organised “Tết Việt” (Vietnamese New Year) for the first time in CIT on 17 February 2018. The International Office, International Student Society and the Arts Office supported the event. The Deputy Lord Mayor of Cork City Council Cllr. Paudie Dineen, CIT Vice President of External Affairs Dr Orla Flynn and approximately 50 people attended this event including international students from CIT and UCC as well as a number of CIT lecturers.

NOTED.

Erasmus+ KA103- Mobility between Programme Countries for 2017-2018

Outgoing Erasmus Students – Spring Semester 2018

Breakdown of Outgoing Student Numbers for Spring Semester 2018
(additional to September full year students)

- Study Exchanges: 33
- Placements (semester 2): 28

The School of Business has sent the highest number of students abroad so far this year. Many of these students are studying International Business, with a language, and are required to spend one or two semesters abroad to develop their foreign language skills. Nine of these students have succeeded in finding work placements at companies in France and Germany. The Department of Biological Sciences, will be sending 22 students to French, German, Spanish and UK companies to carry out work placements. The department’s solid relationship with the University of Bourgogne - IUT Dijon, has generated a large number of placements within their on-campus research company, IMIDA. In addition, one of this year’s students will be carrying out his placement at IMIDA’s centre in the French Caribbean territory of Guadeloupe.

NOTED.

Incoming Erasmus Students Spring Semester 2018:

Preparations are being made for the Orientation day for the semester 2 exchange students, which will take place on Friday, 26th January. No of students. Incoming students:

- 33 incoming Erasmus exchange students (from Europe)
- 1 incoming Erasmus+ student from Vietnam
- There will also be two incoming George Mitchell Scholars from

Maine, US.

A further 15-20 incoming Erasmus internship students will arrive during March and April 2018.

NOTED.

Erasmus Staff Mobility

In line with CIT's internationalisation strategy, Erasmus staff mobility funding is being utilised for both teaching and non-teaching staff during the spring semester. Erasmus staff mobility facilitates staff development, networking opportunities, and knowledge sharing with colleagues at institutions or enterprises abroad. The School of Business has availed of teaching staff mobility funding to enable lecturers to participate in the European Creative Futures intensive programme, in Oslo in late January, as well as the intensive programme which is run annually by the School of Business in Hogeschool Utrecht. The International/Erasmus office provides supplementary funding towards student costs for these programmes. It has been found that students who attend these short-term study programmes abroad are more likely to consider going on an Erasmus semester or full year exchange or placement.

NOTED.

Erasmus+ International Credit Mobility between Programme and Partner Countries KA107 – Project Updates

2016-2018 Project:

A further student from the University of Economics, University Danang, CIT's partner university in a joint ICM project, is due to study in CIT's School of Business for semester 2. One further outgoing staff mobility will take place before the project ends on 31st July 2018.

2017-2019 Project:

Dr John Hobbs of the School of Business recently completed an ICM academic mobility to the University del Rosario, Bogota, Colombia, funded by the new ICM project for 2017-2019, which will also involve staff exchanges with institutions in South Africa, Botswana and Danang, Vietnam. Dr Hobbs will visit the Botswana International University of Science and Technology during the spring semester.

NOTED.

Application for Erasmus+ KA103- Mobility between Programme Countries & KA107 – International Credit Mobility between Programme and Partner (non-EU) Countries (deadline 1st February 2018)

CIT will be seeking an increased number of study and placement grants (Europe) in view of the anticipated further increase in outgoing student numbers during the next academic year. The number of International Business students studying abroad is set to increase again next year, whilst some Engineering and Science courses are now including a placement period. The high demand for placements will, in turn, create increased demand for overseas placements. In view of this increased international work placement activity, the International Office will allocate Erasmus support

funding to staff, to carry placement assessment visits, and to build further industry contacts abroad.

It is anticipated that CIT will submit another application in response to the 2018 call for International Credit Mobility funding (KA107), building on our success with the three ICM projects which have been funded to date.

NOTED.

The Chairman thanked Dr Flynn for her briefing.

1804.10

ARTS SUB-COMMITTEE:

The Chairman invited the Chair of the Arts Sub-Committee to take this item.

10.1 Signed Minutes of the Arts Sub-Committee meeting held on Wednesday 10 January 2018 were circulated with the Agenda.

Ms Fitzgibbon referred to the signed Minutes of the Arts Sub-Committee meeting which had been discussed at the 1 February 2018 Governing Body meeting.

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

Governing Body APPROVED the Minutes.

10.2 Draft Minutes of the Arts Sub-Committee meeting held on Wednesday 7 March 2018 was circulated with the Agenda.

1. Minutes of the Previous Meeting 10th January, 2018.

1.1. The minutes of the previous meeting were proposed, adopted and signed.

NOTED.

2. Matters Arising

2.1. Item 2.1 from the previous meeting: All details of arts events, concerts, and other arts activities in CIT generally are available online at arts.cit.ie and csm.cit.ie for events at CIT Cork School of Music.

2.2. Item 2.2 from the previous meeting: There are no updates, re naming the theatre in NMCI

2.3. Item 2.3 from the previous meeting: Kevin Tuohy and Jody Power met and will formulate a plan for placement of additional artworks from the CIT Collection in NMCI, ideally to take place over the summer break

2.4. Emelie congratulated the Arts Office on its work to date.

2.5. Item 4.0 from previous meeting: A sub Committee has been formed to look at the planned "Arts Rich Institute" video.

2.6. Item 7.0 from the previous meeting: The Chair was informed that

Cllr Mary Hegarty is following up re the proposed touring exhibition from CIT Art Collection to the West Cork Arts Centre.

NOTED.

3. Report from the Arts Office Administrator

- 3.1. There are still challenges to make the Rory Gallagher Theatre more suitable for use for internal and externally generated requests.
- 3.2. The lack of changing facilities is still an issue, and the current practice of people using back stage to change is not ideal and may have health and safety implications.
- 3.3. As an ongoing practice, people who use the theatre are asked for feedback. The lack of changing facilities is one subject that is commented on regularly.
- 3.4. Arts Office intends to develop the Rory Gallagher Theatre as a “guided self-service” facility for students, with access to training and support to facilitate use, and shared responsibility promoted to build collaboration between students and the Arts Office, and between various student groups.

NOTED.

4. A.O.B.

- 4.1. It was noted by a member of the committee that signage, although improved, was still not enough for an unfamiliar visitor to CIT to navigate around the Bishopstown Campus. It was noted that whenever there was an event in CIT Bishopstown Campus, extra temporary signage was put up around campus.
 - 4.1.1. Various suggestions were put forward to address this.
 - 4.1.1.1. A colour coded system to code all Departments in CIT
 - 4.1.1.2. A Wayfinding project, which can give scope for student participation
 - 4.1.1.3. Video walks with voice over describing various rooms along the “walk”
 - 4.1.2. It was proposed to bring the issues of campus navigation, legibility and identity to Governing Body, as they are issues that need to be coherently addressed on an Institute level.
- 4.2. The high profile ground floor gallery space in the CIT CCAD Grand Parade Building is currently underutilised. There are daily requests to exhibit in this space, but staff are currently fully committed elsewhere and cannot manage these requests. If this space is to be used to optimum benefit it will need a staff member dedicated to the management of the space and related programming.
- 4.3. Rory Gallagher Commemoration: Rory Gallagher played in the Atrium of then RTC Cork in November 1993, as the headline act of the inaugural Cork ArtsFest. The 25th Anniversary of that event will occur in 2018.
 - 4.3.1. Members of the Arts Committee have suggested that this be marked

- 4.3.1.1 It was suggested that a series of events be devised and booked around this date.
- 4.3.1.2 A suggestion to revisit the Cork ArtsFest previously produced by CIT.
- 4.3.1.3 Specific resources and considerable voluntary efforts would be required.

NOTED.

5. Main actions:

- 5.1 Emelie Fitzgibbon to bring the issues of campus navigation, legibility and identity to Governing Body.
- 5.2 Subcommittee consisting of Kevin Tuohy, Marese Bermingham, Catherine Fehilly and Emelie Fitzgibbon is to formulate a brief as to the direction of the video.

NOTED.

Ms Fitzgibbon advised that there have been a lot of arts activities going on in the various campuses. These activities can be found at arts.cit.ie or csm.cit.ie and there is an update every Friday from CIT Cork School of Music.

Kevin Tuohy, Arts Officer and Jody Power, NMCI have met and have formulated a plan for the placement of additional art works from the CIT collection in NMCI. This will take place over the summer break.

A Sub-Committee of the Arts Sub-Committee has been formed to look at the planned Arts Rich Institute video and to move that on. Cllr Mary Hegarty is following up on the proposed tour exhibition of the CIT art collection to the West Cork Arts Centre. This will get our arts profile out into the general community. There are still some challenges with the Rory Gallagher Theatre, but it has been very very active. There has been a lot of training and support in the facility which is encouraging professionals to come in and look at the building and consider using the Rory Gallagher Theatre as well as a student facility. She brought two matters to the attention of Governing Body for consideration.

- (i) *it is noted that signage is difficult around the Bishopstown Campus. For people coming in it is slightly disorientating. The Arts Sub-Committee agreed that there would be some visualisations done to make life easier for people coming into the campus.*
- (ii) *In 1993 Rory Gallagher played in the atrium of the Regional Technical College as the headline act of the inaugural Cork ArtsFest. The 25th anniversary of this event occurs this year. The Arts Sub-Committee suggests that this should be marked by revisiting the ArtsFest or a single event. It was felt it would be very good for the profile of CIT if the anniversary was marked.*

Mr Gallagher advised that there was an event planned for the day before Rory's birthday but it coincided with the Thursday of the snow and had to be postponed.

Mr Ó Súilleabháin echoed what was said in relation to the lack of signage. This has been problem for four or five years and it is Institute-wide. He had previously raised this matter at a previous Governing Body meeting. It is a complete disaster.

Dr Ní Shé stated that at the Arts Sub-Committee meeting, Ms Catherine Fehily, Head of CIT CCAD, and who has come from the UK, advised that there are professionals who will look at the campus with fresh eyes and from the perspective of visitors trying to find their way around. It would be money well spent in terms of navigating the visitor but would also refresh the campus look.

The Chairman stated this matter has come up quite often at Governing Body and we need an update and an action for the next meeting of Governing Body.

Mr Gallagher agreed, it is something that has to be done. We have a bigger issue in terms Health & Safety in relation to mobility around the campus. It is a significant project but he agreed he will address the matter.

The Chairman thanked Ms Fitzgibbon for her briefing.

1804.11

STRATEGIC DEVELOPMENT SUB-COMMITTEE:

The Chairman as Chair of the Strategic Development Sub-Committee took this item.

11.1 Signed Minutes of the Strategic Development Sub-Committee meeting held on Monday 8 January 2018 were circulated with the Agenda.

The Chairman referred to the signed Minutes of the Strategic Development Sub-Committee meeting which had been discussed at the 1 February 2018 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.

11.2 Draft Minutes of the Strategic Development Sub-Committee meeting held on Monday 5 March 2018 was circulated with the Agenda.

Agenda Item 1: Apologies:

Cllr Patrick Gerard Murphy, Mr. Sam Dawson, Mr Ted. Owens

NOTED.

Agenda Item 2: Minutes of the Previous Meeting – 08th January 2018

The Minutes of the Strategic Development Committee meeting held on the 08th January 2018 were approved and signed.

NOTED.

Agenda Item 3: Strategic Plan Update

The chair invited Mr. Tadhg Leane, the Head of Strategic Development and Dr. Catherine Frehill, the Strategic Management Facilitator to update the committee on the Strategic Plan. Mr. Leane informed the committee that due to the severe weather conditions last week the report would be verbal, but that documentation would be presented at the next meeting. The Strategic Development committee will hold a special meeting in April to discuss the draft Strategic Plan in detail.

Dr. Frehill informed the committee that an inclusive consultation process has begun with staff. To date four sessions have taken place as follows:

- Faculty of Business and Humanities senior staff (i.e.
- Head of Faculty, Heads of School and Heads of Department)
- external affairs,
- finance, academic administration
- and the Registrar's Office.

Several sessions had to be cancelled due to the severe weather conditions but will be rescheduled. The Science and Engineering departments will carry out their own feedback sessions. The chair indicated that there might be benefit in Dr. Frehill attending some of the Engineering and Science meetings. It was acknowledged that this is an ongoing process, but to date the sessions are providing good feedback and ideas from staff. The commonality between the sessions being student focus and an interest in CPD for staff. It was noted that the MTU project has been discussed but it is not dominating the sessions.

The committee suggested that external stakeholders should be included in the process. Organising a date well in advance, to give stakeholders enough notice. Highlighting that the committee should be made aware of all plans and documentation before the external stakeholders.

The chair requested a detailed document on the Strategic plan. Explaining the strategic planning methodology and providing the committee with a sense of how the process is developing. The Governors agreed.

The committee agreed that on completion the Strategic plan will provide an excellent base for Marketing and branding of the Institute. It was stressed that CIT must further develop the brand and utilise every opportunity.

NOTED.

Agenda Item 4: Building Projects: Update on LRC PPP Project South Presentation Lease

The chair invited Mr. Paul Gallagher, Vice President for Finance and Administration to update the committee on the ongoing building projects.

Mr. Gallagher began by updating the committee on the LRC PPP Project.

Mr. Gallagher highlighted and acknowledged the hard work and assistance of Ms. Kyra Dunne and Ms. Susan Brennan throughout the process.

The committee acknowledged that the Governors should take a walk through the 1974 building, to get a greater understanding of the current facilities. It was suggested that it would be beneficial to get local politicians out to CIT to see the campus. There is a need to promote and market the Institute.

Mr. Gallagher followed on by discussing the South Presentation Lease.

NOTED.

Agenda Item 6: Sober Lane

Mr Cillian Ó Súilleabháin discussed the Sober Lane premises, as he was concerned about student safety and inquired if appropriate solutions had been put in place. The committee was informed that a security camera system had been installed for student safety and the toilet facilities had been addressed.

NOTED.

Agenda 7: AOB

Actions:

- Dr. Frehill will circulate the updated strategic documentation to the committee members.
- Going forward Dr. Frehill will update the members on progress on a regular basis.
- Dr. Frehill/Mr. Leane will give a presentation on how the strategic plan is developing. Providing the committee with a sense of how the plan is progressing, at the next SDC meeting.

The next meeting is scheduled for Monday 9th of April 2018
The meeting concluded at 4.20pm

NOTED.

The Chairman advised that there was a further meeting of the Strategic Development Sub-Committee held on Monday 9 April 2018 the draft Minutes of which were not available for today's meeting.

The Chairman gave a summary update. He advised that discussion had taken place in relation to the Strategic Development Sub-Committee

transformation. He paid great tribute to Mr Dawson, Mr Ó Súilleabháin and Mr Deane for their input. Consideration was given to what its role and responsibility should be. We are very close to a final draft of our new Terms of Reference which will be brought to the next Governing Body meeting for approval. The basis of our discussion has been around the development of the Strategic Plan for 2018-2023. We are focussing more on the process rather than the content. Before we start we will do a post-mortem on the previous one to make sure we take the goodness out of it and learn, we know we need more KPIs and more reviews as we go along with the Plan and that is in the process. In terms of a stakeholder analysis, he paid tribute to Catherine Frehill because included in the Plan there is a great deal of engagement now and we are trying to make that more uniform and consistent and that is great progress. We have the external stakeholder base and that ties back into our brand. A lot has been covered. This Strategic Plan isn't a plan in isolation. It encompasses the Academic Plan which Dr Ní Shé is going to bring a draft of to the next meeting of the Strategic Development Sub-Committee for consideration, the Master Plan and the Finance Plan. It is about the timeline, the process and the measures. We know the Sub-Committee will deal with tactical critical issues, Sober Lane, safety etc. but we are also considering dealing with beyond the Master Plan. What critical areas do we need to have on the agenda. This is a lofty set of goals and Governing Body input is required. We will need new members of the Strategic Development Sub-Committee because we have changed the Terms of Reference. It would be good to have a broader membership. The mix of external and staff Governors is important.

1804.12

GOVERNANCE:

The Chairman invited the Chair of the Audit & Risk Sub-Committee, Mr Allen to take this item.

12.1 Signed Minutes of the Audit & Risk Sub-Committee meeting held on Thursday 23 November 2017 were circulated with the Agenda.

Mr Allen referred to the signed Minutes of the Audit & Risk Sub-Committee meeting which had been discussed at the 7 December 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 Allen advised that the Terms of Reference of the Audit & Risk Committee be amended to read "The Audit and Risk Committee will consist of at least four members of the Governing Body" as its composition was not compliant with the current Terms of Reference.

12.2 Signed Minutes of the special Audit & Risk Sub-Committee meeting held on Monday 15 January 2017 were circulated with the Agenda.

Mr Allen referred to the signed Minutes of the Audit & Risk Sub-Committee special meeting which had been discussed at the 1 February 2018 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.

The Sub-Committee considered the whole area of the Academy of Popular Music and Garda Vetting requirements. We were advised that the Academy is entitled to register as a body to carry out Garda Vetting in its own right. The Sub-Committee recommends that all third parties utilising the Institute facilities should provide a letter confirming that they meet Garda Vetting requirements where appropriate. Where facilities are hired through a PPP operator, the operator should provide a letter to the Institute confirming Garda Vetting compliance. The President raised the issue of Audition Panels in the Academy. He pointed out that the Audition Panel for entry into the Bachelor of Arts programmes may only consist of two people. It is recommended that in future anybody involved in teaching on a commercial basis should not be involved in the performance assessments and/or interview elements in the relevant area. The Sub-Committee also recommended that in future that there should be a report on significant use of Institute facilities and that it should be presented to the Finance Sub-Committee on an annual basis.

12.3 Draft Minutes of the Audit & Risk Sub-Committee meeting held on Thursday 22 February 2018 were circulated with the Agenda.

Members of the Committee met in private before the main meeting commenced.

1. Minutes of 23 November 2017

The minutes were approved.

NOTED.

Minutes of Special Meeting 18 January 2018

The minutes were approved.

NOTED.

2. Matters arising

CCAD Catering Licence

A tendering process has commenced and is expected to be in place for September 2018.

NOTED.

3. Correspondence

NOTED.

4. Internal Audit

PwC Internal Update

Findings Follow up

The review commenced 14 February and a report will issue to the next meeting on the progress of approximately 65 open audit actions.

NOTED.

HR Function Review

The Review is due to commence in early March and includes the following:

- 1) Compliance with requirements of the Haddington Road agreement
 - a. Contract term management
 - b. Pay
 - c. Garda vetting.
- 2) HR planning & policy e.g. overall plan

NOTED.

Health & Safety Review

The Review is due to commence at the end of May 2018.

NOTED.

Internal Audit Service

It is expected that the provision of Internal Audit Services will be tendered at the end of the current agreement in December 2018.

NOTED.

Joint Venture Internal Audit Report – SEFTEC

Mr. Gallagher highlighted a number of issues raised in the report:

- Directors Terms of Reference – This may have a

- wider scope than the Joint Ventures Systems – Agresso system is overcomplicated for a small company and it is recommended that a more appropriate system be implemented. The Committee queried if the same would apply to subsidiaries and highlighted the need to ensure governance over finance systems.

It is also recommended that CIT Directors of the Joint Ventures would prepare an Annual Directors Report to provide additional assurances.

The Code of Governance for Subsidiaries will need to be revised to align with the new Code of Governance for Institutes of Technology and can address these issues.

A brief discussion in relation to the PPP contract and the long-term financing of the NMCI took place and a PPP refresher for Governing Body was suggested.

Mr Allen referred to the Joint Venture Internal Audit Report – SEFTEC. It recommended that CIT Directors of the Joint Ventures would prepare an Annual Directors Report to provide additional assurances to the Governing Body. The Code of Governance for Subsidiaries will need to be revised to align with the new Code of Governance for Institutes of Technology and can address these issues.

5. Governance

Company Directors

A current company status report and list of Directors was reviewed.

A copy of the Campus Companies Directory was circulated with this report for the information of Governors (GB/A1804.12.3.5)

GDPR (General Data Protection Regulation)

THEA requested PwC to complete a GDPR Readiness Assessment workshop and gap analysis as an initial step in the GDPR compliance programme and the report relating to this was circulated to the Committee.

THEA has established a cross-sectoral working group to review the report and existing policies and to advise on necessary new policies and documentation.

The Committee will be given a progress update at the next meeting.

Ms. Hayes presented the draft Student Privacy Notice to the committee for information. Privacy Notices which give the

data subject clear and detailed information as to how organisations use and manage their personal data are a requirement of GDPR.

The Student Privacy Notice will be recommended to Governing Body for approval.

A copy of the GDPR Student Data Privacy Notice (GB/A1804.12.3.5) was circulated with this report for the information of Governors.

Mr Allen sought the approval of Governing Body for the GDPR Student Data Privacy Notice.

Governing Body APPROVED the Notice as circulated.

The Chairman enquired if the Institute is ready and compliant.

Mr Gallagher advised that an update will be brought to the Audit & Risk Committee meeting on Thursday 19 April 2018 which outlines the plan. From the 25th May we will become compliant. There is a sectoral piece also. A lot of the policy instruments that we need to update will be there. We have a plan which will bring us right through to December in terms of implementation. There also is an on-going plan in terms of staff awareness and training. In terms of the framework for 25 May we are pretty much well advanced.

Mr Ó Súilleabháin stated it will be quite a challenge. In the area of counselling a particular review will need to take place because the information there is not necessarily owned by the client.

Mr Ó Súilleabháin stated that the plaque in the CIT Cork School of Music is still hanging. While he has no problem with a plaque per se but this plaque is specifically saying "CIT Cork School of Music Academy of Popular Music". That is suggesting that the Academic of Popular Music is part of CIT and he major difficulty with that. He has no problem with the Academy having a plaque, but he did have an issue with a private company implicitly styling themselves as part of CIT and that causes problems for us.

Mr O'Leary reminded Governors that we had agreed a number of meetings ago that this plaque was to be taken down. It shouldn't be there.

Mr Allen asked if there was a problem in taking it down.

Mr Gallagher was not aware that there was a problem. He agreed the plaque needed to be taken down and he will follow through on that.

The Chairman stated it was important to say that Governing Body have agreed that the plaque has to be taken down by next Thursday 19 April 2018.

**Higher Education System Performance 2014-2017
(extract)**

The Committee were satisfied with the Institute's performance under the Annual Governance Statement and Statement of Internal Control Indicators section of the report. It is noted that the indicators reflect the 2015/2016 statements and that there has been further compliance since then.

NOTED.

THEA Code of Governance of Irish Institutes of Technology

The Code was approved by the HEA on 26 December 2017. The Code will be a living document which can be revised at any time but will be updated once a year. Some discussion took place regarding the investment of time implementing this in the context of MTU, but the Committee are advised that the Institute is required to comply with the State Code 2016.

The THEA Code of Governance will be recommended to Governing Body in April for review and adoption. The appendices will be reviewed and presented at a later date. An implementation plan will also be presented.

For the information of Governors the following items were circulated with report:

- a) THEA Code of Governance for Institutes of Technology (1 January 2018) – (GB/A1804.12.3.5)*
- b) THEA Code of Governance Key documents for review – (GB/A1804.12.2.5)*
- c) Code of Governance Revision 2018 – Draft Implementation Plan – (GB/A1804.12.3.5)*

Mr Gallagher sought the approval of Governing Body for the THEA Code of Governance.

Governing Body APPROVED the THEA Code of Governance as presented.

Mr Gallagher brought Governors attention to items (b) and (a) above. In terms of (b) he went through the key documents to update. He advised Governing Body that there is a two year exercise to go through to implement fully. There is also the IPA Governing Body Effectiveness Review recommendations and he felt the two projects should be aligned, in particular in relation to Standing Orders,

Agendas and Workplans. It would be a good opportunity to take that on board also.

Mr Gallagher stated he could start to put together a group to start reviewing all of the documentation and bring back decisions through the Sub-Committees. In terms of Governing Body, they will need to decide on what they think the principle outcomes are and the recommendations for incorporation into those Standing Orders.

The Chairman stated that this needs to be an agenda item for the next meeting of Governing Body on 3 May 2018. He felt it was time to commence reviewing agenda items and documentation for meetings for the evolving Governing Body. He paid tribute to Ann for producing the documentation for today's meeting which was gigantic. There are inefficiencies that we need to take out. Tied in with what Mr Gallagher stated, we seriously need to be ready between now and July with a new reporting agenda that is in compliance with the Code of Governance.

Dr Áine Ni Shé advised that at the Council of Registrars level in THEA we are considering academic governance. The implementation varies from Institute to Institute. For example her counterpart does not go to Governing Body meetings unless he is invited to present at certain meetings. That is something to think about for Governors as they reflect. For Dr Ni Shé it was very important for Governors to hear about the academic business of the Institute and where her remit and Governing Body remit comes together. As Registrars, we feel that it is very important that Governors are aware and reassured that the academic framework is in place as well.

The Chairman paid tribute to the President and to Ann, in general, for the timely distribution of the information, and keeping everybody up-to-date which has been tremendous. We need now to look at restructuring and be ready for next year.

6. Finance/Budgets

The audit of the 31 August 2017 accounts is at the Comptroller & Auditor General Director Level review stage.

Ms. Crowley advised that the Travel & Hospitality Policy would be updated in order to address one of the end of audit issues raised.

NOTED.

7. Legal Update

Mr. Barry Coughlan, Legal Officer joined the meeting.

Mr. Coughlan also updated the Committee in relation to a personal injury claim, a Workplace Relations Committee case and disclosures.

NOTED.

8. Next meeting
Thursday 19 April 2018

The meeting was closed.

1804.13

FINANCE SUB-COMMITTEE:

The Chairman invited the Chair of the Finance Sub-Committee to take this item.

13.1 Signed Minutes of the Finance Sub-Committee meeting held on Monday 20 November 2017 were circulated with the Agenda.

Capt Hopkins referred to the signed Minutes of the Finance Sub-Committee meeting which had been discussed at the 7 December 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.

13.2 Signed Minutes of the Finance Sub-Committee meeting held on Monday 12 February 2018 were circulated with the Agenda.

1. Minutes of Previous Meeting

Mr Cremin noted that the Draft Minutes circulated differed from the Report of the meeting sent to Governing Body in the following regard; item 1 change the date of the previous meeting from 2018 to 2017; item 15 the second line was updates to read 2015/16 rather than 2016/17 and it was recorded when Ms Cooney left the meeting. There were also a number of typographical corrections.

The Committee approved the Minutes of the meeting of 20th November 2017.

NOTED.

2. Matters Arising

Ms O'Halloran noted that negotiations with Cork City Council in relation to the Blackrock Castle Observatory were ongoing and the current agreement was extended to 11th May 2018 to allow these discussions to conclude.

The Committee noted the extension of the agreement with Cork City Council.

NOTED.

3. Negative Interest Rates

The Committee noted the negative interest rate notification.

NOTED.

4. PAC Report

The Committee noted the Public Accounts Committee report.

NOTED.

5. THEA

The Institute received a parliamentary question in relation to amounts paid to the Technological Higher Education Association (THEA). Ms Cooney noted the fee was for a full year in 2017 but THEA was only formed in April 2017. Ms Crowley noted that previously a fee had been paid to its precursor IOTI and in fact the annual fee had now reduced since DIT had joined.

The Committee noted the response to the Parliamentary Question.

NOTED.

6. Top Slices

Ms Crowley informed the Committee that the minutes of a meeting between the HEA, THEA and the IUA in relation to top slices deducted before the grant was allocated to IOT's and Universities was provided for information purposes.

The Committee noted the minutes of the meeting on top slices.

NOTED.

7. Pay Restoration Costs

The Committee noted the additional funding.

NOTED.

8. Federal Aid

Ms Crowley updated the Committee on US Department of Education Federal Aid programme.

The Committee noted the updated on the Federal Aid audit.

NOTED.

9. Review of Funding Model

The Committee noted the HEA review of the allocation model.

NOTED.

10. Procurement Exceptions

The Committee noted the procurement exception.

NOTED.

11. Major Procurement

The Committee noted the major procurement items.

NOTED.

12. Prompt Payment

The Committee noted the prompt payment interest report.

NOTED.

13. Fees

The Committee noted the update on fee collections.

NOTED.

14. Audit

Mr Crowley reported that the C&AG on-site audit was completed in December. The end of audit report is considered by the Audit Committee. She added that the requirement to report on pensions will hold up the audit certificates across the sector.

The Committee noted the update on the Annual Audit.

NOTED.

15. Winter Dashboard

Ms Crowley presented the Dashboard for Winter 2017/18.

The Committee noted the Winter Dashboard.

For the information of Governors the Winter Dashboard was circulated with the Agenda. (GB/A1804.13.2.15).

Capt Hopkins referred to the Winter Dashboard which painted a very good picture of where the Institute stands.

Mr Gallagher brought Governors through the Dashboard. There were three parts to it (i) Student Trends, (ii) Staff Trends, and (iii) Efficiency Measures.

The key element was looking at target teaching hours per student. This is central to the financial strategy and we are making good strides in terms of those targets. It is a way for us to devolve decision making out to faculties, schools and departments. If they can agree targets then they can decide on where their resource allocation is coming from, decide on what recruitments they want rather than having to come back to the centre all of the time.

The President stated the Winter Dashboard was a valuable piece of information.

The Chairman stated it needed to be brought to the Strategic Development Sub-Committee in terms of its plan and methodology.

The President added that from an academic front that a Dashboard be provided giving CAO numbers, retention numbers and graduation numbers.

Dr Ní Shé agreed.

Mr Ó Súilleabháin stated that Deloitte mentioned having quality metrics and he welcomed that. The Finance Sub-Committee were presented with the Financial metrics and he hoped that the Sub-Committee would get the academic quality metrics.

16. Circular 02/16 – ICT Spend

The Committee noted the requirements under Circular 02/16.

NOTED.

17. Student Finance Committee Minutes

Ms O'Halloran presented the minutes of the Finance Committee of 13th December 2017 and the draft minutes of the meeting of 31st January 2018.

The Committee noted the minutes of the Student Finance Committee of 31st December and 31st January 2018.

NOTED.

18. Capital Development Reserve

The Committee approved the change in source of funding for the previously approved transfer.

NOTED.

19. Lease – South Pres

The Committee noted the update on the South Pres. lease.

NOTED.

20. Expenses

Mr Cremin presented a report on Travel and Expenses incurred in 2017. He explained that this report differed from previous years in that it included expense paid plus the cost of travel, such as air fares, bus hire, taxis, accommodation etc.

The Committee noted the report on Travel and Expenses.

NOTED.

21. Campus Company Accounts

The Committee noted the schedule of companies and the financial statements of each.

NOTED.

22. Students Union

The Committee noted financial statements of the Students' Union.

NOTED.

Mr Michael Loftus, Mr Jim O'Byrne and Dr Joe Hiney joined the meeting at 10.30 for the next item

23. Proposed Joint Venture – NMCI Ports

The Committee supported in the proposed JV in principle and will consider the matter further at its next meeting.

NOTED.

There was no further business and the meeting concluded at 11.15am

Governing Body APPROVED the Minutes of the Finance Sub-Committee of 12 February 2018.

13.3 Draft Minutes of the Finance Sub-Committee meeting held on Monday 12 March 2018 were circulated with the Agenda.

1. Minutes of Previous Meeting

The minutes of the previous meeting were agreed and signed.

The Committee approved the Minutes of the meeting of 12th February 2018.

NOTED.

2. Matters Arising

There were no matters arising.

NOTED.

3. HEA Request for Financial Plan

Ms Crowley presented correspondence from the HEA seeking an update on the Institute's Financial Plan. This is a follow up to last year's plan. Ms Crowley stated that following approval of the Programmes and Budgets by the Governing Body, the Institute would respond to the HEA.

The Committee noted the request from the HEA.

NOTED.

4. Grant Allocation

Ms Crowley reported that the Institute had received initial correspondence from the HEA on its grant allocation and it was generally positive news.

The Committee noted the Grant Allocation for 2018.

NOTED.

5. Correspondence on Retirement Age

The Committee noted the correspondence on retirement age.

NOTED.

6. Weather Closures

Mr Gallagher presented an agreement reached with Forsa (formerly Impact) trade union in respect of weather closures. The main point is that part-time staff are to be paid if they were rostered to be working. Mr Gallagher noted that the Student Services Company would apply the same rationale, where the company was in a position to pay.

The Committee noted the pay agreement on Weather Closures.

NOTED.

7. Fees

The Committee noted the update on fees.

NOTED.

8. Debtors

The Committee noted the updated on Debtors.

NOTED.

9. Core Payroll

Ms Crowley informed that Committee of significant issues with the Institute's payroll system: Core Pay. She added that the Institute had recently received a request to provide details of any payroll overpayments from the HEA.

The President enquired if the Institute was tied into this system. Mr Gallagher responded that it was part of a sectoral procurement. Mr Dawson added that it would be impossible to manually check every record and a reliable payroll was essential.

The Committee noted the issues with the Institute's payroll system.

NOTED.

10. Finance System

The Committee noted the delay in upgrading the finance system.

NOTED.

11. End of Audit Item - Hospitality

The Committee noted the action on the end of audit item.

NOTED.

Ms Annette Pearse & Ms Kate Nicholas from Deloitte joined the meeting.

12. Financial Review

Ms Pearse explained that the draft working papers were to review progress against the implementation plans agreed last year.

The Committee noted the financial review and asked Deloitte to prepare a draft summary for the Governing Body.

NOTED.

13. Programmes and Budgets 2018/19 – 2021/22

Mr Gallagher sought the Committees consent for Deloitte to remain for this item as the final version of the Programmes and Budget was relevant to their work. This was agreed.

Mr Cremin presented the Programmes and Budgets for 2018/19 to 2021/22.

The Committee agreed to recommend the Programmes & Budgets for 2018/19 to 2021/22 to the Governing Body for approval.

Ms Walshe left the meeting

Ms Pearse & Ms Kate Nicholas from Deloitte left the meeting

Mr Gallagher sought the approval of Governing Body for the Programmes and Budgets 2018/19 – 2021/22.

Governing Body APPROVED the Programmes and Budgets 2018/19 – 2021/22 as presented.

14. Fixed Assets

Mr Cremin presented a summary of the Fixed Assets Register showing further improvements in the number of expired loans and items not tagged and provided details on same. He also provided an updated summary on the status of rolling internal fixed asset checks and stated that the external audit would commence next month and include CCAD, Nimbus Centre and Student Services. It would be conducted by Grant Thornton and the report will be made available to the Committee

The Committee noted the update on Fixed Assets.

NOTED.

15. Learning Resources Centre

The Committee noted the projected cost of the PPP building project.

NOTED.

16. Lease Agreement – South Pres.

The Committee exercising authority specifically delegated to it by the Governing Body, approved the lease and will inform the Governing Body.

Mr O’Leary advised we have signed the Lease and he asked if there was anything that we should be concerned about.

Mr Gallagher advised that almost everything is done. What is left to do is to look at the facilities management arrangement. We are currently in discussions with UCC. There are no additional costs involved.

17. Procurement Policy

Mr Cremin presented an updated Procurement Policy (v8), This is a technical update to revise the advertising threshold limits as required by EU regulations and to update the ICT reporting requirements under Circular Letter IT 02/16 (reported at the previous meeting). It also replaced references to the older ‘Business Case’ with the new ‘Resource Case’ template approved at the IEB.

The Committee agreed the updated Procurement Policy and will recommend it to Governing Body for approval.

Capt Hopkins sought the approval of Governing Body for the Procurement Policy.

Governing Body APPROVED the Procurement Policy as presented.

18. Hospitality Policy

The Institute’s Hospitality Policy was incorporated in its Travel & Expenses Policy. As this has a broader scope than just Expense claims, a new Hospitality Policy was created. The Policy is similar to what was already in place, but it clearly sets out authorisation and also makes provision for approved exceptions. A copy of the proposed Hospitality & Entertainment procedures were also presented for information purposes.

The Committee agreed with the creation of a new Hospitality Policy and will recommend it to the Governing Body for approval.

Capt Hopkins sought the approval of Governing Body for the new Hospitality Policy.

Governing Body APPROVED the new Hospitality Policy as presented.

19. Travel & Expenses Policy

Mr Cremin noted that this was a technical update to the Travel and Expenses Policy resulting from the creation of a Hospitality Policy. The updated policy removes the paragraphs moved to the Hospitality Policy and replaces them with a single paragraph referencing the Hospitality Policy and Hospitality and Entrainment Procedures.

The Committee agreed the updated Travel & Expenses Policy and will recommend it to Governing Body for approval.

Capt Hopkins sought the approval of Governing Body for the updated Travel & Expenses Policy.

Governing Body APPROVED the updated Travel & Expenses Policy as presented.

There was no further business and the meeting concluded at 11.50am.

The next meeting of the Committee is scheduled for 11th June 2018.

1804.14 USE OF THE INSTITUTE SEAL:

1. Log Book No. 215 Seal used on 8 February 2018 - Licence Agreement between CIT and Carl Zeiss Limited concerning a CT X-Ray Scanner now located in Room A166 in CIT.
2. Log Book No. 216 Seal used on 15 February 2018 – Agreement for the Loan of Artwork between CIT and the lender Mrs Joy Lawlor of a bronze sculpture of a shark’s tail.
3. Log Book No. 217 Seal used on 22 February 2018 – Parchment for Adam George Clooney, PhD conferred jointly by CIT/UCC at UCC Conferings on 23/2/2018.
4. Log Book No. 218 Seal used on 20 March 2018 – South Pres, Evergreen Road, Douglas Street
 - (i) Agreement for lease
 - (ii) Lease

Governing Body NOTED the usage of the Institute Seal.

1804.15 **DRAFT ANNUAL REPORT 2015/16** was circulated with the Agenda.

The Chairman acknowledged the work of Ann and Geraldine in the President's Office and others in relation to the draft Annual Report 2015/16.

He sought the approval of Governing Body for the draft Annual Report.

Governing Body APPROVED the draft Annual Report as presented.

The President advised that for this Annual Report a new section on Access is included and this section will appear for future Annual Reports going forward. Now that Governing Body have approved the draft Annual Report the next step is to arrange for its translation into Irish.

1804.16 **PRESIDENTIAL APPOINTMENT SUB-COMMITTEE – Verbal Report by the Chairman:**

The meeting concluded at 6.30 pm.

The next ordinary meeting of the Governing Body was fixed for Thursday 12 April 2018 commencing at 3.00 pm in Council Room, 2nd Floor, Administration building.

Signed: _____

Date: _____