

Digest of the meeting of the Governing Body of Cork Institute of Technology held on Thursday 3 May 2018 in the Council Room, 2nd Floor, Administration Building at 3.00 pm.

Present: Cllr Michael Hegarty (Chair)
Dr Barry O'Connor
Mr Bernard Allen
Ms Mary Cooney
Mr Sam Dawson
Mr Eoin Deane
Ms Stephanie Kelly
Cllr Patrick Gerard Murphy
Mr Declan O'Leary
Mr Cillian Ó Súilleabháin
Ms Ann Piggott

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

On behalf of the Chairman, the President tendered the Chairman's apologies for today's meeting. Within the legal framework, there is provision that Governing Body can appoint from amongst themselves someone to Chair the meeting. He advised, in terms of good governance, it is considered not appropriate that neither himself nor Governors who are members of the staff and student body would chair the meeting. He sought the nomination for Chair.

Governing Body AGREED that Cllr Michael Hegarty would chair today's meeting.

Cllr Hegarty welcomed all to the meeting.

Apologies were received from Mr Bob Savage, Ms Emelie Fitzgibbon, Capt Dave Hopkins, Mr Ted Owens, Ms Katherine Walshe, Ms Maura Fitzgibbon and Cllr Mary Hegarty.

Cllr Michael Hegarty stated at the outset, from his experience of chairing meetings, that they are normally short, brisk and to the point and he hoped today's meeting would follow suit.

Mr Allen advised that he had to leave the meeting early and he asked that Item 7 – Governance would be taken before the presentation from the School of Building and Civil Engineering.

This was AGREED by Governing Body.

On behalf of Governing Body Cllr Hegarty extended sympathies to:

1. *the family of the late Fen Long, Part-Time Lecturer, CIT Cork School of Music on her death. In recent years Fen worked with the International Office here in CIT and assisted with China-related collaborations.*
2. *J.J. Healy, Assistant Lecturer, Pro-Rata, Department of Tourism & Hospitality on the death of his father.*

Cllr Hegarty asked the meeting to stand for one minute's silence.

1805.1 CORRESPONDENCE

The President stated that there is one item under correspondence which will be taken under Item 3 – Technological University. It was the HEA advice note on the Technological University Process 2018 which was tabled at today's meeting.

1805.2 PRESIDENT'S REPORT: (Pages 2 to 8)

Cllr Hegarty 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.

1. CIT Events:

	Date	Event
1.1	26-28 March 2018	The Environ 2018 Conference was held in CIT jointly hosted by CIT and the Environmental Sciences Association of Ireland (ESAI). The conference was a major success with over 250 delegates attending and with over 150 oral and poster presentations.
<i>NOTED.</i>		
1.2	12/4/2018	CIT Careers Service and Extended Campus together held the "SMEs Engage with CIT" event in the Student Centre from 11.30 am – 1.30 pm. This event is building on the success of the first "CareerChats with SMEs" hosted by the Careers Service in November 2017.
<i>NOTED.</i>		
1.3	13/4/2018	As part of the Professorial Lecture Series, Professor Margaret

		Linehan, Head of School of Humanities a lecture on “Female Leadership: Persistence of the Glass Ceiling.”	
<i>NOTED.</i>			
1.4	17/4/2018	CIT Experience Day for Transition Year Students took place in the Bishopstown Campus. Over 2,000 students attended. The event was very successful and the feedback to date from the participants has been extremely positive.	
<i>NOTED.</i>			
1.5	17/4/2018	Launch of CIT’s Technology Enhanced Learning Strategy	President launched the Strategy
<i>NOTED.</i>			
1.6	20/4/2018	Tánaiste & Minister for Foreign Affairs & Trade officially opened SciFest 2018 in CIT. This event, now celebrating 11 years in CIT, offers students from second-level schools around Cork the opportunity to showcase their scientific expertise.	President attended and welcomed the Tánaiste
<i>The President referred to the above visit from the Tánaiste. The occasion was used to again mention the CIT funding issue.</i>			
1.7	25/4/2018	The CIT Annual Sports Awards took place. It has been an exhilarating year for student sport clubs within the Institute ranging from the traditional team sports, martial arts, to outdoor and water sports.	President attended and presented the awards
<i>NOTED.</i>			
1.8	24/4/2018	New Frontiers Entrepreneur Development Programme Showcase & Awards event in Millennium Hall, City Hall.	President gave the welcoming address
<i>NOTED.</i>			
1.9	26/4/2018	The 32 nd Cork Mechanical,	President opened

		Manufacturing and Biomedical Engineering Exhibition. This year, the Exhibition Theme was “Universal Design – Design for all regardless of Age, Size and Ability.”	the Exhibition
<i>NOTED.</i>			
1.10	26/4/2018	Cork Bishopstown Rotary Dinner	President attended
<i>NOTED.</i>			
1.11	28/4/2018	The Institute hosted the National OMEP (Organisation Mondiale pour l'Éducation Préécolaire) Conference. OMEP is the World organisation for Early Childhood Education.	President attended
<i>NOTED.</i>			

2. Meetings (External):

	Date	Event	
2.1	9/4/2018	The Institute paid a courtesy visit to Cork Prison and met with the Governor and Deputy Governor. The purpose of the visit was to discuss CIT Taster Courses in the prison and the Dillon's Cross Project – Education and Support for the female relatives of prisoners and ex-prisoners.	The President, Registrar & VP for Academic Affairs and the Academic Administration & Student Affairs Manager attended
<i>The President mentioned the visit by CIT to Cork Prison.</i>			
2.2	11/4/2018	Meeting with Minister Mary Mitchell-O'Connor.	President attended
<i>The President referred to the above meeting which he had reported on at the previous Governing Body meeting.</i>			
2.3	15/4/2018	Presentation of cheque to Cork Cancer Care – proceeds from the Strictly CIT event. The amount donated was €32,561 which was a fantastic donation to a very worthy cause.	President attended
<i>The President drew Governors attention to the above presentation to Cork Cancer Care which was an amazing achievement.</i>			
2.4	17/4/2018	Dr Michael Boland, CME (Continuing	President gave a

		Medical Education) Foundation Lecture, Maryborough House Hotel.	lecture
<i>NOTED.</i>			
2.5	18/4/2018	HEA/Department of Education and Skills TU Act 2018 Information Summit.	President attended
<i>The President referred to the above Information Summit from the HEA and Minister Mitchell O'Connor. It was a very useful meeting.</i>			
2.6	20/4/2018	Cork School Science Awards at BCO. Awards presented by An Tanáiste and Minister for Foreign Affairs and Trade, Mr Simon Coveney.	President attended
<i>NOTED.</i>			
2.7	30/4/2018	Fourth plenary meeting of the All-Island Civic Dialogue on Brexit, hosted by Taoiseach Leo Varadkar and Tánaiste & Minister for Foreign Affairs and Trade, Simon Coveney held in Dundalk Institute of Technology.	President attended
<i>NOTED.</i>			

3. Meetings (Internal):

	Date	Event	
3.1	9/4/2018	GB MTU Sub-Committee meeting	President attended
3.2	9/4/2018	GB Strategic Development Sub-Committee special meeting	President attended
3.3	10/4/2018	Institute Executive board (IEB meeting)	President chaired
3.4	13/4/2018	Senior Staff Breakfast Forum	President attended
3.5	19/4/2018	GB Audit & Risk Sub-Committee meeting	President attended
3.6	20/4/2018	Academic Council meeting	President chaired
3.7	24/4/2018	MTU meeting of Presidents and Chairs in CIT	President attended

3.8	24/4/2018	MTU Programme Governance Board in CIT	President attended
<i>NOTED.</i>			

4. Staff Achievements:

	Date	Event	
4.1	4/4/2018	Professor Irene Sheridan, Head of CIT Extended Campus has been appointed by the Minister for Education and Skills to the Board of QQI.	

The President advised that the above appointment to the board of QQI was a great recognition for both Prof Sheridan and the work she does in the CIT Extended Campus and for CIT. He extended “Well Done” to Prof Sheridan on her appointment.

4.2	9/4/2018	Louise Foott and Jessica Carson and their colleagues in the Department of Arts in Health and Education in CIT CCAD have been awarded €75,000 from Irish Aid for their Creativity and Change programme, 2018.	
-----	----------	--	--

NOTED.

4.3	19/4/2018	At the annual Irish Education Awards ceremony in Dublin, CIT won the Student Engagement & Communications Award, recognising, for the second year running, the work of AnSEO – The Student Engagement Office in partnership and collaboration with students and colleagues across academic departments, learning support functions and student services.	
-----	-----------	---	--

The President referred to the above where, for a second year in a row, our Student Engagement Office won a National Award.

5. Student/Graduate Achievements:

	Date	Event	
5.1	6/4/2018	11 CIT projects have made it to the Second Stage (Top 50 nationally from over 1,000 entries) of the Enterprise Ireland Student Entrepreneur National Awards 2018. This is a remarkable achievement for all involved in student	

		innovation promotion in CIT.	
<i>The President referred to the above and stated it was a great achievement for all involved.</i>			
5.2	11/4/2018	Gasgon Medical (Cork) and Cortechs Connect (Dublin) have become Ireland's top two entrepreneurial companies in the Bridge to MassChallenge Cork competition – Cork County Council's ground-breaking start-up programme with Boston based MassChallenge, also endorsed by Enterprise Ireland and Health Innovation Hub Ireland. Gasgon Medical is headed by CIT graduate Vincent Forde.	
<i>NOTED.</i>			
5.3	19/4/2018	<p>The Students' Union hosted the Union Council Awards at which 39 Class Reps were presented with Certificates of Merit in recognition of their voluntary activity throughout the year, and 6 Class Reps who had been nominated by their class members were presented with a special award in recognition of their outstanding voluntary contribution to campus life.</p> <p>Konrad Im was also awarded the prestigious CIT "Presidential Citation" for his exceptional and outstanding service to the Students' Union and CIT.</p> <p>A donation of €7,513.68 was presented to The Down Syndrome Centre Cork, chief beneficiary of CIT Rag Week 2018, by the Students' Union, Societies Office and the Chaplaincy.</p>	President, Registrar & VP for Academic Affairs and the Academic Administration & Student Affairs Manager attended
<i>NOTED.</i>			

6. Visitations:

	Date	Event	
6.1	12/4/2018	A delegation of 19 from Srinakarinwiroj University (SWU), Bangkok, Thailand visited. They met	The President welcomed the delegation

		with various staff of the Institute.	
<i>NOTED.</i>			
6.2	26/4/2018	At the request of the French Ambassador to Ireland H.E. Mr Stéphane Crouzat visited CIT on the occasion of the France-Ireland Gastronomy Month, there were 50 attendees from French interests in Cork and CIT hosts.	President welcomed the Ambassador
<i>The President referred to the visit of the French Ambassador to Ireland. There were 50 guests invited and they were very impressed with the food and the service given by our students in the Department of Tourism & Hospitality.</i>			

7. Action List for the following Institute Executive Board meeting was attached to the report.

- Tuesday 10 April 2018

NOTED.

8. *The President advised of an additional item. On Friday last, 27 April 2018, the three Vice Presidents and himself along with the Chair met with An Tánaiste Simon Coveney in CIT. The meeting lasted for an hour and a half. We advised him of CIT's immediate requirements in terms of capital funding, the strategic plan in terms of the development of the Institute. There was a useful exchange of views. We will continue with other politicians with our basic message, if MTU is to work, CIT will need to work. Our main problem is we have a major capital deficit.*

1805.3 TECHNOLOGICAL UNIVERSITY.

Cllr Hegarty invited the Chair of the MTU Sub-Committee to take this item.

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

Mr Allen referred to the signed Minutes of the MTU Sub-Committee of 15 March 2018 which had been considered at the 12 April 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.

- 3.2 **Draft Minutes of the Governing Body MTU Sub-Committee meeting held on Monday 9 April 2018** were circulated with the Agenda.

Cllr Hegarty asked the President to take item 3.3.

- 3.3 **Draft Report from the MTU Programme Oversight Board** was circulated with the Agenda.

- 3.4 **Email dated 26 April 2018 from the HEA attaching HEA Advice Note on Technological University Process 2018** was tabled at the meeting.

The President referred Governors to the tabled HEA Advice Note which will be helpful when reading the TU Act.

In terms of two clarifications which Mr Ó Súilleabháin sought, the President responded as follows:

Page 2 – 2.3 - Of the 45% holding a doctorate level qualification, up to 10% may hold a terminal degree and sufficient practical experience which can reasonably be viewed as equivalent to a doctoral degree.

The President explained this was 35% + 10%.

Page 4 – 2.9 - Be financially viable if the order to designate were made.

The President explained that it is the consortium that is to be financially viable.

In relation to the Report from the MTU Programme Governance Board, Ms Cooney asked that the attendees at the meeting be recorded in the Report.

This was NOTED and AGREED by Governing Body.

Item 7 was taken next on the Agenda.

1805.7 GOVERNANCE:

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

- 7.1 **Signed Minutes of the Audit & Risk Sub-Committee meeting held on Thursday 22 February 2018** 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 12 April 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.

7.2 Draft Minutes of the Audit & Risk Sub-Committee meeting held on Thursday 19 April 2018 were circulated with the Agenda.

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

1. The minutes were approved.

NOTED.

2. Matters arising

Academy of Popular Music

It is confirmed that the plaque has been removed from the foyer.

A letter has issued to the Academy of Popular Music regarding the use of space and the arrangement will be reviewed at the end of the 2018/19 academic year.

Mr Allen confirmed that the plaque has been removed from the foyer of the CIT Cork School of Music.

3. Correspondence

Response to HEA re PAC Information Request

This is a response to a general letter issued to Higher Education Institutes.

4. Internal Audit

Mr. Ger O'Mahoney and Mr. Barry Prendergast joined the meeting

PwC Internal Update

Findings Follow up

The report is taken as read. Mr. O'Mahoney noted two areas of concern in relation to open items in general:

- The large number of items that remain open
- Those items in progress, progress is not great and in many cases a lack of resources is noted as delaying progress

PwC review open items on an annual basis only and this may be a factor in the lack of progress in implementing recommendations. Other recommendations are from historical reports and may be outdated. These items need to be reviewed and if appropriate management should recommend that they be closed and removed.

Mr. Gallagher proposed that the some work would be carried out in-house in order to accelerate progress.

Progress on outstanding items should be included as a standing item on the agenda so that there is more focus throughout the year.

A number of items were discussed in detail as follows:

Exam Paper submission – the Committee are advised that a system for electronic submission of papers to include external examiner processes has been tendered and will be piloted for the 2018/19 academic year.

Counselling Services – discussions are ongoing and it is expected the issue will be resolved during the 2018/19 academic year.

HR: Employment Contracts – the Committee recommends the allocation of an appropriate resource to resolve this issue.

Progress Update

The HR Review is underway and the Health & Safety Review will take place over the summer.

Sectoral Internal Audit – Central Project Update

There are five reviews currently underway at a sectoral level:

- Code of Governance
- Risk Management
- Educampus SLA
- HR Recruitment and Selection Processes
- EU GDPR

This report provides a useful overview of the reviews.

PwC Keeping Pace

As part of their contract PwC provide an annual report of issues that have arisen across Institutes and to share best practice recommendations.

There were nine areas identified in this report. Mr. Gallagher advised that in relation to the sector, this Institute performed well in seven of these areas. We would need some additional work in the areas of Business Continuity Planning and Human Resources.

Mr. Ger O'Mahoney and Mr. Barry Prendergast left the meeting.

5. Governance

GDPR (General Data Protection Regulation)

Arising from the initial PwC sectoral readiness review and subsequent THEA sub-group meetings, PwC have been engaged to develop a suite of policies to assist Institutes in implementing GDPR. It is expected that this policy framework will issue by the end of the first week of May for adoption at local level.

A draft Implementation Plan was presented. Ms. Hayes advised that a GDPR Compliance Strategy will be presented at the next meeting. An online training system for staff has been identified and will be rolled out over the coming months. The Record Retention Schedule is also being reviewed and once complete will inform staff as to how long they should retain records. This will enable a data cleaning exercise to commence. HEA has established a cross-sectoral working group to review the report and existing policies and to advise on necessary new policies and documentation.

NOTED.

Annual Health & Safety Report 2016-2017

Mr. Gallagher advised that Mr. Jody Power, Chair of the Safety Committee, was unable to attend. Some items highlighted included the Chemical Storage progress, student lockers, an issue with the roof in Cork School of Music, and the lifeboat launch rig in NMCI. Particular discussion took place in relation to structural deficiencies highlighted in NMCI. A report will be presented at the next meeting in relation to the NMCI structural issues.

The Committee also noted the lack of safety audits being carried out. Mr. Gallagher advised that the new Safety Officer had also noted this and will engage with her to commence these audits.

The composition of the Safety Committee is under review as a result of changes in legislation.

The Committee commends the work of the Safety Committee and recommends that an Executive Summary of meetings be disseminated to all staff in an appropriate manner.

In relation to the H & S Review, Ms Cooney asked that either walk-ins or break-ins in buildings be addressed. There was an incident in G-Block this week. There was a potential risk to our staff and students entering that building. She was unsure of our protocol, how adequate our rapid response was to that incident. She wished to raise this matter to ensure that the issue is addressed and that there is a proper protocol in place.

It was agreed that a report on this incident will go to the Health & Safety Committee.

Mr Dawson stated that the Health & Safety Officer has commenced a review on how things are done. He confirmed that his matter will

definitely be brought up at the next meeting of the Health & Safety Committee.

6. Legal Update

Mr. Barry Coughlan, Legal Officer joined the meeting.

Mr. Coughlan also updated the Committee in relation to personal injury claims.

Mr. Coughlan left the meeting.

Mr Allen referred to the above legal cases.

7. Any Other Business

The Committee raised the issue of declaring conflicts of interest and in future this will be a standing item on the agenda.

The HEA have asked that the sector include a section in the new Code of Governance on Conflict of Interest which will require the Institute to maintain a register of conflicts and report annually to Governing Body. This will be included in next year's Code of Governance.

NOTED.

8. Next meeting

Thursday 14 June 2018

The meeting was closed.

NOTED.

Item 5 was taken next on the Agenda.

1805.5 REPORT FROM THE VICE PRESIDENT FOR FINANCE & ADMINISTRATION: (Pages 28 – 31)

Cllr Hegarty invited the Vice President for Finance & Administration to take this item.

Mr Gallagher referred Governors to the tabled Selection Board 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 Researcher – Software (2 year fixed-term contract) – Nimbus

Centre:

Report of the meeting of the Selection Board held on Monday 30 April 2018 to interview applicants for the position of Researcher – Software (2 year fixed-term contract), 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.

1.1.2 Researcher – Hardware (2 year fixed-term contract) – Nimbus

Centre:

Report of the meeting of the Selection Board held on Tuesday 1 May 2018 to interview applicants for the position of Researcher – Hardware (2 year fixed-term contract), 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.

STAFF MATTERS FOR NOTING BY THE GOVERNING BODY

2.1 Appointments

NOTED.

2.2 Contract Variation

2.2.1 Work Share: Continue

NOTED.

2.2.2 Career Break: New

NOTED.

2.2.3 Career Break Continue

NOTED.

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

2.3.1 CIT Cork School of Music

NOTED.

2.4 Resignations

NOTED.

2.5 Ill-Health Retirement

NOTED.

2.6 Retirement

NOTED.

The Governing Body took a tea/coffee break at this juncture.

Governing Body returned and the President welcomed and introduced Mr Michael Loftus, Head of Faculty of Engineering and Science and Dr Joseph Harrington, Head of School of Building & Civil Engineering, 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 - Overview of Presentation*
- Slide 2 - School of Building & Civil Engineering – An Overview*
- Slide 3 - Undergraduate Programmes*
- Slide 4 - Postgraduate Programmes – Taught & Research*
- Slide 5 - Student Numbers*
- Slide 6 - Graduating Numbers – 2014 to 2017*
- Slide 7 - Employment Statistics for 2017 Graduates – Some Selected Programmes*
- Slide 8 - Staff Profile*
- Slide 9 - School Strategy (Ref.: School Strategic Plan 2015 to 2018)*
- Slide 10 - School Advisory Committee*
- Slide 11 - Some Key Aspects of School Activity*
- Slides 12 & 13 - Student Activity and Engagement – Student Induction*
- Slide 14 - Bandon Flood Relief Scheme – Site Visit October 23 2017*
- Slide 15 - Structural Engineering - Graduate Afternoon November 1 2017*
- Slide 16 - 1st Year Civil, Structural and Environmental Engineering – Launch of EWB – WITINE team challenge 2017-2018*
- Slide 17 - Civil & Structural Engineering Society Trip to London*
- Slide 18 - Student Activity and Engagement – School SPARQ Event*
- Slide 19 - Student Activity and Engagement – Student Society Award*
- Slide 20 - Student Achievements – 2015/2016*

Slide 21	-	<i>Student Achievements – 2016/2017</i>
Slide 22	-	<i>Student Achievement – 2017/2018</i>
Slide 23	-	<i>Graduate Achievement</i>
Slide 24	-	<i>Industry Engagement</i>
Slide 25	-	<i>Work Placement (Level 8) – The Student Experience</i>
Slide 26	-	<i>Research Overview</i>
Slide 27	-	<i>A sample of some completed Research Projects</i>
Slide 28	-	<i>A sample of some ongoing Research Projects</i>
Slide 29	-	<i>Research Overview</i>
Slide 30	-	<i>Programme Promotion</i>
Slide 31	-	<i>Strengths & Opportunities</i>
Slide 32	-	<i>Challenges & Weaknesses</i>

Their briefing gave an overview of the current state of the School of Building & Civil Engineering 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 Building & Civil Engineering. It was important for Governors to be kept appraised and updated on the activities, challenges and opportunities in the School of Building & Civil Engineering.

Both Mr Loftus and Dr Harrington 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.

1805.4 REPORTS FROM THE REGISTRAR & VICE PRESIDENT FOR ACADEMIC AFFAIRS: (Pages 32 to 39)

Cllr Hegarty invited the Registrar & VP for Academic Affairs to take this item.

4.1 REPORT ON ACADEMIC COUNCIL MEETING HELD ON FRIDAY 20TH APRIL 2018 *was tabled at the meeting.*

The Academic Council met on Friday 20th April.

1. PROGRAMME APPROVAL PROCESS

- 1.1 Arising from internal audit, the Academic Quality Enhancement Office conducted a minor review of the Programme Approval Process. Council APPROVED updates to the ‘Handbook for Operation of the CIT Programme Approval Process’ which more accurately reflect the way in which the process operates.

Dr Ní Shé advised that the internal audit has not exposed anything that would be a risk in terms of a quality basis. We have gone through the current Handbook which has been there since 2008 and have updated it to reflect what we are currently doing. There was overall satisfaction on how it was working.

- 2. CONSORTIUM AGREEMENT (CIT/TEAGASC)**
2.1 CIT and Teagasc have been collaborating in relation to the provision of Higher Education and Training programmes since 2001. Council NOTED a Consortium Agreement (effective 1st January 2018) between the Institute and Teagasc which formally records the terms and conditions of that collaboration, and takes account of QQI's Policy for Collaborative Programmes, Transnational Programmes and Joint Awards.

Dr Ni Shé referred to the above Consortium Agreement.

- 3. EXAMINATION MATTERS**
3.1 Ratification of Examination Results
Council unanimously ratified, subject to the correction of any errors or omissions, examination results for the Higher Certificate in Business in Business Administration programme as recommended by a Progression & Awards Board meeting which took place on 19th April 2018.
- 3.2 External Examiners
The Executive Committee APPROVED the appointment of an External Examiner for a Special Purpose Award, Creativity & Change – Arts in Group Facilitation.
- 3.3 Semester 2 Examinations
The Registrar gave an update on the status of Semester 2 Examination Papers. Council noted that, of a total 411 examination papers which are required, 11 examination papers remained to be submitted. Council urged the relevant Heads of Departments to assist in expediting the matter.

In relation to 3.3, Dr Ni Shé stated that the number of examination papers outstanding have reduced. The current Academic Policy in relation to external examiners is that every exam paper must be externed. Therefore, if there are examination papers that do not get seen by an external examiner and signed off by them, then that is an issue for CIT.

- 4. RESEARCH APPROVAL PROCESS**
4.1 Following expressions of interest for Level 10 approval from a number of developing research areas, the Registrar's Office sought information from QQI on potential changes to the research approval process. The most recent reviews of CIT research degree provision and infrastructure were conducted in 2013 and 2014 and thus predate adoption of relevant new core policies on the part of QQI. The information received from QQI indicates that the approval process has changed quite significantly with the extent of devolution possible now more limited.

Dr Ni Shé stated the above is an example of the Delegated Authority issue which had been discussed earlier at the meeting. It has definitely made the extent of delegation more difficult and presents a challenge.

5. STUDENT MENTAL HEALTH POLICY

- 5.1 Feedback was sought from Council by 1st May on a revised version of the draft Student Mental Health Policy. The original draft document was restructured in a topic oriented template and the procedural matters separated out from the policy. Feedback will be incorporated into a finalised document which will be put to Academic Council and Governing Body for approval with a view to having the Student Mental Health Policy in place for the next academic year.

Dr Ni She advised that it is hoped to get the final Student Mental Health Policy to Academic Council by May and Governing Body approval in July. We are working with full intent of having that Policy in place for the next Academic year.

6. ACADEMIC CALENDAR PROPOSALS FOR 2018/19 AND 2019/20

- 6.1 Following the last meeting of Council, a consultation document on the agreed academic calendar proposal for 2018/2019 and 2019/2020 was circulated on Thursday 16th March to the four trade unions which represent the staff of the Institute. The trade unions were invited to submit written feedback by Monday 9th April. They were also invited to attend a specially convened meeting of the Council of Unions on Tuesday 10th April.
- 6.2 Council was updated on the IR consultation. Three unions (FÓRSA, SIPTU and UNITE) had provided feedback on the proposal at the meeting of the Council of Unions, while FÓRSA had also provided a written submission in advance of the meeting. Disappointment was expressed that there was no definitive feedback from TUI in relation to the proposal. While Council agreed on the need for complete IR consultation, concerns were raised regarding the implications of the delay in bringing this matter to a conclusion for students, staff and for the operations of the Institute as a whole.

The Registrar outlined four possible options for Council to progress the matter:

1. Implement the agreed proposal, notwithstanding the absence of a definite view from TUI;
2. Implement the agreed proposal for 2019/20 and operate the status quo for 2018/19;
3. Mandate the Executive Committee to make the final decision at its next scheduled meeting on 9th May next;
4. Mandate the Executive Committee to make the final decision at a specially convened meeting on next Friday 27th April.

Arising from the discussions at the Council meeting, Council AUTHORISED the Executive Committee to make a final decision on the matter at a specially convened meeting on Friday 27th April.

Dr Ní Shé took this item together with item 4.3 - Report on Academic Council Executive Committee meeting of 27 April 2018.

She advised that the TUI had not submitted feedback in relation to the Academic Calendar proposal. Concerns were raised regarding the implications of the delay in bringing this matter to a conclusion. She referred to the four options above and the Academic Council mandated the Academic Council Executive Committee to make the final decision at a specially convened meeting on Friday 17 April.

Subsequently, the TUI engaged with their members. They accepted the proposal for 2018-19 and in relation to 2019-2020 they accepted the agreed proposal with a one day swap in relation to the allocation of holiday leave. As an Executive we have agreed to go ahead with that. There are implications for staff and other unions in relation to conferrings. We have the rider in that this Academic Calendar will have ongoing review. The Working Group that developed these proposals will remain in situ during the implementation period. We had our first meeting today with the various stakeholders across the Institute to start working on the Academic Planner. The TUI has issued a statement in relation to providing a clarification and Dr Ní Shé will be including that under correspondence for the next meeting of Academic Council. However, they have welcomed the engagement of Academic Council in relation to the Academic Calendar and they favour the idea of the reading period. Dr Ní Shé stated there is an awful lot to be gained from the engagement by the four Unions in the Academic Council and it is a valuable forum as well.

Mr Ó Súilleabháin congratulated Dr Ní Shé and the President on achieving consensus and a change on the Academic Calendar. It is a significant change for the Institute and he extended "Well Done".

The President stated it is very welcome that staff have supported this change. There will now be an opportunity at Conferrings for the academic staff to meet the graduates and parents. Previously, we had conferrings and lectures taking place at the same time and staff hadn't had the opportunity to attend conferrings. Also the canteen was working to full capacity. The conferrings will now mark the Institute better with our students and our alumni. Students in Semester 1 need time to catch up as well as the staff in correcting assignments or projects. The change should make a huge difference to all.

7. ACADEMIC PLAN

- 7.1 Work on the development of the Institute's Academic Plan is progressing. A further workshop for the Academic Plan Working Group took place on 19th April. At this meeting, members of the Working Group undertook a comprehensive review of the first draft of the plan. The Registrar and Chair of the Academic Planning & Review Committee are also meeting on a regular basis. The Academic Planning & Review Committee will consider the draft Academic Plan in advance of its consideration by Council. Consultation with external stakeholders is also planned, with representatives of CIT's external community meeting on Monday 21st May. Following this, it is intended that the revised draft Academic Plan will be deliberated at the May meeting of Council with a view to approving the finalised Academic Plan at the June meeting of Academic Council.

In relation to the Academic Plan, a workshop for the Academic Plan Working Group took place on 19 April and this was the third workshop which was facilitated by the Irish Centre of Business Excellence which is a not for profit organisation. The Plan is our own but they facilitated the engagement and consultation. We are aiming to have the Academic Plan signed off by Academic Council in June.

When the Academic Plan has been approved by Academic Council it will be brought to the Strategic Development Sub-Committee of Governing Body. We are also planning a consultation with CIT's external community on 21 May.

8. WORKING PARTIES

- 8.1 Student Grievance Procedure
At its last meeting, Council established a Working Party to review the Student Grievance Procedure. The first meeting, convened by Mr M. Loftus, was held on Tuesday 17th April.
- 8.2 Review of Role of External Examiner
At the March meeting, Council established a Working Party to review the role of the External Examiner. One further member of the Working Party was approved at the April meeting of Council. The first meeting of this group is scheduled to take place on Monday 30th April.

Dr Ni Shé stated that Academic Council is looking at the Student Grievance Procedure and the role of the External Examiner.

9. TECHNOLOGICAL UNIVERSITY UPDATE

- 9.1 HEA will shortly issue a document to assist with clarification of the eligibility criteria outlined in the Technological Universities Act 2018 for applications to become a technological university.
- 9.2 The Technological University Working Party met on 23rd March 2018. The meeting examined the implications of the Technological Universities Act 2018 on the Academic

Council of a Technological University (Chapter 5 of Technological Universities Act 2018).

Dr Ni Shé stated that the TU update is a standing item on the Academic Council agenda. The Working Party continues to meet.

10. QA UPDATE

- 10.1 Phase 2 of the School of Science Programmatic Review (Department of Physical Sciences) took place on 11th and 12th April and panel reports are currently being prepared. It is anticipated that the Phase 2 Programmatic Review panel visit for the Higher Diploma in Data Science & Analytics in the Department of Mathematics will take place in June.
- 10.2 A number of Validation Panel Meetings for the proposed new major awards listed below are scheduled to take place in May:
- BSc (Hons) in AgriBiosciences
 - Master of Business Administration & MBA in Strategy
 - Master of Science in Applied Accounting
 - Bachelor of Arts (Honours) in International Business with Aviation Studies
- 10.3 The timelines for completing work associated with the Institute's QA activities were highlighted. It is expected that, due to resource constraints, some prioritisation of work may be necessary, in accordance with stated criteria.

The Quality Assurance update is a standing item on the Academic Council Agenda lead by Dr Stephen Cassidy, Dean of Academic Quality Enhancement. The programmatic reviewers were very happy that the programmes meet the needs of industry. The only problem is we are not getting enough students to supply those needs. There is a lot of administrative work involved in getting panels in place and making all arrangements. The key person involved is on sick leave at present and it is proving difficult to get cover in place. We will have to prioritise and establish criteria in relation to that prioritisation.

11. HISTORIC DISCLOSURE POLICY

- 11.1 A meeting of the President, Registrar and HR Manager to progress the matter of the development of an Institute-wide policy on historic disclosure took place on Monday 23rd April. The Executive of the Institute will progress the matter.

Dr Ni Shé advised that both she and the President and Executive are progressing the matter of the Institute-wide Historic Disclosure Policy and this is in train.

Ms Cooney stated this Policy will be important in terms of programmes that are particularly focussed on personal

development. It is important for CIT to have something in our brochures or advertising so that students are aware of this prior to coming in to a programme.

Mr Ó Súilleabháin stated in terms of Academic Quality we should have adequate resources in place. We need to start loosening the purse strings.

The President stated that we are setting up more training for module training so that there is less work coming in to the Registrar's Office.

4.2 REPORT ON ACADEMIC COUNCIL EXECUTIVE MEETING HELD ON FRIDAY 27 APRIL 2018 *was tabled at the meeting.*

As agreed by Academic Council, a specially convened meeting of the Executive Committee took place on Friday 27th April.

1. ACADEMIC CALENDAR PROPOSALS FOR 2018/19 AND 2019/20

1.1 Following the 20th April meeting of Council, the Institute updated TUI (Cork Colleges Branch) in relation to the agreed view of Academic Council that this matter needed to be brought to a conclusion as soon as possible. The Institute also advised TUI that the Executive Committee had been mandated to make a final decision on Friday 27th April.

1.2. The Executive Committee was updated on developments. TUI, following consultation with its members (both via email and at a specially convened meeting on Tuesday 23rd April) had informed the Institute as follows:

- In relation to the academic term-time proposed for 2018-2019, Cork Colleges Branch of TUI accepted the agreed proposal of Council, with the proviso that the custom and practice of 5 marking days before the first module examination boards be maintained.
- In relation to the academic term-time proposed for 2019-2020, Cork Colleges Branch of TUI accepted the agreed proposal of Council, with the proviso that the custom and practice of 5 marking days before the first module examination boards be maintained and that one change re allocation of holiday leave be made.

1.3 While it was noted the additional proviso for 2019-2020 may have an impact on the proposed Schedule of Conferings and on staff involved in the Conferings, it was noted that the provision for regular review and consultation (as set out in the proposal document) provides the necessary reassurances in this regard.

1.4 Arising from the discussion, the Executive Committee

agreed that the academic calendar proposals for 2018/19 and 2019/2020 as agreed by Council should be implemented by the Institute.

- 1.5 The Registrar informed the meeting that TUI had provided a statement which it wished to be circulated to all members of Academic Council in order to provide clarification subsequent to the 20th April meeting of Academic Council. It was agreed that this statement should be considered under Correspondence at the next meeting of Academic Council, to take place on Wednesday 16th May.

Dr Ni Shé took this item together with Item 4.1 - Report on Academic Council meeting of 20 April 2018 – Item 6.

Cllr Hegarty thanked Dr Ni Shé for her briefing.

1805.6 REPORT FROM THE VICE PRESIDENT FOR EXTERNAL AFFAIRS: (Pages 39 to 50)

Cllr Hegarty invited the VP for External Affairs to take her report.

As her report had been circulated with the Agenda, Dr Flynn mentioned a few highlights.

Report from Vice President for External Affairs

1. Research, Innovation & Enterprise

Research Metrics - Period Covered: end of March 2018

Metric
<u>Research projects with substantial industry involvement awarded :</u>
7 projects awarded to the TEC and CAPPA Technology Gateways
<u>Awards/Recognition</u>
<ul style="list-style-type: none"> • Kyle Williamson has been awarded an Irish Research Council 4-year Postgraduate Scholarship under the supervision of Dr. Dirk Pesch in a project entitled: “Scalable and responsive applications for the Internet of Things (IoT) using microservices and lightweight virtualisation.” • Dr. Niall Smith was nominated to join the Steering Group for the development of Ireland’s first Space Strategy for Enterprise, chaired by Minister John Halligan
<u>Journal Publications (peer reviewed)</u>
<p>BioExplore Shortall, J., O'Brien, B., Sleator, R.D., Upton, J. <i>Daily and seasonal trends of electricity and water use on pasture-based automatic milking dairy farms (2018)</i> Journal of Dairy Science, Article in Press.</p>

NIMBUS

Delaney, K., O’Keeffe, M., Fragou, O. *A Design Framework for Interdisciplinary Communities of Practice Towards STEM Learning in 2nd Level Education (2018)* Advances in Intelligent Systems and Computing, 715, pp. 739-750.

Orihuela, L., Millán, P., Roshany-Yamchi, S., García, R.A. *Negotiated distributed estimation with guaranteed performance for bandwidth-limited situations (2018)* Automatica, 87, pp. 94-102.

RIOMH Group

Rodriguez-Prieto, O., Ortin, F., O’Shea, D. *Efficient runtime aspect weaving for Java applications (2018)* Information and Software Technology, Article in Press.

SIRIG Group

Kennedy, C.R., Jaksic, V., Leen, S.B., Brádaigh, C.M.Ó. *Fatigue life of pitch- and stall-regulated composite tidal turbine blades (2018)* Renewable Energy, 121, pp. 688-699.

Jaksic, V., Kennedy, C.R., Grogan, D.M., Leen, S.B., Brádaigh, C.M.Ó. *Influence of Composite Fatigue Properties on Marine Tidal Turbine Blade Design (2018)* Solid Mechanics and its Applications, 245, pp. 195-223.

School of Business:

Perry, M., Ferreira, J. *Moneywork: Practices of use and social interaction around digital and analog money (2018)* ACM Transactions on Computer-Human Interaction, 24 (6), art. no. 41

Byrne, E., Hobbs, J., Doran, J. *Visualization of firm linkages in the Chicago ICT cluster (2018)* Regional Studies, Regional Science, 5 (1), pp. 94-97.

Seminars, colloquia hosted

Researchers from MeSSO, Sigma, Nimbus, MEDIC, BioExplore and CAPP took part in the Industry SME event organised by Extended Campus and Careers Office on 12th April.

Outreach events involving public (3)

PhD Student Simone Ladanza represented CIT at this year’s FameLab final in the Science Gallery, Dublin.

The annual School Sciences Awards were held at Blackrock Castle Observatory on 20th April, with the Gold Medals being presented by Minister and Tánaiste Simon Coveney.

NOTED.

Notable Items

1. Two applications with significant strategic value were

submitted:

- **Centres for Research Training (CRT's).** CIT submitted a response to the Consultation Call for CRT's on 20th April (extended deadline) to the Department of Business, Enterprise and Innovation.
- **SFI Infrastructure Call.** The Institute submitted an Expression of Interest to SFI by the call deadline. The EoI included two areas in which CIT is proposing to lead the application, one from the BioExplore Research Centre and one from the CAPP Research Centre. In addition, the Nimbus Research Centre will be a participant in two calls lead by SFI Research Centres in which they are represented.

Dr Flynn referred to the above SFI Infrastructure Call for CAPP and Bio-Explore. This is for infrastructure or equipment that is of strategic national importance. There will be a caveat of 10% cash required. The ability to apply for that is limited to those Institutions that have a track record and not all Institutions are eligible to apply under this call. In addition, Nimbus will be participants in two calls lead by SFI Research Centres in which they are represented.

2. The Nimbus Research Centre has partnered with refrigeration company Zeto to bring their cyberphysical systems and blockchain expertise to assist the company with their globally distributed and connected products.

NOTED.

Technology Transfer/Knowledge Transfer

The CIT Innovation and Enterprise Manager has been invited by the Head of Knowledge Transfer Ireland (KTI), Dr Alison Campbell, to participate on two national groups looking at knowledge transfer:

- National IP Protocol Spinout Framework Working Group
- Implementation Working Group for "Review of IP Management & Conflict of interest as they relate to IP & commercialisation".

CIT is one of only three Institutes of Technology on the groups and the only Institute invited to participate on both.

As part of the Bridge Technology Transfer Consortium, the Innovation & Enterprise Office organised the second *Meet the Investor Event* in the Rubicon Centre on April 11th. The top 6 ideas across the consortium of UCC, CIT, Teagasc and IT Tralee presented to a panel from the VC and investment community. The aim of the event was to provide early input to commercialisation projects from a group of experienced investors including representatives from Enterprise Ireland, Kernel Capital, IRRUS Investments, private angel investors and serial entrepreneurs. The first *Meet the Investor* event run by the Innovation & Enterprise Office in November 2017 has been shortlisted for a Knowledge Transfer Initiative award at the Knowledge Transfer Ireland annual impact awards taking place in the Mansion House in April.

Innovation & Enterprise Office staff are participating in a national Community of Practice of Technology Transfer professionals where best

practice is discussed and experience shared across the group. This ensures that CIT is implementing best practice in knowledge transfer and remains networked across all of the HEI's in Ireland.

NOTED.

InterReg Projects

Staff in the Innovation & Enterprise Office successfully developed CIT's application as a partner in the Interreg Europe project SILVER SMEs, which has secured an allocation of €223,000 for CIT's HINCKS Centre and Rubicon Centre. The project will focus on researching business opportunities for SME's across the Silver Economy in a number of EU States.

NOTED.

Student Entrepreneurship

The shortlisted applications to the Enterprise Ireland Student Enterprise Awards were announced in the last week. Nationally there were 1,000 entries (up from 500 last year). The top 50 have been invited to submit to Phase 2 of the competition. CIT have 11 in the last 50 (we had 10 in 2017). So despite a doubling in the number of applications CIT has increased its number in the top 50. The final 10 will be announced shortly.

Dr Flynn referred to the above. Of the 11 projects shortlisted from 50 nationally, which is a staggering number to be shortlisted, 10 of those are all coming from the interdisciplinary product development module which is a collaboration between engineering, biomedical, mechanical engineering and business students. It is a very successful module.

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

- Organised Meet the Investor Event for CIT, UCC, IT Tralee and Teagasc Spin-outs
- Presence at the CIT SME event – 12th April
- Attended Licencing Workshop – 17th April in University of Limerick
- Attended the Regional Development Fund Briefing Session – Tipperary, 6th April
- New Frontiers Adjudication Panel Member - 10 April

NOTED.

Other News

Foróige, the youth organisation, is in the process of establishing youth entrepreneurship programmes. On the recommendation of the Cork City LEO, Foróige has met with the CIT Innovation & Enterprise Manager and visited the Rubicon to discuss potential collaboration and ways CIT can support this activity. The Innovation & Enterprise Office has also introduced Foróige to the Hincks Centre.

NOTED.

AudioSourceRE

On December 20th 2017 the CIT Spinout Company Committee (SCC) met to consider an application from Dr Derry Fitzgerald, Cork School of Music, to form a CIT spin out company and license technology developed within the Institute over the last 5 years.

The CIT Spinout Company Committee Recommendation to the President on 23 January 2017:

Spinout is approved subject to the following conditions;

- Dr Derry Fitzgerald to leave CIT or take a career break and commit fully to the spinout. Permission will be needed from Governing Body (GB) for a career break. This should be applied for along with submission of Shareholders Agreement to GB for approval.
- Advisory board to be established by end of June 2018.
- Licence & Shareholders agreements to be finalised.
 - Licence Term Sheet signed by the end of January 2018
 - Licence and Shareholders agreements to be agreed and finalised by the end of March. GB meeting is the 12th April.

There has been a 3 month delay in negotiating and finalising the Term Sheet, which has delayed the finalisation of the Licence agreement. The Shareholders Agreement will be finalised once it is known which template Shareholders Agreement will be used. The company has applied for EI Competitive Start Fund funding. If successful in obtaining this funding the EI template will be used.

The President approved the formation of the spin-out company on the 25th January 2018.

FOR NOTING

The Governing Body is asked to note the SCC recommendation and the decision of the President.

Dr Flynn referred to the above item. Our target is one spin-out per annum. AudioSourceRE will be our spin-out for this year. It is developed in the CIT Cork School of Music. The Spin-Out Committee made a number of recommendations to the President and were accepted by the President on 23 January 2017. She sought the approval of Governing Body for

1. *CIT to take a 10% equity share in the company as per the Institute's Spinout Company Policy.*
2. *Approval sought for CIT to sign a Shareholders Agreement based on the 10% equity share, all future Shareholders Agreements (if applicable) and all documents and agreements, ancillary and/or related to the current and future Shareholders agreement(s) with AudioSourceRE.*
3. *Approval sought for CIT to include an option in a Licence of Intellectual Property Rights to the company which will allow for the potential future assignment (and any ancillary and/or related documents or agreements) of the CIT Intellectual Property Rights to AudioSourceRE if one of 4 commercial trigger events occur, and in line with the national IP Protocol.*

Governing Body gave their APPROVAL for the above.

Dr Flynn stated that previously we would not have come to Governing Body for approval but Intellectual Property is now viewed as an asset and Governing Body approval is needed if we wish to license it or if we wish to assign it over to another entity.

**2. Extended Campus, Alumni and Internationalisation
Work Based Learning / Recognition of Prior Learning Research and Practice**

- April 5th Learning Clinic in Boston Scientific for their Learning Week; coordinated by Deirdre Goggin, EC and attended by EC and Mike McGrath and Ciara Lavelle CAMMS
- April 9th – Deirdre Goggin attended the Cork ETB Management meeting for the An Tobar Defence Force project
- April 11th – RPL practitioner network steering board meeting
- April 16th – Further Education Support Service RPL training for 10 ETBs involved in the An Tobar Defence Force project. Training was facilitated by Deirdre Goggin, CIT EC and Martina Needham Donegal ETB
- April 24th – 27th – VISKA Erasmus + K3 transnational meeting in Oslo to be attended by Professor Irene Sheridan and Deirdre Goggin CIT Extended Campus

NOTED.

RPL Student Support Activity:

- Generating reports for each department to deliver on week 12 in preparation for end of term module exam boards.
- Supporting advanced entry cases with BBus Supply Chain Management, MA in Play Therapy, MA in Journalism with New Media, BSc in GMP & Technology, MA in Digital Marketing, BSc (Hons) in Cloud Computing. Further activity is expected from other programmes over the coming weeks.
- Supporting RPL cases for PLAC7009 Work Placement for Diploma in Biopharmaceutical Manufacturing Operations.

NOTED.

Engagement with Companies and Organisations by Faculty Representatives:

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:

- Kart Racing Ireland - exploring live case study options with the Department of Media Communications;
- Bishopstown Business Association - exploring collaboration

- opportunities with CIT;
- Linking with companies to advertise work placements and graduate positions, for example, Bluemetrix, Nutribio among others;
- Edelia Coaching - discussing live case study options;
- Chairing meetings for IDA for incoming companies (x 7 IDA visits since 21/03/2018);
- J & J companies – discussion of upskilling of large numbers of technical employees to formal level 8 qualification;
- Sourcing speakers and chairing ‘Collaborate with CIT’ talks at SME event - Irish Guide Dogs and Career Training Internships;
- Irish Guide Dogs collaboration with CAMMS;
- Chairing preliminary meeting for founding of Lean Sigma Regional forum with Enterprise Ireland;
- BT Global and Faculty - information exchange meeting;
- Individual activity with companies: Fehilly, Timoney & Co, Bandon Office Supplies, GMC Utilities, DB Alliance.

NOTED.

IDA Visits

Seven visits since 21 March 2018.

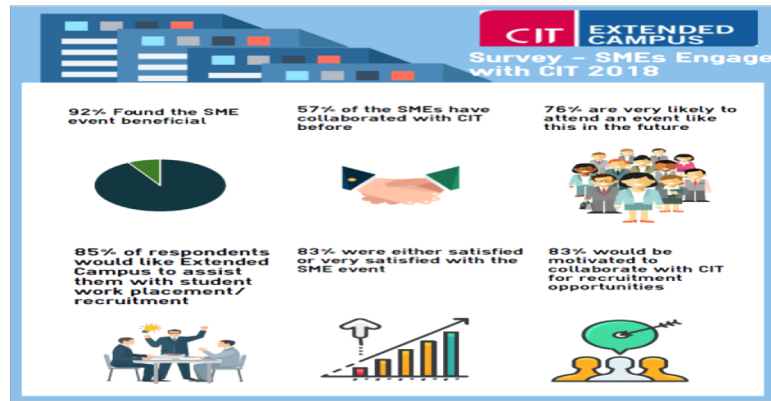
Typical commentary:

- ‘They are considering adding Software Engineering and R&D roles to their existing Cork operations and wish to learn more about the talent that would be available to fill these roles. They would also be interested in discussing opportunities to take on further interns from CIT.’
- Talk about the software development curriculum and how CIT prepares students for work in the industry
- The relationships CIT have with other multinationals in Cork and around the country
- Advise the CTO on how Cork is a good place to do business from a college point of view
- Talk about the success of the current intern programme running with CIT
- Availability of students and when they finish/graduate

Dr Flynn brought Governors’ attention to the seven IDA visits since March. The IDA has mentioned how flexible CIT is and in particular the Department of Computer Science. It is heartening to hear that.

SME’s Engage with CIT - Collaboration between CIT Extended Campus and CIT Careers Service

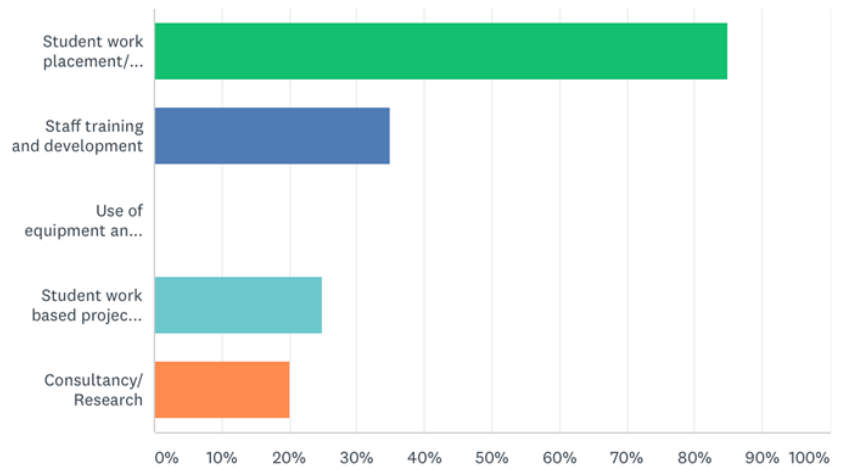
The ‘SMEs Engage with CIT’ Event, on the 12 April 2018, with the attendance of 29 companies, all of which were surveyed on their experience. Twenty-four (24) completed feedback surveys were received. A summary of the findings is presented below.



NOTED.

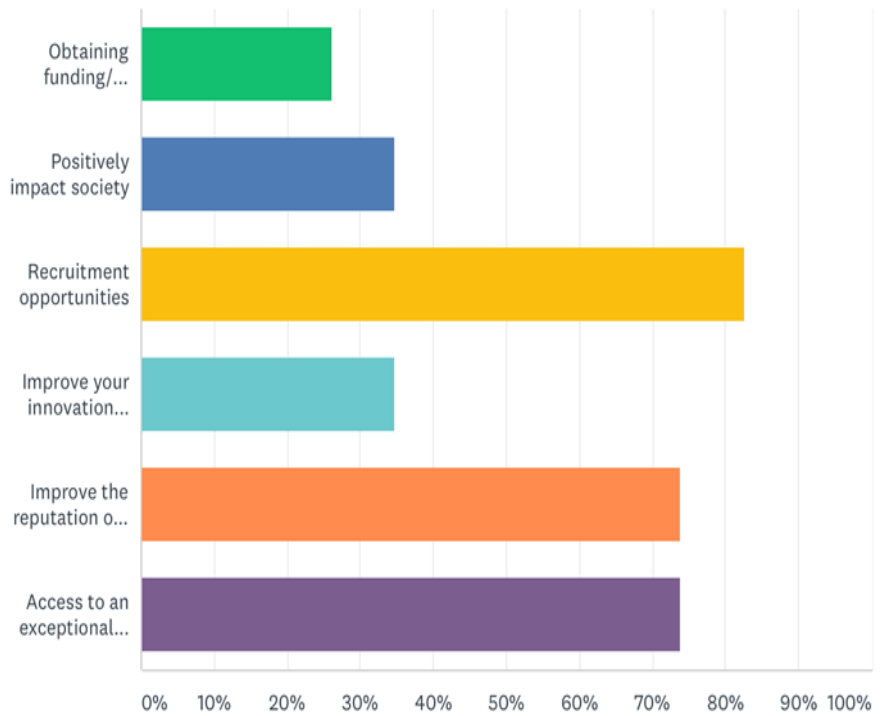
How would you like Extended Campus to assist you?

Answered: 20 Skipped: 5



What would motivate you to collaborate with CIT?

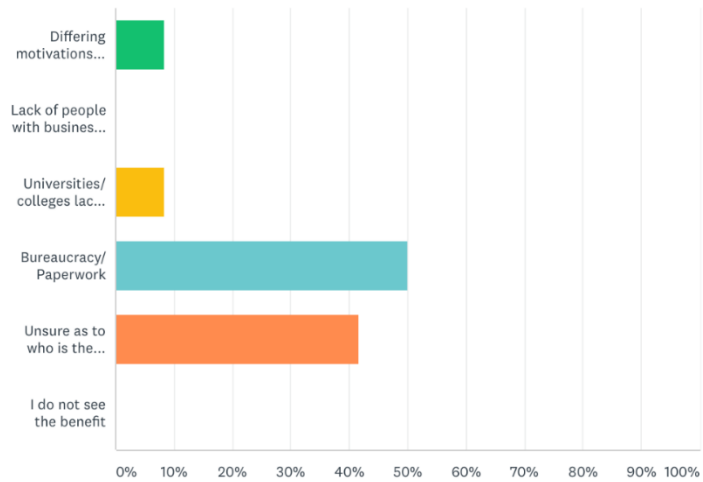
Answered: 23 Skipped: 2



NOTED.

What would prevent you from collaborating with CIT?

Answered: 12 Skipped: 13



NOTED.

Other Activities and News

- Dr Orla Flynn re-elected Honorary Secretary of Cork Chamber of Commerce for a further and final year.
- Professor Irene Sheridan and Daithi Fallon have had a paper accepted for presentation at the University-Industry Interaction Conference in London on 20-22 June. The paper entitled: University-Industry Collaboration: Where to next? explores the breadth and depth of collaboration opportunity, the extent of collaboration illustrated through a mapping exercise and the initial results from the UBC in Europe Study.
- Professor Irene Sheridan has been asked to contribute to the THEA colloquium on the Technological Sector and Engagement in GMIT on 10th May 2018.

NOTED.

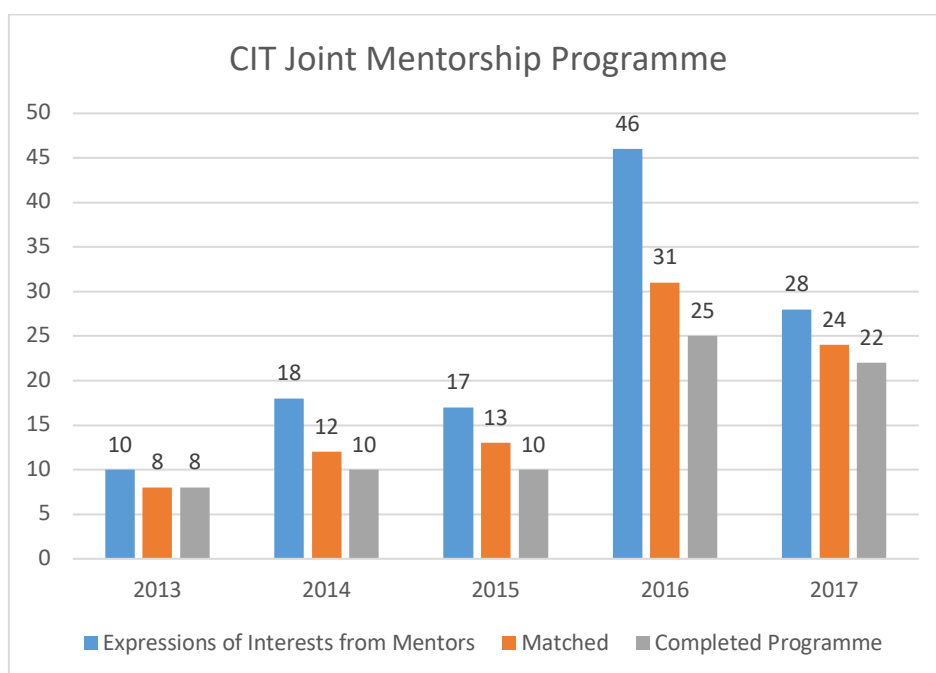
Alumni Office Events

The CIT Joint Mentorship Programme

The closing event for the CIT Joint Mentorship Programme 2017-2018 took place on Wednesday 18th April 2018 where mentees and mentors gave testimonials about their experience of the programme and the benefits gained. Each mentor and mentee pair worked together since November 2017 and had monthly contact throughout the programme.

The Programme is in its fifth year and is going from strength to strength which is evident by the number of graduates and friends of CIT who want to give back and support current CIT students through the programme. The impact that the programme has had on students is very positive and this is evident from the CIT First Destinations Survey with graduates indicating that they are now sourcing employment through the programme.

NOTED.



NOTED.

Events

- Alumni Office presence at Network Cork event entitled “*Fuelling Ambition Cork 2018 - Creating More Ambitious Female Entrepreneurs & Leaders*” (Wednesday, 11th April 2018).
- Alumni Office presence at CIT SME Career event (Thursday 12th April, 2018)
- Meet the Graduate:
 - NMCI, Capt. Tony Mulcahy, Wednesday 11th April, 2018
 - Multimedia, Ms. Karen Twomey, Wednesday 18th April, 2018

NOTED.

International Office

Non-EU International Applications 2018/2019

Total Applications	Postgraduate Applications	Undergraduate Applications	Total Offers
424	333	91	149

With the recent addition of a new staff member, Ms Julie Anne Young, to the International Office, the International Office is currently undergoing a review of application data and process.

Dr Flynn advised that the applications are three times what they were this time last year. We have ongoing applications coming in and are endeavouring to get offers out as soon as possible.

In response to Ms Cooney in terms of the 424 applications, Dr Flynn stated 149 were offered, some are still waiting and some we know. The turnaround has speeded up a little bit. We are gradually getting our systems fit for purpose for international activity. Dr Flynn stated she would have a detailed report for the next meeting of Governing Body.

In relation to Student Entrepreneurship, Mr O’Leary stated that Foróige is delivering a licence programme in New York “Networking and training Entrepreneurs” which is about to be rolled out in Cork. It is for 10 to 18 year olds and takes place in school and community settings. It is great that they have created a link with the Hincks Centre in CIT. He thanked the Head of the Hincks Centre, Dr Helen McGuirk. He also thanked Mr Michael Loftus because for Student Engineering week a Youth Club in West Cork wanted to do an engineering piece and Michael came down as one of the judges and he was great and a fantastic ambassador for CIT. Foróige reaches fifty thousand young people annually, about eight to ten thousand of those come under Mr O’Leary. It is good to get into the cross sections of the Institute and he thanked all for the support that they got.

Education Missions Abroad

Country	Comment
Oman, April 2018	Prof Ger Kelly, Head of Department of Mechanical, Biomedical and Manufacturing Engineering travelled to Oman from 16-18 April to participate in the Ghedex Education Fairs under Education in Ireland brand.

NOTED.

Incoming Visits

Srinakarinwiroj University (SWU)

A senior delegation from Srinakarinwiroj University (SWU), Bangkok Thailand visiting CIT on 12 April. The delegation included the President of Srinakarinwiroj University (SWU).

Discussions included undergraduate and postgraduate study, student exchange opportunities, research collaborations and faculty exchanges.

NOTED.

Oman

Ms. Siddiga Abuhassabi, acting for the Oman embassy in London, visited CIT on the 18th April. Ms Abuhassabi oversees the Omani scholarship programme.

NOTED.

Erasmus+ KA103- Mobility between Programme Countries for 2018-2019 – Funding Notification

The HEA has awarded €289,980 to Cork Institute of Technology for Erasmus + KA103 student and staff mobility funding for the academic year 2018-2019. The budget year will run from 1st June 2018 to 30th September 2019.

The funding breakdown is as follows:

	Mobility Category	Requested by CIT	Approved by HEA
1	Study Exchanges	75	75
2	Traineeships (internships)	65	55
3	Teaching Exchanges	14	13
4	Staff Training	14	13
5	Organisational Support		156*
	Total Grant		

**Based on number of participants*

NOTED.

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

An updated interim report on the current year's Erasmus mobility activity was sent to the HEA on 13th April.

Achieved mobility numbers as follows:

	Mobility Category	Total Achieved to Date
1	Study Exchanges	71
2	Traineeships (internships)	43
3	Teaching Exchanges	12
4	Staff Training	12
	Total Mobilities	138

NOTED.

Cllr Hegarty thanked Dr Flynn for her briefing.

1805.8 STRATEGIC DEVELOPMENT SUB-COMMITTEE TERMS OF REFERENCE:

In the absence of the Chairman, the President took this item. He had been asked by the Chairman to redraft the Terms of Reference for the Strategic Development Sub-Committee.

The President referred Governors to Item 4.3 which had been updated and went through the Plans as listed some of which are to be reviewed on an annual basis and others on a rolling basis.

He also advised that the membership is to be expanded and he sought volunteers to fill the four vacancies.

He sought the approval of Governing Body for the revised Terms of Reference.

Ms Cooney queried where would Support Services, which was listed in the previous scope, fit in in the updated Scope of the Strategic Development Sub-Committee.

The President and Registrar agreed that they will consider this and come back to the next meeting of Governing Body.

Mr Ó Súilleabháin suggested that the updated Terms of Reference be approved by Governing Body today and a revised version can be subsequently circulated to Governors for approval.

The President agreed and advised that the Terms of Reference anyway will be reviewed by Governing Body on an annual basis.

Governing Body APPROVED the draft Terms of Reference for the Strategic Development Sub-Committee as circulated.

1805.9 STUDENTS' UNION REPLACEMENT ON SUB-COMMITTEES OF GOVERNING BODY:

Proposal from the outgoing President of the Students' Union was circulated with the Agenda.

Mr Dawson took this item. He advised Governors that today's meeting was his last meeting. He thanked everyone in the room for their support and warmth during the year which has been a testing time for the Institute. We now have a great President on the helm and Governing Body are now pulling in the same direction.

He referred to his proposal and having worked on Sub-Committees and with Stephanie he wished to propose that she replace him on the MTU GB Sub-Committee and the Strategic Development Sub-Committee. Stephanie has spent a great year and has learned an awful lot. It would stand her in good stead to replace him on these Sub-Committees. He asked Governing Body to give consideration to his proposal.

The President thanked Sam for his contribution on Governing Body and on the various Sub-Committees. He wished him well in the future.

The matter of membership of the Sub-Committees is a matter for the Sub-Committees, for the incoming President of the Students Union and also we need to consider gender balance. He noted Mr Dawson's proposal which was appreciated and continuity is important also.

The President stated he would speak with the Chairman and also the incoming SU President who it was hoped would be in attendance at today's meeting but unfortunately he is doing exams.

Mr Dawson was happy with this.

Cllr Hegarty thanked Mr Dawson also for his contribution as a Governor during his term of office and wished him the very best for the future.

Ms Piggott suggested that Governors should visit the older buildings prior to the next meeting of Governing Body.

Mr Ó Súilleabháin suggested having the next meeting in G-Block.

The President stated we need to consider having a room that can accommodate Governing Body but he took the two suggestions on board.

Dr Ní Shé stated that if any Governor wished to have tickets for the School of Music Orchestra on Sunday night they were to let her know and she would email them on. They would love the presence of Governing Body if they could attend.

1805.10 PRESIDENTIAL APPOINTMENT SUB-COMMITTEE – Verbal Report:

The meeting concluded at 6.20 pm.

Digest of the meeting of the Governing Body of Cork Institute of Technology held on Thursday 3 May 2018 in the Council Room, 2nd Floor, Administration Building at 3.00 pm.

The next ordinary meeting of the Governing Body was fixed for Thursday 7 June 2018 commencing at 3.00 pm in Council Room, 2nd Floor, Administration building.

Signed: _____

Date: _____