

**Digest of the meeting of the Governing Body of Cork Institute of Technology held on Thursday 7 June 2018 in the Council Room, 2<sup>nd</sup> Floor, Administration Building at 3.00 pm.**

**Present:** Mr Bob Savage (Chair)  
Dr Barry O'Connor  
Mr Bernard Allen  
Ms Mary Cooney  
Mr Eoin Deane  
Cllr Michael Hegarty  
Cllr Mary Hegarty  
Mr John Higgins  
Capt Dave Hopkins  
Mr Declan O'Leary  
Mr Cilian Ó Súilleabháin  
Mr Ted Owens  
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.

Mr Aaron Buckley proposed new student member of Governing Body.

*On behalf of the President and himself, the Chairman welcomed Mr John Higgins, the new Governing Body member and nominee of Cork Chamber.*

*He also welcomed Mr Aaron Buckley, proposed new student member of Governing Body. He explained that Aaron is in attendance in an observer capacity until such time that his appointment has been approved by the Minister for Education and Skills.*

*Apologies were received from Cllr Patrick Gerard Murphy, and Ms Emelie Fitzgibbon.*

*Apologies were also received from Ms Stephanie Kelly, proposed new student member of Governing Body.*

*The following Governor did not attend the meeting:*

1. Ms Maura Fitzgibbon

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

1. Jessica Carson, Assistant Lecturer, Pro-Rata, CIT Crawford College of Art & Design on the death of her husband.
2. The family of Abigail Hennessy, retired Lecturer, CIT Cork School of Music on her recent death.

3. *Geraldine O'Sullivan, Catering Manager, Student Services Company on the death of her mother.*
4. *Michelle McManus, Lecturer, Department of Marketing & International Business on the death of her brother.*
5. *John O'Leary, Caretaker, on the death of his mother and to Ms Claire O'Leary, Senior Staff Officer, Finance Office on the death of her mother-in-law.*

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

**1806.1** Minutes of the previous meeting held on Thursday 12 April 2018 were circulated with the Agenda and *were approved by the Governing Body.*

**1806.2** Digest of the previous meeting held on Thursday 12 April 2018 was circulated with the Agenda and *was approved by the Governing Body.*

**1806.3** Minutes of the previous meeting held on Thursday 3 May 2018 were circulated with the Agenda and *were approved by the Governing Body.*

*Cllr Mary Hegarty requested that she be recorded in the minutes as an apology rather than not attending. She apologised for not submitting her apologies at the time. Due to workload she had mixed up the dates of meetings.*

*Governing Body AGREED to amend the record.*

**1806.4** Digest of the previous meeting held on Thursday 3 May 2018 was circulated with the Agenda and *was approved by the Governing Body.*

*Cllr Mary Hegarty requested that she be recorded in the digest as an apology rather than not attending. She apologised for not submitting her apologies at the time. Due to workload she had mixed up the dates of meetings.*

*Governing Body AGREED to amend the record.*

*The Chairman thanked Cllr Michael Hegarty for chairing the Governing Body meeting on 3 May 2018 in his absence.*

**1806.5** **CORRESPONDENCE**

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

1. Letter dated 2 May 2018 from Mr Ted Owens, Chief Executive, CETB attaching letter from the Minister for Education and Skills dated 24 April 2018 re: appointment of Mr John Higgins as an ordinary member of the Governing Body of Cork Institute of Technology was circulated with the Agenda.

*The President referred to the above letter from the Minister appointing Mr John Higgins as an ordinary member of Governing Body.*

2. Email dated 11 May 2018 from Ms Margaret Falsey on behalf of the PAC re: President to appear before the Committee on Thursday 24 May 2018 was circulated with the Agenda.

*The President referred to the above letter of invitation from Ms Margaret Falsey on behalf of the Public Accounts Committee to appear before the Committee on 24 May 2018. The following attended from CIT:*

- *The President*
- *Mr Paul Gallagher, VP for Finance & Administration*
- *Ms Ellen Crowley, Finance Manager*
- *Mr John A McCarthy, PPP Contract Manager for the NMCI and CSM*
- *Mr Jim O'Byrne, Head, NMCI Services*

*The correspondence from the PAC in March 2018 requested information on the NMCI, PPPs and the Contract Manager which was the reason why Mr McCarthy and Mr O'Byrne attended on 24 May.*

3. Letter dated 17 May 2018 from Dr Graham Love, Chief Executive, HEA re: Expenditure associated with retirement functions for former President of CIT was circulated with the Agenda.

*The above correspondence was in relation to our response to the HEA in relation to the two Retirement Functions (i) a formal function held on 1 June 2017 and (ii) a President's Dinner for Senior Staff held on 4 May 2017 for the former President.*

*The President was hopeful that once the ARSC recommendation is forwarded to the HEA that this matter will be concluded.*

4. Email dated 29 May 2018 from Ms Margaret Falsey on behalf of the PAC re: follow up requirements following the appearance of the President before the Committee on Thursday 24 May 2018 was circulated with the Agenda.

*The President referred to the above follow-up from the PAC meeting on 24 May. They requested two items of information*

1. *In relation to the Retirement Function for the previous President, they requested a copy of the response issued from CIT to the HEA regarding the spend on hospitality which was not in accordance with its own policy.*
2. *A note on the pension paid by the Student Services Company, the people that benefit from the pension scheme and whether anyone in the University or Board is involved in the company.*

*We have responded today to the above request.*

*Mr Allen stated that he had watched the proceedings of the PAC on 24 May as a Governor and as a former member of the PAC. There were no goals scored against CIT. Some of the PAC members were well informed and a lot of the information that they had was not in the briefing documents that they had. He complimented the President and Mr Gallagher and their back-up teams for a good performance. He hoped that this matter will now be concluded. He added that CIT needs to follow procedures in future.*

**1806.6 PRESIDENT’S REPORT: (Pages 4 to 10)**

*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.*

**1. CIT Events:**

	<b>Date</b>	<b>Event</b>	
1.1	02/05/2018	The Institute hosted a “Mile for Jack” event at the Athletic Track. On March 1, prior to the red alert for Storm Emma, Jack O’Driscoll, a BEng Environmental first year Engineering student was out in the snow and an awkward fall resulted in him being paralysed from the chest down. Jack is currently a patient at the High Dependency Unit in the Mater Hospital, Dublin. The CIT community hosted this event to express its solidarity with Jack and his family.  A “Coffee Morning” was also held.	President started the proceedings
<i>NOTED.</i>			
1.2	03/05/2018	A Memorial Service was held to remember the late Fen Long on her recent death. Her sister, friends and colleagues from CIT, UCC and Cork City Council attended.	President attended
<i>NOTED.</i>			

1.3	13/4/2018	As part of the Professorial Lecture Series, Professor Margaret Linehan, Head, School of Humanities gave a lecture on “Female Leadership: Persistence of the Glass Ceiling”.	President attended
	4/5/2018	Professor Sean F. O’Leary, Senior Lecturer, Department of Mechanical, Biomedical & Manufacturing Engineering gave a lecture on “Innovative Product Laboratories Development – Engineering an Undergraduate Multi-disciplinary Student Innovation Eco-System”.	President attended
	18/05/2018	Professor Hugh McGlynn, Head, School of Science & Informatics gave a lecture on “Evolution of STEM Education”.	President attended
<p><i>The President referred to the above professorial lectures. This series is going from strength to strength and shows the amazing talent that we have in the Institute.</i></p>			
1.4	15/05/2018	A Scholarship in honour of former IMPACT activist, Tom Bogue, was launched by the Department of Social Studies. The €6,000 “Tom Bogue Postgraduate fees Scholarship” was established by Fórsa Trade Union to remember Tom and reflect on his commitment to education and social progress.	President attended
<p><i>The President mentioned the Postgraduate Fees Scholarship which was established by Fórsa Trade Union in memory of Tom Bogue who was an IMPACT activist and also a member of Cork Council of Trade Unions. This was a nice gesture from Fórsa which is the new name for IMPACT and union members of the Public Service CPSU and PSEU.</i></p> <p><i>Ms Piggott thanked the President for mentioning Tom Bogue. She had known Tom Bogue for many years and had sat at many Trade Union meetings with him. He was full of honesty and justice and it was nice that the President had mentioned him today.</i></p> <p><i>Ms Cooney stated it was a wonderful occasion and a wonderful opportunity to engage a student in applied research just like the programmes in the Prison Service.</i></p>			

1.5	18/05/2018	The Senior Staff Breakfast Forum took place.	President attended
<i>NOTED.</i>			
1.6	18/05/2018	The Faculty of Engineering & Science welcomed 80 Transition Year students to CIT.	President welcomed the students
<i>NOTED.</i>			
1.7	29/05/2018	Presentation of Certificates to inmates of Cork Prison	President attended
<p><i>The President referred to the above. Quite a number of lecturers had presented lectures in Cork Prison during the past semester. There were 60 odd students who took part in the programmes. This is something that CIT will continue to do in conjunction with Cork ETB.</i></p> <p><i>Mr Owens was delighted to see CIT taking an active part in trying to enhance the educational experience of inmates.</i></p>			
1.8	25/05/2018	As part of Asia Matters, CIT hosted Day 2 – “The need for Smart Cities of The Future to be Sustainable Places to Live and Work.”	President welcomed the delegates
<p><i>The President advised the above was an interesting event. Minister Michael Creed presented a paper. The President took advantage of the occasion to bring Minister Creed on a tour of the 1974 building and to seek refurbishment funding. The President also briefed him on the LRC building and gave him the facts and figures and timelines on that. It was a useful encounter.</i></p>			
1.9	31/05/2018	The Cork Centre for Architectural Education (CCAIE) annual Exhibition of Student Works opened on Thursday 31 May at the CCAIE, Nano Nagle Place, Douglas Street. The exhibition will be open to the public until 8 June by appointment.	President attended
<p><i>The President referred to the final year CCAIE Exhibition which was the first show in the Nano Nagle building which is the new location for the Cork Centre for Architectural Education.</i></p>			
1.10	01/06/2018	The BA (Hons) in Visual Communications and the BA (Hons) in Creative Digital Media final year students at CIT CCAD	President attended

		launched their graduate show “Collab + Collate” at 5.30 pm in the James Barry Exhibition Centre and the Rory Gallagher Theatre. The exhibition runs until 8 June.	
<i>NOTED.</i>			
1.11	01/06/2018	Graduating students of Fine Art & Applied Art at CIT CCAD launched their degree show “See-Saw” at 6.00 pm. This degree show hosted multi-disciplinary work of over fifty students.	President attended
<i>NOTED.</i>			

## 2. Meetings (External):

	Date	Event	
2.1	10/05/2018	A high level conference, organised by the British Irish Chamber of Commerce, took place in London. The Conference title was “Developing a UK – Ireland Higher Education and Research Partnership.”	President attended
<i>NOTED.</i>			
2.2	18/05/2018	As part of their regular meetings, the President met with the President of UCC in UCC.	President attended
<i>NOTED.</i>			
2.3	21/05/2018	Worldskills Flag Ceremony in DIT, Dublin	President attended
<i>NOTED.</i>			
2.4	23/05/2018	HEA Landscape Call 2018	President attended
<i>NOTED.</i>			
2.5	24/05/2018	Public Accounts Committee meeting in relation to the 2016 Financial Statements.	President attended
<i>NOTED.</i>			
2.6	29/05/2018	A meeting with Minister Mary	President

		Mitchell O'Connor took place with the two Chairs and two Presidents of CIT and IT Tralee.	attended
<p><i>The Chairman wished to say that today some Governors had a tour of G-Block and on behalf of Governors he hoped that the appropriate Health &amp; Safety Assessment was done in relation to that building. Having met with three students their professionalism and their energy and the staff that have to work in that building – it is clear to see that funding is absolutely necessary and to look at the prioritisation of funding right now. It is important to say this now in the context of MTU. The visit to G-Block was an eye opener today and he thanked the students for presenting to Governing Body.</i></p> <p><i>Ms Cooney thanked the Governors who took the time to attend the tour of G-Block. The contrast between the different parts of this Institute are striking. We seriously have to address this matter going forward with the Agenda of the Government, and in terms of attracting international students. If they were to see G-Block, which represents part of this Institute, it does not send a good message.</i></p> <p><i>Ms Piggott thanked the students who had remained to meet with Governors. She was appalled as well and felt cleaning and maintenance could be better. It was certainly a worthy exercise having a tour of G-Block. Now that we know there is huge responsibility on us to get that right.</i></p> <p><i>The Chairman stated that for the next meeting of Governing Body a formal tour of the rest of Institute will need to take place.</i></p> <p><i>Cllr Michael Hegarty stated it was interesting to see the facilities that both staff and students have to endure in G-Block. It is not fit for purpose and there is great credit due to both staff and students who occupy this building. There is an onus on us as a Governing Body to ensure that there is decent accommodation for them. As it is, it is sub-standard and a building that has gone past its sell by date.</i></p> <p><i>Ms Katherine Walshe concurred with what Cllr Hegarty said. Cleaning and Maintenance should be the number one priority and then capital requirements.</i></p> <p><i>The Chairman stated as a Governing Body we have responsibility.</i></p> <p><i>Mr Deane added that while G-Block is the worst building, Governors need to see E and F-Blocks also.</i></p> <p><i>Dr Ní Shé advised that Governors also had a walk-through of the ground Floor of E-Block.</i></p>			
2.7	31/05/2018	The President gave a 15 minute address to the May Business Breakfast of the Cork Chamber.	President attended
<p><i>NOTED.</i></p>			



### 3. Meetings (Internal):

	<b>Date</b>	<b>Event</b>	
3.1	01/05/2018	The QQI/CIT Dialogue meeting took place at 2.00 pm	President and Registrar attended
3.2	01/05/2018	GB MTU Sub-Committee	President attended
3.3	03/05/2018	Governing Body meeting	President attended
3.4	16/05/2018	Arts Sub-Committee meeting	
3.5	16/05/2018	Academic Council meeting	President chaired
3.6	17/05/2018	MTU meeting of all CIT Senior Lecturer 3s and the IEB	President attended
3.7	22/05/2018	Meeting of the Institute Executive Board	President chaired
3.8	22/05/2018	Meeting of all CIT Senior Lecturer 3s, Senior Lecturer 2s and the IEB	President attended
3.9	30/05/2018	GB MTU Sub-Committee	President attended
<i>Items 3.1 to 3.9 were NOTED.</i>			

### 4. Student/Graduate Achievements:

	<b>Date</b>	<b>Event</b>	
4.1	24/05/2018	Four CIT projects have won first place in their categories at the Universal Design Grand Challenge Finals which took place in Dublin on 24 May.	
<i>NOTED.</i>			

### 5. Visitations:

	<b>Date</b>	<b>Event</b>	
5.1	31/05/2018	The Department of Architecture hosted a visit from a delegation of 40 Dutch architects who are touring	

		Ireland viewing great contemporary Irish Architecture.	
5.2	01/06/2018	As part of their visit to Cork, a delegation from New Jersey Institute of Technology visited CIT.	President welcomed the delegation
<i>Items 5.1 and 5.2 were NOTED.</i>			

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

- Tuesday 8 May 2018
- Tuesday 22 May 2018

*NOTED.*

**1806.7**

**TECHNOLOGICAL UNIVERSITY:**

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

7.1 **Signed Minutes of the Governing Body MTU Sub-Committee meeting held on Thursday 9 April 2018** were circulated with the Agenda.

*Mr Allen referred to the signed Minutes of the MTU Sub-Committee of 9 April 2018 which had been considered at the 12 April and 3 May 2018 Governing Body meetings.*

*He advised that at the 1 May 2018 MTU Sub-Committee meeting the above minutes were approved and signed subject to amendments to the 2<sup>nd</sup> last paragraph on page 3.*

*Mr Allen sought Governing Body approval of the signed Minutes.*

*Governing Body APPROVED the minutes as presented.*

7.2 **Draft Minutes of the Governing Body MTU Sub-Committee meeting held on Tuesday 1 May 2018** were circulated with the Agenda.

*The President advised of the following meetings:*

- *IEB had a facilitated meeting to move forward with the request for designation on Tuesday 24 April 2018*
- *IEB had a facilitated meeting with the CIT Heads of School(SL3s) on Thursday 17 May 2018*

- *IEB had a facilitated meeting with the CIT Heads of School (SL3s) and Heads of Department (SL2s) on Tuesday 22 May 2018*
- *On Tuesday 19 June 2018 we are having a joint executive meeting with colleagues from IT Tralee in CIT. Also on that date there will be a joint executive meeting with CIT SL3 staff.*
- *Following that meeting we will then meet with the Central Services Managers*

*Things are progressing. People are seeing the reality. The opportune time that we can do a deal or get an ask is within the next couple of months.*

*The Chairman thanked Mr Allen for his briefing.*

## **1806.8**

### **THEA Code of Governance – Key documents to update:**

*The Chairman invited Mr Gallagher to take this item.*

#### **8.1 Draft Governing Body Standing Orders, Agendas and Workplans** were circulated with the Agenda.

#### **8.2 Actions emanating from the Recommendations from the IPA Governing Body Review 2017 and approved by Governing Body at their meeting on 7 December 2017** were circulated with the Agenda.

*Mr Gallagher referred to the draft Governing Body Standing Orders (Appendix A). He explained that he took the THEA Standing Orders template and the output arising from the recommendations from the IPA Governing Body Review 2017 which he had referenced in the draft Standing Orders document. He went through the Standing Orders proposed.*

*Governors gave some consideration to the document. As this document was only introduced today, the Chairman suggested that soundings from THEA be obtained.*

*The Chairman stated it would be worthwhile to have a private session to consider the Standing Orders.*

*Mr Gallagher suggested that Governors take the document away, email him their views, opinions and suggestions which he will collate. He will include those changes into the THEA Code of Governance.*

*The Chairman was happy that this be done. He also said that the updated Standing Orders will be an agenda item for the October meeting of Governing Body.*

*Governors returned to the meeting after a short break.*

**1806. 9      REPORT FROM THE REGISTRAR & VICE PRESIDENT FOR ACADEMIC AFFAIRS: (Pages 12 to 23)**

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

**9.1      REPORT ON ACADEMIC COUNCIL MEETING HELD ON WEDNESDAY 16<sup>TH</sup> MAY 2018** *was circulated with the Agenda.*

The Academic Council met on Wednesday 16<sup>th</sup> May.

**1.      ACADEMIC CALENDAR 2018/19 AND 2019/20**

1.1      Council NOTED the decision of the Executive Committee that the calendar proposals for 2018/19 and 2019/20 should be implemented as proposed, with one day of academic holiday leave in 2019/20 being reallocated following feedback from TUI.

The October Conferrings on the Bishoptown Campus will therefore run over three days in both years of the pilot. Council acknowledged the additional demands that this places on professional and support staff who are involved in these Conferrings.

In 2018/19, it will be necessary to have five days of Semester 1 examinations after Christmas. The Examinations Office cannot make any guarantees in relation to possible scheduling requests from academic departments.

1.1      Council discussed the timelines for the release of programme results in the Summer examination session, and the impact of these timelines on the processes for assessment appeals and correction of errors and omissions. These issues have been raised with the Banner MIS Office, but a phased release of programme results as PABs are completed is not possible.

However, it is planned to pilot a release of provisional module results in the Autumn 2018 examination session. Under this scheme, students would receive all module results soon after the completion of Module Examination Boards. It will be necessary to be mindful of potential additional pressure on academic departments.

1.3      Recent correspondence from the Chair of the Cork Colleges Branch of TUI was included as an agenda item for this meeting. TUI wished to provide clarification on its participation in the recent engagement regarding the Academic Calendar.

TUI welcomed the attempt of Academic Council to introduce a non-teaching week in Semester 1, and it commended the working party which put the proposal together. It welcomed the fact that TUI input was sought on the proposal.

However, TUI insisted that matters of conditions of service for TUI members must be discussed between management and TUI. In any case, none of the TUI Branch officers was available to attend the meeting of the Council of Unions due to teaching and other commitments. The TUI Chair also referred to the large workload of the Branch officers, with their TUI work being additional to their full-time jobs in CIT.

TUI confirmed to Council that the proposals had been considered at a special meeting of the Branch, and that they had been subsequently accepted, subject to two provisos. TUI indicated that it looks forward to its members providing feedback on it over the course of the pilot.

Council NOTED the correspondence from the Chair of Cork Colleges Branch of TUI.

*Dr Ni Shé referred to the above item. Agreement was reached in relation to the piloting of the Academic Calendar proposals for the next two academic years. Academic Council continues to be concerned about the way in which results of programmes and modules are released in the Summer time. This issue was discussed at the last meeting of the Academic Council Executive. We have again reminded Academic Council that we are planning to pilot a system of release of provisional module results in the Autumn. This will mean the students will get their results on a provisional basis before the programme boards have met. What the data has shown is that the majority of exam appeals relate to module marks and not to an overall classification. We will have to monitor this pilot carefully because there are potential implications for departments.*

*The President explained that the summer results are normally issued when the academic staff are on annual leave and there is no time for students to have consultation with lecturing staff.*

*Dr Ni Shé referred to the correspondence from the Chair of the TUI which had been included as an agenda item for the Academic Council meeting. The TUI welcomed the introduction of a non-teaching week in Semester 1, and it commended the Working Party which put the proposal together. They also welcomed the fact that TUI input was sought on the proposal. However, matters of conditions of services for TUI members must be addressed between Management and the TUI. They considered the proposal at a special meeting of the Branch, and have accepted it subject to two provisos in relation to the time for marking and the allocation of holiday leave.*

## **2. QQI MATTERS**

- 2.1 Council was updated on the Institute's Annual Dialogue meeting with QQI on 1<sup>st</sup> May. Council will be further updated once an agreed formal note of the meeting is available.
- 2.2. QQI advised that its view was that government policy, as elucidated through the TU Act, is that institutes seeking institute-wide approval for making doctoral awards should go through the TU designation process. Going forward, it is envisaged that research approval or delegated authority to make doctoral awards for Institutes of Technology will be limited to designated fields which must undergo a review process on a case-by-case basis. QQI also advised that as a designated awarding body (DAB), a TU would have increased autonomy in relation to developing and operating its quality assurance procedures.

- 2.3 QQI advised that the Institute could usefully consider an external review process for administrative areas/ services in line with that for academic units.
- 2.4 QQI advised that the CINNTE (Institutional Review) cycle has begun, with Letterkenny Institute of Technology having been reviewed recently.
- 2.5 Council was advised that the planned date for the CINNTE visit for CIT is Q2 2022. Council was further updated on the agreed documentation requirements for this. Documents may be sought in relation to matters such as internal reviews, external examiners, student feedback, programme approval and review, committee papers.

*Dr Ni Shé referred to the above item. Academic Council were briefed on the annual Dialogue meeting with QQI on 1 May 2018. As reported at the last meeting of Governing Body, QQI's view of Government Policy is that any Institute seeking omnibus delegated authority to Level 10 will be restricted to those going through the TU designation process. QQI also advised that the Institute should consider an external review process for administrative areas and services in line with academic units. In relation to the cycle Institutional Review, the last review for CIT was in 2010. This review has been renamed as CINNTE and has commenced with Letterkenny Institute of Technology having been recently reviewed.*

*Mr O'Leary noted the QQI advice in relation to the restrictions on an Institute seeking omnibus delegated authority to Level 10. If we are not a TU the position is very disappointing. It is good to note those conditional terms.*

*The President stated that it does show the trajectory that the staff are in, that they see the ability to bring in and supervise and develop research students in their own research areas. It shows the level of maturity that we have in the Institute. It is one of the major factors for staff buying into the TU concept.*

### **3. TECHNOLOGICAL UNIVERSITY UPDATE**

- 3.1 The HEA document *Technological Universities – Proposed process in respect of an application to become Technological University, 2018* was circulated to members of Council in advance of the meeting. The President advised Council that this document is a response to questions which were asked of the HEA in relation to the TU criteria. As such, this document should be read in conjunction with the TU Act.
- 3.2 The President referred to the recent advice given by QQI that omnibus delegated authority to Level 10 will be restricted to HEIs which are on the TU trajectory.
- 3.3 The President told Council that the Minister of State for Higher Education has requested the Chairs and Presidents of CIT and IT Tralee to attend a meeting in the Department of Education and Skills on Tuesday 29<sup>th</sup> May.

- 3.4 The President updated Council on ongoing discussion at IEB, on internal consultation and engagement with Heads of School and Heads of Department, and on plans for senior academic management of both CIT and IT Tralee to meet in June.

*Dr Ni Shé advised that the Technological University Update is a standing item on the Academic Council agenda. She stated that the HEA document “Technological Universities – Proposed process in respect of an application to become Technology University 2018” was circulated to members of Council prior to the meeting. This document provides clarifications on the criteria, academic staff qualifications and the number of research students etc.*

#### **4. NEW PROGRAMMES**

- 4.1 Council APPROVED validation of the BA (Hons) in International Business with Aviation Studies programme. This new programme, which has been designed by the Department of Marketing and International Business, will be delivered online to qualified airline pilots. Through RPL, previous learning at Levels 6, 7, and 8 of the NFQ will be reflected in the entry criteria.

The Validation Panel Meeting for this proposed new programme was held on 30<sup>th</sup> April and the Panel concluded that the programme meets (a) the required standard for an award in the Science field of study at Level 8 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 sooner, 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 Shé referred to the new BA (Hons) in International Business with Aviation Studies programme which will be delivered online to qualified airline pilots. This programme is good to go for September and is validated for five years.*

*Mr O’Leary stated the above programmes is an Institute first, a regional first and possibly a national first. He extended “Well Done” to all concerned. It is an example of innovation and is industry ready.*

- 4.2 Council also APPROVED validation of two new Special Purpose Awards, following validation meetings on 17<sup>th</sup> April. The 20 credit Certificate in Sales Strategy and Techniques is a Level 8 award which has been developed by the Department of Marketing and International Business. The 20 credit Certificate in Enterprise Development, a Level 6 award, relates to a two year project funded under the EU’s ESP Programme for Employability, Inclusion and Learning (PEIL) targeted specifically at gender equality and focussing on women’s entrepreneurship.

The Panel recommended that these two Programmes be validated for five academic years, or until the next programmatic review, whichever is sooner, 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 in respect of each of these programmes has been completed.

*Dr Ní Shé referred to the above two special purpose awards one at L8 and the other at L6 which has been funded under the EU's ESP Programme for Employability, Inclusion and Learning (PEIL).*

- 4.3 The Registrar's Office has engaged with the Department of Tourism and Hospitality in relation to two new apprenticeship programmes (Level 7, Level 8) in Culinary Arts. These programmes have been developed by IT Tralee in the first instance and the Academic Council of IT Tralee is expected to approve validation shortly. There will follow a process under which the Academic Council of CIT will validate the programmes for delivery in CIT, starting next September. Timelines in regard to recruitment are critical, and Council therefore agreed that a special meeting of the Executive Committee should be called if necessary to deal with the matter.

Council was advised regarding workload and timelines re programmatic review, validation of proposed new programmes, implementation of transition schedules following programmatic review, and proposed changes to programmes and modules arising outside programmatic review. Council was advised that it may be necessary to prioritise this workload on the basis of a) fulfilling QA requirements relating to re-validation of programmes to ensure continued retention of Delegated Authority and Institute reputation; b) operational requirements for 2018-19 such as transition schedules and minor programme changes; and c) completion of the validation process of new programmes based on expected effort post panel for the Registrar's Office and the relevant academic departments.

*We have worked with IT Tralee and LKIT in relation to three programmes in Tourism & Hospitality. These programmes have gone through the QA process in their respective Institutions. We take those programmes and validate them as programmes to be delivered in CIT taking full cognizance that they have gone through their own QA processes.*

*Dr Ní Shé drew Governors attention to the large volume of workload. We have been impacted this year in relation to resources including the illness of two members of administrative staff. We need to prioritise the workload by fulfilling QA requirements, operational requirements for 2018-19 and the completion of the validation process for new programmes.*

*Mr Ó Súilleabháin stated it is disappointing to hear that we have to prioritise workloads because of lack of resources. The above is fundamental core business of the Institute and we need to make sure we have resources to manage the work.*



## **5. DIFFERENTIAL VALIDATION**

- 5.1 Council was informed that the Department of Media Communications had proposed changes to the MA in Journalism with New Media. This proposal arose out of consultation with industry, graduates, staff and students and reflects significant changes in the media industry. The focus of the programme has been widened to take account of these changes.

The Department of Media Communications proposed a change of title, together with updates to various modules. The Registrar's Office requested that the proposed programme schedule and revised module descriptors be reviewed by an external expert for review, and that graduates and industry be surveyed on these proposals.

Based on the feedback received from the external reviewer, graduates and industry, and on the recommendation of the Registrar's Office, Council APPROVED the new title for this programme: MA in Journalism and Digital Content Creation. It further APPROVED the revised modules which had been further updated in line with external feedback. Council also APPROVED validation of the revised Programme for three academic years, or until the next programmatic review, whichever is sooner.

*Dr Ni Shé referred to the above differential validation.*

## **6. PROGRAMMATIC REVIEWS**

- 6.1 The Dean of Academic Quality and Enhancement reported to Council in regard to the following programmes in the Department of Sport, Leisure and Childhood Studies:

- BA in Early Years Education
- BA (Hons) in Early Years Education
- BA (Hons) in Montessori Education

The Panel visit for these programmes took place in April 2016. Council was updated in relation to the module moderation process which is now complete. The volume of changes proposed to the programme schedule and module descriptors for the Early Years Education programmes was relatively large for a programmatic review. Council was told that the current 2+2 arrangement with Cork College of Commerce for the Montessori programme is under consideration in the Department. Council noted that a decision to develop a 4-year *ab initio* programme would require IEB approval, and would have implications for CIT's relationship with its FE partners.

It was confirmed to Council that implementation of the requirements and recommendations has been completed. Council APPROVED re-validation of the following programmes:

- BA in Early Years Education
- BA (Hons) in Early Years Education
- BA (Hons) in Montessori Education

for 3 academic years, or until the next programmatic review, whichever is sooner.

Council also APPROVED re-validation of the Higher Certificate in Business in Recreation and Leisure, an embedded award of the Bachelor of Business in Recreation and Leisure Management, for 4 academic years, or until the next programmatic review, whichever is sooner.

- 6.2 The Department of Sports, Leisure and Childhood Studies also proposed that its BA and BA (Hons) programmes in Early Education be renamed in the interests of improved alignment with the changes in the profession of Early Childhood Education and Care (ECEC). The Registrar's Office reviewed the submission and made a positive recommendation to Council. Council APPROVED the following new titles for these two programmes:
- BA in Early Childhood Education and Care
  - BA (Hons) in Early Childhood Education and Care
- 6.3 Council was updated on the work ongoing to complete re-validation of the relevant programmes arising from Phase 2 of the School of Science Programmatic Review and remaining programmes from the School of Humanities.

*Dr Ní Shé referred to the above. She advised that Academic Council approved the re-validation of three programmes in the Department of Sport, Leisure and Childhood Studies. Also Academic Council approved new titles for two programmes, BA in Early Childhood Education and Care and the BA (Hons) in Early Childhood Education and Care.*

*Mr Owens made reference to the possible development of a 4-year ab initio Montessori programme which will have implications for CIT's relationship with its FE partners. The College of Commerce were involved with the development of that Early Years programme and he asked that there would be consultation with them on that.*

*The President stated that as a member of the Board of the Cork College of Commerce he would have a certain interest on that also.*

## **7. POSTGRADUATE RESEARCH BOARD**

- 7.1 Prof John Barrett (Chair) presented the Report from the Postgraduate Research Board (PRB).
- 7.2 Prof Barrett reported that 27 students were conferred with Masters and Doctoral degrees at the 2016 Conferings. Of these graduates, 23 graduated with CIT awards, and the remaining 4 graduated with QQI awards. Prof Barrett further reported that 25 students were conferred with Masters and Doctoral degrees at the 2017 Conferings. Of these graduates, 23 graduated with CIT awards, and the remaining 2 graduated with QQI awards.

In response to queries, the Chair of the PRB told the meeting that the average completion time for a PhD is 4 to 5 years.

- 7.3 As of 17<sup>th</sup> April 2018, there are 186 postgraduate research students in the Institute, of which just 13 are registered on the QQI register. The

PRB Chair informed Council that the percentage of CIT awards continues to increase, and that the hope is that Delegated Authority can be extended to other disciplines in the future.

The President advised Council that at the Institute's recent dialogue meeting with QQI, QQI had intimated that Level 10 'Omnibus' Delegated Authority will not be granted to any Institute which is not on a TU trajectory. He further advised Council that the Institute had noted to QQI that the current situation regarding Delegated Authority does not help it to grow its research numbers in line with the TU criteria.

- 7.4 The Chair of the PRB also informed Council that a formal work placement module is now in place and that students have been awarded credit for this module.
- 7.5 PRB is currently considering minor revisions to the Institute's Regulations for Postgraduate Study, and it intends to bring proposals to Council in 2018/19.
- 7.6 It was noted that there is a need for increased and enhanced administrative support as the number of postgraduate research students continues to grow. There are particular flexibilities needed in terms of processes for registration and fee regimes.
- 7.7 Prof Barrett proposed to Council that the PRB should be made a committee of the Academic Council, and that this would now be appropriate given the aspirations for TU status. Prof Barrett confirmed to Council that he has already consulted with the Chair of the Research & Innovation committee on this. Council discussed and noted this recommendation, and AGREED to refer this to the Standing Orders Committee.

*The Postgraduate Research Board presented their report to Academic Council. We have 186 postgraduate research students in the Institute at present. The number of CIT registrations continues to rise. The PRB are hoping we can extend the delegated authority into the future. The PRB have a formal work placement module in place and they are considering minor revisions to the Institute's Regulations for Postgraduate Study.*

## **8. ACADEMIC PLAN**

- 8.1 The Academic Plan Working Group was established by Council to prepare an academic plan for the Institute. The terms of reference for and membership of the Working Group were approved by Council, following advice by the Academic Planning and Review Committee. Dr Mary Moloney (Chair of both the Academic Planning and Review Committee and of the Academic Plan Working Group) gave a progress update to Council at the 16<sup>th</sup> May meeting.

The last of three workshops for the Working Group took place on Thursday 19<sup>th</sup> April, and was facilitated by Prof Eamonn Murphy, Irish Centre for Business Excellence (ICBE). A first draft of the Plan was circulated in advance of this workshop and it was reviewed and critiqued in detail.

Arising out of these workshops, a second draft of the Academic Plan was developed and circulated to the Academic Planning & Review Committee. The Committee met to discuss and review the draft on 1<sup>st</sup> May. The overall view was that further work was needed to bring the document to finalisation. The Committee Chair, having collated feedback received prior to, during and subsequent to the 1<sup>st</sup> May meeting, developed a third draft. Following consultation with the President and Registrar, this draft was considered by the full Council at the meeting on 18<sup>th</sup> May, although it was noted that this draft had not had the sign-off at Committee stage, due to pressure of time.

Council discussed the draft, and welcomed the opportunity to discuss it. Many members provided feedback on the structure and content of the draft Plan. While cognisant of the ambition to have the Academic Plan in place for the start of 2018/19, various members were of the view that more time may be necessary in order to bring it to completion. Members of Council have been invited to submit feedback on this draft by 25<sup>th</sup> May, after which the Academic Planning and Review Committee shall reconvene to assess progress.

*Dr Ní Shé reminded Governors that she had verbally updated Governors at the last meeting of Governing Body of a meeting that had taken place on the Academic Planning and Review Committee on the same day. A first draft of the Academic Plan went to Academic Council in May and it was hoped to get it approved by Academic Council in June. Following consideration of the Plan, Academic Council were of the view that an extended timeframe was needed to ensure that the Plan is top quality. It has the buy-in of external and internal Stakeholders.*

*The Chairman advised that it was agreed at the Strategic Development Sub-Committee that the development of the Plan was dependent on Mr Tadhg Leane and Dr Catherine Frehill engaging with it. He asked had they done so.*

*Dr Ní Shé stated that Dr Catherine Frehill was a member of the Working Group that developed the Plan and, in her own right, is a member of the Academic Planning and Review Committee. She has engaged with the Academic Plan.*

## **9. STUDENT MENTAL HEALTH POLICY**

- 9.1 Council considered the most recent draft Student Mental Health Policy. This was circulated to members both in pdf format and as a topic oriented document. Council was told that this draft takes account of feedback from Council members and of input from the Disability Support Service. Council agreed that the document is complete less some minor editorial revisions. Accordingly, Council AGREED to mandate the Executive Committee to approve the Policy to at its next scheduled meeting on 9<sup>th</sup> June. It is expected that the Policy will be brought for approval to the July meeting of Governing Body.

- 9.2 Discussion took place in relation to how the Policy, if and when approved by the Governing Body, would be disseminated. Email communication, website publication, and use of student-friendly media rich content formats were proposed.

*NOTED.*

## **10. EXAMINATION REGULATIONS**

- 10.1 The Regulations Committee has met seven times over the course of this academic year, and has dealt with a large programme of work.
- 10.2 Having reviewed the current situation regarding learners who are repeating module/s during a semester, the Committee noted to Council that the status *Exams Only* is unclear, particularly in the case of 100% CA modules. Arising from its deliberations, the Committee made recommendations which would necessitate amendments to the *Regulations for Modules and Programmes*. Council debated the proposals at length. It was acknowledged that it is difficult to effect a solution which is both in the interest of the learner and in alignment with academic standards while also being implementable within the resources available. Council requested the Regulations Committee to review its proposals in the light of the feedback provided, with a view to an updated set of proposals being submitted to Council for the 16<sup>th</sup> June meeting.
- 10.3 The Regulations Committee, at the request of Council, has deliberated on regulations in relation to eligibility for compensation at the Autumn sitting. Council discussed the recommendation of the Regulations Committee on how the relevant regulations are to be interpreted. As it was not possible to reach consensus, Council agreed that the matter should be further considered via the Registrar's Office.
- 10.4 The Regulations Committee also reported on recent consultation with Heads of Department in relation to the free choice elective, as concerns had been raised in relation to module level at award stage. The Committee decided not to make any recommendation for change, given that there is no apparent demand for change.
- 10.5 The Regulations Committee also reported on recent consultation with Heads of Department in relation to the availability of a repeat option for a Semester 1 module during Semester 2. The Committee decided not to make any recommendation for change, given that there is no apparent demand for change.
- 10.6 The Regulations Committee also reported on recent consultation with Heads of Department in relation to the criteria for designation of a module as a pass/fail module. Council discussed the findings of the Committee and noted that there is insufficient evidence at this stage that there is support for placement modules to be deemed pass/fail modules.

However, Council did note that the criteria for pass/fail modules were originally tabled in the context of programmes/modules in the

Teaching and Learning Unit. It was agreed that these criteria can be reconsidered by Council on 16<sup>th</sup> June.

*Dr Ni Shé referred to the above item. The Regulations Committee are looking at making things tidier and more transparent for both the student and staff in relation to students repeating a module during the semester. The Committee also looked at the regulations for eligibility for compensation at the Autumn sitting. While very few students are affected, staff are concerned that students are treated fairly and consistently across the board.*

## **11. EXIT AWARDS**

- 11.1 The Working Party on Exit Awards reported on its deliberations thus far, and on its consultation with Heads of Department. Council noted the need for the policy to facilitate access and progression while also protecting academic standards and the value of the Institute's awards. Work is ongoing, and it is anticipated that a final document will be considered by the Academic Council on 15<sup>th</sup> June.

*It is hoped to have a Policy on Exit Awards to be available for consideration by Academic Council at their meeting next week.*

## **12. FACULTY OF BUSINESS AND HUMANITIES PROGRAMME STATUS REVIEW 2016/17**

- 12.1 The Head of Faculty of Business & Humanities presented this report. The Faculty continued to show significant growth in 2016/17 with overall numbers up from 5,700 to 5,894, accounting for 51% of the Institute cohort.

Overall student intake increased during 2016/17. CAO intake decreased slightly: there was a slight decrease in CAO points at Levels 6 and 7, and an increase in CAO points at Level 8. Actions arising out of this development were engagement with CIT Marketing Unit and with relevant academic departments.

The Faculty retention rate for 2016/17 was, at 85.7%, above the target of 85% set with the HEA. Progression rates are strong, with ongoing monitoring of areas of challenge for weaker students. The Faculty has benefited from a number of Institute initiatives including SPARQ@CIT, PALS, Academic Learning Centre, Good Start and Academic Success Coaching. Staff have also engaged with initiatives of the Teaching & Learning Unit.

Due account is taken of feedback provided at Course Boards and by external examiners. The Faculty also seeks to ensure that examples of good practice are shared across the various schools and departments.

The Academic Year 2016/17 was a challenging one with implementation of Programmatic Review taking place across each of the schools and colleges and a number of new programmes being commenced.

In the conclusion of the report, the Head of Faculty acknowledged the efforts of staff who ensure that the highest academic quality

standards are adhered to and maintained and who work in the interests of the students and their CIT experience.

*Dr Ní Shé referred to the above brief on the Programme Status Review from the Faculty of Business & Humanities. She acknowledged the efforts of staff and students in contributing to this Status Review.*

### **13 MEMBERSHIP OF ACADEMIC COUNCIL**

#### **13.1 The approval of Governing Body is sought for the appointment of the following to Academic Council:**

- **Mr Aaron Buckley, Students Union President**
- **Ms Stephanie Kelly, Students Union Vice President Education**

*Dr Ní Shé sought the approval of Governing Body for the above appointments to Academic Council.*

*Governing Body APPROVED the appointments of Mr Aaron Buckley, Students' Union President and Ms Stephanie Kelly, Students' Union Vice President Education.*

*The Chairman thanked Dr Ní Shé for her briefing.*

### **1806.10 REPORT FROM THE VICE PRESIDENT FOR FINANCE & ADMINISTRATION: (Pages 23 – 29)**

*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.*

#### **10.1 HUMAN RESOURCES REPORT:**

##### **PROPOSALS REQUIRING APPROVAL BY THE GOVERNING BODY**

###### **1.1 Interviews held (Copies of Selection Board Reports to be tabled)**

###### **Externally advertised positions**

###### **1.1.1 Clerical Officer Grade III – Post Room & Reception – 12 Month Fixed Term Contract– Office of the Registrar & Vice President for Academic Affairs:**

Report of the Meeting of the Selection Board held on Tuesday 15 May 2018 to interview applicants for the position Clerical Officer Grade III – Post Room & Reception – 12 Month Fixed-Term Contract – Office of the Registrar & Vice President 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.*

The following were put on a panel:

*APPROVED.*

**1.1.2 Clerical Officer Grade III Payroll – 24 Month Fixed Term Contract– Finance Office:**

Report of the Meeting of the Selection Board held on Wednesday 30 May 2018 to interview applicants for the position Clerical Officer Grade III – Payroll – 24 Month Fixed Term Contract – Finance Office, Cork Institute of Technology was tabled at the meeting.

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

*APPROVED.*

The following was put on a panel:

*APPROVED.*

**1.1.3 Clerical Officer Grade III – 12 Month Fixed Term Contract – Finance Office:**

Report of the Meeting of the Selection Board held on Wednesday 30 May 2018 to interview applicants for the position Clerical Officer Grade III – 12 Month Fixed Term Contract– Finance Office, 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 **that applicants be offered the positions off the panel below as the demand arises over the next 12 months in the order that they are ranked.**

The following were put on a panel:

*APPROVED.*

**1.1.4 Head of Faculty SL III – PWT – Faculty of Business & Humanities on 31 May 2018:**

Report of the Meeting of the Selection Board held on Thursday 31 May 2018 to interview applicants for the position Head of Faculty SL III (Permanent Whole-Time), Faculty of Business & Humanities, Cork Institute of Technology was tabled at the meeting.



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

*APPROVED.*

The following was put on a panel:

*APPROVED.*

**1.1.5 Head of College SL III - PWT – National Maritime College of Ireland:**

Report of the Meeting of the Selection Board held on Wednesday 6 June 2018 to interview applicants for the position Head of College SL III (Permanent Whole-Time), National Maritime College of Ireland was tabled at the meeting.

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

*APPROVED.*

The following were put on a panel:

*APPROVED.*

*Before Mr Gallagher took items 1.1.7 and 1.1.8, Cllr Mary Hegarty wished to make a statement.*

*Subject to legal advice, a Staff Appointments Sub-Committee meeting will be convened.*

**Internally advertised positions**

**1.1.7 MTU Project – Academic Affairs Project Leader – 2 year secondment:**

Report of the Meeting of the Selection Board held on Friday 25 May 2018 to interview applicants for the position MTU Project – Academic Affairs Project Leader – 2 Year Fixed-Term, Whole-Time Contract was tabled at the meeting.

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

*APPROVED.*

The following were put on a panel:

*APPROVED.*

**1.1.8 MTU Project - Research and Engagement Project Leader – 2 year secondment:**

*APPROVAL WAS DEFERRED UNTIL LEGAL ADVICE IS SOUGHT.*

**1.2 PROGRESSION UNDER PCW – Assistant Lecturer to Lecturer Grade**

1.2.1 Department of Computer Science

- 1.2.1.1 Governing Body approval is sought to progress Mr McCarthy from Assistant Lecturer to Lecture Grade from progression date of **1 April 2018** (copy of Report on Assessment was tabled at the meeting).

*APPROVED.*

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

1.3.1 CIT Cork School of Music

- 1.3.1.1 Governing Body approval is sought to progress Mr Parker from Pro-Rata Part-Time Assistant Lecturer to Pro-Rata Part-Time Lecturer Grade from progression date of **1 April 2018** (Copy of Report on Assessment was tabled at the meeting).

*APPROVED.*

- 1.3.1.2 Governing Body approval is sought to progress Mr Scott from Pro-Rata Assistant Lecturer to Pro-Rata Lecturer Grade from progression date of **1 April 2018** (Copy of Report on Assessment was tabled at the meeting).

*APPROVED.*

- 1.3.1.3 Governing Body approval is sought to progress Ms Hegarty from Pro-Rata Part-Time Assistant Lecturer to Pro-Rata Part-Time Lecturer Grade from progression date of **1 April 2018** (Copy of Report on Assessment was tabled at the meeting).

*APPROVED.*

1.3.2 National Maritime College of Ireland

- 1.3.2.1 Governing Body approval is sought to progress Ms O’Keeffe from Pro-Rata Assistant Lecturer to Pro-Rata Lecturer Grade from progression date of **1 April 2018** (Copy of Report on Assessment was tabled at the meeting).

*APPROVED.*

1.3.3 Department of Computer Science

Governing Body approval is sought to progress Ms O'Brien from Pro-Rata Assistant Lecturer to Pro-Rata Lecturer Grade from progression date of **1 April 2018** (Copy of Report on Assessment was tabled at the meeting).

*APPROVED.*

1.3.4 Department of Accounting & Information Systems

1.3.4.1 Governing Body approval is sought to progress Mr Murphy from Pro-Rata Assistant Lecturer to Pro-Rata Lecturer Grade from progression date of **1 April 2018** (Copy of Report on Assessment was tabled at the meeting).

*APPROVED.*

1.3.5 Department of Marketing & International Business

1.3.5.1 Governing Body approval is sought to progress Ms Collins from Pro-Rata Assistant Lecturer to Pro-Rata Lecturer Grade from progression date of **1 April 2018** (Copy of Report on Assessment was tabled at the meeting).

*APPROVED.*

**1.4 PROGRESSION – Technician to Career Grade of Technical Officer**

1.4.1 Department of Biological Sciences

1.4.1.1 Governing Body approval is sought to progress Mr Hadbi from Technician to Career Grade of Technical Officer from progression date of **1 April 2018** (Copy of Report on Assessment was tabled at the meeting).

*APPROVED.*

**1.5 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**

1.5.1 CIT Cork School of Music

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

*APPROVED.*

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

**2.1 Appointments**

*NOTED.*

**2.2 Contract Variation**

2.2.1 Work Share: New

*NOTED.*

2.2.2 Work Share: Continue

*NOTED.*

2.2.3 Job Share: New

*NOTED.*

2.2.4 Job Share: Continue

*NOTED.*

2.2.5 Career Break: Return

*NOTED.*

2.2.6 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 Department of Applied Social Studies

*NOTED.*

**2.4 Resignations**

*NOTED.*

**2.5 Retirements**

2.5.1 Early Retirement

*NOTED.*

**2.6 Retention of staff who retire on 31 August 2018 – The following staff who are due to retire on 31 August 2018 have applied to be retained for 1 year beyond their Compulsory Retirement age (ref. Department of Education and skills Circular 0027/2018).**

*NOTED.*

*Mr Gallagher drew Governors attention to the above listed under Item 2.6. This is a new provision. There is an interim arrangement where staff members coming close to retirement can be retained after their retirement*

*date. It is a matter of choice and the above individuals notified us prior to their retirement date.*

*Mr Deane asked if it was entirely an employee's choice or is there a need for the Institute to ask.*

*Mr Gallagher confirmed it was an entitlement and a matter of choice for the employee.*

**10.2 Financial Statements year ended 31 August 2017:**

*Mr Gallagher advised that it was hoped to table the Financial Statements for today's meeting. However, there is still an outstanding item in relation to pensions which is a sectoral issue. A resolution to that has not been received. Once this is received, the Financial Statements will be presented to Governing Body for approval.*

**1806.11 REPORT FROM THE VICE PRESIDENT FOR EXTERNAL AFFAIRS: (Pages 29 to 48)**

*The Chairman 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: April/May 2018**

<b>Metric</b>
<b>Students graduated (PhD)</b> – 3 (MeSSO, Sigma, Physical Sciences)
<b>Students registered (PhD)</b> – 2 (MeSSO)
<b>Research Funding Projects awarded (national)</b>
<p><b>CAPPA Tech Gateway Renewal</b> €1.65M  <b>Nimbus TEC Gateway:</b> Projects with Johnson Controls; Schneider Electric; and ABP.  <b>MeSSO</b> - SFI-Spoke; 3 EI Innovation Vouchers;  <b>Hincks</b> - HEA Enterprise Camp funding  <b>Riomh Research Group:</b></p> <ol style="list-style-type: none"> <li>1. Dr Donna O'Shea, Prof Dirk Pesch, Irish Research Council (IRC) Government of Ireland Postgraduate Scholarship, Project Title: Microservices for the Internet of Things (IoT), €96,000</li> <li>2. Dr Donna O'Shea, Dr Sean McSweeney, H2020 Software Challenge (security stream), Project Title: Detecting and preventing Link Fabrication Attacks (LFA) in SDN, €40,000</li> </ol> <p><i>Dr Flynn referred to the above research funding projects awarded under Horizon 2020. Horizon 2020 is very competitive and increasingly so as we were approaching the final phase. The outcome indicates that CIT has maintained its position as the leading Institute in terms of delivering under Horizon 2020 funding. Dr Flynn will have a full report on this for the next Governing Body meeting. In terms of potential TU consortia, CIT and IT Tralee together are well ahead of other consortia in that</i></p>

regard.

*Capt Hopkins asked in terms of Research Funding, did it include research funding that has been awarded to the Halpin Centre.*

*Dr Flynn stated that normally there is a call out from the Research Office to the various groups to submit where awards have been received and when we receive information back that is what we record here in this report.*

**Research Funding Projects awarded (EU/intl)**

**NIMBUS/E3L - FIT4FoF - Making our Workforce Fit for the Factory of the Future.**  
CIT coordinating; Ind partner Boston Scientific; 7 other EU partners  
H2020 (CIT €368,250)  
**Hincks - Silver Project – Interreg Europe**

**Research projects with substantial industry involvement awarded:**

**MeSSO - SFI-Spoke; 3 EI Innovation Vouchers;**

**Awards/Recognition:**

**MeSSO - ESAI Post Grad Research Award**

**Journal Publications (peer reviewed)**

**CAPPA**

Ochalski et al, Phys. Rev. B 97, 195304 (2018) O’Faolain et al, Nature communications 9, 1447 (2018)

**Physical Sciences**

Tuck, S., Furey, A., Danaher, M. 2018. *Journal Food Additives & Contaminants Part A: Chemistry, Contron, Exposure and Risk Assessment.*

Moloney, M., Tuck, S., Ramkumar, A., Furey, A. Danaher, M. 2018. *Journal of Chromatography B, 1088-1078, 60-70.*

**MeSSO**

Energy & Buildings x 2; Renewable Energy x 1; Manufacturing Letters x 1; Applied Energy x 1; Computers, Electronics & Agriculture x 2

**School of Business**

Shareef, M., Mukerji, B., Ali Alryalat, M., Wright, A., Dwivedi, Y. (2018). Advertisements on Facebook: Identifying the persuasive elements in the development of positive attitudes in consumers, "Journal of Retailing and Consumer Services", Elsevier, Volume 43, July 2018, Pages 258–268

**Journal Publications (other)**

**MeSSO**

REHVA Journal x 1

**Physical Sciences**

Book chapter

Tuck, S., Furey, A., Danaher, M. 2016. Chapter 5 - Analysis of Anthelmintic and Anticoccidial Drug

Residues in Animal-Derived Foods.

**Conference Publications (peer reviewed)**

<p><b>CAPPA</b> SM Butler et al Semiconductor Lasers and Laser Dynamics VIII 10682, 106822D <b>MeSSO</b> AIVC2018; SEFI2018; ENVIRON2018 x 2 <b>School of Business</b> Vance, R. and Kelly, R. (2018), HEI engagement with external stakeholders: The influence of stakeholder salience and institutional isomorphism, <i>International Technology, Education and Development Conference</i>, ISBN: 978-84-697-9480-7: INTED2018 Proceedings. <b>E3L</b> Paper accepted for the UDHEIT Conference 2018 in Dublin (October)</p>
<p><b><u>Conference Publications (other)</u></b></p> <p><b>CAPPA</b> - O’Faolain et al, Saratov Fall Meeting 2017: Laser Physics and Photonics XVIII; <b>MeSSO</b> - IBPSA2018 <b>Hincks</b> - Engaged Aging</p>
<p><b><u>Seminars, colloquia hosted</u></b></p> <p><b>CAPPA</b> - William Whelan-Curtin at the Politecnico di Bari Tomasz Ochaliski, DAIRYDRY Industry Advisory Group <b>MeSSO</b> - Energy in Dairy <b>E3L</b> - Research &amp; data collection workshop – VISKA EU <b>Hincks</b> - StartIn project (Erasmus+), Cool Route (Interreg)</p>
<p><b><u>Conferences chaired/hosted</u></b></p> <p><b>E3L</b> Paper accepted for UIIN Conference in London in June and Prof Irene Sheridan to Chair a session <b>Riomh</b> programme member and proceedings editors.</p>
<p><b><u>Outreach events involving public (3)</u></b></p> <p><b>E3L</b> showcase has been accepted to represent Ireland at the EU Commission Validation Festival in Brussels in June. <b>MeSSO</b> - Engineering your Future; LC Open Night <b>Hincks</b>: Foroige, Life Long Learning, Women Networking Group, VIBE Project</p>

### **Notable Items**

#### **NIMBUS Research Centre**

Following the successful completion of the Research Entity Designation Process, the NIMBUS Research Centre moved into the Faculty of Science and Engineering, effective from 21 May 2018. The Head of NIMBUS, Prof. Dirk Pesch, now reports to Michael Loftus, Head of the Faculty. The reorganisation is in line with the Institute’s Research and Innovation Strategy and is intended to provide greater coherence between the research and teaching elements of the Faculty, and to facilitate greater involvement by academic staff members.

The NIMBUS Technology Gateway completed 18 industry projects in Q1 2018, meeting 106% of their targets.

A team of researchers from NIMBUS installed a wireless sensor network in the engine room of the L.E. Samuel Beckett during an extended patrol. This research has validated a methodology for wireless networks in harsh marine environments and is a close collaboration between CIT and the Irish Naval Service.

*In terms of the NIMBUS and CAPPAs gateways, Dr Flynn advised that they are well on target in terms of industry projects and in terms of the overall metrics.*

#### **Launch of the SFI Confirm Research Centre**

The Confirm SFI was launched on 16 May. Led by Prof Dirk Pesch, NIMBUS are a key partner in the €47m collaboration. The CONFIRM SFI Research Centre is a consortium led by [University of Limerick](#) including the [Tyndall National Institute](#), [University College Cork](#), [Cork Institute of Technology](#), [National University of Ireland Galway](#), [Athlone Institute of Technology](#), [Maynooth University](#) and [Limerick Institute of Technology](#). The centre will comprise more than 200 researchers in smart manufacturing, including 106 new appointments.

*Dr Flynn referred to the above launch. Again, this is significant. For the next meeting she will report on Institutes of Technology involvement in SFI Research Centres which will show that CIT is leading again in terms of our involvement in terms of PIs etc. in the SFI Centres. NIMBUS are a key partner in relation to this.*

#### **CAPPA**

The CAPPA Technology Gateway completed 20 industry projects in Q1 2018, meeting 200% of their targets.

*NOTED.*

#### **Cork Delegation visit to San Francisco**

Dr. Niall Smith (Head of Research) and Michael Loftus (Head of Faculty of Engineering & Science) joined a 60-strong Cork delegation to San Francisco, led by Lord Mayor Cllr Tony Fitzgerald. This is the largest delegation to travel between the two sister-cities and involved visits to both business and academic institutions, primarily in the STEM areas.

*NOTED.*

#### **Proposed New Funding Model for HEI**

A group of senior managers from research, innovation, finance, HR and the two Faculties prepared a CIT position paper relating to the proposed funding model for HEI's as it applies in the area of research. The paper broadly welcomes the developments and notes that the implementation of the new model is important for the sustainable development of research in CIT or MTU.

*NOTED.*



### **Research Integrity Training**

Online Research Integrity training for 167 researchers, research managers, academic managers and support staff is scheduled to begin in early June.

*NOTED.*

### **Blackrock Castle Observatory**

BCO coordinated a very successful National CanSat (Satellite in a Can) competition which involved over 30 schools from across the country. Marist College, Athlone won the National Finals and will go on to represent Ireland at the European Finals in The Azores where they will compete against finalists from 25 other European Space Agency countries.

*NOTED.*

### **Rubicon**

#### **New Frontiers Showcase**

The New Frontiers showcase was held in the Millennium Hall, City Hall on the evening of 24 April. There were approximately 150 attendees drawn from the business community in the region. The overall best business opportunity award was won by Joe Perrot of Remote Signals, an internet of things (IOT) based business. Other prize winners included Kieran Gleeson of Freight Station for best business plan, an SAAS platform for the road freight industry and the most innovative company award went to CyCA OncoSolutions for a new drug delivery solution; this company is headed up by Dr.Nusrat Sanghamitra.

*NOTED.*

#### **Exxcel Showcase**

The Exxcel showcase was held in Vertigo, County Hall, on the evening of 21 May and was attended by about 50 members of the business community. The event highlighted the business opportunities and progress of the 12 programme participants who completed the 6-month part-time female STEM entrepreneurship programme. The overall winner was Rose Fitzgerald, a CIT PhD student, with her business Pen side Diagnostics. The company has developed an innovative easy-to-use, rapid, low-cost, pen-side diagnostic device for respiratory disease in pigs.

*Dr Flynn referred to the above showcase which took place recently. This is for entrepreneurs in STEM disciplines. One of our PhD students was the overall winner. This is a very good programme funded by Enterprise Ireland.*

#### **Client News**

Habitus secured funding from the European Space Agency which will allow the founder, Breffni Allen, to test her prototype on end users. This funding is the first funding drawn down from the ESA BIC project by CIT Rubicon. This project won first prize on the Exxcel (Female Entrepreneurship) Programme in 2017 and was a finalist on the Boston MASS Challenge 2018.

Luminhouse, a participant on this year's New Frontiers programme secured angel funding and additional funding from the Local Enterprise Office.

Glavloc – a company producing a modular building system has moved out of the Rubicon to a new premises in Blackpool, to begin manufacturing for the Irish & UK Market. The company has hired 10 new employees and has secured private investment. Glavloc will continue to maintain their links with CIT through the work they are doing with the School of Building & Civil Engineering, who will carry out product testing on behalf of the company this summer.

The technology transfer consortium Bridge Network launched its new, mobile-friendly website: [www.bridgenetwork.ie](http://www.bridgenetwork.ie) The new website showcases the Consortium's work with industry partners and academic researchers in promoting innovation, knowledge transfer and commercialisation of UCC, CIT, Teagasc and IT Tralee inventions through licensing, patents and start-up and spin out companies. Bridge Network is a technology transfer consortium that comprises of the technology transfer offices from University College Cork, Cork Institute of Technology, Teagasc and the Institute of Technology Tralee.

Innovation & Enterprise staff presented at the School of Building & Civil Engineering research Seminar on 10 May.

On 23 May the Innovation & Enterprise Office held a session on research funding for CIT researchers in the life sciences. The session was a joint event with the UCC Case managers as part of the Bridge Consortium activity.

*NOTED.*

### **Student Entrepreneurship**

Interviews for the 2018 Student Inc. programme were held on 10 May. Places were offered to 11 students who will commence working full-time on their business ideas from June 5<sup>th</sup> in the Rubicon Centre for the summer months.

Interviews were held for the Enterprise Intern position that will commence in September 2018 for a period of 2 years on 11 May. The opportunity, which was advertised to all CIT students, drew interest from across the Institute. The Intern will spend their first year in the Rubicon Centre and work side-by-side with the other Enterprise Intern promoting entrepreneurship to the student population.

CIT has 2 projects in the final 10 of the Enterprise Ireland Student Enterprise Awards which will take place in Galway mid-June. Nationally there were over 1,000 entries so to have 2 in the final 10 is a huge endorsement of the entrepreneurship activities across the Institute.

*Dr Flynn advised that CIT has two student projects in the finals of the Enterprise Ireland Student Enterprise Awards. We are the only Higher Education Institution in Ireland that has two projects in the final 10. We had 11 shortlisted to the final 50 out of 1,000 entries. CIT has performed in a sterling manner over the last number of years. Great credit is due to staff right across our engineering and business disciplines, the Hincks Centre, the Rubicon Centre and the Innovation office which supports this initiative.*

### **Regional Enterprise Development Fund (REDF) Applications**

A number of applications are being prepared for the REDF with CIT involvement:

CIT is leading a bid to expand Student Inc. to UCC and IT Tralee

The closing date for applications is 27 June and there is approximately €30m in the fund for successful projects that increase job creation in the regions.

*NOTED.*

### **Events Attended by Innovation & Enterprise Staff**

- KTI Impact Awards – Dublin 26 April
- Technology Gateways Launch – Dublin – 02 May
- EXXcel Programme Adjudication Panel Member –02 and 03 May
- CAPPa IP Bootcamp – 08 May
- Future of Entrepreneurship – UCC 21 May
- Employability for 21st Century – CIT 24 May
- Mitchelstown Enterprise Centre -Meet the Client Event, 05 April
- EI Incubator Managers Meeting Dublin, 11 April
- UCC Shanghai Incubation Delegation Meeting 17 April
- Presentation to Teagasc visitors to CIT – 27 April
- MASS Challenge, Presentation to Participants - 30 April
- President of Ireland, Celebration of Female Entrepreneurship, Áras an Uachtarán - 04 May
- Enterprise Ireland's Fuelling Ambition Roadshow-Female Entrepreneurship (Best Pitch won by Exxcel Participant) - Cork 12 April & Killarney 26 April
- Let's talk Business Event – Youghal, 17 May

*NOTED.*

## **2. Extended Campus, Alumni and Internationalisation Springboard+ 2018**

Courses approved as follows:

- Higher Diploma in Science in Data Science & Analytics (Level 8)
- Higher Diploma in Science in Cloud Computing (2 Years P/T) (Level 8)
- Certificate in Automation & Control (Level 7)
- Certificate in Biopharmaceutical Supply Chain Management (Level 8)
- Certificate in Cleanroom Manufacturing Practices (Level 6)
- Certificate in Science for Biotechnological Manufacturing Operations (Level 6)
- Certificate in Validation Science (Level 7)
- Postgraduate Certificate in Information Design & Development (Level 9)
- Special Purpose Award in Capital Markets (Level 8)

The HEA requires that providers do not engage in any public announcement or discussion of the outcome of their Springboard+ application until such time as courses are launched.

Feedback for unsuccessful proposals has been passed on to the individual course owners. In total CIT has approved funding of €730,150.00 and offers 259 student places across the 9 programmes.

*Dr Flynn referred to the above Springboard announcement which was publicly announced last Monday. What is missing above is the Certificate in Culinary, an apprenticeship programme led by Letterkenny Institute of Technology and we are a partner in that consortium. What is interesting is that UCC have also been approved in a number of Level 7 areas which would have been our space. We had one very good collaboration with them in relation to a few modules in the Certificate in Validation Science which was also in collaboration with IT Tralee.*

### **WBL / RPL Research and Practice**

Advanced entry cases - currently working with 10 cases across the BSc Supply Chain Management, BSc (Hons) Cloud Computing, Masters in Digital Marketing, MA in Journalism with New Media, BSc in GMP, MA in Play Therapy, BSc Transport Management, level 8 Certificate in TV Production.

RPL cases for credit – 294 cases over the year involving 112 assessors. The RPL cases break down as follows:

- Experiential 42
- Formal 234
- Non formal 2
- Combination 16

RPL activity across the levels:

- Level 6 - Formal 201, Non-formal 2, Experiential 25, Combination 10
- Level 7 - Formal 31, Experiential 8, Combination 2
- Level 8 - Formal 1, Experiential 8, Combination 4
- Level 9 - Formal 1, Experiential 1

Deirdre Goggin of CIT Extended Campus is on the management committee of the Cork ETB *An Tobar* project which is an RPL project with the Defence Forces and with Collins Barracks at the local level. The project sees 9 personnel seeking RPL for FET awards at levels 4, 5 and 6. Progress meetings on 09 April and 14 May.

A Steering Board meeting of the Irish RPL practitioner network was held on 11 April, Deirdre Goggin sits on the board and is the co-convenor of the policy board of the network.

On 16 April in Athlone, Deirdre Goggin in conjunction with Further Education Support Service (FESS) and Dublin ETB conducted training on RPL for the 10 ETBs involved in the *An Tobar* project nationally.

VISKA (making adult learning visible) Erasmus + K3 project – Irene Sheridan and Deirdre Goggin attended a progress meeting in Oslo to discuss progress to date and the workplan for the next quarter. 24 – 27 April.

Learning clinics were held on 03, 10, 17 May in GE Healthcare in conjunction with CAMMS and the department of Organisation and Professional Development.

*Dr Flynn stated there is really good work going on in CIT in relation to the above. CIT is playing a leading role working very closely with Cork ETB*

*and on the An Tobar project which is an RPL project with the Defence Forces. It is good to see that.*

### **BBC Visit**

On 17 May, BBC Studioworks on behalf of the EU Commission travelled to Cork to conduct interviews to develop a video piece on validation. Deirdre Goggin was the main contact point and organiser as well as one of the video participants. Shane Cronin TEL (student participant), Sinead O'Neill, Head of Strategy, Boston Scientific Ireland who had benefitted from RPL was the student participant and Ronan Emmett, HR, Boston Scientific Ireland gave the industry perspective. In addition the BBC captured the mentoring process with Phil O'Leary and Shane Cronin. The footage is for a video piece for the validation festival which will be held in Brussels on 14 and 15 June. The video will capture insights from 4 European countries. CIT Extended Campus was selected by the Commission to showcase the use of validation in our interactions with industry at the festival in June and will be represented by Prof. Irene Sheridan and Deirdre Goggin.

*Dr Flynn referred to the visit of BBC who visited CIT to conduct interviews to develop a video piece in relation to a validation festival. This is a festival regarding validation of qualifications and prior learning. This festival will take place next week. CIT's Extended Campus and Boston Scientific were involved with this.*

### **Engagements with Companies and Organisations**

- Prof Irene Sheridan was an invited participant at the THEA Symposium on Engagement in GMIT on Thursday 10 May.
- Prof Irene Sheridan is a member of the Southern and Eastern Assembly Monitoring Committee – The Assembly manages a €500 million regional investment programme running from 2014 to 2020. The programme is co-financed by the European Regional Development Fund (ERDF) and the Irish Exchequer with Sustainable Urban Development co-funded by Local Authorities. A core objective of the programme is to strengthen the innovation dividend for the region. The fourth meeting of the S&E Regional Operational Programme 2014-2020 Monitoring Committee took place on Tuesday, 15th May in the headquarters of the Southern Regional Assembly, Assembly House, O'Connell Street, Waterford.
- Prof Irene Sheridan will present a paper on the future of engagement between higher education and enterprise at the Annual UIIN Conference in London in June. She is a member of the practitioner committee for the conference and will also chair a session at the event.
- Ongoing contact with the Bishopstown Business Association – Planned live case for September.
- Ongoing contact with Kart Racing Ireland – Planned project with the Department of Media Communications for September.

*NOTED.*

### **Events planning/IDA Visits**

One IDA Visit on the 16/05/18:

CIT Extended Campus facilitated a meeting with a Russian Company representative at the request of the IDA. *'The main goal will be to get a sense of the courses relevant to finance/BIS and the content thereof in addition to how the company could work with CIT in terms of recruitment and promotion.'*

*NOTED.*

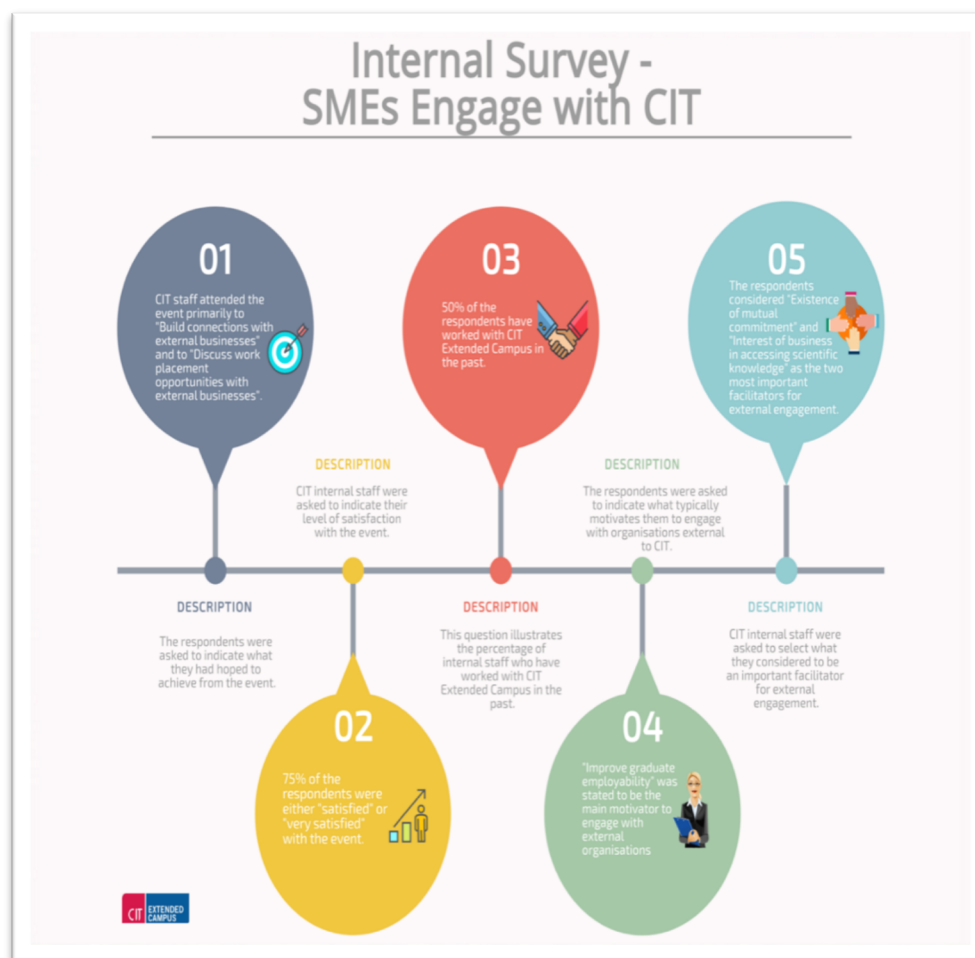
#### **Internal Survey – SMEs Engage with CIT**

CIT Extended Campus and the Careers Service together held an event entitled *SMEs Engage with CIT* on Thursday, 12 April. The event was designed for micro, small and medium-sized companies and over 40 SMEs attended on the day.

A survey was developed after the event in April 2018 to explore the perceptions of CIT staff. The questions asked were related to the event and to the respondent's general views on 'engagement' with external businesses. The survey was designed to receive feedback regarding the level of satisfaction with the event from those who attended it on the day. It was also developed to discover what would help to facilitate, motivate and prevent CIT's internal staff from engaging with external businesses. Where appropriate the survey questions were aligned to the University-Business Cooperation in Europe Study in which CIT is the Irish partner. The survey was distributed electronically using Survey Monkey, and it generated 12 responses.

*NOTED.*

**The following is an infographic which highlights some of the key findings from the survey:**



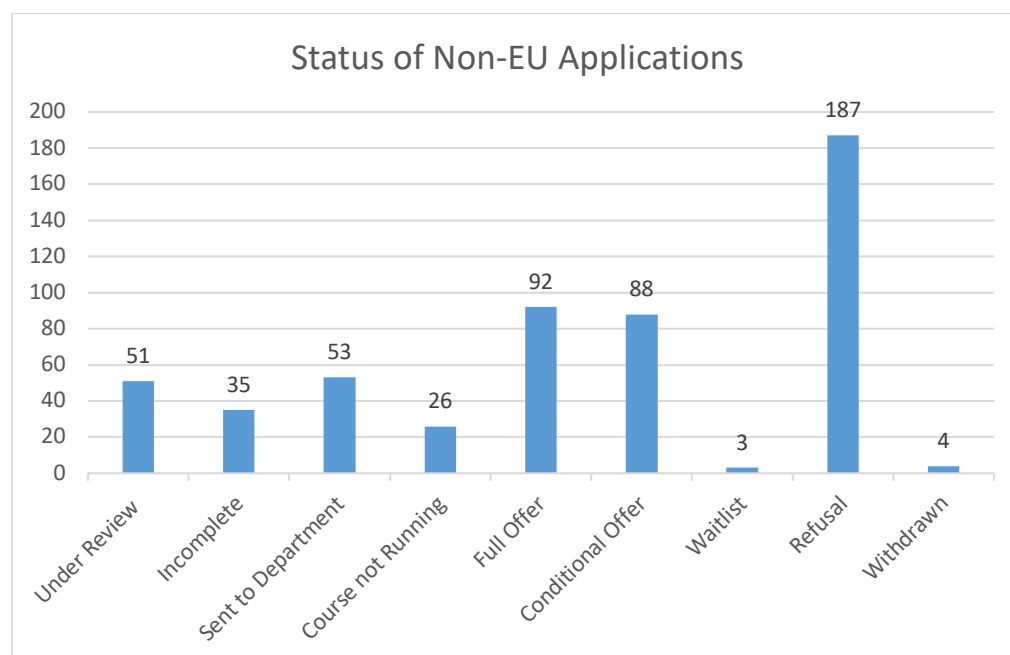
*NOTED.*

### **3. International**

#### **International Applications 2018/2019**

A total of 539 non-EU applications have been received to date for the 2018/2019 academic year. A total of 249 applications were received as of 16 May 2017 for the previous 2017/2018 academic year. As non-EU applications are processed on a rolling basis, to date a total number of 180 offers have been issued for the 2018/2019 academic year. As of 16 May 2017 a total of number of 93 offers were issued for the 2017/2018 academic year.

The applications received for the 2018/2019 academic year comprise of 422 postgraduate applications and 117 undergraduate applications. Please see below a full breakdown of non-EU applications as of 24 May 2018 for the 2018/2019 academic year:



The high number of refusals are mainly, but not completely, due to the high level of applicants applying for a place on the MSc Data Science and Analytics who do not meet the equivalent 2H1 entry requirement.

The application spikes are due to the MSc Artificial Intelligence, MSc Information Security offered by the Department of Computer Science and the MSc Data Science and Analytics offered by the Department of Mathematics. The MSc Data Science and Analytics is in high demand from Indian students in particular, however a high number who applied for the programme were refused.

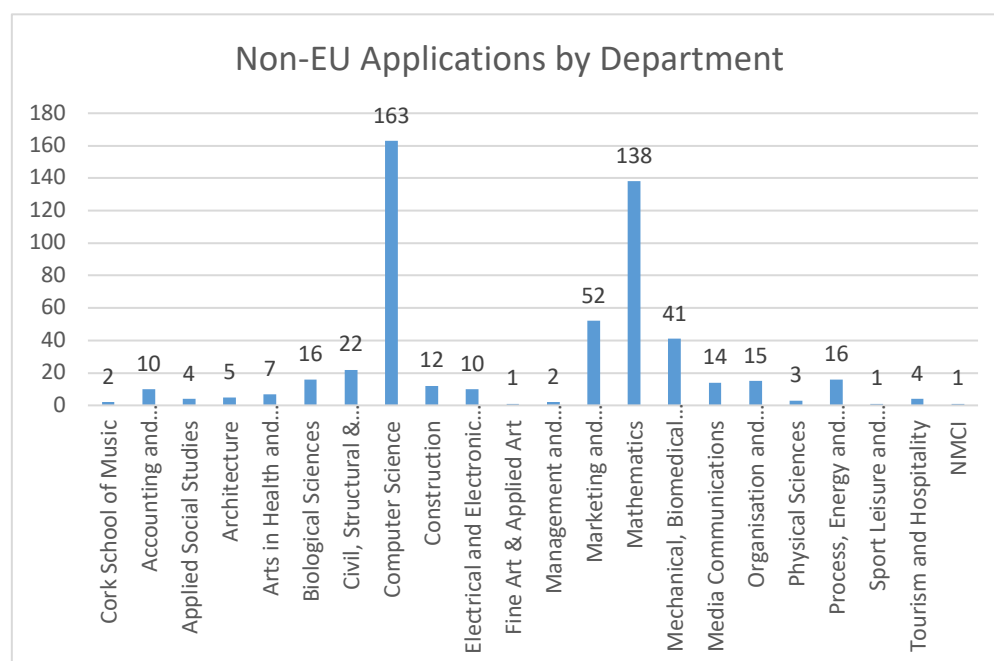
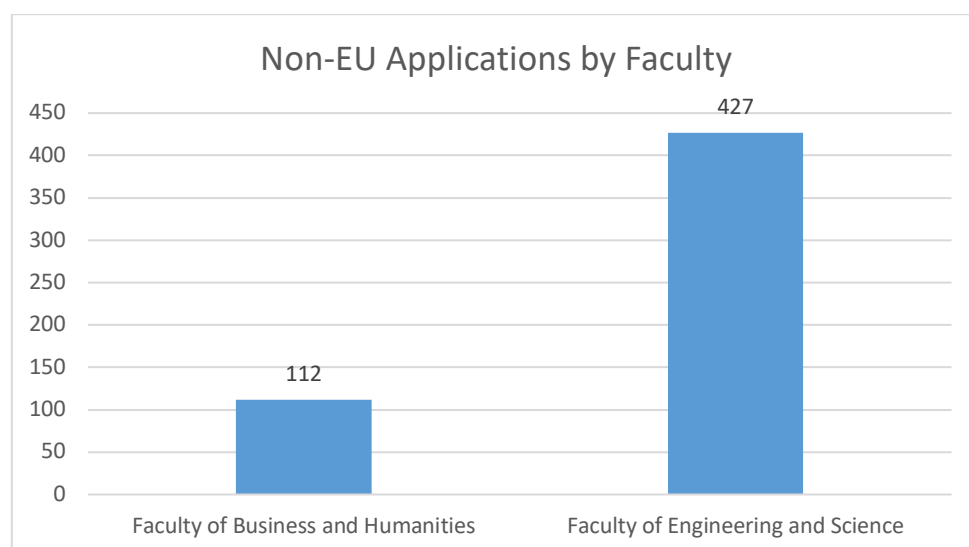
The International Office is currently working with the IT Department to develop the current OLAPPS online system for the use of International Students for the 2019/2020 academic year intake. The processing of applications via an online system would reduce the high volume of manual data entry, tracking, emailing and processing. The benefits of this would not only be to streamline the application process, in turn reducing the turnaround time of application process which would greatly aid the conversion of offers to actual enrolment. It would also allow International Office staff to focus on other process and procedural improvements within the office for the benefit of both students and colleagues in other departments.

*Dr Flynn referred to the status of Non-EU applications. There were 423 post-grad applications and 117 under-graduate applications. There is a growing trend towards post-graduate applications from the international markets. This is driven by the excellent taught post-graduate programmes that are available particularly in the Department of Mathematics and the Department of Computer Science. There is a high level of refusals who did not meet the entry requirements.*

*Ms Cooney queried the number of applicants sent to a department and asked were they in train. Dr Flynn explained that in other Institutes of Technology*



*very often the decision is made by the International Office but that has not been the practice in CIT. The practice here has been that the Head of Department will receive the application form and will have the final say on whether the student is accepted or not. Generally, there is a fast turnaround time but sometimes the turnaround time is not as fast as we would like and we do loose students. The number of applications under review is often in the International Office where we try and make sure qualifications are in order before we send them on to the Head of Department. The figures in the above graph was the status at the date of Dr Flynn's report*



*Dr Flynn referred to the above graph. There are a high number of applications in terms of Computer Science and Mathematics. Many*

*applicants are coming from India as indicated in the following graph. There has been huge interest and we have had staff that have gone out there. It has been very popular for us. The challenge will be to continue to meet the demand.*

*Ms Cooney asked if an international student is considered a Non-EU member because in the above graph there are student numbers reflected from the Department of Applied Social Studies. In terms of trying to trend and identify international students in terms of a graph, she asked do we have cohorts of countries that attract into particular programmes.*

*Dr Flynn stated in our efforts we have been trying to attract students into areas where we have capacity. We have not been recruiting into Applied Social Studies because of the volume of students that are currently there which is a resource issue at present. We are one of the Institutions that are involved with the scholarship programme in Oman and they have expressed an interest in the Applied Social Studies area. We could also have students from the US interested under the federal aid. Dr Flynn stated she will provide a tracking map on where students are from.*

*Ms Cooney stated that, having worked abroad, the diversity of programmes is wonderful for the student body and everyone concerned.*

*In relation to the conditional offers, Mr Deane asked do we have a percentage of how many take up places.*

*Dr Flynn explained that sometimes the conditional offers is dependent on them doing a foundation course. Usually, if they have done a foundation course they are committed to Ireland or to Cork and would have paid a deposit. Sometimes it is dependent on them having the English language requirement and that is less certain. Usually, there is a good translation into acceptances.*

*Mr Owens asked how do the numbers compare to what we have on the ground this year?*

*Dr Flynn stated the applications are about two times what there were last. We are in an upward trend. We exceeded our targets this year and we are likely to exceed our targets next year also. Getting students into first year of a four year programme is good because we have them for four years. International students get involved in student societies and are a great addition to CIT. We like to deliver a lot more on that ,not just from a financial point of view, but from a diversity point of view and a cultural contribution.*

*Mr Owens extended “Well Done” to Dr Flynn.*

*Mr Higgins asked what was the relative benefit of an international student versus an Irish student financially?*

*Dr Flynn stated that on a financial basis there is no difference. Our international fee is €12,000 per student. We offer scholarships at present because we are trying to build up certain markets. A scholarship is usually about 25% of the fee. What we get from the HEA in the recurrent grant and*

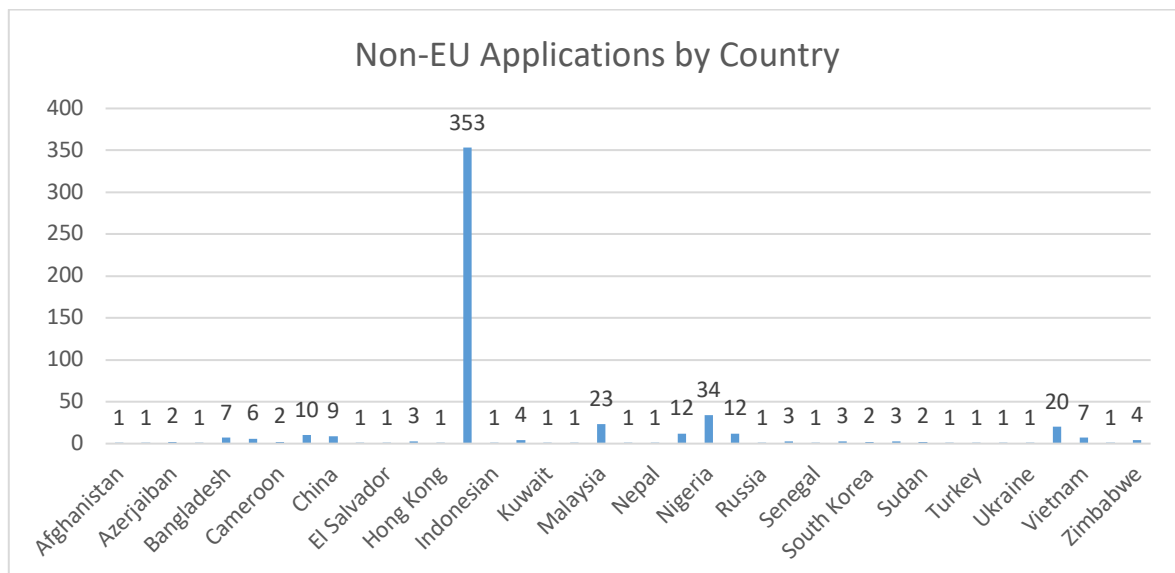
*the grant for fees is similar plus the effort of the international office and the cost of equipment, there is not a whole lot of difference.*

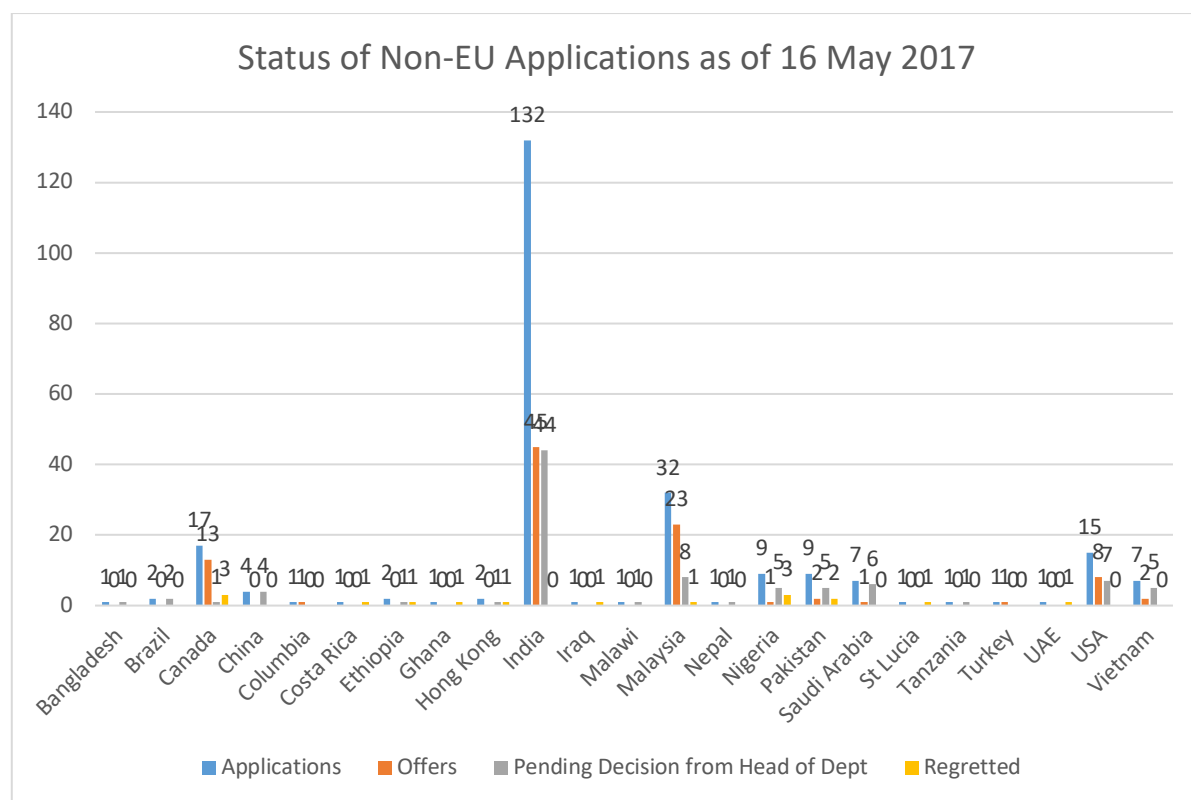
*Mr Gallagher has made the point to the HEA – the State benefits hugely from international students. There is a huge income to the State and he would like to see some support. At the same time, over a number of years, Institutions have engaged with international students merely for funding purposes because they could not attract from their locality. CIT has not done this. If we do look to grow, we need to grow all income streams. It is not an income stream that is separate from the HEA. There is a step change that we need to implement before we look at the international student market properly.*

*Dr Flynn stated in terms of China, it is still seen as the number one country to send students abroad. There are still big numbers going to Australia, Canada, US and New Zealand. We have not entered that market yet even though we have engagement spots with Canada and China we have a good bit of work to do.*

*The President stated that UCC do admit a lot of Chinese students and subsidise their accommodation. They take in the foreign students to get up the ranking to build up the critical mass and make it a popular destination. The attraction of having foreign students is that it is self-financing. They don't have to inform the HEA on the income they bring in from foreign students.*

The breakdown of Non-EU applications as of 16 May 2017 was as follows;





*NOTED.*

**Accommodation**

The current shortage of student accommodation is a major cause of concern for Non-EU full degree and Erasmus, in particular, students who are coming to CIT for just one semester as property owners are reluctant to take students for anything less than the full academic year. Only one of the local student apartment complexes is prepared to allocate rooms on a semester basis, and this year they have significantly reduced the number of students they will accept for one semester. The International Office have advised agents, partner universities and students regarding the shortage of accommodation however, the seriousness of the situation may not be noted.

*The shortage of accommodation is a cause of concern for non-EU full degree and Erasmus students. What we have seen this year is an unwillingness by accommodation providers to reserve one semester block of accommodation.*

**Education Missions Abroad**

**USA**

Carmel Jordan, International Office visited Endicott College, Boston for their Pre-Departure Session for students and parents on 5 May 2018. The purpose of this visit was present to the students due to register in CIT in September 2018 with information on what to expect, both practical and social elements (study, immigration, bank accounts, phones, accommodation, lifestyle, sports etc.).

*NOTED.*

### **Visits to CIT**

#### **Hong Kong Education Agents**

A group of eight education agents (six from Hong Kong and two from China) visited CIT on 25 April. The purpose of this visit was a familiarisation trip to the HEIs in Ireland. The group were given an overview of CIT, tour of campus and met with Heads of Department from Computer Science, Marketing and International Business, Tourism and Hospitality, Biological Sciences and Mechanical, Biomedical and Manufacturing Engineering.

*NOTED.*

#### **Universiti Kuala Lumpur, Malaysia**

Universiti Kuala Lumpur (UniKL), Malaysia visited CIT on 1 May. UniKL is a wholly owned subsidiary of MARA and the lead institution of a network of 10 affiliated HEIs. This is the vehicle that MARA (Malaysian government agency which was formed to aid, train, and guide Malays in the areas of business and industry) intends to use for the sponsorship of all students for international study in future years. Students will be sponsored for 1 year of study overseas with the remainder of their time spent within one of the domestic institutions. The delegation included Deputy President Academic and Technology and the Dean of the Business School. Discussions included undergraduate and postgraduate study, one semester/full year study abroad opportunities in the areas of Computer Science, Maritime, Engineering and Business here at CIT.

*NOTED.*

#### **Beijing Prepare Education and Technology Co. Ltd**

Beijing Prepare Education recruit Chinese students for partner Universities in US, UK, Canada etc. and specialise in building articulation programmes between Chinese Universities other country's Universities. Beijing Prepare Education visited CIT on 3 May. Discussions on industry partnerships, degree/post degree professional credentials and higher degrees (i.e.: masters), applied research, collaboration project between programme areas, faculty exchanges and trades training and innovation/delivery models took place.

*NOTED.*

### **ERASMUS UPDATE**

Erasmus+ KA103- Mobility between Programme Countries 2017-18

#### **Outgoing Erasmus Students – Spring Semester 2018**

- Total outgoing Erasmus exchanges for 2017-2018: 71
- Total outgoing Erasmus Internships for 2017-2018: 43

This figure includes, for the first time, four students from the School of Architecture, who will be going abroad to do internships from June to September 2018. This group of students will take a year out between bachelor and master's studies, in order to gain professional practice. A further three architecture students will commence Erasmus internships in September 2018.

A graduate traineeship grant has been arranged for ceramicist, Brendan Ryan, of the CIT Crawford College of Art and Design, who will carry out an Erasmus internship in the International Ceramic Studio in Kecskemet, Hungary, during the summer of 2018 (<http://icshu.org/ics.html>)

*NOTED.*

#### **Incoming Erasmus Students 2017-2018**

Total number of incoming students for 2017-2018: 188 (including interns). Students are currently completing their semester 2 examinations. Transcripts will be sent to students' home institutions as soon as they are made available by the examinations office.

*NOTED.*

#### **Erasmus+ KA103 Mobility between Programme Countries for 2018-2019 - Funding Allocation**

A funding allocation letter for the 2018-2019 Erasmus mobility was received from HEA during the first week of May. An amount of €231,984 was transferred to CIT's bank account on 10 May. This amount is the initial 80% payment of the full allocation of €289,980.

*NOTED.*

#### **Incoming Erasmus Applications for September 2018:**

A total of 129 applications have been received for September 2018. There will be a second application deadline for spring semester applications, in October 2018. In addition, CIT accepts around 30 incoming internship students annually.

*NOTED.*

#### **Outgoing Erasmus Applications for September 2018:**

The International Office has so far processed the applications of 36 outgoing Erasmus students, who will commence their studies abroad in September 2018. A further application call will take place in the autumn, for semester 2 applications. Also, the majority of Erasmus internships take place in semester 2. Demand for Erasmus placement grants is set to increase again during the spring of 2019, due to the increasing number of courses which now have an integral internship period.

*NOTED.*

#### **Erasmus Staff Mobility Update**

- Erasmus staff in the International Office attended two Erasmus training and networking events during April 2018. Margaret Mulderrig attended an Erasmus Going Digital presentation and workshop, organised by the European Commission and the European University Foundation, which took place at the Eotvos Lorand University in Budapest. The new Erasmus digital

documentation system and Erasmus Dashboard will be introduced later this year.

- Mary Burton-Quinn attended the Erasmus Coordinators' Conference at the Universidad de Murcia, which was organised by the European Association of Erasmus Coordinators. Other Erasmus-funded staff visits included lecturing visits carried out by academic staff:

*NOTED.*

**Outgoing visits:**

- Dr Gabriela Mayer carried out an Erasmus lecturing visit to the Conservatorio Statale di Music E F Dall' Abaco Di Verona in early May.
- Dr Claudia Wagner presented a paper at a seminar Universidad de Alicante in March 2018
- Christine Pybus carried out a lecturing visit at the Universitatea Cluj Napoca, Romania in March.

*NOTED.*

**Incoming visits:**

- Mr Steve Walsh, Hochschule Kiel, Germany, visited CIT to promote incoming mobility in the areas of Business Studies and Mechanical Engineering. Professor Ger Kelly will make a return visit during May, to participate in student assessments.
- Prof Martine Stirling, Universite de Nantes, visited the department of Marketing and International Business to discuss the current exchanges of students in these areas.
- Professor Wojciech Kujawski of Nicolaus Copernicus University in Torun, Poland, visited CIT during March. His area of expertise is membrane research. He was the extern examiner for the PhD of Dr Cilian Ó Súilleabháin.

*Dr Flynn apologised to Mr Ó Súilleabháin for the incorrect title used in bullet point three above.*

The following preparatory visits were carried out by CIT academic staff, with a view to forming new, or developing existing Erasmus partnerships:

- Ms Maria Murray (Media Communications) to Lahti University of Applied Sciences
- Bill Kavanagh of NMCI, to Jada University of Applied Sciences, Germany
- Ms Frances Clerkin to a number of training organisations in Malta.

*NOTED.*

*Ms Cooney advised that Frances Clerkin is a Doctor.*

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

2016-2018 Project with the University of Economics, University of Danang, Vietnam:

The second student from UEUD, Khoa Ngo Bach, was welcomed to CIT in January. She has successfully applied for a place on the BSc Marketing as a full-time student.

One further outgoing staff mobility will take place before the project ends on 31 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. Dr Hobbs will visit the Botswana International University of Science and Technology during the spring semester.

*NOTED.*

**Application for Erasmus+ KA107 – International Credit Mobility between Programme and Partner (non-EU) Countries (February 2018)**

The HEA recently informed applicant HEIs that, due to technical issues on the central management tool affecting participant countries across Europe, the funding decision results have been delayed, and are now expected to be released later in May 2018.

*NOTED.*

*The Chairman thanked Dr Flynn for her briefing.*

**1806.12**

**Arts Sub-Committee:**

*In the absence of the Chair of the Arts Committee, the Chairman invited Dr Ni Shé to take this item.*

- 12.1 **Signed Minutes of the Arts Sub-Committee meeting held on Wednesday 7 March 2018** were circulated with the Agenda. *Dr Ni Shé referred to the signed Minutes of the Arts 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 she sought Governing Body approval for them.*

*Governing Body APPROVED the minutes.*

- 12.2 **Draft Minutes of the Arts Sub-Committee meeting held on Wednesday 16 May 2018** were circulated with the Agenda.

**1. Minutes of the Previous Meeting 7<sup>th</sup> March 2018.**

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

*NOTED.*

**2. Matters Arising**

- 2.1. Item 2.2 from the previous minutes – there is no further progress re the proposal to rename the NMCI main theatre.
- 2.2. Item 2.3 from the previous minutes – Jody Power noted Kevin



- Tuohy's recent visit to NMCI in relation to installing art work from the CIT Art Collections proved very beneficial in addition to the purpose of the visit, Kevin was able to advise on layout of signage for the NMCI library, giving viable suggestions. Kevin will revisit NMCI in June of this year to progress the positioning of Art in NMCI.
- 2.3. Item 2.5 from the previous minutes – Mike Hannon, CIT CCAD graduate, will be approached by the working party for production of a video relating to CIT as an Arts Rich Institute, focussing on the students' experience of studying in a learning environment with the facilities and access to the Arts that CIT provides. The video project will be managed through and budget provided by the Arts Office.
- 2.4. Item 3.1 and 3.2 in the previous minutes – Jody Power informed the subcommittee that he had brought up the lack of changing facilities for artists performing at the Rory Gallagher Theatre, at a CIT Health and Safety Committee meeting. The general consensus of the Health and Safety Committee was that this was a matter to be addressed by the Buildings and Estates Office.
- 2.5. Item 2.6 from the previous minutes – Kevin Tuohy informed the Committee that the proposed CIT Art Collection touring exhibition has not yet been progressed. Contact had been made with West Cork Arts Centre by Committee member Cllr. Mary Hegarty, and this will be followed up by Arts Office shortly.
- 2.6. Item 4.1 from the previous minutes – The problem with campus wayfinding, particularly on CIT Bishopstown Campus, was brought up at the previous Governing Body Meeting. This was noted by the Governing Body.
- 2.6.1. The Arts Subcommittee expressed that there is a need especially with the expansion of campuses to identify a centre point and direct from there.

*Dr Ní Shé stated that work is ongoing in relation to the "Arts Rich Institute" video. The Head of CIT CCAD is working on this and it is being budgeted by the Arts Office which sits in the ambit of the Registrar's Office. The Arts Sub-Committee is keen to provide a wayfinding in the Bishopstown Campus in terms of getting the arts into the James Barry Centre and Rory Gallagher Theatre.*

### **3. Report from the Arts Office Administrator**

- 3.1. The recent Friday night concert at the Rory Gallagher Theatre, 4<sup>th</sup> May, by Don Baker and Rob Strong, had an audience of over 90, with the majority of the audience having not been to CIT or the venue previously. This shows potential for ongoing events at that time, avoiding clashes with night classes and other functions.
- 3.1.1. Parking on campus was not a problem in this instance.
- 3.1.2. Some audience members commented on the lack of a bar, although this was noted on the concert page on CIT website.
- 3.1.3. Arts Office intends to promote that as a benefit to the venue, ensuring an attentive environment for the performers. Arts Office will investigate options to provide other refreshments at future Friday evening concerts when main CIT Canteen is closed.

- 3.1.4. Arts Office raised the question that if attendees were to bring their own alcohol for consumption during the interval at any future events, does CIT have a policy around this and are there any health and safety issues to consider in general.

*Dr Ní Shé referred to the concert at the Rory Gallagher Theatre by Don Baker and Rob Strong. It brought an audience of over 90 and the majority of them had not been to CIT or that venue before.*

- 3.2. Following a busy year of exhibitions, concerts, and events across CIT, a number of Departments are preparing to present public end of year and Degree Show exhibitions, performances, and presentations. These are always a highlight of the year, and show the quality of our students and learning environments.
- 3.3. The Arts Office is involved in supporting a number of significant projects over the summer months where collaboration and sometimes funding was provided. These projects have been specifically supported due to the involvement of CIT graduates, students, and staff members; the profile of the events and contexts; and the agreement or potential for continued association with CIT after the initial project or performance.
- 3.4. The projects are: **Crawford Summer Lunchtime Concert Series**, via Nicholas O'Halloran (CIT CSM), at Crawford Art Gallery; **"England: A Play Written for a Gallery"**, by GAITKRASH Theatre Company, via Regina Crowley (CIT CSM), at Crawford Art Gallery as part of Cork Midsummer Festival; **"SPLICED"**, by Timmy Creed, with CIT CCAD graduate David Ó Mathuna and Directed by Gina Moxley(Graduate of CCAD/Crawford School of Art), at Bishopstown GAA Club as part of Cork Midsummer Festival; and **"Erin Connolly and the Children Of Lir"** by Lantern Productions, via Eoin Ó hAnnracháin (CIT Department of Sports, Leisure & Childhood Studies), with several CIT CSM graduates in cast and crew, at Everyman Theatre.
- 3.4.1. It was noted by members of the subcommittee that CIT should ensure feedback and recognition for any sponsorship it provides, and to be mindful that as well as any sponsorship of outside entities support should be available for participation by CIT students and staff in external contexts.
- 3.4.2. It was noted by members of the subcommittee that CIT supports projects across a wide range of areas throughout the year, through access to and use of facilities, resources, and sometimes sponsorship.
- 3.4.3. It was noted by the Chair that it is now becoming known in the wider Arts community in Cork that there are opportunities to work with CIT and this is very good for the profile of CIT and the support it has for the arts.
- 3.4.4. Arts Office intends to establish a formal Project Support application process, building on the success of this trial phase. This will include projects occurring in the summer season, supporting students, graduates, and staff members to develop and present works in external contexts.

*Dr Ní Shé advised that the Final Year Degrees Shows have been running over the last week and the Sharman Crawford show is finishing up tomorrow night. Through the Arts Office, we have funded a number of projects i.e. The Crawford Summer Lunchtime Concert Series. Various colleagues from CIT can be involved. There are criteria by which we evaluate those proposals. Because there is increasing interest in this, we are going to look at a more formal project support application process within the Arts Office.*

*In relation to 46 Grand Parade, we are getting requests for its usage from external bodies. We would need a dedicated curator to handle the bookings. It will not be possible to take bookings after August 2018 if no solution is in place.*

*We are at the very early stages of looking at a concert to commemorate the late Rory Gallagher.*

*It was noted that the draft Strategic Plan had been circulated for consultation with staff. As such, the full Arts Sub-Committee has not seen it yet. The Arts Sub-Committee would like to see included in the Strategic Plan a presence of the Arts, Creative and Performing Arts. Staff members are to recommend this in their feedback to the Strategic Management Facilitator.*

*As previously noted by Governing Body, a key member of the Arts Sub-Committee, Mr Jim Walsh is due to retire. The Arts Sub-Committee acknowledged his huge contribution and he leaves a good legacy.*

*The President stated that on behalf of Governing Body he would thank Jim for his contributions and in terms of the Folk Festival also.*

*Mr O'Leary stated that Foroige has had a fantastic experience in terms of student placement in the Department of Applied Social Studies. That Department goes the extra mile and he found the student placement experience exemplary. He wished Jim all the best.*

*Mr Deane stated he attended the CIT CCAD Media Communications Final Year Student Exhibition "Collab + Collate" and the CIT CCAD's Department of Fine Art & Applied Art 2018 Degree Show "See-Saw" and they were fantastic.*

**4. A.O.B.**

- 4.1. CIT CCAD Grand Parade Building – Requests from external entities for use of The Gallery space in this building has become problematic due to the fact that a dedicated staff member to handle the logistics of the requests has not been appointed. There will be no more bookings taken after August 2018, until a solution is in place.
  - 4.1.1. There is also an access problem and it is now being discussed with the Building and Estates Office to see if it is a feasible option to use one of the window arches to install a double door to give ease of access.
- 4.2. Rory Gallagher Concert Commemoration – There is nothing more to report since the deferral of this event.
  - 4.2.1. Some members of the subcommittee feel that it may be appropriate to host this event in November 2018, distinct from and as a precursor to the larger "eclectic picnic" event towards the end of Semester 2.

- 4.3. CIT Strategic Plan 2018 – 2023 – The Arts Officer informed the Committee that the Strategic Management Facilitator had recently emailed a first draft of the Institute’s new Strategic Plan to all staff for feedback, this feedback to be forwarded by 1<sup>st</sup> June. During the discussion which ensued, it was noted that this draft has not been sent to the Committee at this point. Thus non-staff members of the Committee have not seen this draft. That said, and arising out of the feedback of staff members of the Committee, the meeting agreed that the Strategic Plan should include specific mention of the Arts, and at a more particular level, that reference should be made to the Creative and Performing Arts. Staff members are encouraged to recommend this in their respective feedback to the Strategic Management Facilitator.
- 4.4. The Chairperson of the Arts Subcommittee, Emelie Fitzgibbon noted that due to his imminent retirement, Jim Walsh was attending his last meeting of the Arts Subcommittee.
  - 4.4.1. Emily on behalf of all the members of the subcommittee wanted to pay tribute to and thanked Jim for his sterling contribution to this committee and to the arts in CIT.
  - 4.4.2. This endorsement was echoed by all members of the subcommittee.
  - 4.4.3. Aine Ní Shé took the opportunity to thank him and acknowledge his work in all avenues during his time in CIT.

*NOTED.*

**5. Main actions:**

- 5.1. Jim Walsh to determine the policy re the consumption of alcohol on campus.
- 5.2. Jim Walsh and Arts Office to contact Donal Gallagher to discuss proposed Rory Gallagher Commemoration event.

*NOTED.*

*The Chairman thanked Dr Ní Shé for her briefing.*

**1806.13**

**STRATEGIC DEVELOPMENT SUB-COMMITTEE**

*The Chairman took this item this item.*

- 13.1 Draft Minutes of the Strategic Development Sub-Committee meeting held on Monday 9 April 2018** were circulated with the Agenda.

**Agenda Item 1: Apologies:**

Cllr Patrick Gerard Murphy, Mr Ted. Owens.

**Agenda Item 2: Strategic Plan Update**

The Governors took ten minutes to discuss the Strategic Plan and the terms of reference for the Strategic Development Committee before the meeting began. Dr. Barry O’Connor will send on his recommendations for the Terms of Reference to the Governors.

The Committee members returned to the room and 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.

Dr. Frehill informed the committee about the Consultation process to date, including the dates, departments and staff numbers in attendance. Dr. Frehill explained how the sessions were conducted and how the feedback has been analysed. Overall, there has been a positive, engaged response from staff.

Dr. Frehill met with 3 representatives from the Students Union and will send on the draft to the students in the middle of May, once more progress has been made with the final draft. Mr. Leane informed the Committee that the HEA will receive the first draft of the Institutional Compact by the 24<sup>th</sup> of April.

Mr. Tadhg Leane explained that the current Strategic plan is an initial draft and will be further developed based on the feedback from the Strategic Development Committee and the IEB. Once developed the draft will be sent out to staff as part of the second phase of consultation.

In parallel with the next phase of consultation benchmarking would also be carried out. Mr. Leane explained the benchmarking process would include national benchmarking via the HEA institutional profiles and international benchmarking via the U-Multirank/U-Map platform. The committee were made aware that there is a need to develop the Institutes priorities further before beginning the benchmarking process. It was suggested that the Institute could cross reference CIT's strategic plan with other plans and strategies nationally and regionally, for example Cork 2050 plan, Cork Chamber Strategic Plan, Cork ETB or UCC's plan.

Strategic Alignment was highlighted as being an essential link between intent and putting the plan into action. As well as the Strategic Plan, the Institute will develop Institute wide plans, such as an academic plan, a financial plan, a masterplan, a research plan and a marketing strategy. The strategic alignment process will be completed within 6 months of the adoption of the Institutes Strategic plan. Committee members highlighted that resources are lacking throughout the Institute and queried if 6 months is a realistic timeframe.

Dr Frehill informed the committee that from the positive staff feedback the Institute's mission statement will remain as is. However, the vision statement needs to be replaced.

Feedback was given from the committee members on the strategic plan:

- Could the same timeframe be used when displaying figures, comparing like with like?

- Policy for digital teaching and learning to also include digital assessment.
- Consideration to be given to improved pedagogical training for staff and for ensuring that a proportion of lecturing staff have experience as practitioners.
- The quality of research equipment, facilities and supports needs to be included as an objective.
- Ensure financial sustainability and fiscal responsibility: consider including an objective regarding identifying and addressing areas with potential for growth and areas that are at risk of becoming unsustainable.
- There are many positives about CIT, these need to be shown to the HEA. There are several innovative ideas/concepts taking place daily in CIT, this needs to be communicated. A top priority is telling our story better.
- Formal training for staff throughout the process should be provided. i.e. leadership development or management training.
- There have been plans before, but nothing was implemented. What has been learned? What has previously held the Institute back? Mr. Leane stressed that Strategic alignment is a new phase, and this will create focus.
- Safety, access, transport, facilities, infrastructure and better equipment should be included in the Strategic plan. Improvements in infrastructure to include improved equipment and facilities as well as buildings.
- The student experience should be captured. This is a priority.
- Inclusivity is a top value and should be expanded, including dignity of staff and students.
- The relationship between the Institute and its Alumni needs more focus in the plan.
- What is the critical path? Broad timelines of engagements are required with regular reviews.

Mr. Leane informed the committee that the IEB is meeting tomorrow, 10<sup>th</sup> of April. They will focus on the compact as well as reviewing the draft Strategic Plan. By the middle of May, a more completed version of the Strategic Plan will be presented. Mr. Leane offered to hold another SDC meeting before June, to discuss the Strategic Plan if it is required. The hope is to get Governing Body approval of the Strategic plan by July.

**Action:** Dr. Barry O'Connor will forward on the changes in the terms of reference to the Governors on the committee. With the

intention that the terms of reference will be agreed upon at the next Strategic development committee meeting.

The next meeting is scheduled for Monday 11<sup>th</sup> of June 2018

The meeting concluded at 4.45pm.

*The Chairman referred to a video which he saw during the tour of G-Block. In terms of the brand of the Institute he felt it was a wonderful video. He stated it should be brought to Governing Body.*

*Mr Owens congratulated the President who recently made a presentation at the Cork Chamber Breakfast event. In terms of branding it was an excellent presentation.*

*The Chairman agreed. He had taken notes on the presentation.*

*The President stated it was an opportunity to showcase the Institute. He complimented Dr Flynn also who keeps the flag flying with the Cork Chamber as well.*

*In terms of the revised Terms of Reference, the Chairman stated we are looking for new members. With regard to the Strategic Plan, it will be dealing with critical tactical issues bringing together master plans, academic plans, strategic alignment etc. The Strategic Development Sub-Committee has also been practicing good governance, we do meet without the executive and we have changed our Terms of Reference. He paid tribute to Dr Catherine Frehill for the amount of engagement she has done and feedback has been tremendous. He acknowledged Dr Flynn also in relation to the Alumni which needs to fit into the Strategic Plan. We are in a better position and we need new members. We will have a final review of the membership at the July meeting and start with a new footing for the next academic year with the compact coming from the Department which is another key document for the Strategic Development Sub-Committee.*

*The President advised that the Institute is having a consultation session with external stakeholders in relation to the Strategic Plan tomorrow morning.*

**1806.14**

**PROPOSED TIMETABLE OF MEETINGS:**

**The proposed timetable of Governing Body meetings and Sub-Committee meetings for the academic year 2018/19** was circulated with the Agenda.

Timetable for Governing Body meetings:

Thursday 4 October 2018  
Thursday 1 November 2018  
Thursday 6 December 2018  
Thursday 7 February 2019

Thursday 7 March 2019  
Thursday 4 April 2019  
Thursday 2 May 2019  
Thursday 6 June 2019  
Thursday 4 July 2019

Timetable for Sub-Committee meetings:

**Strategic Development Sub-Committee:**

Monday 1 October 2018  
Monday 7 Jan 2019  
Monday 4 March 2019  
Monday 10 June 2019

**Audit & Risk Sub-Committee:**

Thursday 11 October 2018  
Thursday 22 November 2018  
Thursday 21 February 2019  
Thursday 11 April 2019  
Thursday 13 June 2019

**Finance Sub-Committee:**

Monday 8 October 2018  
Monday 19 November 2018  
Monday 11 February 2018  
Monday 11 March 2019  
Monday 10 June 2019

**Arts Sub-Committee:**

Wednesday 10 October 2018  
Wednesday 9 January 2019  
Wednesday 6 March 2019  
Wednesday 15 May 2019

**Staff Appointments Sub-Committee:**

Thursday 6 September 2018  
Thursday 10 January 2019

**MTU Sub-Committee:**

Monday 3 September 2018  
Tuesday 2 October 2018  
Wednesday 7 November 2018  
Tuesday 4 December 2018

*The Chairman referred to the proposed timetable for Governing Body and Sub-Committee meetings for the next academic year. He sought Governing Body approval for the timetables.*

*Governing Body APPROVED the timetables as listed.*

**1806.15**

**USE OF THE INSTITUTE SEAL:**

1. Log Book No. 219 Seal used on 25 April 2018 -  
Contractual Collateral Agreement made



between P.J. Hegarty & Sons U.C. (1),  
UCC/CIT (2) and South Presentation Centre  
Limited (3).

*Governing Body NOTED the usage of the Institute Seal.*

*Mr Gallagher stated the above related to the Nano Nagle Building. The building is effectively finished. Programmes will commence next Monday and all lecturers will be able to move in shortly. It has been very successful. We will come back to this item again and organise a visit down there.*

*The President referred to the NMCI conferring taking place on Wednesday 20 June 2018 at 11.00 am. If Governors could attend it would mean a lot to students and staff. An official invitation will issue next week.*

*The Chairman stated the next meeting will take place on the Thursday 5 July 2018 which will be the last meeting for this academic year.*

**1806.16            PRESIDENTIAL APPOINTMENT SUB-COMMITTEE – Verbal Report:**

*The Chairman thanked all for their attendance. The meeting concluded at 6.00 pm.*

*The next ordinary meeting of the Governing Body was fixed for Thursday 5 July 2018 commencing at 3.00 pm in Council Room, 2<sup>nd</sup> Floor, Administration building.*

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

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