

GBD 1704

Digest of the meeting of the Governing Body of Cork Institute of Technology held on Thursday 6 April 2017 in the Council Room, 2nd Floor, Administration Building at 3.30 pm.

Present: Mr Bob Savage (Chair)
Dr Brendan J. Murphy
Ms Mary Cooney
Mr Shane Falvey
Ms Emelie Fitzgibbon
Cllr Mary Hegarty
Capt Dave Hopkins
Cllr Patrick Gerard Murphy
Mr Declan O’Leary
Ms Ruth O’Leary
Mr Cilian Ó Súilleabháin
Ms Ann Piggott
Mr Jim Woulfe

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

Mr Sam Dawson, proposed new student member of Governing Body
Ms Stephanie Kelly, proposed new student member of Governing Body

The meeting commenced at the later time of 3.30 pm due to the Governing Body Effectiveness Review which had taken place prior to the meeting.

Before the Chairman commenced the meeting, he mentioned the Governing Body Effectiveness Review. He urged Governors who did not attend this session to acquaint themselves as there will be a follow-on from Mr Aidan Horan. Feedback is essential on every aspect of this important process.

The President stated there will be an opportunity for every Governor to contribute individually (face to face interview or a phone call) and also collectively.

Apologies were received from Mr Bernard Allen, Mr Eoin Deane, Mr Ted Owens, Cllr Michael Hegarty, Ms Katherine Walshe and Ms Maura Fitzgibbon. He noted that Ms Piggott is on her way back from Dublin and will be joining the meeting later.

On behalf of Governing Body the Chairman extended sympathies to:

- 1. Tom Bonner, Technical Officer, IT Services on the death of his father.*
- 2. Adrian McAuliffe, Lecturer, Centre of Craft Studies on the death of his sister.*
- 3. Sinead Rodgers, Programme Office Coordinator, Nimbus Centre on the death of her mother.*
- 4. Ann Sheehan, Senior Staff Officer, Human Resources Recruitment Office on the death of her mother.*

5. *Donal O'Donoghue, General Attendant, Buildings & Estates on the death of his brother.*
6. *The mother, sister and family of Joanne Murphy, 4th year Bachelor of Business (Honours) in Marketing student on her death.*
7. *Paddy Rice, General Attendant, CIT Crawford College of Art & Design on the death of his brother.*
8. *Annemarie McCarthy, Researcher, CAPPA Centre on the death of her father.*

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

The Chairman welcomed Mr Sam Dawson and Ms Stephanie Kelly who are the proposed new student members of Governing Body. He explained that they will be in attendance in an observer capacity at Governing Body meetings until the Minister appoints them from their effective date of appointment on 1 June 2017.

The Chairman took the opportunity to extend a sincere "Thank You" to Mr Shane Falvey and Ms Ruth O'Leary for their contribution to this Governing Body and for their support to him personally. As this was their last meeting, he wished them both the very best for the future.

Mr Falvey thanked the Chairman for his sentiments. He stated his chairmanship was exceptional. He thanked the President's Office for their facilitation, the Vice Presidents Offices and in particular the Registrar's Office. He hoped the student voice would continue to be at the heart of CIT. He thanked fellow Governors for making the student members feel so welcome. It has been an absolute privilege to represent the students of CIT over the past three years. He leaves being proud of what has been achieved and looks forward to passing on the torch to Sam and Stephanie. He owed a huge "Thank You" to Ruth his fellow student governor. She has been exceptional in her role in the Students Union and as a Governor. He wished the Governing Body well in its journey and in particular in its journey on achieving Technological University status. He believed very strongly that the students deserved Technological University status. In conclusion, he wished the President the very best and a very happy and long retirement.

Ms O'Leary concurred with what Mr Falvey stated. While she did not say much at Governing Body meetings, she assured Governors that she always met with Shane prior to every Governing Body meeting to discuss what needed to be said to represent students. She echoed Shane's comments and extended "Thanks" to all.

The Chairman thanked both Shane and Ruth for their comments.

1704.1 Minutes of the previous meeting held on Thursday 2 March 2017 were circulated with the Agenda *and were approved by Governing Body.*

1704.2 Digest of the previous meeting held on Thursday 2 March 2017 was circulated with the Agenda *and was approved by Governing Body.*

1704.3 CORRESPONDENCE

The Chairman invited the President to take this item.

3.1 Letter dated 22 March 2017 from the President of the Students Union re. new student member nominees on Governing Body was circulated with the Agenda.

3.2 Letter dated 22 March 2017 from Mr Shane Falvey, President, Students Union and Ms Ruth O’Leary, Vice President Welfare, Students Union re. tendering their resignation as Governing Body members from 31 May 2017 was circulated with the Agenda.

The President referred to item 3.1 above which informed that Mr Sam Dawson, SU President Elect and Ms Stephane Kelly, SU Vice President Education Elect were nominated by the Students Union to be the student member nominees of Governing Body.

Mr Falvey stated that he would amend the letter to reflect the correct title of Ms Stephanie Kelly as SU Vice President Education Elect.

The President referred to item 3.2 which informed that the term of office of Mr Shane Falvey and Ms Ruth O’Leary as Students Union President and Vice President Welfare will end on 31 May 2017. As a result, they also tendered their resignation from Governing Body from that date.

The President reminded Governors that previously Governing Body had approved at the request of the Students Union that the cycle of their appointment to Governing Body would coincide with the cycle of their Students Union term of office. Up to now, their term on Governing Body was from 1 October to 30 September. On receipt of the resignation we have informed the Cork ETB who will in turn inform the Minister. Our intention is that at the next meeting of Governing Body on 1 June 2017, that Sam and Stephanie will have been appointed by the Minister effective from 1 June 2017 and will attend as Governors at this meeting. From here on, their term on Governing Body will coincide with their Students Union term of office (1 June to 31 May).

1704.4 PRESIDENT’S REPORT: (Pages 3 to 10)

The Chairman invited the President to take this item.

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

1. The Business & Science Student Ball took place on Thursday 16 February 2017 in the Rochestown Park Hotel. The event was a sell out with 1,500 in attendance comprising students and staff. The CIT Cancer Society ran the cloakroom on the night and raised just over €1,000 towards their overall fundraising effort for the academic year.

NOTED.

2. An agreement has recently been reached with the Arup Trust for the provision of a scholarship for students entering the BEng (Hons) in Structural Engineering programme. The scholarship will be awarded

to a first year student who registers on the programme in 2017/18 and it is intended that this scholar will receive an award for each of the four years of the programme. It is further intended at this time to offer similar scholarships to a first year student in 2018/19 and beyond. The provision of this scholarship is a significant development and one worthy of a programme which has provided high quality graduates to the profession since the first cohort of graduates in 1998.

I wish to extend “Well Done” to Des Walsh, Head of Department of Civil, Structural & Environmental Engineering and his team in putting this scholarship in place.

NOTED.

3. An Innovation Voucher information event took place in the Nimbus Centre on Thursday 23 February 2017 from 11.00 am – 1.00 pm. The Innovation Voucher programme is an Enterprise Ireland funded programme. The initiative was developed to build links between Ireland’s higher education institutes and small businesses. Companies apply for vouchers worth €5,000 and these are then used by companies to explore a business opportunity with a knowledge provider. The voucher initiative is open to all small and medium-sized limited companies registered in Ireland.

NOTED.

4. The President and Chairman of Governing Body presented the CIT Rísam Scholarships 2016 at a ceremony on Monday 27 February 2017 at 7.00 pm in the Council Room. The Rísam initiative was developed by the School of Graduate Studies as part of ongoing commitment to Doctor of Philosophy Education and Research. The scholarships are a full scholarship covering fees, a monthly stipend and some other relevant expenses. This year we received over 30 Rísam PhD applications which involves a full research proposal by potential academic supervisors and prospective PhD students. Each of these full proposals was reviewed by an experienced external Higher Education panel and from these 5 proposals were recommended for funding. The recipients are engaged in multi-faceted research in the general public health field. The following were awarded PhD Scholarships:

No.	Recipient	Department	Supervisors	Title of Research Proposal
1.	Catherine Anna Kavanagh	Biological Sciences	Dr Karen Finn Dr Maire Begley Dr Barry Boland	Linking lipids to Neurodegeneration: Characterisation of altered lipid metabolism in amyotrophic lateral sclerosis (ALS) and identification of novel therapeutic targets for clinical intervention
2.	Aimee Plante	Biological Sciences	Dr Fiona O’Halloran Dr Aoife McCarthy	Functional foods for the elderly: Comparing the bioactive

				properties of cheese to identify optimal products that promote healthy ageing
3.	Laura Nyhan	Biological Sciences	Dr Michael Callanan Dr Maire Begley	Marrying mathematics and microbiology to improve food security; assessment of mathematical models to predict the growth of bacteria in re-formulated foods
4.	Antonio Pichel Beleiro	Biological Sciences	Prof Aidan Coffey Pro Jim O'Mahony Dr Olivia McAuliffe	Structure determination of receptor-binding proteins and baseplate of Staphylococcus phage K, a therapeutic phage for control of MRSA
5.	Carlota Márquez Graña	Process, Energy & Transport Engineering	Dr Caroline O'Sullivan Dr Keith Bryan Dr Sonja Vucen	Development of a Novel Single-Use Microneedle Design Platform for Increased Patient Compliance

NOTED.

5. The President chaired a meeting of the Institute Executive Board (IEB) on Tuesday 28 February 2017 at 10.00 am.

NOTED.

6. The President attended a meeting of THEA (Technological Higher Education Association) in Dublin on Wednesday 1 March 2017.

NOTED.

7. The President gave a presentation to the Munster Region of the Sales Institute in the College of Commerce on Friday 3 March 2017 at 8.45 am. The presentation focussed on selling Cork as a vibrant business location and looking specifically at how Education is a key enabler.

NOTED.

8. The Senior Staff Breakfast monthly forum took place on Friday 3 March 2017 from 8.30 am – 9.30 am in the Dining Hall, Tourism & Hospitality building.

NOTED.

9. The President attended a meeting of the Finance Committee of Governing on Monday 6 March 2017 at 8.00 am.

NOTED.

10. The President attended a meeting of the Strategic Development Committee of Governing Body on Monday 6 March 2017 at 3.00 pm.

NOTED.

11. CIT Innovation Week 2017 took place from Monday 6 March to Friday 10 March 2017 across CIT's five campus locations. The annual event, which is now in its 6th year, saw a week-long series of events and activities promoting entrepreneurship and innovation across CIT's five campus locations. The schedule included a wide range of seminars, exhibitions, workshops and demonstrations. This year's event also hosted a Women in Business networking event. The highlight of the week was the Local Enterprise Offices (Cork) CIT Prize for Innovation Competition 2017 which awarded €10,000 in cash prizes and a €3,000 Nimbus Development Prize to those whose inventions and business ideas were judged most creative, novel, innovative and likely to succeed in the workplace. The winning teams are outlined below.

Award	Company Name	Students	Supervisor(s)
CIT Prize for Innovation - €4,000	Dialast	Biomedical Engineering & Mechanical Engineering students Kiran Shaju Daniel O'Riordan Kate O'Sullivan Cathal O'Sullivan Orla O'Donoghue Denis Hegarty	Mr Paul Keane, Lecturer Dept. of Mechanical, Biomedical & Manufacturing Engineering
Best Business Opportunity - €1,500	Stroke Sense	Biomedical Engineering, Mechanical Engineering & Business Studies students Cathal Merz Ciara Cronin Jamie Coleman Kevin O'Regan Connor McCarthy	Prof Sean F. O'Leary, Senior Lecturer, Dept. of Mechanical, Biomedical & Manufacturing Engineering
Best Concept - €1,500	Stryde Tech	Biomedical Engineering & Mechanical Engineering students Muireann Hickey Alexander Sologub Jonathan Mullane Kevin Hayes Cian O'Leary	Mr Paul Keane, Lecturer Dept. of Mechanical, Biomedical & Manufacturing Engineering
Best Pitch - €1,000	Crúthú	Multimedia Studies students Seán Ó Conraoí	Mr Emmett Coffey, Lecturer Dept. of Medical Communications

		Tadhg McNealy Paul Savage	
Best Stand - €1,000	Kingfisher	Hospitality Management student Deirdre Feeney	Ms Mary McCarthy, Lecturer Dept. of Tourism & Hospitality
Enactus & Social Innovation Award - €1,000	Aware Bear	Multimedia Studies students Valerie O'Brien Aine McAuliffe Clodagh O'Mahony	
Nimbus Development Prize - €3,000	Artery Aid	Biomedical Engineering, Mechanical Engineering & Business Studies students Kate Hawksby Tom Horgan John McCarthy David O'Leary Niall O'Connor Daniel Vaughen Damian Lacey	Mr Hugh O'Donnell, Lecturer, Dept. of Mechanical, Biomedical & Manufacturing Engineering Mr Scott McGowan, Assistant Lecturer, Dept. of Accounting & Information Systems Ms Lisa Murphy, Lecturer, Dept. of Management & Enterprise

In all 32 events ran over the week involving 3,550 participants.

I wish to extend "Well Done" to the winning teams and to their supervisors and wish them every success for the future.

NOTED.

12. The CIT Soccer team were successful in the final of the B Cup on Tuesday evening 7 March 2017 in Limerick. The game ended 1-1 after LIT scored a 94th minute equaliser but CIT managed to regroup and win an extremely tough game 6-5 penalties.

I wish to extend "Well Done" to the team on their great win.

NOTED.

13. Fine Art Lecturer, Jesse Presley Jones featured on the RTE programme "The Works Presents" on Tuesday night 7 March 2017 with presenter John Kelly. Jesse has been selected to represent Ireland at the prestigious Venice Biennale 2017, the renowned international Art Exhibition taking place in mid-May 2017.

I wish to extend "Well Done" to Jesse and wish her well at the Exhibition.

NOTED.

14. The President attended a meeting of the MTU Programme Governance Board in IT Tralee on Wednesday 8 March 2017.

NOTED.

In response to Ms Cooney, the President stated the MTU Programme Governance Board does not deal with CIT business. It deals with the whole area of the MTU Project in terms of reporting back to the HEA on the monies specifically spent on that project. The HEA are happy that there is an overall governance on that.

15. The CIT Cork School of Music held its annual open day for part-time instrumental courses from 3.30 pm – 5.30 pm on Friday 10 March 2017. Prospective students and parents met with lecturers, watched instrumental demonstrations and tried out instruments. At 7.30 pm in the Curtis Auditorium, there was an information meeting and presentation.

NOTED.

16. As part of the CIT CCAD Visiting Lecture Series, Senator Ivana Bacik gave a lecture “Why the Law Matters” at 11.00 am on Friday 10 March 2017. Ms Bacik has been a staunch supporter of Equality rights, Education and Arts & Culture in Ireland throughout her career.

NOTED.

17. The President attended a dinner in the River Lee Hotel on Monday 13 March 2017 to wish the former Rubicon based Company “MyStones” all the best on their departure from the Rubicon Centre and to discuss fundraising in terms of the CIT Foundation.

NOTED.

18. On Tuesday 14 March 2017, the Department of Tourism & Hospitality hosted the “Knorr Student Chef of the Year” with individual students competing from culinary schools across the country. CIT was represented by 2nd year student Kyle Lynch, Higher Certificate in Culinary Studies and mentored by John Hartnett, Assistant Lecturer.

Knorr Student Chef of the Year competition celebrated its 20th anniversary. The competition, was open to second year students from culinary colleges across the island of Ireland. It has become one of the most respected in the Irish culinary world, with student chefs of very high calibre taking part every year. It is a great opportunity for chefs to show their creativity and talent, and the high standard of entries received year on year is testament to that. Previous years have proven that it is also an important career opportunity, with past winners going on to enjoy exciting careers in some of Ireland’s best kitchens.

NOTED.

19. The President chaired a meeting of the Academic Council on Wednesday 15 March 2017 at 2.15 pm.

NOTED.

20. The CIT CSM Carnival Samba Band participated in the St Patrick's Day Parade in Cork City on Friday. The band was made up of current and former percussion students of the CIT Cork School of Music, as well as lecturers (including one retired cello lecturer).

NOTED.

21. CIT Transition Year Experience Day took place on Tuesday 21 March 2017 from 10.00 am – 2.00 pm in the Nexus Hall, Student Centre, Bishopstown Campus. Over 2,000 Transition Year students attended on the day and the event was very successful and the feedback from participants was extremely positive. Students received a general CIT Presentation and also had an opportunity to avail of a Campus Tour of CIT.

NOTED.

22. Guest speakers from the Open Dialogue Programme working with families delivered a talk at CIT on Wednesday 22 March 2017 from 2.00 pm – 4.00 pm in the Rory Gallagher Theatre.

The programme which is based on an innovative Finnish programme, is different to the mainstream Irish mental health services. It encourages patients to involve loved ones or close friends in their treatment and it is also completely transparent. It is now being used to treat mental health problems in Bantry.

NOTED.

23. The President attended a meeting of the Audit Committee of Governing Body on Thursday 23 March 2017 at 8.00 am.

NOTED.

24. A talk by visiting researcher, Dr Rob Brown, Ocean Safety Research Unit, Marine Institute at Memorial University, St Johns Newfoundland took place on 23 March 2017 at the Auditorium, National Maritime College. The title of his talk was "Cold and Exposed; Engineering and Human Factors Research to Improve Evacuation, Survival and Rescue at Sea."

Dr Brown is currently a visiting researcher at the Halpin Centre for Research and Innovation at NMCI, a visit funded through the James M. Flaherty Research Scholarship from the Ireland Canada University Foundation, with the assistance of the Government of Canada/avec l'appui du gouvernement du Canada.

NOTED.

25. The President met with the President of UCC on Friday 24 March 2017 at 3.30 pm in CIT.

NOTED.

26. As part of the CIT Marketing Seminar Series, Stephen O’Leary founder of Olytico, a social media monitoring and analysis company gave a talk on Friday 24 March 2017 at 9.15 am in IT1. Stephen is a highly regarded conference speaker, is a World Economic Forum Young Global Shaper and a Director of the Irish Internet Association.

NOTED.

27. The President visited the University of Paris-Sud from 26 to 29 March 2017 to discuss student exchanges. While in Paris he also attended an OECD meeting in relation to innovation.

NOTED.

28. The President hosted the President’s Dinner on Thursday 30 March 2017 at 7.00 pm in the Dining Hall, Tourism & Hospitality building.

NOTED.

29. A meeting of the MTU TASS Group took place in IT Tralee at 11.00 am on Friday 31 March 2017.

NOTED.

30. The President attended the Technological Higher Education Association (THEA) launch conference “Envisioning the Technological Higher Education Sector” on Monday 3 April 2017 in the Hogan Mezzanine Suite, Croke Park, Dublin.

NOTED.

31. The Action List for the following Institute Executive Board meeting was attached.

- Tuesday 28 February 2017

NOTED.

1704.5 TECHNOLOGICAL UNIVERSITY. Verbal report by the President.

The Chairman invited the President to take this item.

The President advised that there was nothing to report since the last meeting of Governing Body.

1704.6 REPORTS FROM THE REGISTRAR & VICE PRESIDENT FOR ACADEMIC AFFAIRS: (Pages 10 to 18)

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

6.1 REPORT OF THE ACADEMIC COUNCIL MEETING HELD ON WEDNESDAY 15 MARCH 2017 *was circulated with the Agenda.*

The Academic Council met on Wednesday 15th March 2017.

1 RE-VALIDATION OF PROGRAMMES

1.1 Council were briefed on the Phase 2 Programme Panel Report for the Department of Tourism & Hospitality Programmatic Review. The implementation of the Panel requirements has now been completed and, arising from this, Council approved re-validation of the following major awards for a further five years or until the next Programmatic Review, whichever is sooner. The new programme titles will be used with effect from September 2017.

- Higher Certificate in Arts in Hospitality Studies (NFQ Level 6, 120 ECTS credits)
- Bachelor of Business in Bar Management (NFQ Level 7, 180 ECTS credits) Renamed Bachelor of Business in Beverage Industry Management
- Higher Certificate in Business in Hospitality Management (NFQ Level 6, 120 ECTS credits)
- Bachelor of Business in Hospitality Management (NFQ Level 7, 180 ECTS credits)
- Bachelor of Business (Hons) in Hospitality Management (NFQ Level 8 Add-on, 60 ECTS credits)
- Higher Certificate in Business in Tourism Renamed Higher Certificate in Business in Tourism Management
- Bachelor of Business in Tourism (NFQ Level 7, 180 ECTS credits) Renamed Bachelor of Business in Tourism Management
- Bachelor of Business (Hons) in Tourism (NFQ Level 7, 240 ECTS credits) Renamed Bachelor of Business (Honours) in Tourism Management

Dr O'Connor referred to the number of re-validated programmes in the Department of Tourism & Hospitality. He explained that every programme gets re-validated every five years.

2. FITNESS TO PRACTICE POLICY

2.1 Council members had been asked for feedback on the draft Fitness to Practice Policy. A revised policy was presented to Council which incorporated the comments and proposed amendments received. A number of further amendments were proposed at the Council meeting. Council approved the Fitness to Practice Policy subject to the amendments proposed at the Council meeting being incorporated

into the final document. It authorised the Executive Committee to approve the finalised document following which it will be forwarded to the Institute's Legal Officer. The approval of Governing Body will then be sought.

Dr O'Connor referred to the Fitness to Practice Policy. A few edits need to be incorporated and legal advice sought. It will be brought to Governing Body for approval before the Summer break as will the Fitness to Study Policy. It is important to have them in place for the commencement of the next academic year.

Ms Cooney commended the Registrar's Office on the developments around the Fitness to Practice Policy and she welcomed the further phase Fitness to Study Policy. She asked if they would be operational for intake for academic year 2017/2018.

Dr O'Connor confirm that both policies would be operational from September 2017.

Ms Cooney welcomed this. It is essential that they are in place.

3. NATIONAL POLICY STATEMENT ON ENSURING RESEARCH INTEGRITY IN IRELAND

- 3.1 The National Policy Statement on Ensuring Research Integrity in Ireland was published in 2014 and developed by the Irish Universities Association (IUA) in collaboration with HEA, IoTI, and major research funding organisations such as Science Foundation Ireland and the Health Research Board. Research integrity relates to the performance of research to the highest standards of professionalism and rigour, and to the accuracy and integrity of the research record in publications and elsewhere. Compliance with the National Policy is essential for future research activity in CIT. Council approved the establishment of a Working Group to explore the full implications of the National Policy for CIT.

Dr O'Connor referred to the new National Policy Statement on ensuring Research Integrity in Ireland. Compliance with the National Policy is essential for future research activity in CIT and Academic Council approved the establishment of a Working Group to explore the full implications of the National Policy for CIT. We are also considering setting up a constituency for Academic Council for the research community because they are an integral part of what we do in CIT.

4. EXAMINATION REGULATIONS

- 4.1 Council approved a proposed amendment to the Examination Regulations in relation to the need for a new code for students who have progressed to the next stage of a programme, having passed 55 credits of the current stage and having been deferred in the remaining 5 credits of that stage.
- 4.2 Council agreed to a further proposed amendment to provide for a maximum number of four available attempts per module examination and that any exception to this regulation would require the approval of the Registrar & Vice President for Academic Affairs.

- 4.3 Council requested the Regulations Committee to incorporate both amendments into the CIT Regulations for Modules and Programmes and the revised regulations to come back to Council for approval. The approval of Governing Body will then be sought and it is intended that the revised regulations would come into effect from 1st September 2017.

Dr O'Connor referred to the above changes to the Examination Regulations.

5. ACADEMIC QUALITY ASSURANCE MATTERS

- 5.1 Council were briefed on the current status of programmatic reviews, new major awards, special purpose awards and the annual programme status review.
- 5.2 The Department of Biological Sciences is currently reviewing its Herbal Science programme. Current enrolment numbers are low and the Department is consulting with a range of stakeholders as to how best to proceed. Options being explored include making significant changes to programme structure and design, discontinuing the programme or developing a new programme in a cognate area. The Department is, at present, undertaking minor updating of module descriptors with a view to finalising its position on this programme in the upcoming academic year. Council approved re-validation of the Bachelor of Science (Hons) in Herbal Science programme for one further year pending the outcome of the review.
- 5.3 Council noted the on-going review by PWC on the implementation of the Programmatic Review process within the Institute.

Dr O'Connor referred to Item 5.2 in which the whole Herbal Science area is under question.

Cllr Mary Hegarty hoped that more people will pick up on this. A degree like this is vital for the future in terms of global warming and our health. She hoped that the course will remain and continue to happen.

Dr O'Connor stated that in terms of the UNESCO Conference, one of the themes being explored is "a healthy city". Health, environmental sustainability and sustainable learning communities are what we are aiming at. Our plan is to put in Cork examples and Cork strategies in under each of the themes for the international speakers.

6. EXTERNAL EXAMINERS

- 6.1 The Executive Committee approved the appointment of External Examiners for the following modules/programmes:
- Bachelor of Arts in Social Care
 - RPL: Policy, Practice & Pedagogy – Module EDUC9041
 - RPL: Policy, Practice & Pedagogy – Module EDUC9041

NOTED.

7. ANNUAL INSTITUTIONAL QUALITY ASSURANCE REPORT (AIQR)

- 7.1 Council noted the 2015/16 Annual Institutional Quality Assurance Report (AIQR) which had been submitted to QQI in early February. This will serve as a basis for formal re-engagement with QQI.

Dr O'Connor advised of the Annual Institutional Quality Assurance Report which had been submitted to QQI in February. We will be meeting the Chief Executive of QQI next week in Dublin in relation to that and we will also continue to push to get extended Level 10 provision within the Institute which is something we have been pursuing for quite some time.

Dr O'Connor also advised that a presentation was given to the Audit Committee at its meeting on 23 March 2017 on the Institutional Review process.

On another matter, Dr O'Connor advised that the Institute is hosting this weekend the Athletics Intervarsities. It is expected that between three and four hundred athletes will be attending including Thomas Barr, Ireland's 400m hurdles finalist who finished 4th in the Olympics this year.

6.2 REPORT ON VISIT BY UNESCO DIRECTOR OF THE INSTITUTE OF LIFELONG LEARNING, ARNE CARLSEN, WITH A DELEGATION TO PREPARE FOR CORK HOSTING THE 3RD UNESCO INTERNATIONAL CONFERENCE ON LEARNING CITIES IN SEPTEMBER 2017 was circulated with the Agenda.

Arne Carlsen, Director of Unesco's Institute of Lifelong Learning (UIL) was formally received by the President, Registrar and Vice President and Senior staff in CIT during a visit by a delegation from UIL to Ireland from February 21st to 23rd.

The visit to Cork was the first by Arne Carlsen, formerly Professor and Registrar of Aarhus University in Denmark and Director of UIL since 2011. The visiting delegation consisted of the UNESCO Learning Cities Team from the Institute, including:

- Programme Specialist Raul Valdez Cotera who has visited Cork previously and has lead the team responsible for the growth and expansion of the Learning Cities Global Network and
- Michelle Deiderichs Assistant Programme Specialist for PR and Communications, who has also visited the city's Lifelong Learning Festival and Learning Neighbourhoods.

The purpose of the visit was threefold:

1. to meet with key leaders in the Cork Learning City initiative;
2. to meet with key Ministers and Officials in relevant Departments in Dublin; and
3. as a planning meeting ahead of the International Conference

on Learning Cities, involving up to 700 delegates, to be held in Cork City Hall in September.

- 1.1 The meeting with key leaders in the Cork Learning City initiative included a meeting with Senior representatives of signatory organizations of the Memorandum of Understanding on Learning at a breakfast briefing in City Hall, hosted and chaired by Lord Mayor Cllr. Des Cahill. The meeting commenced with a short slideshow presentation on the context for the International Conference on Learning Cities by Arne Carlsen followed by Q and A and informal discussions.

This was attended by Cork Learning City MOU lead partners:

- Cork City Council – Acting Chief Executive Pat Ledwidge, Administrative Officer Elmarie McCarthy;
- Cork Education & Training Board – Representing the Chief Executive - Suzanne Mullins, Director of Organisational Support and Development;
- Cork Institute of Technology - President Dr. Brendan Murphy, and Registrar & Vice President Dr. Barry O'Connor;
- University College Cork - President Prof. Patrick O'Shea, and Vice President Prof. John O'Halloran;

With New MOU signatories:

- Health Service Executive Cork and Kerry – CEO South/ South West Hospitals Group, Gerry O'Dwyer, Head of Primary Care, Theresa O'Donovan & Specialist Social Inclusion, Rebecca Loughry;
- National Association Principals and Deputy Principals – Vice President, Mary Keane

Cork Learning City Co-Chair Willie McAuliffe and Co-ordinator Denis Barrett were in attendance, as was Councillor Tony Fitzgerald.

- 1.2 The signing of the MOU by the new partners, HSE Cork and the National Association of Principals and Deputy Principals took place in the Lord Mayor's Chambers, followed by a presentation of a framed copy of the UNESCO Learning Cities Award with the original MOU.

- 1.3 Visits to Senior Management of MOU lead partners:
- Cork Education and Training Board, Snr. Mgt. at St. John's Central College
 - Cork Institute of Technology, Snr. Mgt. and learning city internal committee at the Council Room, CIT
 - UCC Snr. Mgt. and learning city internal committee at the President's Office, UCC

- 1.4 Lunch with GLLiC - Cork Learning City Working Group members at River Lee Hotel
2. Meetings with key Ministers and Officials in relevant Departments in Dublin:
 - 1.1 Meeting with Minister for Housing, Planning, Community and Local Government Simon Coveney at Leinster House.
 - 1.2 Meeting with Minister for Education and Skills at the DES Marlborough St. with Head of SOLAS Paul O'Toole, and Director of NAPD Clive Byrne in attendance.

This was followed by a meeting with officials in the UNESCO National Commission in the Dept. of Education and Skills, Vincent Landers and Roseann Gilligan.

3. Planning meeting ahead of the International Conference on Learning Cities, to be held in Cork City Hall in September.

This covered the options for the conference theme, current draft of the concept note and an outline of the conference programme, broken down over 4 plenary sessions on Monday 18th and Tuesday 19th Sept. Day 3 of the conference will include site visits and a city-wide One-day lifelong learning festival. Discussions also covered efforts to secure possible keynote speakers, including President Higgins and the Director General of the UN.

International Conference as a once off opportunity:
The third UNESCO International Learning Cities Conference will be held in Cork because the city was successful in its bid to host the conference. The two previous conferences were held in Beijing 2013 and Mexico 2015, each involved over 600 delegates from countries worldwide. The conference will be presented by UNESCO Institute of Lifelong Learning, held in Cork City Hall, from Sept 18th – 20th 2017, supported by Cork City Council, and hosted with its Learning City Project partners Cork ETB, UCC, CIT, and other agencies in the city.

This is a first for Ireland and for Europe:
Cork is the only Irish city currently recognized by UNESCO for its excellence in the field of Learning, and was one of just 12 cities globally, and 3 in Europe, presented with inaugural UNESCO Learning City Awards in 2015. A case study of the city was published by UNESCO Institute of Lifelong Learning (UIL) in *Unlocking the Potential of Urban Communities, Case Studies of Twelve Learning Cities* also in 2015. The other two European cities are Espoo (Finland) and Swansea.

Cork successfully bid against other cities to host the conference because of its track record in bringing different

partners together to implement lifelong learning for all citizens. The international conference presents Ireland with a unique opportunity to further cement the reputation of the country and the city as a centre of excellence in education and learning. The UIL Directorate team visited Cork during the Lifelong Learning Festivals of 2015 and 2016 and selected the city following a strong bid prepared with the assistance of the Cork Convention Bureau which has recognised experience of hosting international conferences of this scale in the city previously.

Conference requirements:

UNESCO's has worked with Cork to prepare for the conference. The majority of delegates fund their own travel and accommodation. The budget would cover a range of costs including hosting the UNESCO guests, food and conference facilities including entertainment, supporting costs for some delegates from developing countries, interpreters costs for translation into 3 languages, PR etc

Outcomes of the conference:

Reputation - Ireland is recognized as a leading country internationally in terms of the excellence of its education and learning services.

Ireland's Universities and Third level institutes can use this recognition as added value for sales and marketing for overseas students and research contracts. Enterprise Ireland estimates that international students are worth more than €1 billion to the Irish economy. International students currently make up approx 8.8 % of the overall student body and the aim is to increase that to 15 % by 2020

The conference will have immediate economic benefits in the region, with other long term benefits

Contact persons:

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Elmarie McCarthy, Directorate of Strategic Planning & Economic Development, Cork City Council

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Dr O'Connor referred to the above report on the visit by the UNESCO Director of the Institute of Lifelong Learning, Arne Carlsen, with a delegation to prepare for Cork hosting the 3rd UNESCO International Conference on Learning Cities from 18 – 20 September 2017. There will be over 700 international delegates coming to Cork. It is a huge honour for the city of Cork. It is the only Irish city which has been given the Learning City Award – the other two European cities are Espoo in Finland and Swansea in Wales. The CIT Cork School of Music will be offered as a venue because the main event will be held in the Millennium Hall.

It is a great recognition for Cork as a Learning City and for the people involved in Lifelong Learning including the staff of the Institute.

Cllr Mary Hegarty stated this is a fantastic event and will put Cork on the global stage which is well-deserved and hopefully in the future Cork will get its rightful recognition. Finally, it is nice to see something happening for Cork.

The Chairman thanked the Dr O'Connor for his briefing.

1704.7

REPORT FROM THE VICE PRESIDENT FOR EXTERNAL AFFAIRS: (Pages 18 to 26)

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

1. ENGAGEMENT

1.1 Extended Campus

Springboard+ 2017

Following is a summary of the courses that CIT has submitted through the Skills Direct Portal:

Springboard + 2017	
Course Name	Owner
Diploma in Biopharmaceutical Manufacturing Operations	Department of Process, Energy and Transport Engineering
Certificate in Biopharmaceutical Supply Chain Management	Department of Process, Energy and Transport Engineering
Certificate in Biopharmaceutical processing	Department of Process, Energy and Transport Engineering
Certificate in Cleanroom Manufacturing Practices	Department of Process, Energy and Transport Engineering
Certificate in the Science of Biotechnological Manufacturing Operations	Department of Process, Energy and Transport Engineering
Certificate in Process Engineering Developments	Department of Process, Energy and Transport Engineering
Certificate in ICT Project Management	CAMMS
Lean Sigma Black Belt	CAMMS
Lean Sigma Green Belt	CAMMS
Postgraduate Certificate in Information Security	Department of Computer Science
Higher Diploma in Science in Cloud and Mobile Software Development (ICT)	Department of Computer Science
Higher Diploma in Science in Cloud Computing (ICT)	Department of Computer Science
Higher Diploma in Science in Data Science & Analytics (ICT)	Department of Mathematics

The Courses range from level 6 to level 9 and are supported by testimonials from employers as well as letters of support from the Regional Skills Forum manager.

Ms Flynn referred to the above Springboard courses which also included three ICT courses which are in response to a different call. Many of these courses have been run in the past and she was hopeful of getting the courses approved again. There should be an outcome by the end of April beginning of May.

Regional Skills Forum

Meetings were held on 16 March with the Construction Industry federation to discuss their interaction with the Forum and on 23 March for the Pharma / Biopharma industry sector grouping. The latter was chaired by Kyran Johnson, GM, Janssen Supply Chain Ireland. This was an employer-driven round-table event where Cork and Kerry based Pharma/Biopharma companies agreed a regional skills priority plan to address existing and projected needs in the Pharma/BioPharma sector in the South West, as well as collaborative ways for key education & training providers to work together in progressing the agreed action plan.

A database is being developed of programmes delivered by the education/training institutes across Cork/Kerry relating to the Pharma/Biopharma sector. This data will then be used to guide the development of skills solutions fitting to the needs of the industry sector where sufficient demand exists.

A number of separate meetings are ongoing for the chairs of the SW manufacturing engineering group and for the South West Regional Skills Forum Steering Group with the next meeting of this group taking place on Friday 24th March in Killarney.

Support from the CIT Extended Campus for the social media presence of the Regional Skills Forum has been effective in doubling followers in recent weeks.

In terms of the Regional Skills Forum, Ms Flynn reminded Governors that the Regional Skills Forum Manager is based and operating out of CIT. There are three groups potentially underway. Two very active – Pharma/Biopharma and the Manufacturing Engineering group. The Construction Industry is another group that is very keen to get a sub group up and running. For each of the two groups, CIT would have had two heads of Schools involved with those and we have been very involved in discussions along with other education training providers in the region.

Research and Dissemination Activity

Work is underway to improve visibility of CIT's interactions with enterprise across a number of social media platforms with the help of a Marketing Intern. There is now ongoing monitoring of Twitter and LinkedIN analytics, with the aim of increasing the number of followers. Top viewed recent posts are as follows:

- 979 views on Honor Cooper-Kovács from tackt Industry speaker seminar.
- 832 views on Queen B Athletics Industry speaker seminar.
- 690 views on Brian Kelly of Schivo/Propel Industry speaker seminar.
- 621 views on Knorr Student Chef of the Year post.

The March Extended Campus newsletter was delivered to just under 2,500 recipients with a 20% open rate. Development work is ongoing on the website, a survey on awareness of the Extended Campus has been circulated to CIT staff with the aim of improving internal service and supports.

NOTED.

Recognition of Prior Learning

- Work with individual students on submissions is continuing.
- A review of all online material is being undertaken and a system for submission of portfolios electronically is being prepared for a September roll-out.
- Work is continuing with QQI on RPL national research and policy issues.
- A module on RPL Policy Practice Pedagogy at Level 9 is being delivered to Kilkenny Carlow ETB staff with a view to rolling it out more widely as RPL in the Further Education Sector continues to come into focus.
- Two workshops on valuing learning are being offered to the public as part of the Lifelong Learning Festival.

NOTED.

Enterprise Engagement activity

Interactions with a number of companies and organisations are continuing across a broad spectrum of disciplines and types.

NOTED.

1.2 ILO/Knowledge Transfer/Innovation/Incubation

Innovation Week

The Industry Liaison Office coordinated Innovation Week. This was the 5th year of the week long of events celebrating innovation and entrepreneurship across the campus. The following metrics were achieved:

- **Number of Events:** 32
- **Number of participants:** 3,550 participants
- **Radio:** 96fm and C103 on two separate days
- **Twitter:** We trended on twitter nationally for most of Innovation Day (Friday 10th March) with #CITInnov8. The hashtag achieved a reach of 212,944 with 819,069 impressions.
- **Facebook:** RedFM had a live streaming piece on Innovation Day, which had almost 8,400 views.

Prize winners: The following departments were successful in the Awards Ceremony

Award	Company Name	CIT Programme(s)	Supervisor (s)
Overall winner : CIT Prize for Innovation - €4,000	Dialast	Biomedical Engineering & Mechanical Engineering	Paul Keane
Best Business Opportunity - €1,500	Stroke Sense	Biomedical Engineering, Mechanical Engineering & Business Studies	Sean F. O'Leary
Best Concept - €1,500	Stryde Tech	Biomedical Engineering & Mechanical Engineering	Paul Keane
Best Pitch - €1,000	Crúthú	Multimedia	Emmett Coffey
Best Stand - €1,000	Kingfisher	Hospitality Management	Mary McCarthy
Enactus & Social Innovation Award - €1,000	Aware Bear	Multimedia	Emmet Coffey
Nimbus Development Prize - €3,000	Artery Aid	Biomedical Engineering, Mechanical Engineering & Business Studies	Hugh O'Donnell, Scott McGowan and Lisa Murphy

The following were the sponsors for the various competitions throughout the week:

- Local Enterprise Offices (CIT Prize for Innovation)
- Bank Of Ireland (Business Canvas Model)
- Enterprise Ireland (Find the Robot)
- RAMEN (Master Chef Prize)
- Nimbus (Development Prize)

Ms Flynn referred to Innovation Week which had been referenced in the President's Report. She wished to highlight that this is a huge event. This is the 5th year that we have had Innovation Week. There were 32 events with 3,550 participants. There was good media coverage and we trended on twitter nationally for most of Innovation Day Friday 10 March 2017. What was remarkable about some of the winners was the diversity and interdisciplinary of the team composition. The feedback from the judges (representatives from the local enterprise offices) was that they had to really remind themselves that they were speaking to students. They felt the quality of the proposals, the quality of the projects and the quality of the presentations was very much aligned with start-ups who are already trading as start-ups. She extended a big "Well Done" to the winners. It is nice to see a spread of disciplines – multimedia and hospitality management among others. A really great week was had by all.

Innovation Voucher Event

The Industry Liaison Office organised an Innovation Voucher Seminar in conjunction with Enterprise Ireland, which was held in the Nimbus Centre on February 23rd. The seminar was attended by 49 people including researchers and academics from CIT, UCC and Tyndall. Approximately 50% of the attendees were from companies looking to find out more about the scheme.

NOTED.

Entrepreneurship/Rubicon

A showcase took place in Ballincollig on March 2nd to mark the completion of the first CUMAS programme. CUMAS is a female entrepreneurship programme run in conjunction with SECAD (South & East Cork Area Development) in a regional setting. The event was attended by the business community from the area.

NOTED.

Technology Transfer

The annual KTI (Knowledge Transfer Ireland) survey was completed and submitted earlier in the month. The survey is a very substantial piece of work and the information collated will assist in the completion of the HEA compact.

NOTED.

2. INTERNATIONAL ACTIVITIES

Visitors to CIT

- Professor Josep Cors, of EPSEM, Universitat Politecnica de Catalunya, Barcelona, visited the Departments of Electrical and Electronic Engineering and Civil, Structural and Environmental Engineering, to discuss student exchange possibilities. He also met Dr John Barrett in the NIMBUS Centre, to discuss internship opportunities.
- Riina Gendrikson and Aet Ollisaar, of Tartu Art College, Estonia, visited CCAD to arrange the joint exhibition SKIN/HAHK/ODA which had its inaugural showing at CIT's Wandesford Quay Gallery during their visit.
- Professor Andreas Sonning, from the Norwegian Academy of Music in Oslo participated in the CIT Innovation Week activities, delivering a lecture on entrepreneurship skills for music and art practitioners.
- Dr Sergio Valero and Dr Carolina Senabre, of Universidad Miguel Hernandez Elche, Spain, visited CIT on a weeklong Erasmus staff training visit with Professor Ger Kelly, in the department of Mechanical, Biomedical and Manufacturing Engineering.
- Professor Javier Senent Aparicio, of Universidad Catolica de San Antonio, Murcia, Spain, carried out a week long Erasmus lecturing exchange in the Department of Civil, Structural and Environmental Engineering. Dr Des Walsh, Head of Department, hosted the visit. Some new opportunities for outgoing student internships to Murcia were discussed during Professor Senent Aparicio's visit.
- Ms Meghan Kogelman, US Embassy

- 15 US High School Counsellors as part of Irish HEI tour organised by EI

NOTED.

Education Missions Abroad

India

Carmel Jordan and Professor Ger Kelly travelled to India to participate in Education in Ireland's February Education Fairs in Chennai, Bangalore, Mumbai, Pune and Delhi. The footfall at the fairs exceeded that of previous fairs showing that Ireland is proving to be a strong destination to study abroad in for Indian students.

Malaysia

Alan O'Brien, Digital Marketing Intern in the International Office travelled to Malaysia to participate in the 'Mid Valley Fairs' as well as fairs organised by My Study agency.

Non-EU Applications for 2017-18 Entry

A total of 113 non-EU applications have been received to date. Processing of applications is ongoing.

NOTED.

Dr O'Connor stated that at the Society Awards held last Tuesday night the Society of the Year was the Indian Society.

Ms Flynn stated there is an event held every year "Festival of Colour". They had invited students to share in their culture. That is one of the benefits of internationalisation – it is not just the people who travel abroad, but our students have the international experience by having people from other countries learning in our midst.

Mr Falvey stated it was commented on by the guest speaker at the Societies Awards how multicultural our Societies have become. The speaker was a former Students Union President who left CIT 22 years ago. The Indian Society are exceptional, they got two awards and will be representing CIT in the National Society Awards.

In terms of Alumni, Ms Flynn advised that the Joint Mentorship Presentations took place last Tuesday 4 April 2017. Overall we had thirty students present of which three were Nigerian and two Malaysian. They presented on their experience of having a mentorship by personnel from a company. Most of them were alumni of CIT all of whom were extremely keen to give something back. The support we had from companies (some multinational and local) was really heartening. She advised she would have a full report on that for the next meeting of Governing Body.

ERASMUS ACTIVITIES

Erasmus+ Funding Application: KA103- Mobility between Programme Countries

Acknowledgment of receipt for Erasmus+ Funding Application: KA103- Mobility between Programme Countries submitted on 30th January 2017

received from HEA. The HEA will inform institutions of the outcome by May 2017.

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

Acknowledgment of receipt for Erasmus+ Funding Application: KA107- Mobility between Programme and Partner Countries submitted on 2nd February 2017 received from HEA. Project coordinators, Dr Pio Fenton and Dr John Hobbs, School of Business. This application is for staff exchanges, involving four partner countries: Vietnam, South Africa, Botswana, and Colombia. The HEA will inform institutions of the outcome by May 2017.

Outgoing Erasmus Exchange Application Deadline for 2017-2018

The deadline for outgoing Erasmus exchange applications (expression of interest) was 20th March 2017. The Erasmus Office is currently following up on the applications, with students and departmental coordinators. Selected applicants will then need to proceed with completing their learning agreements and applying to the host institutions.

Incoming Erasmus Exchange Application Deadline for 2017-2018

The deadline for incoming applications is 30th April. This will be the only call for applications for 2017-2018. Applications for September and for January/February will all be processed before the end of the current academic year. Seventy incoming applications have been received to date, four weeks prior to the deadline.

Erasmus Outgoing Staff Mobility

The CIT Erasmus office continues to support staff mobility as a key part of its Erasmus activity. Erasmus staff mobility facilitates staff development, networking opportunities, and knowledge sharing with colleagues at institutions or enterprises abroad. The following Erasmus outgoing staff visits took place during January and February 2017:
Emmett Coffey, Frank O'Donovan, Media Communications, travelled to Southampton Solent University to deliver lectures and workshops on creative entrepreneurship.
Pamela Hardesty, CCAD, will pay a return visit, in late March, to Tartu Art College, Estonia as part of the collaboration between CIT/CCAD, Tartu Art College Estonia and Vilnius Academy of the Arts on the touring exhibition SKIN/HAHK/ODA which had its inaugural showing at CIT's Wandersford Quay Gallery. The exhibition will be mounted at Tartu Art College.

In terms of Erasmus activity, Ms Flynn advised there is a lot happening particularly in the Arts. A trip to Southampton Solent University took place to deliver lectures and workshops on creative entrepreneurship. A very interdisciplinary approach taken packaged between business and the creative sectors. There has also been some very interesting exhibitions taking place in CIT CCAD in the last while.

4. RESEARCH

4.1 Metrics

Period Covered: Feb-March 2017

In terms of Research, Ms Flynn stated there has been some very strong performances. She congratulated those who were successful in

- *obtaining the prestigious Irish Research Council Government of Ireland Postgraduate Scholarship.*
- *the Microsoft Research Award*
- *she congratulated Prof Roy Sleator on his award of a DSc*
- *Paul Walsh who started the SFI Fellowship with German Diagnostics Lab ImmBioMed*

It is good to see the spread of research from BioExplore, CAPPA and NIMBUS into areas like Technology Enhanced Learning. She extended “Well Done” to Dr Gearóid Ó Súilleabháin.

Ms Flynn advised CIT is involved with a very strong proposal led with the University of Limerick called CONFIRM. Dr Niall Smith and Prof Dirk Pesch represented CIT at the defence. We are awaiting to see if this gets over the line.

4.2 Notable Events / Updates

Digital Badge for Supervision of Postgraduates

Dr. Niall Smith is a member of the NAIRTL group looking at developing a Digital Badge for Research Student Supervision which had its first meeting in March 2017. The objective is to recognise the learning of the supervisor who has completed 25 hours consisting of blended learning.

Blackrock Castle Observatory (BCO)

Workshops for Easter have been sold out and engagement numbers with schools is up 7% on Q1 2016 figures. Tech Week and Seachtain na Gaeilge were sold out.

BCO is working with the International Space University on a number of public engagement events across the summer of 2017.

International Space University Summer Space Programme 2017 (SSP17)

A launch event is scheduled for Cork County Hall on March 30th at which the Director of SSP17 will present. Buzz Aldrin, astronaut and second man on the Moon, has confirmed his attendance at the Opening Ceremony on June 26th and at a Public Lecture the following evening in the Nexus.

Ms Flynn mentioned the International Space University Summer Space Programme 2017. This event was launched by Dr Niall Smith, Head of Research at an event in Cork County Hall on 30 March. She acknowledged the support of Cork County Council who have really come on board from the economic development perspective. The launch was really focussing on the potential for businesses in the region to capitalise on space related activities and to drive Cork as a hub for the space industry. We are thrilled that Buzz Aldrin has confirmed his attendance at the Opening Ceremony on 26 June and will be delivering a public lecture in CIT the following evening.

We have partnered with Cork Mid-Summer Festival which will run from 16 – 25 June 2017. A very special installation (a 7 metre scale model of the Moon) will be arriving to the Nexus for that event. It is called the “Museum of the Moon.” The plan is that Buzz Aldrin will be speaking in front of this installation. A really interesting interaction between Space, Science, Business and the Arts. It will be an exciting time for CIT.

The Chairman thanked Ms Flynn for her briefing.

1704.8

REPORT FROM THE VICE PRESIDENT FOR FINANCE AND ADMINISTRATION (Pages 26 to 29):

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

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

8.1 HUMAN RESOURCES REPORT:

PROPOSALS REQUIRING APPROVAL BY THE GOVERNING BODY

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

Externally advertised positions

1.1.1 IT Senior Technical Officer – Programme/Architect (Permanent Whole Time):

Report of the meeting of the Selection Board held on Thursday 30 March 2017 to interview applicants for the position of IT Senior Technical Officer – Programmer/Architect (Permanent Whole-Time), Cork Institute of Technology was tabled at the meeting.

It was stated that following interviews held by a Selection Board, the Governing Body approved the recommendation of the Selection Board that **no appointment be made.**

APPROVED.

1.1.2 IT Technical Officer – Networking (Permanent Whole Time):

Report of the meeting of the Selection Board held on Friday 31 March 2017 to interview applicants for the position of IT Technical Officer – Networking, (Permanent Whole-Time), Cork Institute of Technology was tabled at the meeting.

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

APPROVED.

Internally advertised positions

1.1.3 Strategic Management Facilitator – Strategic Development Unit (1 year Fixed Term Contract):

Report of the meeting of the Selection Board held on Tuesday 21 March 2017 to interview applicants for the position of Strategic Development Unit – Strategic Management Facilitator (1 Year Fixed-Term Contract), Cork Institute of Technology was tabled at the meeting.

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

APPROVED.

The following were put on a panel:

APPROVED.

1.1.4 IT Senior Technical Officer (Fixed-Term Whole-Time Contract up to 1 January 2019):

Report of the meeting of the Selection Board held on Thursday 30 March 2017 to interview applicants for the position of IT Senior Technical Officer (Fixed-Term Whole-Time Contract up to 1 January 2019), 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 Technical Officer – IT Services (Permanent Whole Time):

Report of the meeting of the Selection Board held on Friday 31 March 2017 to interview applicants for the position of Technical Officer, IT Services (Permanent Whole-Time), Cork Institute of Technology was tabled at the meeting.

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

APPROVED.

1.1.6 Grade V – Staff Officer, Admissions Office (Permanent Whole Time):

Report of the meeting of the Selection Board held on Tuesday 4 April 2017 to interview applicants for the position of Grade V – Staff Officer – Admissions (Permanent Whole-Time), Cork Institute of Technology was tabled at the meeting.

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

APPROVED.

The following were put on a panel:

APPROVED.

1.1.7 Grade V – Academic Quality/Student Garda Vetting Administrator (Permanent Whole Time):

Report of the meeting of the Selection Board held on Tuesday 4 April 2017 to interview applicants for the position of Grade V – Staff Officer – Academic Quality Administration/Garda Vetting Coordinator (Permanent Whole-Time), Cork Institute of Technology was tabled at the meeting.

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

APPROVED.

The following were put on a panel:

APPROVED.

The Chairman noted that Cllr Mary Hegarty had chaired all of the above Interview Panels and he thanked her for her time and efforts.

STAFF MATTERS FOR NOTING BY THE GOVERNING BODY

2.1 Appointments

NOTED.

2.2 Contract Variation

2.2.1 Work Share: Date Amendment

NOTED.

2.2.2 Work Share: New

NOTED.

2.2.3 Work Share: Continue

NOTED.

2.2.4 Work Share: Return to full hours

NOTED.

2.2.5 Career Break: New

NOTED.

2.2.6 Career Break: Continue

NOTED.

2.2.7 Job Share: Continue

NOTED.

In terms of the number of contract variations, Mr Gallagher advised that this is the time of year when we deal with these contracts.

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 Mathematics

NOTED.

The Chairman thanked the Mr Gallagher for his briefing.

1704.9

ARTS COMMITTEE:

The Chairman invited the Chair of the Arts Committee, Ms Emelie Fitzgibbon to take this item.

9.1 Signed Minutes of the Arts Committee meeting held on Wednesday 11 January 2017 were circulated with the Agenda.

Ms Fitzgibbon referred to the signed Minutes of the Arts Committee meeting which had been discussed at the 2 February 2017 Governing Body meeting.

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

Governing Body APPROVED the minutes.

9.2 Report of the Arts Committee meeting held on Wednesday 8 March 2017 was circulated with the Agenda.

1. Minutes of the Previous Meeting 11th January, 2017.

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

NOTED.

2. Matters Arising

- 2.1. The Steinway Grand Piano located in the Rory Gallagher Theatre was played recently by a Masters student of CIT CSM. It still needs some work and the issue of its location is still on the agenda. Long term storage on the stage is not appropriate.
- 2.2. The issue of lack of space is an item on the agenda for some time that has still not been resolved to date, this encompasses the need for dressing room/s, adjacent to the Rory Gallagher Theatre as well as storage space for various art collections. Providing suitable facilities would greatly enhance the functionality and usability of the Rory Gallagher Theatre for students, staff, and external users.
- 2.3. Another issue which may also be a health and safety issue is accessibility to facilities, for example: Accessible male and female toilets close to the Rory Gallagher Theatre and James Barry Exhibition Centre.
- 2.4. The Committee addressed the proposal from Jody Power to name the Main Theatre in NMCI The Charles Parsons Theatre. The committee endorsed the proposal but agreed that the decision was a matter for the NMCI.
- 2.5. A thank you letter from Jim Corr and an email from Dr. Geoffrey Spratt again thanking the Committee, in relation to the recent formal acknowledgement by the Arts Committee of the outstanding contributions made by Jim Corr, Canon George Salter, and Dr. Geoffrey Spratt to the Arts across CIT and the City during their tenures in this Committee.

Ms Fitzgibbon stated that one of the things that came up for discussion was the Rory Gallagher Theatre and space for dressing rooms and toilets. It is not good practice not to have dressing rooms with access to the stage. It is wonderful to see the Rory Gallagher Theatre up and active. The Arts Committee also addressed a proposal from Jody Power to name the Main Theatre in NMCI "The Charles Parsons" Theatre. We feel the decision on that is for the NMCI. One of the most delightful things that we had since the last meeting was the reception which was organised in the CIT Cork School of Music by the Registrar & Vice President for Academic Affairs and Ms Aiveen Kearney, Head, CIT CSM for ex members of the Arts Committee. We wished to acknowledge the outstanding contributions made by Mr Jim Corr, Canon Salter and Dr Geoffrey Spratt to the arts across CIT and Cork City. A lovely evening took place. The specially commissioned presentations were from a CIT graduate Luke Sisk and the three recipients were delighted by the art work and by the acknowledgement by the Institute. She congratulated the Institute and the Registrar's Office for facilitating this event.

3. Report from Acting Arts Officer

- 3.1. Kevin Tuohy gave his report, and outlined several recent events and planned events for several venues across CIT that the Arts Office developed or supported. These events are

varied and cover a wide array of genres. Many are developed and presented in collaboration with others within CIT, including student societies and Departments. Others are with external community and youth groups. The Arts provide a significant opportunity for engagement across a wide social and geographical area, and for developing and sharing the environment of CIT.

- 3.2. With the completion of work to the roof of the Rory Gallagher Theatre, it is hoped to extend the use of this CIT asset and invite external engagement, this will further highlight and the profile arts in CIT. For example, there is already interest from local theatre companies in using the Theatre, although current limited access to facilities will restrict some potential uses. The Arts Office intends to focus on student and graduate use of the facility in the first instance.
- 3.3. Having listened to and viewed Kevin Tuohy's report The Chair of the Arts Committee congratulated Kevin for his organisation and co-ordination of the various projects

The Arts Committee are delighted with the completion of the work on the roof of the Rory Gallagher Theatre and to see it being more active and in use.

4. Chairs presentation to the Governing Body Meeting in February

- 4.1. At the Governing Body meeting held on the 2nd February 2017, Emelie Fitzgibbon Chair of the Arts Committee presented the current vision for the Arts Committee, "The Arts Committee of CIT: A Vision and a Plan", to The Governing Body of CIT
- 4.2. In addition to setting out the vision of The Arts Committee this presentation highlighted the strengths, resources, facilities and commitment for the Arts across the various campuses
- 4.3. The presentation was well received and endorsed by members of the Governing Body
- 4.4. A proposal from a member of the Governing Body is for a short promotional video to showcase the Arts in CIT and promote the Institute as an Arts Rich Institute, this platform would be a useful marketing tool for CIT.

5. Implications and Proposals for Action

- 5.1. It was proposed that a working group, for The Arts Committee should be set up to meet in between regular meetings. This will keep up the momentum of any actions or decisions taken in the quarterly meetings.
- 5.2. The proposed promotional video will be taken up by the working group to investigate.
- 5.3. Further talks on developing CIT as an Arts Rich Institute

Ms Fitzgibbon mentioned the presentation which she gave at the last meeting of Governing Body. The Committee has formed a small working group to look at the implications and trying to promote our

view of an arts rich Institute which Governing Body accepted at the last meeting.

6. AOB

- 6.1. It was very satisfying to see the Governing Body holding the March meeting in the Crawford College of Art and Design. Catherine Fehily and Gerard O'Donovan first took the Governing Body on a tour of the facilities, there, which ably demonstrated the rigour of choice and judgement, depth of research, skilled and meticulous work with a range of construction materials, scientific knowledge of those materials and their properties and fine creative judgement and vision. Members were very impressed. Catherine and Gerard also made a fascinating and informative presentation to the Governing Body on a future vision for CCAD.
- 6.2. The Arts Committee would like to thank the Office of the Registrar, Aiveen Kearney and CIT Cork School of Music for hosting a delightful event celebrating the long-term contributions of Canon Salter, Jim Corr and Geoffrey Spratt to the cultural life of CIT and the City as a whole. Three Specially commissioned pieces by artist, Luke Sisk – himself a graduate of CCAD – were presented and the gentlemen were delighted by the artwork and by the appreciation and recognition shown to them.
- 6.4 A proposal was made to investigate a scheme whereby CIT students could be credited for engagement in The Arts
- 6.4.1 The proposal put forward that a reward system be set up, whereby a student can work towards “badges” e.g. Bronze for attending x number of recitals, or a multifaceted project that splits into various smaller projects that run across CIT.
- 6.4.2 Either as extracurricular or as part of the curriculum by way of a free choice elective module that encompasses different fields of the arts.
- 6.4.3 Any student who takes this up, this would then be
- 6.4.4 incorporated into their student record

7 Main actions:

- 7.1 Emelie Fitzgibbon to set up suitable dates working group meeting/s
- 7.2 Emelie Fitzgibbon to ask Barry O'Connor to present the proposal to NMCI to consider naming the NMCI theatre.

A proposal was put to the meeting where CIT students could be credited for engagement in the Arts. It seemed a very good idea, it was an acknowledgement of interest in the Arts and encouragement of attendance. It is an interesting proposal to promote and it would appear in the student record that they were taking part in different engagements.

The President stated he knew that DCU have a credit bearing for students who engage with the community and society in general.

This might be something we will explore through the Office of the Registrar on the possibilities there.

Mr Ó Súilleabháin suggested that something on Irish culture could also be considered and be aimed at foreign students while they are at CIT.

Mr Falvey stated it is essential that CIT is an arts rich Institute. Today, in partnership with the CIT Arts Office, the Students Union hosted Eclectic Picnic for the third consecutive year. He thanked the President's Office for relocating the venue for the Governing Body Effectiveness Review. The event was an absolutely fantastic event. The Circle outside was packed, we had artistic food, the student services company provided food. He felt that education should be about so much more than the academic side. Opening up students minds to the arts is essential.

He was fully behind students being credited for engagement in the Arts. Last week, the Vice President for Education proposed a motion to USI Congress that the USI Vice President for Academic Affairs would work with the HEA and QQI to look at extra curricula activities that students are involved in and in particular the role of class representatives and societies involvement and that there would be some form of accreditation. UCC have a form of accreditation for class representatives. He felt this was very important because the work that students put in to extra curricula activities deserves recognition.

Cllr Mary Hegarty stated that Cork County Council launched last week "Creative Art" with the Government Strategy for the next five years and the importance of arts in society. To open the minds of students on the importance of the arts and on well-being is important. The Arts is being made available to more people, for the future it is looking bright and more funding is being made available and more accessible to students before they come to College.

The Chairman acknowledged what Cllr Hegarty and Mr Falvey said. He thanked Ms Fitzgibbon for her briefing today and also for giving her presentation at the last meeting in CIT Crawford College of Art & Design was important and created a lot of awareness from talking to Governors. He urged Governors who haven't been to the Architectural Factory in the Melbourn building to go and visit.

At this juncture the meeting took a 10 minute break.

Governing Body returned to the meeting and took item 10 next on the Agenda.

1704.10

STRATEGIC DEVELOPMENT COMMITTEE:

As the Chairman who is Chair of the Strategic Development Committee was absent for the Strategic Development Committee meeting on 6 March, and as Eoin Deane who had Chaired the meeting in his absence is absent from today's meeting, the Chairman asked the President to take this item.

10.1 Signed Minutes of the Strategic Development Committee meeting held on Monday 9 January 2017 were circulated with the Agenda.

The Chairman referred to the signed Minutes of the Strategic Development Committee meeting which had been discussed at the 2 February 2017 Governing Body meeting.

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

Governing Body APPROVED the minutes.

The Chairman noted that the Signed Minutes should not have stated "Draft" because they were signed off without any change.

10.2 Report of the Strategic Development Committee meeting held on Monday 6 March 2017 was circulated with the Agenda.

Agenda Item 1: As the Chairman was unable to attend the meeting, it was proposed and agreed that Eoin Deane would act as the Chairman.

NOTED.

Agenda Item 2: Minutes of the Previous Meeting – 9th January 2017

The Minutes of the Strategic Development Committee meeting held on the 9th January 2017 were approved and signed.

NOTED.

Agenda Item 3: Strategic Plan 2017 to 2022 – Update

The chair invited Mr. Tadhg Leane, Head of Strategic Development to brief the committee in relation to the Strategic Plan. Mr Leane informed the committee that the review by Dr. Richard Thorn is ongoing, with the completion date expected to be in the next two weeks. After completion Dr. Thorn will submit a report to the President which will address the findings of the Internal Audit Report, including all agreed processes, approaches and recommendations.

The HEA will conclude the first compact process soon and begin on the new compact for 2017-2020 with the aim to have the new compact agreed before the end of the 2017 calendar year. Due to the requirement to have a new compact in place before the end of the year, the Institute will be asked to complete the cycle 4 review of the current compact sooner than originally expected. The President queried if there was a need to extend the Institute's current Strategic plan and Mr Leane agreed to create an updated document. The committee was informed that interviews for the one-year secondment for the Strategic Facilitator were scheduled for the 21st of March 2017.

Action Plan: Mr Tadhg Leane will create a document in relation to extending the current Strategic plan. The document will be circulated to the committee before the next SDC meeting in June 2017.

To facilitate this there was a proposal to have an additional meeting of the Strategic Development Committee on 22 May 2017 and the President sought Governing Body approval for this.

Governing Body APPROVED the taking place of the additional meeting.

Ms Cooney asked if there was any update on the review by Dr Thorn.

The President advised that the IEB met on Tuesday 4 April and because we had a long list which included Programmes & Budgets we will meet again on Wednesday 12 April where we will consider Dr Thorn's Report. There will be a report back into the Audit Committee who in turn will report back to Governing Body.

Agenda Item 4: National Planning Framework

The chair invited Ms Orla Flynn, Vice President for External Affairs to brief the committee on the National Planning Framework. Ms. Flynn informed the committee that the deadline for submission is the 16th of March 2017, and at present a document is being prepared for submission. The main points to be documented are (1) Infrastructure (2) HE funding & STEM (3) The TU System to drive growth (4) Enterprise & development (5) Art & Culture. Ms. Flynn strongly recommended that CIT should make a submission which is aligned with the Cork City and County submission.

Action Plan: Ms Orla Flynn will circulate a draft document to the committee members for comment and further input.

NOTED.

Agenda Item 5 & Agenda Item 6:

HEA Capital Requirements Plan - Jan 2017 & Master Planning

The chair asked Mr. Paul Gallagher, the Vice President for Finance and Administration, to brief the committee on the HEA Capital Requirements Plan. Mr Gallagher informed the committee that there has been good engagement throughout the process and the submission had been completed and communicated to the HEA in accordance with their, very tight, deadlines.

The HEA have a potential PPP capital investment fund of €200 million available for higher Education. Mr Gallagher gave an overview of the CIT Submission (which was based on our previous Masterplan) and discussed the information sought by the HEA.

- The minimum criteria
- Prioritisation criteria. Taking into account 3rd party funding, substandard facilities and a focus on STEM. Demographics are changing and they have become more important.
- PPP Programme – Identifying projects.
- PPP Suitability Criteria: Clear title, planning approval and limited interface with existing buildings. The minimum capital cost per individual project is €10million so the bundling of projects is anticipated.

Mr Gallagher briefed the committee on the documented response from the Cork Institute of Technology in relation to:

- Current student numbers and accommodation. The expected increase of 30% to 40% in student numbers and also the space requirement projections.
- The summary of capital funding proposals (2017-2022)
- The summary of future capital funding proposals (Projects on site post -2021)
- Implementation and timescale of work.

Mr Gallagher briefed the committee on the recently appointed Masterplanners, Reddy Architecture and Urbanism Company. Stating that the process of engagement must be structured and a number of ideas are to be developed. It is intended that the process will be presented to senior staff by the end of April.

NOTED.

Agenda Item 7: AOB

Ms Orla Flynn informed the committee that O 'Kennedy Consulting has been approved for creating a Corporate Social Responsibility (CSR) policy for the Institute. They will create a CSR strategy and on-going policies that align with the Institutes goals. They will create strategies to develop:

- A new approach to fundraising.
- Scholarships and student demands.
- Raising funds for new initiatives.
- Building a better relationship with the Alumni.

The Committee members noted that this is a good opportunity to promote the Institute.

Action Plan: Organise an interim meeting before the next scheduled SDC meeting on the 12th of June.

NOTED.

1704.11

GOVERNANCE:

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

11.1 Signed Minutes of the Audit Committee meeting held on Thursday 19 January 2017 were circulated with the Agenda.

Mr Woulfe referred to the signed Minutes of the Audit Committee meeting which had been discussed at the 2 February 2017 Governing Body meeting.

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

Governing Body APPROVED the minutes.

11.2 Report of the Audit Committee meeting held on Thursday 23 March 2017 was circulated with the Agenda.

1. Minutes of 19 January 2017

The minutes were approved.

NOTED.

2. Matters arising

Governing Body Digest

The Digests of Governing Body meetings will in future be published on the CIT web page commencing with the meeting of 2 February 2017.

NOTED.

Student Retention – Internal Retention Graph

The Committee was advised that a detailed Year 1 Admissions and Student Success Report is currently being finalised and will be presented to Governing Body.

NOTED.

Ms Cooney enquired if the Student Retention – Internal Retention Graph will come back to the Audit Committee or will it come back directly to Governing Body.

Dr O'Connor stated that he was preparing a full report on the overall figures including Retention which will be available for the next meeting of Governing Body.

The President stated this item was discussed at the Audit Committee because the C & AG are also doing a Retention Audit Report nationally.

3. Correspondence

HEA Letter re Governance

This letter identified significant developments by the Office of Government Procurement; many new frameworks relevant to the higher education sector have been established in particular for Executive Search Services.

The HEA review of procurement is nearing completion and highlights the progress that has been made in the sector, but identifies areas for improvement including more robust and better communicated policies and procedures, comprehensive corporate procurement plans and more training.

New Annual Governance Statement templates are being drafted by the HEA which will be aligned to the new state code.

The Committee notes the correspondence.

Mr Woulfe referred to the above HEA letter re. Governance which had been dealt with at a previous Governing Body meeting.

4. Internal Audit

THEA Internal Audit Steering Committee

Mr. Gallagher briefed the Committee on developments in relation to the sectoral element of internal audit. Attention was drawn to the “Keeping Pace with Heightened Expectations” report by PwC which highlights common issues and best practice across the sector. The following issues have been identified.

- Risk Management
- Student Retention
- Estates Planning
- Strategic Planning
- Revenue Controls
- Finance Reconciliations
- Journal Review & Approval
- IT Controls
- Using the ICF
- Staff utilisation and timetabling
- Security of Exam Papers
- Code of governance/ IA charter
- Annual Ethics Statements

The Committee are also advised that in relation to the DES Audit Forum, THEA in consultation with the Department have agreed to a sectoral representative.

In terms of Internal Audit, Mr Woulfe stated that Mr Gallagher briefed the Audit Committee on the developments in relation to THEA (Technological Higher Education Association) and the work in the context of internal audit activities and equally the linking of that in relation to the Department of Education & Skills Audit Forum. The Audit Committee were advised that in relation to the DOES Audit Forum, THEA in consultation with the Department have agreed to a sectoral representative approach.

Tax Review of Subsidiaries 2016

Mr. Ted Holohan from Deloitte joined the meeting

Mr. Holohan advised that the review covered VAT, PWST and RCF in CIT Student Services CLG, CIT Innovation Centre DAC and Cosmos Education CLG. He noted that there were very few issues to report with no high risk and 2 medium and the recommendations have been agreed.

The report also included a matrix for tax returns due for each of the subsidiaries and the Committee notes that this is a very useful tool in such a complex organisation. Ms. Crowley advised that the Institute will implement this matrix.

A further report in relation to follow up of issues identified in previous years will be presented to the Committee in due course.

The Committee thanked Mr. Holohan and he left the meeting.

In relation to the Tax Review of Subsidiaries 2016, Mr Woulfe stated that Mr Ted Holohan from Deloitte joined the meeting. He reported on the many aspects of the taxes in relation to subsidiaries. The Audit Committee were very pleased with his report in that it was a very favourable report with very few issues to report with no high risk and 2 medium. The Audit Committee were pleased with that bill of health. Included in his report was a matrix for tax returns for each of the subsidiaries and Ms Crowley advised the Institute will implement the matrix.

PwC Risk Management Implementation

Following on from the CIT Risk Management Activities Review and the sectoral Risk Management Review, the Institute is proposing to engage PwC to facilitate risk management implementation and a draft Statement of Work was issued to the Committee. This engagement would be on a consultancy basis. The Committee discussed the issues in relation to internal audit service providers also delivering consultancy and recommend that a threshold would be put in place by the Institute (one member gave an example where consultancy would not exceed 70% of internal audit costs). Mr. Gallagher also advised that this was a draft document and he would be discussing the scope and costs further with PwC.

Mr Woulfe referred to the PwC Risk Management Implementation. PwC are engaged in that range of activity and a draft Statement of Work was issued to the Audit Committee. The Audit Committee discussed the issues in relation to internal audit service providers and equally in addition to the work of the audit itself. A recommendation was made that a threshold would be put in place by the Institute by which the extra curricula activities of the audit function would be set at a limit. In terms of good Governance it is appropriate that auditors when they are appointed would not be able to earn fees for non-audit that would be greater than the audit.

5. Governance

Code of Practice Review – Update

PwC are currently undertaking a review of the Code of Practice under the sectoral internal audit provision. Mr. Gallagher advised that one third of the provisions of the new code are the same as the current code, one quarter are the same but with significant changes and the remainder are new. In light of this, it was decided to develop a new code rather than amend/rewrite the current one. It is expected that a draft document will be developed by June 2017 but the HEA have been informed that a final code may not be approved until 2018.

Mr Woulfe advised that a Code of Practice Review is being undertaken. A draft document will be developed by June 2017 but the HEA have been informed that a final code may not be approved until 2018.

Review of Directorships

This report identifies the current directorships and changes that will arise by 31 August 2017. The Committee noted that one subsidiary had only

two directors and are advised that this subsidiary is in its infancy and further directors will be appointed as growth demands.

In terms of the review of Directorships of subsidiaries, Mr Woulfe stated a briefing was given to the Audit Committee regarding directorships and of changes that will arise by 31 August 2017 due to retirements having taken place or that will take place at that date.

FOI Update

The Committee were presented with a report of requests received year to date and a trend analysis for 2012 to 2017 (ytd). The number of requests from journalists is noted and Ms. Hayes advised that this was due to the removal of the charge for third party requests. The majority of requests from journalists are sector wide and not Institute specific.

Mr. O’Leary referred to the new European General Data Protection Regulation and the work required to be ready for implementation in May 2018. Ms. Hayes advised that work has already commenced in this area. Ms. Hayes had also advised the Committee earlier in the meeting that the Institute did have procedures in place for dealing with data protection breaches. This followed a query from Mr. O’Suilleabhain. The Institute has had very few breaches or potential breaches and in all cases the Data Protection Commission has been satisfied with the response and actions taken by the Institute and have closed the cases.

Mr Woulfe advised that the Audit Committee were presented with a Report in relation to the number of requests received to date and a trend analysis for 2012 to 2017. In terms of FOI requests, in the first quarter of this year, there was an upward movement on queries. This is due to the fact that the charge has been reduced for such requests.

Annual Report of the Safety Committee 2015-2016

Mr. Jody Power, CIT and Chair of the Safety Committee joined the meeting.

Mr. Power presented a detailed report of the work carried out by the Safety Committee during the year. The number of accidents/incidents showed an increase over the previous year due to a large extent to additional reporting by the Department of Tourism and Hospitality.

In relation to the accident/incidents table, the Audit Committee would like to see more detail and also note the importance of recording near misses.

The issue of safety audits was also discussed and while walk-throughs are carried out, the Committee notes that during term time use may be a more appropriate time for this and a record/log maintained. It is important to ensure that safety recommendations are being adhered to.

The Committee thanked Mr. Power and he left the meeting.

Mr Woulfe advised that the Chair of the Safety Committee joined the meeting for this item. The Audit Committee were complimentary of the work that the Safety Committee has done. A few points were noted. The

number of accidents and incidents showed an increase which was noted and something to be watched. The Audit Committee wish to see more details around the importance of recording near misses.

Health and Safety Expenditure Review

Mr. Gallagher presented the Committee with a breakdown of expenditure on health and safety over the last four years which amounted to €3.1m. The majority of major expenditure related to the 1974 building totalling €2.1m and included electrical upgrade, roof works, gas upgrade, and chemical store. The next priority identified is ventilation which has a health rather than a safety focus. Included in the budget for 2016/17 is €155K for chemical storage and €250 for disability/access works.

Mr Woulfe advised that Mr Gallagher presented the Audit Committee with a breakdown of expenditure on health and safety over the last four years which amounted to €3.1m which was a significant amount in the context of the budget.

Institutional Review

Ms. Eva Juhl, CIT joined the meeting.

Ms Juhl gave the committee an overview of the Institutional Review process. The report forms part of the formal re-engagement with QQI and replicates the established quality reporting of the universities though with stronger QQI oversight. There are a number of parts to the report;

- Part 1 – Information relating to policies, procedures, governance and management
- Part 2 – Quality Assurance and Enhancement System Developments – QA policy
- Part 3 – Implementation of QA policies and procedures, effectiveness and impact
- Part 4 – Enhancements
- Part 5 – Planning – objectives

Ms. Juhl noted some of the issues including the format/structure of the report which did not necessarily “fit” the Institute, lack of guidance on aspects of data submission and the time and resource required.

She also noted some highlights such as the effectiveness of the Student Engagement and Retention Initiative which has led to a decrease in non-progression rates.

The Committee acknowledged the improvements and highlighted the importance of training staff in academic procedures.

The Committee commend Ms. Juhl in her work in this area and thanked her for the presentation.

Ms. Juhl left the meeting.

Mr Woulfe stated Ms Eva Juhl gave the Audit Committee an overview of the Institutional Review process which is in relation to the quality control on the academic side. The Audit Committee were complimentary

and acknowledged the improvements and the importance of the training of staff in academic procedures.

6. Finance / Budgets

Research Audits

Ms. Crowley advised that there were a significant number of audits carried out in the research area both pre and post submission.

The Main funding agency audits that were undertaken in CIT over the past year were:

1. **European Commission** Framework Programme 7 audit – a copy of the final audit report from Lubbock Fine the auditors who carried out the fieldwork is provided for noting
2. **Enterprise Ireland** selected audits 2015 – a copy of the final audit findings received from EI in March 2017 is provided for noting

7. Risk Management

Mr. Barry Coughlan, Legal Officer joined the meeting.

Legal Cases

8. Matters for Noting

Two documents were circulated for information

- A newspaper clipping in relation to a QQI audit report
- Deloitte Internal Audit Hot Topics 2017 Report

NOTED.

9. Next meeting

The next meeting is scheduled for 15 June 2017.

The meeting was closed.

NOTED.

1704.12

FINANCE COMMITTEE:

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

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

Capt. Hopkins referred to the signed Minutes of the Finance Committee meeting which had been discussed at the 1 December 2016 Governing Body meeting.

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

Governing Body APPROVED the minutes.

12.2 Report of the Finance Committee meeting held on Monday 6 March 2017 was circulated with the Agenda.

1. Minutes of Previous Meeting

The minutes of the previous meeting of 21st November 2016 were approved and signed.

NOTED.

2. Matters Arising

NOTED.

3. Additional Funding

Ms Crowley reported that the HEA notified the Institute that it would receive additional recurrent funding for the calendar year 2016.

The Committee noted the correspondence on the additional funding.

NOTED.

4. Bank of Ireland – Interest Rate

The Committee noted the correspondence on Interest rates from the Bank of Ireland.

Capt. Hopkins referred to negative interest rate of 0.10% on all balances in a nominated account which is a sign of the times.

5. Code of Practice for State Bodies 2016

Mr Gallagher informed the Committee that the HEA notified the Institute that the Governance and Statement of Internal Controls letters for 2016/17 will be based on the Code of Practice for State Bodies 2016 and will be providing new templates at a later date. Ms Walshe enquired about the current code and Dr Murphy noted that it was specific to the IOT's dating from 2012 and based on the State Code of practice from 2009.

The Committee noted the correspondence on the Code of Practice for State Bodies.

NOTED.

6. Funding Model Review

Mr Gallagher reported that the HEA had sought submissions on the review of its funding model and the Institute's response was included in the meeting materials for the Committee.

The Committee noted the response to the Funding Model Review.

NOTED.

7. Grant Allocation 2017

Ms Crowley informed the Committee that the Institute has just recently received its draft grant allocation for 2017, which was much later than previous years and did not have full details.

The Committee noted Grant Allocation for 2017.

NOTED.

8. Treasury

Ms Crowley informed the committee that a new bank account was opened as the nominated account and referred to previous discussion on interest rates (Minute 4). She also sought approval to increase the daily online transfer limit.

The Committee approved the opening of a new bank account.

The Committee approved the increase in the daily online funds transfer limit.

NOTED.

9. Procurement

Ms Crowley reported a procurement exception, whereby third parties that were party to grant applications were not tendered as they were named in the grant application. This is a common practice in State & EU research funding, but the partners are usually other State Bodies or Higher Education or Research Institutions. In this case they were individuals. It was agreed that current contracts could remain in place for 2017, however a tender was now required to form a panel for which future collaborators of this nature could be drawn from.

The Committee noted the Procurement exception.

NOTED.

10. Prompt Payment Interest

Ms Crowley noted that the prompt payment interest for the last quarter was down from previous quarterly figures which was a great improvement, due to resources being applied in the Finance Office to reduce this unnecessary cost and additional training provided to staff.

The Committee noted the Prompt Payment Report.

NOTED.

11. Fees

Ms Crowley stated that as of 1st March 414 students had an IT Hold placed on their access to the Institute's systems in relation to the non-payment of fees.

The Committee noted the update on Fees.

Capt. Hopkins referred to the above update on outstanding Fees.

The President stated this is an area where the Audit Committee are aware of the issue being a constant occurrence year after year. We have put considerable effort into trying to solve the non-payment of fees. The 2015/16 figure is a big improvement on previous years. The number of students is rising and if the sum of outstanding fees keeps going down we are winning. There has been considerable effort put in by the staff in the Fees Collection Office and also in the Registrar's Office.

Dr O'Connor added that we are developing a new process to identify students who have withdrawn and are gone.

12. C&AG Audit 2015/16

Ms Crowley noted that the C&AG on-site audit was conducted from 28th November and that following the end of the on-site work, no significant issues had been highlighted, however the file is still being reviewed.

The Committee noted the update on the progress of the annual audit.

NOTED.

13. Foundation Strategy

Ms Crowley stated that a tender was conducted to develop a strategy for the CIT Foundation. The tender was concluded and the successful bidder had commenced work on the strategy.

The Committee noted the update on the CIT Foundation Strategy.

NOTED.

Capt Dave Hopkins and Mr Shane Falvey joined the meeting at 9.15am

14. Travel & Expenses

Mr Crowley provided a summary report on the overall spend with Club Travel (the Institutes tender travel agent) from 2013 to 2016.

The Committee noted the review of Travel costs & Expense payments for 2016.

NOTED.

15. External Member

The Committee approved of the selection and will recommend it to the Governing Body to appoint the external members to the Finance Committee.

Capt. Hopkins sought Governing Body approval for the appointment of the external member.

Governing Body APPROVED the appointment of the external member to the Finance Committee.

16. Programmes & Budgets

Mr Cremin presented the Institute's Budget for 2017/18 to 2020/21. He provided an overview of the budget and set out the assumptions underpinning it.

The Committee reviewed the Programmes & Budgets 2017/18 to 2020/21 and will recommend them to the Governing Body for approval.

This item was taken under Item 22 below.

Mr Falvey left the meeting at 10.30am

17. Postgraduate Research Fees

This item was tabled and arose from the IEB's review of short terms budgetary measures.

The Committee accepted the proposal to increase fees for postgraduate research degrees and will recommend it to Governing Body for approval.

Capt. Hopkins sought the approval of Governing Body of the proposed increase in Postgraduate Research Degree fees.

Governing Body gave their APPROVAL.

18. Postgraduate Scholarship

In conjunction with the increase in postgraduate fees, it was proposed to offer a scholarship for up to three years for students undertaking research degrees.

The Committee accepted the proposal to offer a postgraduate scholarship research degrees and will recommend it to Governing Body for approval.

Capt. Hopkins sought the approval of Governing Body of the proposed Postgraduate Research Degree Fee Scholarship.

Governing Body gave their APPROVAL.

19. Deloitte Financial Review

Mr Gallagher noted that Deloitte's review was underway and significant work had been completed.

The Committee noted the updated on the Deloitte Financial Review and agreed to hold an extra meeting to consider the final report of the review.

NOTED.

20. Student Finance

The minutes of the Student Finance Committee of the 2nd November 2016 were reviewed.

The Committee noted the Minutes of the Student Finance Committee of 6th November 2016.

NOTED.

21. Capital Requirements

Mr Gallagher presented a detailed submission outlining the Institute's capital requirements as requested by the HEA. He noted that the submission included building priorities ranked from one to nine, site identification, in addition to Minor Capital Works Equipment Renewal.

The Committee noted the submission on the Institute's capital requirements.

NOTED.

22. Capital Development Reserve

Ms O'Halloran provided an update of the capital development reserve as at 28th February 2017. She noted that funding in respect of the banking concession had been received and sought approval for the transfer of this income to the Capital Development Reserve to be allocated to Project A1.

She further sought approval for the creation of two new projects; one called 'Health & Safety' to provide for necessary capital health and safety works and the second called 'Research Capital' to allow the Institute create a fund to take advantage of any capital funding programmes in research that may include a contribution from the Institute. She stated that there was no allocation proposed to either of these projects at this time.

The Committee agreed to the transfer from the banking concession to the Capital Development Reserve in respect of Project A1 and will recommend this to Governing Body for approval.

The Committee further agreed to the proposal to create two new projects in the Capital Development Reserve called 'Health & Safety' and 'Research Capital' and will recommend them to the Governing Body for approval.

Capt. Hopkins sought the approval of Governing Body for the following:

- (i) the proposed transfer to the Capital Development Reserve for the purpose of the A1 project (CIT Arena).*
- (ii) the creation of the proposed new project "Health & Safety in the Capital Development Reserve.*
- (iii) the creation of the proposed new project "Research Capital" in the Capital Development Reserve.*

In terms of (ii) and (iii) above, Mr Gallagher explained that the Health & Safety and the Research Capital projects are just two new headings to be included in the Capital Development Reserve. There are no money exchanges.

Programmes & Budgets

Mr Gallagher briefed Governing Body as follows:

The Institute is carrying out two exercises at present (i) Programmes & Budgets which is the document to be approved by the HEA and (ii) also looking at with the assistance of Deloitte in relation to a longer term financial plan for the Institute. This will be for discussion at the additional Finance Committee meeting on 8 May 2017. We will bring that then to the Governing Body meeting on 1 June 2017. It will be an interesting exposé of the Institute and where it is financially in terms of funding etc. and what we see as the strategic options going forward from a financial perspective. This is very important when our bottom line is so close at the moment.

In terms of the Programmes & Budgets the process has been that in December 2016 the IEB had looked at our operational plans, student number forecasts etc. and agreed those. During January 2017 Finance put together the budgets based on those projections. We then spent February 2017 with the IEB to review them to see what short-term measures can be taken or what changes needed to be made and align the resourcing with the projections. It came to the Finance Committee meeting in March 2017 and they have brought it to Governing Body for approval today. It then goes forward to the HEA. We meet the HEA at the end of May this year to go through those Programmes & Budgets.

Section 1 – Pages 4 & 5 – Budget Overview/Budget Assumptions

The budgets are still very tight but we have turned a corner. We are out of deficit. We are above breakeven and hopefully if we can create a surplus we can put that back into our reserves. Pages 4 & 5

gave the detail on the high level assumptions that we are making in terms of the accounts.

Page 4 - Capital

Additional funding is expected in respect of the New Apprenticeship Syllabus.

Page 6 – Budget Summary

The student numbers are the major drivers in terms of the activity of the Institute. In 2016/17 we are showing a total wte student number of 9,938. We are also showing a longer forecast up to 2020/21 rather than just two years. We are projecting significant increases in student numbers – 17% over that four year period. That is reflective of the demographic that we have got and also the recovery in Engineering, Apprenticeship and Construction. From a capacity point of view in those areas we are coming back up to capacity.

Mr Ó Súilleabháin questioned this. He stated we had a presentation from the Registrar in January which indicated we would have very little increase in student numbers in the next three years. He was concerned that we were forecasting a 17% increase in student numbers.

Mr Gallagher explained that there is about a 4% or 5% increase and the 12% comes from the construction numbers that we have got as well as improved retention.

Mr Ó Súilleabháin stated he was concerned that we were forecasting increases in income.

Mr Gallagher stated this was a fair question. We do have a detailed projection for each programme which we will be considering with the Deloitte process. We will be coming back to Governing Body on the longer term picture. All of our financials are dependent on a strong student growth. We have to be sure it is achievable.

To give Heads of Faculty, Heads of Schools and Heads of Departments their due, the President stated we have gone back to them to stress the importance of their projections. We have told them if they get these figures wrong it will impact on them.

Mr O’Leary stated Pages 4 and 5 were the important pages for him because all projections are based on assumptions. The assumptions there are very thorough. These pages explain where all the figures come from.

Staff Numbers – *the projections are a lesser increase of 6% in staff numbers.*

Financial – *we have an increase in income which is relative to the student number increase. Also there is a fairly significant increase in the expenditure and part of that is due to the reinstatement of pay.*

Page 7 – Financial Summary

In terms of the State Grant we are looking at an increase. There has been an adjustment this year of the STEM disincentive. The HEA want to ensure not putting Institutes into deficit because of any changes they have made.

Expenditure – Pay is going up by about 10%. We are forecasting non-pay to go up by 20%. Mr Gallagher was unsure about that. What we are trying to do is to bring non-pay back up to where we think it should be. There are a lot of areas in the Institute which are starved of funding.

Page 9 – State Grant and Other Income

Page 16 – Major Capital Expenditure

Mr Gallagher stated this is an area that has been very difficult for us for a number of years. We are still continuing to try to put monies in where it is absolutely required. He mentioned the Grand Parade Building and the CIT Arena Project. There are significant spends continuing under Health & Safety and Essential Works which also includes equipment renewal. There are also spends on IT Capital projects which are ongoing to keep the infrastructure running. It is important to recognise that we are still putting monies into those types of activity.

Section 2 – Staff Numbers

This section gave the detail breakdown of staffing numbers.

In response to Mr Ó Súilleabháin, the President explained the staffing numbers under the heading Students Services refers to staff under the Registrar & Vice President for Academic Affairs and not the Student Services Company.

Section 3 – Student & Graduate Numbers

This section gave the detail breakdown of student and graduate numbers.

Section 4 – Institutional Profile

This section has been shortened and gave the Institutional profile but it is also a profile by School. It is interesting to read and is more useful than it used to be. It gave the activities of the departments, course developments etc.

Ms Cooney stated that this section is much improved on previous years. It looks much more professional. She referred to Page 64 and the Masterplan and asked was this our old Masterplan.

Mr Gallagher advised that a new Masterplan process has commenced. We have meetings lined up with the Faculties and other groups for the end of April. Towards the end of June we should have a revision of that. He confirmed the Masterplan mentioned in Page 64 is the old Masterplan.

Ms Cooney felt it would be good to see included in Section 4 all the Schools listing their delivery of programmes. It would be nice to see the variety of our delivery which would be useful.

Mr Gallagher advised that all programmes are listed in the Annual Report. This document is a very good informative document. We are trying not to duplicate information.

The President stated that the School of Science and Informatics section was very informative. Not just looking into the future they had provided indicators whereby you could judge how successful they were going to be. He agreed with Ms Cooney, this section was a considerable improvement. In time this section should portray Schools – intentions, how they would like to be judged, achievements, disappointments and how they are responding to that.

Mr Gallagher concluded his presentation. He will be coming back to Governing Body with the financial situation at the 1 June meeting.

Mr Gallagher sought the APPROVAL of Governing Body for the Programmes & Budgets document presented today.

Governing Body gave their APPROVAL for the Programmes & Budgets document.

Mr Gallagher sought the APPROVAL of Governing Body for

- (i) the proposed transfer to the Capital Development Reserve for the purpose of the A1 project (CIT Arena).*
- (ii) to the Capital Development Reserve for the purpose of the A1 project (CIT Arena).*
- (iii) the creation of the proposed new project “Health & Safety in the Capital Development Reserve.*
- (iv) the creation of the proposed new project “Research Capital” in the Capital Development Reserve.*

Governing Body gave their APPROVAL for (i), (ii) and (iii) above.

In terms of the Programmes & Budgets document, Ms Cooney advised that as a member of the Finance Committee she had gone through this document already and she addressed a number of concerns she had at the Finance Committee meeting.

The President stated in relation to student numbers we do make assumptions which may not transpire, pay tends to very fixed – we have no control, we assume that we will get monies for pay restoration. If things don't happen we have made assumptions on what we want to do on non-pay, if we don't get the student numbers we have to adjust back on that. At the end of the day, the transfers to reserves are really dependent on how good the other things work out. We can't transfer into reserves and put ourselves into deficit. That is not an option for us. This is our best estimate at this stage.

At the Governing Body Effectiveness Review which took place prior to the Governing Body meeting, it was stated that a number of

Governors would like during the year to see financially where we are.

Mr Gallagher stated we will be doing accounts for December and for April and will be bringing them to Governing Body. Pre Summer we will be doing a trend analysis (Dashboard) which will be coming to Governing Body.

Mr O'Leary supported that. In terms of our commitment to Capital Expenditure we should show red. Cash is key. Not having monies to pay is quite stark. It is a warning sign to HEA that we are taking serious our commitment to Health & Safety and other areas that we are moving below the line. It is a modest amount to show in the red. We should continue to say to the HEA there is a very good reason. We are committed to this journey and he commended the Programmes & Budgets document.

Mr Ó Súilleabháin was concerned that we seem to be cutting the non-pay a lot. It is having an effect at the cold face. For next year we may need to have a reconsideration and see it going back up.

The President stated with the increased regulatory regimes and the compliance and the necessity to resource those, you are taking money from the pot.

Ms Cooney stated that it is good to see a positive trend going in the right direction. The Programmes & Budgets are positive compared to last year where our projections were much worse.

Mr Gallagher agreed.

The President thanked the Chair of the Finance Committee, the members of the Finance Committee and through Paul all the other people who have laboured to produce the Programmes & Budgets document. He knew that the HEA have been complimentary to CIT for their Programmes & Budgets document. There is faith and trust and very often we are held up to be the benchmark to others in terms of their Programmes & Budgets.

23. GAC Training and Service Solutions Ltd

The Committee noted the abridged financial statements of GAC Training and Service Solutions Ltd for the year ended 31st December 2015.

NOTED.

24. SEFtec NMCI Offshore Training Ltd

The Committee noted the abridged financial statements of Seftec NMCI Offshore Training Ltd for the year ended 31st December 2015.

NOTED.

25. Campus Companies

The Committee noted the schedule of campus companies and financial statements of Showguider Ltd, NSicilo Life Sciences Ltd and Aventamed DAC.

NOTED.

26. Next Meeting

The next meeting of the Committee is a proposed for Monday 8th May at 8am. This is an extra meeting to consider the Financial Review.

The Committee agreed an additional meeting on 8th May 2017 at 8am.

Capt. Hopkins sought the approval of Governing Body to have an additional meeting of the Finance Committee on 8 May 2017 to consider the Financial Review carried out by Deloitte.

Governing Body gave their APPROVAL.

1704.13

USE OF THE INSTITUTE SEAL:

The Chairman invited the President to take this item.

1. Log Book No. 206 Seal used on 24 February 2017 -
CIT and Munster Branch of the Irish Rugby
Football Union
 - (i) Lease to occupy relating to Elite
Gym at CIT Sports Stadium
 - (ii) Deed of Renunciation

NOTED.

2. Log Book No. 207 Seal used on 7 March 2017 –
Share Subscription and Shareholders
Agreement between Predictive Control
Systems Designated Activity Company, CIT
and Enterprise Ireland.

NOTED.

Mr Ó Súilleabháin asked if works had commenced in 46 Grand Parade.

The President stated works had commenced and the completion date is end of August.

Before the Chairman took the additional item “Presidential Appointments Committee” he asked the proposed new Student Members to leave the meeting. He also asked Mr Gallagher,

Digest of the meeting of the Governing Body of Cork Institute of Technology held on Thursday 6 April 2017 in the Council Room, 2nd Floor, Administration Building at 3.30 pm.

Vice President for Finance & Administration to leave the meeting. He noted that Ms Orla Flynn, Vice President for External Affairs and Dr Barry O'Connor, Registrar & Vice President for Academic Affairs had already left the meeting earlier on.

The proposed new Student members and Mr Gallagher left the meeting.

Additional Item

1704.14 Presidential Appointments Committee:

The next ordinary meeting of the Governing Body was fixed for Thursday 1 June 2017 commencing at 3.00 pm in Council Room, 2nd Floor, Administration building.

Signed: _____

Date: _____