

**GBD 1707**

**Digest of the meeting of the Governing Body of Cork Institute of Technology held on Thursday 6 July 2017 in the Council Room, 2<sup>nd</sup> Floor, Administration Building at 3.00 pm.**

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

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

*The Chairman welcomed all to the meeting. At the request of some Governors who had to leave the meeting early, Item 15 – Presidential Appointments Committees was brought forward and taken after Item 3 on the Agenda.*

*At the request of the Chairman, the three Vice Presidents left the meeting at this juncture.*

*Apologies were received from Ms Ann Piggott and Ms Katherine Walshe. The Chairman noted that Mr Ted Owens and Ms Maura Fitzgibbon would be joining the meeting later due to other commitments that they had.*

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

- 1. Pamela Hardesty-O’Sullivan, Lecturer, CIT Crawford College of Art & Design on the death of her mother.*
- 2. Richenda Kiernan, Lecturer, Department of Biological Sciences on the death of her father.*

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

**1707.1** Minutes of the previous meeting held on Thursday 1 June 2017 were circulated with the Agenda *and were approved by Governing Body.*

***Matters arising:***

*The President stated there is an update from the IPA which Mr Gallagher will give when he returns to the meeting.*

*In terms of the unavailability of the Digests on the staff Gateway which Ms Cooney had raised at the previous meeting, the President advised that on checking, Governing Body had agreed at its meeting on 2 February 2017 that the Digests from 2017 would be published on the main CIT website and publicly available rather than on Gateway. The Digests for previous years continues to be available on Staff Gateway. He confirmed that the Digests for 2017 are currently published on the CIT website.*

*In response to Mr Ó Súilleabháin in terms of a procedure to source external members for Committees of Governing Body, the Chairman confirmed that Governing Body will source the external members.*

**1707.2** Digest of the previous meeting held on Thursday 1 June 2017 was circulated with the Agenda *and was approved by Governing Body.*

**1707.3** Minutes of special meeting of Governing Body held on Friday 23 June 2017 were circulated with the Agenda *and were approved by Governing Body.*

**1707.15      **PRESIDENTIAL APPOINTMENTS COMMITTEES:****

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

*The three Vice Presidents returned to the meeting.*

***Update from the IPA***

*The President asked Mr Gallagher to update Governors.*

**1707.4      **CORRESPONDENCE****

**1707.5      **PRESIDENT'S REPORT: (Pages 2 to 7)****  
*The Chairman invited the President to take this item.*

*As the President's Report had been circulated with the Agenda, this report was taken as read and noted by Governing Body. The President did highlight Item 12.*

5.1      The President attended the HEA CIT Accountability and Budget meeting at CIT on Wednesday 24 May 2017 at 11.00 am. This meeting involved an intensive consultation and analysis process for the ongoing review of the funding allocation model.

*NOTED.*

5.2      The CIT Media Communications Department Degree show 'Sonder' was opened by Colm Crowley, Head of RTE Cork on Thursday 25 May in IT3, Berkley Building, Cork Institute of Technology. Work

from students of the BA (Hons) Visual Communications and the BA (Hons) Multimedia are available to view in the Exhibition Centre and the Curve Gallery in the Student Centre in CIT Bishopstown campus.

*NOTED.*

- 5.3 The Annual Education Awards took place at the Ballsbridge Hotel in Dublin on 25 May 2017. CIT AnSeo team won the Student Engagement and Communications Award and the Department of Biological Sciences won the Career Impact Strategy Award.

I wish to extend “Well Done” to all the participants of these awards.

*NOTED.*

- 5.4 The President attended the Senior Staff Breakfast on Friday 26 May 2017 at 8.30 am in the Dining Hall, Tourism & Hospitality Building.

*NOTED.*

- 5.5 The President attended a meeting with the CIT masterplanners on Friday 26 May 2017 at 10.30 am in CIT.

*NOTED.*

- 5.6 The President attended the launch of the Service Design Centre @ CIT on Monday 29 May 2017 at 11.00 am in the Vertigo Suite, County Hall. The Service Design Centre was established in partnership with Cork County Council’s Centre for Service Innovation (name TBD) to adopt a radically different method for delivering the best services in both organisations through co-design education and building a community with a large range of stakeholders. The purpose of the hub will be to share and exchange knowledge and ideas utilising Service Design tools and techniques. This will be achieved through an open collaborative approach and engaging with partners, staff and students.

*NOTED.*

- 5.7 The Launch of the CIT Continuing Education Handbook 2017/18 was officially launched by Ms Ciara Wilson, President, Network Cork on Monday 29 May 2017 at 4.00 pm in the Council Room.

*NOTED.*

- 5.8 As part of their regular monthly meetings, the President met with Prof. Patrick O’Shea, President, UCC on Tuesday 30 May 2017 at 3.30 pm in CIT.

*NOTED.*

- 5.9 The President attended a MoU signing between the Port of Cork and the Philippines Port Authority (PPA) on Tuesday 30 May 2017 at the Port of Cork. The purpose of the MoU is to build a partnership between the parties through the development and implementation of educational and training programs in the fields of port, maritime and logistics, and to achieve mutual gains and benefits.

*NOTED.*

- 5.10 CIT hosted a Dinner in the Weir Rooms at the River Lee Hotel on Wednesday 31 May 2017 at 7.00 pm for Prof. Dr Ralph Stengler, President, and Prof. Dr Arnd Steinmetz, Vice President for Research and Scientific Infrastructure, Hochschule Darmstadt.

*NOTED.*

- 5.11 The Bachelor of Science (Hons) in Architecture and Master of Architecture end of year exhibition opened on Wednesday 31 May 2017 at 6.00 pm at the Cork Centre for Architectural Education, 9 Copley Street.

*NOTED.*

- 5.12 The Governing Body hosted a Dinner on Thursday 1 June 2017 at 7.00 pm to mark the retirement of the President, Dr Brendan J. Murphy. The event took place on the Bishopstown Campus in the transformed surroundings of the Nexus Hall and was attended by friends, family and local, national and international CIT partners with whom Dr Murphy has built a strong relationship with over his 40 years of service (13 years as President). The evening was MC'd by Paul Gallagher, Vice President for Finance & Administration, with music provided by the CIT CSM Amadeus Quartet, a menu devised and designed by the CIT Student Services CLG (CIT SSCLG) and service delivered by students from the Department of Tourism & Hospitality. There were many features on display in the venue such as the ship replica of the Chevron-MV Libra from the NMCI, a ceramic piece by one of our Master's students from the CCAD and ice sculptures by Bernard Hurley, Head Chef, CIT SSCLG. It was wonderful to see all these elements working so well together and the difficult combination of the dignified and informal was achieved which put the guests at their ease and made it very enjoyable for all. I would like to thank the Governing Body for hosting this reception.

*The President expressed personally his thanks to the Governing Body on behalf of himself, his wife and family for the event which took place on 1 June 2017. It was a lovely evening and really appreciated. He had received many compliments from invited guests.*

*Cllr Murphy expressed his appreciation to the caterers for the wonderful meal presented.*

*The Chairman paid special tribute to the Master of Ceremonies, Mr Paul Gallagher for his contribution on the night.*

*Mr Ó Súilleabháin requested that the thanks of Governing Body be conveyed to the Lord Mayor for hosting the Civic Reception on 13 June 2017.*

- 5.13 Dr Graham Love, CEO of the Higher Education Authority officially visited CIT on Friday 2 June 2017. Dr Love's visit encompassed a tour of the CIT Bishopstown campus, CIT Crawford College of Art and Design and also the CIT Cork School of Music where he engaged with personnel from the Faculty of Business & Humanities, the Faculty of Science & Engineering, Research, Art and Music and he got a very good feel for CIT's strengths and challenges across a very diverse range of activities. Dr Love also had a one-to-one meeting with the President.

*NOTED.*

- 5.14 The President chaired a meeting of the Institute Executive Board (IEB) on Tuesday 6 June 2017 at 10.00 am.

*NOTED.*

- 5.15 The Transition 2017 exhibition at the Architecture Factory, Bishopstown Campus opened on Wednesday 7 June 2017. Transition 2017 contained student work from all years of the programmes in Architectural Technology and Interior Architecture at Cork Institute of Technology.

*NOTED.*

- 5.16 The Annual Education Awards took place at the Ballsbridge Hotel in Dublin on 25 May 2017. CIT AnSeo team won the Student Engagement and Communications Award and the Department of Biological Sciences won the Career Impact Strategy Award.

*NOTED.*

- 5.17 CIT hosted the Enterprise Ireland Student Entrepreneur Awards on Thursday 8 June 2017 at 12 noon in the Tourism & Dining Hall. The Enterprise Ireland Student Entrepreneur Awards, encourage third level students to start their own business as a career option. This year the Awards attracted submissions from over 560 third level students from colleges across Ireland. Our three CIT top ten finalists received prizes as follows:

- Pendulife- National Merit Award of Excellence, €1,500
- StrydeTech- Cruickshank Intellectual Property Attorneys Most Technologically Innovative Award, €5,000
- StrokeSense- Intel Outstanding ICT Award, €5,000

I wish to extend congratulations and "Well Done" to the students on their awards.

*NOTED.*

- 5.18 The opening of the 2017 Fine Art and Applied Art Degree Show 'Beyond Dialogue' took place on Friday 9 June 2017 at 6.00 pm at CIT CCAD, Sharman Crawford Street.

*NOTED.*

- 5.19 The President chaired the Academic Council Executive Committee of Academic Council on Friday 9 June 2017 at 2.15 pm.

*NOTED.*

- 5.20 The Finance Committee of Governing Body met on Monday 12 June 2017 8.00 am.

*NOTED.*

- 5.21 The Strategic Development Committee of Governing Body met on Monday 12 June 2017 at 3.00 pm.

*NOTED.*

- 5.22 A Special Governing Body meeting took place on Monday 12 June 2017 at 4.00 pm.

*NOTED.*

- 5.23 The Lord Mayor of Cork hosted a Civic Reception to mark the retirement of Dr Brendan J. Murphy, President on Tuesday 13 June 2017 at 6.00 pm in the Council Chamber, Cork City Hall.

*NOTED.*

- 5.24 The Audit Committee of Governing Body met on Thursday 15 June 2017 at 8.00 am. The Chairman and President were in attendance.

*NOTED.*

- 5.25 A Special Governing Body meeting took place on Friday 16 June 2017 at 8.30 am.

*NOTED.*

- 5.26 A delegation from the Planning and Building Unit, Policy and Building Unit, Policy and Skills and Professional and Technical Staff, Department of Education and Skills and the Higher Education Authority attended Cork Institute of Technology for a Capital Requirements Site visit on Friday 16 June 2017 at 11.00 am. The President, along with his team of senior staff welcomed and met with the group and presented them with CIT's Capital Requirements submission. This related to a revised proposal for the Learning Resources Centre (LRC) Building at Cork Institute of Technology which has successfully made it through the first round of shortlisting.

*NOTED.*

- 5.27 The President chaired the Academic Council meeting on Friday 16 June 2017 at 2.15 pm.

*NOTED.*

- 5.28 The Summer Conferring of Degrees and Other Awards took place in the National Maritime College of Ireland on Tuesday 20 June 2017 11.00 am. The following students were conferred:

- 60 graduands from NMCI
- 1 Master of Engineering graduand from the Department of Electrical & Electronic Engineering
- 1 Master of Engineering graduand from the Department of Mechanical, Biomedical & Manufacturing Engineering
- 2 Doctor of Philosophy graduands from the Department of Mechanical, Biomedical & Manufacturing Engineering
- 1 Doctor of Philosophy graduand from the Department of Physical Sciences
- 2 Doctor of Philosophy graduands from the Department of Computing
- 1 Doctor of Philosophy graduand from the Department of Marketing & International Business

*NOTED.*

- 5.29 The President attended a presentation on “CIT Blackrock Castle Observatory 2018 Onwards” to the Institute Executive Board on Tuesday 20 June 2017 at 2.30 pm at the NMCI.

*NOTED.*

- 5.30 The President chaired the meeting of the Executive Committee of Academic Council on Wednesday 21 June 2017 at 2.15 pm.

*NOTED.*

- 5.31 The Action List for the following Institute Executive Board meeting is attached.

- Tuesday 6 June 2017

*NOTED.*

**1707.6 TECHNOLOGICAL UNIVERSITY. Verbal report by the President.**

**1707.7 REPORT FROM THE REGISTRAR & VICE PRESIDENT FOR ACADEMIC AFFAIRS: (Pages 11 to 18)**

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

The Academic Council met on Friday 16<sup>th</sup> June 2017.

**1. FITNESS TO PRACTICE POLICY**

- 1.1 This Fitness to Practice Policy has been developed in recognition of the Institute's duty to support students to fulfil programme requirements and to help prepare students for future professional practice as well as in fulfilment of the Institute's duty to the public.

Council considered the document at a number of meetings and advice on the matter was also sought from the Institute's Legal Officer. The programmes of study to which the policy applies are outlined in the document and additional programmes will only be included on an annual basis thereafter.

**The approval of Governing Body is sought for the Fitness to Practice Policy attached in Appendix 1.**

*Dr O'Connor referred to the Fitness Practice Policy. Academic Council over the last few years have been working on two policies, the Fitness to Practice Policy and the Fitness to Study Policy. It is important that these policies are in place so that staff and students can avail of them. In terms of the Fitness to Practice Policy, this has been developed to support students to fulfil programme requirements and to help prepare them for future professional practice as well as in fulfilment of the Institute's duty to the public. He stated this Policy needed the approval of Governing Body as an Institute Policy.*

*Governing Body APPROVED the Fitness to Practice Policy as presented.*

**2. FITNESS TO STUDY POLICY**

- 2.1 The Institute has a duty of care to support students during their studies. The vast majority of students will complete their studies with little or no need for particular support. On occasion, however, it may be necessary to intervene to support a student experiencing difficulties. The Fitness to Study Policy is intended to be supportive of individual students who may be in distress or difficulty, whilst also recognising the right of the wider CIT community to study, work and live free of undue interference caused by others.

Council has considered the policy document along with the advice of the Institute's Legal Officer and APPROVED the Fitness to Study Policy attached in Appendix 2.

**The approval of Governing Body is sought for the Fitness to Study Policy attached in Appendix 2.**

*In terms of the Fitness to Study Policy, Dr O'Connor advised that from time to time it may be necessary to intervene to support a student experiencing difficulties. This Policy is intended to be supportive of individual students who may be in distress or in difficulty. There are two or three cases every year maximum. It is*



*important to have a Policy in place whereby the staff and students know what the obligations and steps are.*

*Dr O'Connor sought the approval of Governing Body for the Fitness to Study Policy.*

*Governing Body APPROVED the Fitness to Study Policy as presented.*

*Ms Cooney referred to Appendix 2 – Appendix B – Page 31. She advised that the diagrams did not reflect the full information.*

*Dr O'Connor thanked her for highlighting this and that Appendix B would be amended.*

*Dr O'Connor stated the above two policies are a welcome addition to the tool kit of policies in ensuring fairness and consistency in dealing with students and a support also to staff.*

### **3. REGULATIONS FOR MODULES AND PROGRAMMES**

3.1 Council APPROVED amendments to the Regulations for Modules and Programmes as follows:

- Amendments to Section 5.6 (Broadsheet of Results)
- Amendment of Section 4.10 (Module Repeat)
- Insertion of new Section 4.11 (Student Withdrawal)
- Renumbering of sections subsequent to the new Section 4.11, as necessary

**The approval of Governing Body is sought for the revised Regulations for Modules and Programmes attached in Appendix 3 which will apply from 1<sup>st</sup> September 2017.**

*Dr O'Connor referred to the above changes to the regulations for modules and programmes which will apply from 1 September 2017.*

- *slight change in the carry forward/not carry forward of exam results*
- *new regulation in terms of how often a student can repeat – put a cap on the repeat but the cap can be lifted by an appeal mechanism*
- *if a student is absent for four exams in a row he will now be deemed to have withdrawn from the Institute. This is significant and will clean up the database in terms of retention etc.*

*The above is a result of the work of the Regulations Sub-Committee of Academic Council. It has gone to Academic Council on a few occasions. Dr O'Connor sought the approval of Governing Body for the amendments to the Regulations for Modules and Programmes.*

*Governing Body APPROVED the amendments to the Regulations for Modules and Programmes as presented.*

**4. MEMBERSHIP OF ACADEMIC COUNCIL**

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

- Mr Sam Dawson, Students Union President
- Ms Stephanie Kelly, Students Union Vice President Education

*Dr O'Connor sought the approval of Governing Body for the appointment of Mr Sam Dawson, Students Union President and Ms Stephanie Kelly, Students Union Vice President Education to Academic Council.*

*Governing Body gave their approval.*

4.2 Council noted the forthcoming retirement of Council members Mr V. Gough and Mr E. Kuczaj, and Dr B.J. Murphy, Chair of Academic Council.

*NOTED.*

**5. CIT MATHEMATICS EXAMINATION**

5.1 CIT holds a Mathematics examination in August each year for applicants who have expressed an interest in any of its programmes that require certain minimum levels of performance in Mathematics. The purpose of this examination is to provide such applicants with a second chance opportunity to achieve these minimum Mathematics entry requirements.

The Academic Council has previously considered the new common points scale to be effective for CAO 2017 onwards. In addition, Governing Body, at the recommendation of Council, has approved a revised set of minimum entrance requirements for CIT programmes. The table of equivalences for the CIT Mathematics Examination has now be revised in light of this.

**Governing Body approval is sought for the revised table of equivalences with effect from the August 2017 examination.**

<b>Leaving Cert Mathematics Entrance Requirement</b>	<b>Equivalent Requirement in CIT Mathematics Examination 2017 and onwards</b>
H4	70% average
H6	50% average
H7	40% average
O1	90% in Paper 1
O3	70% in Paper 1 or 40% average
O4	60% in Paper 1 or 35% average
O6	40% in Paper 1 or 30% average

*Dr O'Connor referred to the CIT Mathematics examination. Every August as soon as the Leaving Certificate results are issued, we allow students who have failed mathematics or have not got the*

*honour in Mathematics in the Leaving Certificate to apply to do a special CIT based mathematics exam. It gives them a second chance of qualifying to get into CIT or into an Honours Degree course in Engineering. Dr O'Connor sought the approval of Governing Body for the revised table of equivalences with effect from the August 2017 examination.*

*Governing Body APPROVED the revised table of equivalences.*

**6. CODE OF GOOD PRACTICE IN RESEARCH**

- 6.1 Council APPROVED amendments to the Code of Good Practice in Research. **The approval of Governing Body is sought for the updated document attached in Appendix 4.**

*Dr O'Connor referred to the Code of Good Practice in Research. There is greater emphasis on the section on Research Integrity, because this is a big thing coming down the tracks. In terms of being eligible for SFI grants or Enterprise Ireland grants etc. Research Integrity has to be guaranteed.*

*Dr O'Connor sought the approval of Governing Body for the updated Code of Good Practice in Research.*

*Governing Body APPROVED the updated Code of Good Practice in Research as presented.*

*Ms Cooney queried the scope of the Code of Good Practice in Research in terms of students. She asked if it also related to postgrads and undergraduates.*

*Dr O'Connor stated that what comes up through the Research Ethics Committee is generally only postgrads. But if there was an undergraduate research project which would have ethical considerations that would have to go before the Ethics Committee as well.*

**7. NATIONAL POLICY STATEMENT ON ENSURING RESEARCH INTEGRITY IN IRELAND**

- 7.1 Council established a Working Group to explore the full implications for CIT of the National Policy Statement on Research Integrity which was 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. The Working Group reported on its deliberations, following which the National Policy Statement was ADOPTED by Council.

*Dr O'Connor advised that the Academic Council are working on a National Policy Statement on ensuring Research Integrity in Ireland. It has adopted the Statement and will commence work in September on how it can be implemented. If we don't have Research Integrity*

*we won't be able to apply for research grants in a couple of years' time.*

## **8. RATIFICATION OF EXAMINATION RESULTS**

8.1 The Academic Council ratified the examination results for NMCI programmes and a number of postgraduate research awards, subject to the correction of any errors or omissions. The examination results had been recommended by the Progression & Awards Board meetings which took place on 7<sup>th</sup> and 9<sup>th</sup> June. A conferring ceremony took place on 20<sup>th</sup> June in NMCI.

*NOTED.*

8.2 Examination results, as recommended by Progression & Awards Board meetings which took place from 12<sup>th</sup> – 16<sup>th</sup> June, were approved by the Executive Committee meeting on 21<sup>st</sup> June.

*NOTED.*

## **9. NEW PROGRAMMES**

9.1 The Executive Committee APPROVED validation of a revised ab-initio Level 7, Bachelor of Business in Culinary Arts programme and a one year add-on Level 8, Bachelor of Business (Hons) in Culinary Entrepreneurship.

*Dr O'Connor referred to the new programmes and in particular to one year add-on Level 8 Bachelor of Business (Hons) in Culinary Entrepreneurship.*

9.2 The Executive Committee APPROVED validation of the following Special Purpose Awards:

<b>NFQ LEVEL</b>	<b>AWARD TYPE</b>	<b>NAMED AWARD</b>	<b>ECTS CREDITS</b>	<b>INTAKES APPROVED</b>
<b>8</b>	SPECIAL PURPOSE AWARD	Certificate in Principles of Sesame Drama and Movement Therapy	10	Sep-17
<b>9</b>	SPECIAL PURPOSE AWARD	Certificate in Creativity & Change	20	Sep-17
<b>8</b>	SPECIAL PURPOSE AWARD	Certificate in Designing Innovative Services	10	Sep-17
<b>8</b>	SPECIAL PURPOSE AWARD	Certificate in TV Production	25	Sep-17
<b>6</b>	SPECIAL PURPOSE AWARD	Certificate in Retail Food Operations	20	Sep-17

The Executive Committee noted that the title of the Level 9 Special Purpose Awards are limited to Certificate whereas similar offerings in the University

and private sector colleges may be called Postgraduate Certificate or Postgraduate Diploma, putting THEA graduates at a disadvantage. Dr B. O'Connor agreed to raise this matter at a sectoral level through the Council of Registrars.

*NOTED.*

- 9.3 Council noted that a positive implementation report for the Bachelor of Science (Hons) in Industrial Physics will be presented to the CIT/UCC Joint Board on 27<sup>th</sup> June.

*Dr O'Connor advised that the next joint award with UCC is the joint award Bachelor of Science (Hons) in Industrial Physics which is a two year degree with CIT and two years with UCC. It is a major milestone. We are the only two Institutions in the country that have joint awards. We now have six or seven joint awards.*

## **10. PROGRAMMATIC REVIEWS**

- 10.1 The Executive Committee considered Programme Panel Reports for the Department of Arts in Health & Community Practice, Department of Art & Design Education, Department of Fine Art and Applied Art and the Department of Biological Sciences. Arising from the reports, it APPROVED revalidation of the associated programmes for a further five years or until the next Programmatic Review, whichever is sooner.

*NOTED.*

- 10.2 The Executive Committee considered Programme Panel Reports for CIT Cork School of Music, Department of Tourism & Hospitality, Department of Media Communications and Department of Computer Science. Arising from the reports, the Executive Committee APPROVED revalidation of the associated programmes for a further five years or until the next Programmatic Review, whichever is sooner.

*NOTED.*

- 10.3 Council authorised the AC Executive Committee to approve an extension of the validation period for one further year for programmes which have not completed the academic quality assurance processes arising from Programmatic Review.

*NOTED.*

## **11. ISSE REPORT**

- 11.1 Results of the most recent Irish Survey of Student Engagement (ISSE) were presented to Council. Students had been surveyed about their experiences of higher education and satisfaction with their educational experience. The main topics covered by the survey were higher-order learning; reflective and integrative learning; quantitative reasoning; collaborative learning; student-faculty interaction; effective teaching practices; quality of interactions; supportive environment. Student participation in the survey had generally improved year on year. The results of the survey included a comparison of the responses of CIT students with those from other Institutes of Technology and Universities. Responses of First Year, Final Year and Taught

Postgraduate students were also compared and a further comparison of these responses for 2016 and 2017 was provided.

*Dr O'Connor referred to the above report, the results of which from CIT's point of view, have improved.*

**12. ONLINE PROCTORING**

- 12.1 Council had established a Working Group to consider the use of online proctoring or online invigilation services for the purposes of final online examination. Arising from the report of the Working Group, Council AGREED to pilot an online proctoring service. It requested the Working Group to report back to Council on the outcome of the pilot.

*NOTED.*

*In response to Mr Allen, Dr O'Connor explained that online proctoring is exam supervision from the online point of view. It is ensuring that the person on the other end of the computer is the right person.*

**13. FACULTY OF BUSINESS & HUMANITIES PROGRAMME STATUS REVIEW**

- 13.1 The Faculty of Business and Humanities presented a summary of themes and trends arising from the 2015/2016 Programme Status Review. The Faculty continues to show significant growth with an increase in student intake from 2014/15 to 2015/16 of 101 learners on major awards. The overall average CAO points for the Faculty in 2015/16 compared to the previous year have declined slightly for Level 6 programmes but increased for Level 7 and Level 8 awards. The overall academic performance of Faculty students in 2015/16 was in line with 2014/15 figures with a marginal decline in learners withdrawing from programmes and absent for exam sittings.

*Dr O'Connor mentioned the programme review status of the Faculty of Business & Humanities.*

**14. ASSESSMENT APPEALS BOARD**

- 14.1 Nominations have been sought for the position of Chair of the Assessment Appeals Board. Dr Pio Fenton has submitted an expression of interest in taking up this position.

*NOTED.*

**15. SCHEDULE OF MEETINGS 2017/18**

- 15.1 A schedule of Academic Council meetings for the 2017/18 academic year was AGREED. Council is scheduled to meet on eight occasions. The Executive Committee will meet seven days prior to each meeting as well as in September and late June to ratify examination results.

*NOTED.*

**16. EXECUTIVE COMMITTEE**

- 16.1 The next Council meeting is on Friday 6th October. Council authorised the Executive Committee to deal with any matters that may arise in the interim

period. The Executive Committee is scheduled to meet on 13<sup>th</sup> and 29<sup>th</sup> September.

*NOTED.*

**17. TECHNOLOGICAL UNIVERSITY UPDATE**

- 17.1 Council were informed that TUI have voted to suspend industrial action subject to the Cabinet agreeing certain amendments to the Technological Universities Bill.

*NOTED.*

**18. INTERIM PRESIDENT**

- 18.1 The matter of the appointment of an Interim President was raised. The President gave an update on the process to date.

*NOTED.*

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

**1707.8 REPORT FROM THE VICE PRESIDENT FOR EXTERNAL AFFAIRS: (Pages 15 to 26)**

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

**1. ENGAGEMENT**

**1.1 Extended Campus Springboard+ 2017**

Courses are now live on the system – course information and other details are being monitored, applicants are already in contact for more details. Extended Campus is working with the CIT Marketing Unit, the Department of Social Protection and other stakeholders to maximise intake.

**Regional Skills Forum**

Extended Campus support for Regional Skills Manager has included in this period:

- The compilation of a contact list from the web of political contacts, public agency contacts, economic Development agencies and business representative and support agencies to drive E-Zines and other targeted communications.
- Enhanced social media activity.
- Planning and administration for a 'SW Manufacturing Engineering Skills Group'; a focus group for this group met on Monday, 19th June.
- Planning for two mail shots (one for pharma/biopharma & one for manufacturing) in late June & again in mid-late August promoting Springboard courses and work with

additional / existing upskilling courses for the manufacturing sector based on survey needs.

- Development of a customised template with Springboard details for the two sectors - pharma biopharma / manufacturing;
- Work is being carried out by Extended Campus with both the Regional Skills Forum manager and IT Tralee to develop a 20-credit programme in Supervisory Management.

*Ms Flynn referred to activities of the Regional Skills Forum. The focus in the South West Region is on Manufacturing Engineering as well as Pharma Biopharma. The next meeting is in July. These focus groups are industry led. She referred to the 20-credit programme in Supervisory Management which will be developed and offered by IT Tralee but there will be a significant input from CIT because we have a number of modules already being offered to industry in our region that will be relevant to our colleagues in IT Tralee. This is the beginning of seeing educational providers responses to specific localised needs of industry. The Skills Manager is based in CIT.*

#### **Recognition of Prior Learning and Erasmus Plus**

Deirdre Goggin presented a workshop ‘Recognition of non-formal and informal learning’ at the ENQA conference ‘exploring the synergies between Quality Assurance and Qualifications Recognition’ in Dublin June 1<sup>st</sup> and 2<sup>nd</sup>.

Prof. Irene Sheridan, Deirdre Goggin & Phil O Leary are currently finalising the report ‘RPL in Further Education and Training in Ireland’ under the auspices of QQI.

Deirdre Goggin attended QQI round table discussions on ‘EU Key Competences for Lifelong Learning Reference Framework’ on May 16<sup>th</sup>.

Deirdre Goggin attended a Defence Force/ ETBI collaborative pilot and VISKA EU Project kick off meeting with ETBI and QQI in June 2017. The focus of the Erasmus + K3 policy implementation is to make adult learning visible. CIT is the critical friend in the case of the DF pilot and research and evaluation partner in the VISKA project.

Prof Sheridan travelled to Brussels to complete her duty as Lead Expert for the evaluation of Knowledge Alliance Proposals under the Erasmus+ action.

*NOTED.*

#### **Continuing Education (Policy and Practice)**

Terms of Reference have been drawn up for review of part time programme provision in the Faculty of Engineering and Science and work is underway on the development of a framework for partnering with external organisations for the delivery of Continuing Education programmes. Work is also continuing on the development of guidelines for good practice in the development of such customised



courses in response to industry needs, building on the lengthy experience that CIT has in this space.

*NOTED.*

#### **Enterprise Engagement activity**

- Daithi Fallon, Faculty of Engineering and Science representative in the Extended Campus, is working on separate proposals for delivery of Automation programmes to Defence Forces (both Navy and Army).
- Deirdre Goggin of CIT Extended Campus coordinated a CIT delegation and attended a learning and development event in Amazon on May 30<sup>th</sup>.
- Daithi Fallon, Dr Rose Leahy and Prof Sheridan attended the UIIN conference presenting 2 papers and chairing a session.
- Prof Sheridan is working with EURASHE and several other European Partners on the development of a proposal under the Strategic Partnership initiative.

*NOTED.*

#### **CRM Activity**

In order to assess the quality of data in the CRM and to update information where appropriate an email was sent by the Extended Campus to just over 1,300 carefully selected recipients. The email reminded the recipient of the role of the CIT Extended Campus, provided them with the information currently held on CRM, and invited them to update their details.

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

#### **IDA**

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

*NOTED.*

#### **Student Entrepreneurship**

CIT hosted the Enterprise Ireland Student All-Ireland Entrepreneurship finals in the Tourism and Hospitality building on 06 – 08 June. The event was attended by students and staff from Institutes and Universities north and south. While CIT students did not repeat the performance of 2016 where all four top prizes came to CIT, our students did win two of the top four prizes.

*Ms Flynn referred to the Enterprise Ireland Student All-Ireland Entrepreneurship finals held in the Tourism and Hospitality building from 6 – 8 June 2017. Last year we had a clean sweep with the top four prizes. This year we had three finalists in the top ten and all three won prizes with two winning two of the top four prizes of €5,000 each. This was a really strong performance. The big feature*

*in CIT is the interdisciplinary nature of Engineering and Business interaction. The winning teams consisted of Mechanical Engineering, Biomedical Engineering and Business.*

Student Inc. got underway in the Rubicon Centre with 10 students hoping to build and launch their business over the summer period. The students come from a range of disciplines and include students from all years including some 1<sup>st</sup> year students. They will be joined in mid-July by four students from the University of Economics in DaNang, Vietnam.

*NOTED.*

### **Rubicon Centre**

Rubicon held the showcase for The *EXXcel* programme for female entrepreneurs on May 25<sup>th</sup> in CIT. There were thirteen participants, from 6 counties across Ireland. All are highly skilled female professionals with new business ideas predominately in the STEM sectors. It is the only programme in Ireland dedicated to supporting STEM female entrepreneurs. The company Habitus received the award for Best Business Opportunity. The company has designed a wearable device which detects improper posture and provides feedback from a physiotherapist which prompts the wearer to correct it. It is the only clinician led posture wearable device on the market and will be launched through the wide physiotherapy practice network in Ireland initially with plans for launch in export markets in 2018.

The ILO nominated the Rubicon Centre for the European Enterprise Promotion Awards, as an example of an initiative that promotes entrepreneurship and small business at the national, regional and local levels. The competition has two stages. Applicants must first compete at national level to be eligible to compete at European level. This process is currently underway. Following the national competition, each country will select two entries to be nominated for the European competition.

Two members of the Rubicon Centre team travelled to Vietnam to participate in the selection of the best student projects for the student entrepreneurship competition run by our Vietnamese partner, University of Economics – The University of Da Nang. The top three selected projects (represented by 4 students) will spend 2 months in the Rubicon Centre over the summer developing their business ideas alongside the 10 CIT student businesses on Student Inc.

*NOTED.*

### **Technology Transfer and Innovation**

The ILO supported TEC and CAPP in the submission of the new Gateway bids for Enterprise Ireland funding, which if successful, will fund the Gateways from 2018-2022. The ILO also attended both presentations / interviews Q&A sessions in Dublin to defend the submissions.

The ILO worked with a number of researchers to submit funding applications to Enterprise Ireland's Commercialisation Fund. So far

in 2017 three projects were successful in securing funding under this scheme.

Following widespread consultation with relevant stakeholders and the TUI, the ILO submitted the final version of the up dated Spin Out policy to the Finance committee for consideration on June 12.

*Ms Flynn stated the Technology Gateways are a way for CIT to engage with SMEs in particular. The funding will come to an end in 2017. There is a process underway to seek a further 5 year funding round for that. Applications have been submitted and we have had extremely positive feedback in the case of both TEC and CAPPA and hopefully we will have formal news on those by the end of the year. The big feature right across the country is less money and higher targets, so it is putting people under a lot of pressure.*

#### **Events Attended /Hosted by the ILO**

- Attended Cork Innovates planning day hosted by UCC and facilitated by Mr Brendan Tuohy
- University Industry Innovation Network (UIIN) conference (Dublin) (3 days)
- ILO and Rubicon participated in hosting a group of Finnish visitors interested in developing EU level co-operation through H2020 or the Interreg Northern Periphery and Arctic programmes (facilitated by Dr. John Hobbs & Dr. Breda Kenny).
- Met with visiting Assistant Dean from the School of Business, Johnson & Wales University (Rhode Island, USA) to outline the Enterprise and Innovation supports offered throughout the Institute (facilitated by Gerard O Donovan).
- Represented CIT at launch by EI of the Regional Enterprise Development Fund on May 29<sup>th</sup> and attended subsequent briefing workshop in county Hall on June 8.
- Attended national meeting of Technology Transfer Directors on June 6

*NOTED.*

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

A new Regional Enterprise Development Fund was launched by Enterprise Ireland with a budget of €60m to support major new collaborative & innovative initiatives that can make a significant impact on enterprise development at a regional level. A number of applications will be made by CIT. The first application deadline is mid-August with another to follow in March 2018 (a summary of call and potential Innovation and Enterprise projects for CIT as a lead or partner was attached to the report).

*Ms Flynn advised that the Regional Action Plan for Jobs was launched a couple of years ago. Last September expressions of interest were sought from Enterprise Ireland for actions that could be funded to help consortia or groups of people to deliver more jobs either regionally or nationally. CIT expressed an interest in a number of entrepreneurship related proposals. We heard in May*

*that there was a €60m fund to be launched. Further details only became apparent in early June as to how we were going to apply for that funding. Enterprise Ireland advised that the only entities that could apply for funding would be designated activity companies (not for profit companies). There are a number of projects that we want to lead consortia in terms of looking for funding in the entrepreneurship space and we will be looking for approval from Governing Body to establish the Designated Activity Company. This approval will be sought under the Finance Committee item GB/A1707.13.2.31.*

*Ms Flynn referred to the summary of call and potential Innovation and Enterprise projects for CIT. There are four separate Strands and a Feasibility call applicable to Strands 1 and 2. We applied for Feasibility funding to look for a specialised person. One of the problems highlighted by Rubicon is the difficulty in gaining funding for companies to move on to their next stage. We are not getting international investment. It is trying to get a person who would work not just for CIT but also for the Tom Crean Centre at IT Tralee and the Tech Transfer Office in UCC. Earlier this week we heard that we were successful in receiving Feasibility funding for that. The deadlines for the other calls is the middle of August. We want to roll out our Student Inc. programme to UCC and to IT Tralee. In terms of the student entrepreneur interns, we want to try and find a way to get them funded. In the past, areas in CIT contributed money. Last year we did get some external funding but we had to put in matched funding also. Hopefully this very successful activity can be rolled out to other Institutions and some external funding can be obtained. We also expect to be a partner in other Institutions' bids as well.*

## **2. INTERNATIONAL ACTIVITIES**

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

*Ms Flynn referred to the above non-EU Applications for 2017-2018 entry and in particular the countries highlighted in yellow. We are expecting more deposits to be lodged by 30 June 2017.*

### **Thai Education Agent & High School Counsellors Visit**

CIT welcomed a delegation of Thai Education Agents and International High School Counsellors on May 25<sup>th</sup> 2017, accompanied by Terry McParland and Cormac Kavanagh of Education in Ireland. The purpose of the visit was to learn about current market conditions in Thailand, and develop relationships with agents and international high schools to try to development the recruitment of fee paying Thai students. Visitors included representatives from Study Ireland, St. Andrews International School, Further Education and Bangkok Patana School.

*NOTED.*

### **NAFSA Conference**

Ms Niamh Lynes, International Office Coordinator, and Ms Carmel Jordan, International Officer, attended the NAFSA Conference in Los Angeles from

May 29<sup>th</sup> – June 2<sup>nd</sup> 2017. Meetings were held with existing and potential Institutional partners from the US and Canada. Follow up visits are being scheduled for September / October 2017 to progress partnerships.

*NOTED.*

#### **International Architecture Summer School**

CIT hosted a group of 20 students from USCI Malaysia for an Architecture Summer School from June 2<sup>nd</sup> – 12<sup>th</sup> 2017. The school included design workshops and projects, as well as a site visit to Bere Island. UCSI is a key partner for CIT, and there are proposals to send a group of CIT students to UCSI next year to participate in a similar programme, with funding being a main barrier to achieving this.

*NOTED.*

#### **Government of Ireland International Scholarships**

CIT has been awarded **five (5)** Government of Ireland Scholarships for the 2017/18 academic year. The scholarships can be awarded at final year of undergraduate study, or at taught Masters level, to students from Malaysia, India or Vietnam. The scholarships include a tuition fee waiver on CIT's part, and a stipend of €10,000 from the HEA. The HEA application process was later than anticipated this year, but efforts are currently being made to identify suitable awardees.

*NOTED.*

#### **Vietnamese Ireland Contest**

CIT has agreed to host the winners of "The Ireland Contest 2017", a competition being organised by the Embassy of Ireland in Vietnam. The objective of the programme is to promote education in Ireland, in order to attract more Vietnamese to choose Ireland as a higher education destination. More specifically, the Contest will focus on how higher education institutions encourage students' critical thinking and creativity in their teaching programme and how international students can experience Ireland's innovative and creative culture. The winners of the contest will travel to Ireland, and will visit CIT from July 17<sup>th</sup> – 20<sup>th</sup> 2017.

*NOTED.*

#### **Visit of Indian and Malaysian Ambassadors to CIT**

Cork Institute of Technology (CIT) in partnership with Asia Matters, Cork City Council, Cork County Council and Cork Chamber hosted a forum as part of the Asia Matters Summit Cork on May 18th 2017. During this event CIT welcomed:

- H.E. Mrs Vijay Thakur Singh, Ambassador of India to Ireland and
- H.E. Ambassador Anizan Siti Hajjar Adnin, Ambassador of Malaysia to Ireland

Both of the Ambassadors met with current CIT students from India and Malaysia.

*NOTED.*

### **China Market Request for Tender**

CIT's International Office has prepared a Request for Tender for the provision of China Market Development Services, which will be posted on eTenders imminently. The objective of the tender process is to identify a suitable representative to manage CIT's presence in China, including student recruitment, agent network management and articulation agreement development.

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

The first 80% of Erasmus mobility funding for 2017-2018 has been received from the HEA, to facilitate the following mobilities in Europe, and a new budget code has been set up for this project:

*NOTED.*

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

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

*Ms Flynn advised that in relation to the 40 students that have applied to go abroad in September referred to the first semester. Usually we have another 30 odd in the second semester. This is a good performance from CIT as most Institutes of Technology would have less than 10 students studying abroad.*

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

Incoming Erasmus acceptance emails were sent to applicants during May. Accommodation has been arranged for students who wish to take up the offer.

*NOTED.*

### **Erasmus Outgoing Staff Mobility**

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

- Professor Ger Kelly travelled to Hochschule Kiel to participate as an external assessor on the institution's European Project Semester.
- Debbie Dawson, and Orla Boyle, of CCAD, visited to the International Ceramic Studio in Kecskemet, Hungary, in order to discuss future traineeship opportunities for CCAD students.
- Dr Sheila Walsh, who lectures in French in the School of Business, visited a number of French institutions to set up new and to consolidate existing study exchange and internship opportunities for students on the International Business degree.
- Ruth Vance and Sylvia Dempsey visited the University of

Economics, University of Danang from 12<sup>th</sup> -16<sup>th</sup> June 2017, as part of the staff mobility exchange funded through CIT's Erasmus + ICM project with Danang.

*NOTED.*

#### **HEA Meeting for HEI International Officers**

Niamh Lynes, Margaret Mulderrig and Mary Burton-Quinn from the International Office attended the HEA's meeting for International and Erasmus Officers, which was hosted by UCC's International office, on Friday, 9th June. The agenda included:

- A discussion of the current serious student accommodation crisis, and its impact on the ability of Irish HEIs to host large numbers of incoming international students.
- The imbalance in Erasmus study exchanges (incoming vs outgoing) and institutions' concerns about the likelihood of increased demand for Erasmus places from partners, due to Brexit. Many institutions declared that they had cut back on the numbers of incoming students, or cancelled agreements which only facilitate incoming mobility and do not offer any opportunities for Irish students to study through English.
- Insurance for students studying abroad. HEIs shared information on their own approaches to ensuring that students had adequate insurance cover for going abroad.

*NOTED.*

## **4. RESEARCH**

### **4.1 Metrics**

**Period Covered: May – June 2017**

*Ms Flynn extended congratulations to the following:*

- *Dr Ambrose Furey who was awarded and accepted as a Fellow of the Royal Society of Chemistry on 12 May 2017.*
- *Mr Markus Jungmann who was one of only 30 Irish ceramic artists whose work was selected for a major exhibition at Farmleigh which is going on until the end of the summer.*
- *Ms Jesse Jones who was selected to represent Ireland at the Venice biennale which opened in May 2017. Her work, "Tremble, Tremble" was extremely well received by international audiences.*

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

#### **4.2.1 EI Technology Gateways**

Both of CIT's technology gateways, CAPP and TEC, were reviewed as part of the review process for all 14 gateways in the IoT sector. Preliminary results are expected in late June.

*NOTED.*

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

Representatives from the ISU have been on campus since mid-June in preparation for SSP17. With 112 participants this is the largest number of

participants in SSP history, and includes 5 Irish participants, one of whom is from CIT. Extensive media coverage has followed SSP17, with a 32-page supplement in the Irish Examiner to be published to coincide with the Opening Ceremony on June 26<sup>th</sup> in City Hall. The Museum of the Moon, an exhibit by UK-artist Luke Jerram, was installed in the Nexus Student Centre in association with Cork Midsummer Festival and was received extremely well by the visiting public with front-page/back-page photos in the Independent and Irish Examiner respectively (see image) .

*Ms Flynn referred to the Museum of the Moon which had been installed in mid-June in the Nexus Student Centre in association with Cork Midsummer Festival which was received extremely well by the visiting public. Representatives from the ISU (International Space University) have been on campus since mid-June in preparation for SSP17 (Summer Space Programme 2017). The Summer Space activities have already received media coverage and the social media coverage, after only one week, had exceeded the Ohio Space Study Programme from two years ago and we are certainly on track to surpass the Israel presentation last year.*

*In terms of the Moon installation, Mr Deane stated it generated a lot of activity for CIT. He had brought in his own children and he had put up photos on facebook. He stated the Nexus Centre is a great space and there should be more activities like that going on there.*

*Ms Flynn stated an invitation was also extended to our Alumni for a special tour. We had quite a few Alumni coming in with their children.*

*Cllr Mary Hegarty commended Ms Flynn for publicising what goes on here in CIT. It is great for Cork City and creates an economic impact for the City.*

*Ms Flynn stated to be fair the credit should go to Dr Niall Smith, Head of Research. It was his vision to bring the Space Programme to CIT.*

*Mr Allen stated the amount of positive publicity was enormous. He paid compliments to all involved.*

*In terms of developing space related business, Mr Allen asked how are we going to exploit the publicity and goodwill that is there now for CIT over the next few months and years.*

*Ms Flynn stated that we had a lot of funding support from a range of sponsors but unfortunately we did not get funding from Enterprise Ireland or from the Department of Jobs, Enterprise & Innovation. This was a real disappointment to us considering the opportunities to develop space related industries. From the Rubicon perspective there are a number of companies there. There is real potential for a lot of companies to be linked with the space industry and they don't realise it. Part of the work of the Space Programme over the summer is developing a Policy for Minister Howlin and there is a special team working on this. A Policy that Ireland should be adopting for the development of the space industry in Ireland. We look forward to having an input on that Policy over the summer.*



*Mr Allen asked if any explanation came from Enterprise Ireland or the Department of Jobs, Enterprise & Innovation as to why funding wasn't forthcoming.*

*Ms Flynn stated that Enterprise Ireland emailed to say that unfortunately they did not have the funding available to contribute. What was disappointing was that Enterprise Ireland has always funded a scholarship for an Irish person to participate on the Space Programme. The year that CIT was announced as the host Institution the scholarship was discontinued.*

#### **4.2.3 Blackrock Castle Observatory**

The Observatory produced a brochure of 53 space-related events – A Summer of Space – that will run concurrently with SSP17. Over 10,000 copies have been distributed. Twitter hashtag for this activity: #SummerOfSpace

*NOTED.*

#### **4.2.4 FOR INFORMATION: Restructuring of former Development Office**

***Establishment of a new Innovation & Enterprise Office to be aligned closely with the existing Research Office, in a restructuring of the former Development Office.***

*Ms Flynn referred Governors to the proposal to restructure the former Development Office which had been circulated with her report. She advised that there will be a restructuring of the existing Industry Liaison Office into an Engagement and Enterprise Office. There will now be greater clarity internally and externally as to the role of the current ILO role and that it will be seen as the place to come in CIT for any innovation activities or entrepreneurship activities. This office will work very closely with the Research Office. The idea is when there is a dedicated Vice President for Research, Innovation and Research that both of those offices will report to that Vice President.*

*We have our Extended Campus whose role is to support all forms of collaboration between CIT and all sectors of business and the community. It has been mandated to provide an accessible single point of contact to support and manage queries relating to all kinds of interactions.*

*She advised that in future she will be submitting two reports (i) Research, Innovation & Enterprise and (ii) Engagement, Alumni & Internationalisation. At present, Ms Flynn advised that she is responsible for all those areas.*

*In response to Mr Allen in terms of the position of the Vice President with responsibility for Research, Innovation and Enterprise in the Organisational Chart, Ms Flynn advised him that this position is at present a non-existent position. When her own position had been advertised it was to have temporary responsibility for Research and Innovation. Her understanding is at some point in the future there will be a dedicated Vice President for Research, Innovation and Enterprise.*

*Ms Flynn advised that on 24 June 2017 the Department of Jobs, Enterprise and Innovation circulated its Horizon 2020 Report. In that Report there is a table of the top twenty performers in Ireland in relation to Horizon 2020. There are three CIT entities mentioned (i) CIT itself, (ii) Radison's Diagnostics a Rubicon growing company and (iii) PMD Solutions a Rubicon growing company founded by a CIT graduate. There is no other entity listed in the table that has a presence like CIT. Three or four of the top fifteen medical device companies are CIT related companies also. There is a lot of good news happening there and we need to protect that.*

*The Chairman thanked Ms Flynn for her report.*

**1707.9**

**REPORT FROM THE VICE PRESIDENT FOR FINANCE AND ADMINISTRATION (Pages 26 to 33):**

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

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

**9.1 HUMAN RESOURCES REPORT:**

**PROPOSALS REQUIRING APPROVAL BY THE GOVERNING BODY**

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

**Externally advertised positions:**

**1.1.1 CAPP Centre – Photonics Researcher – Optical Sensing Techniques for Real-Time Dairy Process Monitoring, (2 Year Fixed-Term Whole-Time Contract):**

Report of the meeting of the Selection Board held on Monday 19 June 2017 to interview applicants for the position of CAPP Centre – Photonics Researcher – Optical Sensing Techniques for Real-Time Dairy Process Monitoring (2 Year Fixed-Term Whole-Time Contract), Cork Institute of Technology was tabled at the meeting.

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

*APPROVED.*

**1.1.2 CAMMS Project Coordinator – Grade V (2 Year Fixed-Term Part-Time Contract), (18.5 hours per week):**

Report of the meeting of the Selection Board held on Thursday 22 June 2017 to interview applicants for the position of CAMMS Project Coordinator – Grade V (2 Year Fixed-Term Part-Time

Contract), (18.5 hour per week), 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.*

**1.1.3 Researcher: Phosphorous Recovery from Waste Water for Your Life (PHOSforYOU), (3 Year Fixed-Term Whole-Time Contract):**

Report of the meeting of the Selection Board held on Friday 23 June 2017 to interview applicants for the position of Researcher: Phosphorous Recovery from Waste Water for Your Life (PHOSforYOU), School of Building & Civil Engineering, (3 Year Fixed-Term Whole-Time Contract), Cork Institute of Technology was tabled at the meeting.

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

*APPROVED.*

The following was put on a panel:

*APPROVED.*

**1.1.4 Researcher: Water Systems Innovation, Nimbus Centre, (2 Year Fixed-Term Contract):**

Report of the meeting of the Selection Board held on Monday 26 June 2017 to interview applicants for the position of Researcher: Water Systems Innovation, Nimbus Centre, (2 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 was put on a panel:

*APPROVED.*

**1.1.5 Research Fellow: Department of Process, Energy & Transport Engineering (1 Year Fixed-Term Whole-Time Contract):**

Report of the meeting of the Selection Board held on Wednesday 28 June 2017 to interview applicants for the position of Research Fellow: Department of Process, Energy & Transport Engineering (1 Year Fixed-Term Whole-Time Contract), Cork Institute of Technology was tabled at the meeting.

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

*APPROVED.*

**1.1.6. Nimbus Centre – Senior Researcher – Internet of Things Security (1 Year Fixed-Term Whole-Time Contract):**

Report of the meeting of the Selection Board held on Thursday 29 June 2017 to interview applicants for the position of Nimbus Centre – Senior Researcher – Internet of Things Security (1 Year Fixed-Term Whole-Time Contract), Cork Institute of Technology was tabled at the meeting.

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

*APPROVED.*

The following was put on a panel:

*APPROVED.*

**1.1.7. IT Services - Business Analyst – Grade VII, (Fixed-Term Whole-Time Contract up to 29 March 2019):**

Report of the meeting of the Selection Board held on Friday 30 June 2017 to interview applicants for the position of IT Services – Business Analyst – Grade VII (Fixed-Term Whole-Time Contract up to 29 March 2019), Cork Institute of Technology was tabled at the meeting.

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

*APPROVED.*

The following were put on a panel:

*APPROVED.*

**1.1.8 Systems Librarian, (1 Year Fixed-Term Whole-Time Contract):**

Report of the meeting of the Selection Board held on Tuesday 4 July 2017 to interview applicants for the position of Systems Librarian, (1 Year Fixed-Term Whole-Time Contract), Cork Institute of Technology was tabled at the meeting.

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

*APPROVED.*

### **Internally advertised position**

#### **1.1.9 CIT CSM - Conservatoire Development Facilitator (Fixed-Term Whole-Time Contract up to 31 August 2020):**

Report of the meeting of the Selection Board held on Monday 3 July 2017 to interview applicants for the position of CIT CSM - Conservatoire Development Facilitator, (Fixed-Term Whole-Time Contract up to 31 August 2020), 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.*

*The Chairman acknowledged the time and effort put in by Cllr Mary Hegarty, Ms Maura Fitzgibbon, Mr Bernard Allen and Mr Ted Owens in chairing the Interview Boards. It was appreciated on behalf of Governing Body.*

*Mr Gallagher extended his thanks also.*

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

##### **1.2.1 Administration**

1.2.1.1 Governing Body approval is sought to progress Ms O’Sullivan from Grade III to Grade III/Grade IV – Clerical Officer/Assistant Staff Officer from progression date of **1 August 2017** (Copy of Report on Assessment was tabled at the meeting).

*APPROVED.*

##### **1.2.2 Library**

1.2.2.1 Governing Body approval is sought to progress Mr O’Rourke from Grade III to Grade III/Grade IV – Library Assistant 1/Library Assistant 2 from progression date of **1 July 2017** (Copy of Report on Assessment was tabled at the meeting).

*APPROVED.*

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

### **2.1 Appointments**

*NOTED.*

### **2.2 Contract Variation**

#### **2.2.1 Work Share: new**

*NOTED.*

#### **2.2.2 Work Share: Return**

*NOTED.*

#### **2.2.3 Work Share: Continue**

*NOTED.*

#### **2.2.4 Career Break: Withdraw Application**

*NOTED.*

#### **2.2.5 Job Share: Continue**

*NOTED.*

### **1.3 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 Computer Science**

*NOTED.*

#### **2.3.2 Department of Mathematics**

*NOTED.*

### **2.4 End of One Year Contract.**

#### **2.4.1 Dr Brendan J. Murphy, President will end his re-appointment of his one year contract on 31 August 2017.**

*Mr Gallagher brought Governors attention to the end of the one year contract for Dr Brendan J. Murphy, President on 31 August 2017.*

### **2.5 Resignations:**

*NOTED.*

### **2.6 Early Retirement:**

*NOTED.*

## **9.2 FINANCIAL UPDATE:**

### **9.2.1 CONSOLIDATED FINANCIAL STATEMENTS YEAR ENDED 31 AUGUST 2016** *were tabled at the meeting.*

*Mr Gallagher referred Governors to the tabled Consolidated Financial Statements for year ended 31 August 2016 which were tabled at the meeting. Governing Body had previously considered the Draft Consolidated Financial Statements at their meeting on 1 December 2016. He referred to the one page summary outlining adjustments following discussion with the C & AG and the outcome of their management letter. None of the adjustments have a financial impact, it was more wording and notes. He was expecting the C & AG management letter and the sign off of the accounts hopefully by next week. He sought the formal approval of the Governing Body for the Consolidated Financial Statements.*

*Governing Body APPROVED the Consolidate Financial Statements for year ended 31 August 2016 as presented.*

*Mr Gallagher advised that the Chairman and President will sign the Statements and return them to the C & AG who in turn will sign off and that will complete that audit.*

### **9.2.2 Financial Performance Trend Dashboard - Summer 2017** *was circulated with the Agenda.*

*Mr Gallagher stated the Dashboard was a very good picture of where the Institute is at but stressed this was entirely from a financial perspective. He took Governors through the Financial Performance Trend Dashboard as follows:*

#### ***Income and Expenditure and Budget and Forecast for this current Academic Year***

##### ***Expenditure Trend – 2011/12 to 2016/17***

*This bar chart showed we are spending the money.*

- *Allocation to Capital Expenditure*
- *Central Admin*
- *Premises costs*
- *Research & Development*
- *Student Services*
- *Academic Support*
- *Academic Departments*

*Our expenditure has started to increase again from 2012/13 and there are significant pressures there.*

##### ***Student Trends***

*Student Numbers by Faculty gave the numbers from 2012/2013 to 2020/21. There are significant increases in terms of projected student numbers.*

*In terms of the **Student Mix (Institutional Profile)** there is an increased percentage in the postgraduate students. There are also significant increases in undergraduate numbers also.*

#### **Apprenticeship (Blocks & Student FTE)**

*The main picture reflected into the accounts is the significant recovery in the apprenticeship area. This has been a big cost to the Institute since 2008 but the number of blocks are increasing - 52 this year as against 29 in 2013/14. There are good projections for the next couple of years.*

#### **Staffing Trends**

***Average Teaching Cost per Hour** has increased quite significantly over the last few years from 2011/12 to 2015/16. Part of the reason is the downturn in apprenticeship and the downturn in engineering, construction etc. The number of students decreased so that caused the cost per hour to increase. Also the changing status of contracts has contributed. Casual Part-Time contracts are translating into Pro-Rata contracts and that is a significant cost to us.*

#### **Student to Academic Staff Ratio**

*This increased quite significantly in 2015/16 and has taken a sharp drop in 2016/17. This is largely due to us filling a large number of academic posts in the current year.*

#### **Staff Numbers by Category**

*In 2012 we had 963 staff and 1,023 in 2016. The number of researchers have increased and there are small increases in terms of support and academic staff numbers.*

#### **Teaching Hours Delivered per FTE Student**

*Mr Gallagher stated a lot of the work that has been done this year from a financial point of view was in relation to our financial review and our projections for the next number of years. This was reflected in the Teaching Hours Delivered per FTE Student bar chart. The number of teaching hours per full-time student were categorised under the following areas:*

- *Apprenticeship*
- *CIT CSM*
- *Engineering & Science*
- *Business & Humanities*

*Targets to achieve over the next two years were also included and are achievable and extremely important to CIT.*

#### **Average Unit Cost per Faculty**

*This chart gave the Average Unit Cost per Faculty. The Faculty of Engineering & Science took a significant hike in 2014/15. There is a significant increasing cost per student in Engineering & Science. The Faculty of Business & Humanities remained largely flat during that time.*

#### **IRAM Contribution per Faculty**

*This hasn't changed that much.*



### **Headline Numbers**

*What has been impactful over the last number of years in terms of the financial point of view is the 6% increase in retention which is huge. We are seeing this reflected in the finances, we are holding on to our students and they are paying their fees. It is a very good news story, we have invested in this area. It is great to see it.*

*In conclusion, Mr Gallagher summarised as follows:*

*We are largely in line with the budget but the health warning still exists in that we are really at breakeven. It still makes things difficult because there is nothing additional to spend to generate any investment etc. It is a very positive story in terms of where we have been and where we are now.*

*Governors took some time to question, probe and seek clarity on aspects of the Dashboard briefing.*

*The President stated the big change is in the composition of the student body since he had taken up duty in 2004. In 2004 there were 17,000 registered students. At that time there were approx. 2,500 apprentices. At any one time there would have been a third of those resident (800). The most interesting is that there were 6,000 full-time higher education students in 2004. Today, there is over 8,000. This is a significant increase. The most startling thing is that in 2004 there were 2,500 students doing Level 6. Today, we have no student in higher education doing Level 6. In 2004 we had 1,800 students doing Level 8 (Honours Degree). Today, there is 4,000. That is a huge change and is also why we are creaking at the seams. There a lot more higher education students here all the time as distinct from craft students. He was glad to see the pick-up in the Life Long Learning students which had dipped in the recession years. It is an area that needs the growth. It is interesting to look back over the decade and see how higher education has changed. In terms of staff numbers, the numbers of professional research staff have increased. There were 180 people doing Level 9 and Level 10 in 2004. There is now over 700. The Institute has matured and grown. That is the basis from which we are going forward from. It is the base on which you build the Technological University in terms of the students and graduates of the future.*

*The Chairman thanked the President and Mr Gallagher for their briefing. He commended Mr Gallagher on the Dashboard which was full of pertinent information.*

## **1707.10**

### **ARTS COMMITTEE:**

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

#### **10.1 Signed Minutes of the Arts Committee meeting held on Wednesday 8 March 2017 were circulated with the Agenda.**

*Ms Fitzgibbon referred to the signed Minutes of the Arts Committee meeting which had been discussed at the 6 April 2017 Governing Body meeting.*

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

*Governing Body APPROVED the Minutes.*

**10.2 Report of the Arts Committee meeting held on Wednesday 7 June 2017 was circulated with the Agenda.**

**1. Minutes of the Previous Meeting 8<sup>th</sup> March, 2017.**

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

*NOTED.*

**2. Matters Arising**

- 2.1. (Item 2.3 from March 8<sup>th</sup> Minutes) The health and safety issue pointed out in the previous meeting was discussed. It was felt that one issue, - the availability of accessible WC.s adjacent to these facilities - would be resolved if the Male and Female staff facilities on the ground floor D block area were modified to be fully accessible, and then unlocked when there was an event in the Rory Gallagher Theatre and the James Barry Exhibition Centre. These are venues open to students, staff, and also regularly visited by the general public so should be fully accessible. The problem of changing facilities still remains.
- 2.2. (Item 4.1 from March 8<sup>th</sup> Minutes) **The Arts Committee of CIT: A vision and a plan.** This is to become the working document for the Arts Committee and the plan should be developed rather than remaining inspirational
- 2.3. (Item 4.4 from March 8<sup>th</sup> Minutes) Emelie Fitzgibbon was informed that there may be funding via the External Affairs Office, to produce a short video promoting the arts in CIT.
- 2.4. (Item 6.3 from March 8<sup>th</sup> Minutes) The question of staffing to the proposed gallery on the ground floor of N0 46 Grand Parade.

*NOTED.*

**3. Report from Acting Arts Officer - presented by the Chair**

- 3.1. Rory Gallagher Theatre development: Further accessibility and production developments are in progress. Having taken some expert advice, The Arts Office is currently waiting on quotes for a scissor lift, motorised winches for lighting bars, isolated power supply for PA, handrails, ramps for the scissor lift, hearing induction loop and a sound system upgrade. Intending to have all works carried out before Semester 1.

- 3.2. RGT Programming 2017/2018: As of this date there are six significant gigs booked in up to a Christmas Concert on the 6th December. These include a series of four Irish bands programmed in partnership with CITSU Events Officer Mick O'Mahony; a high-profile comedy gig; and a concert as part of Cork Folk Festival. These concerts are planned to relaunch the theatre, and regenerate awareness of the venue among CIT students and staff. It was noted that the Arts Office had not been able to book this far in advance in recent years due to the recurring leak issue that was repaired in February 2017 and is currently examining programming for the second semester.
- 3.3. James Barry Exhibition Centre programming 2017/2018: Several exhibition awards will be made at the upcoming CIT CCAD Fine Art & Applied Art Degree show, for exhibitions in September, November, and February. Other exhibitions planned to take place include the CCAD MA:AP exhibition "Slips, Speaks", in October 2017, made for Europe House, London, and supported by Arts Office; exhibition by CIT Photographic Society, end of year exhibitions by Early Years Education students, Masters in Play Therapy students, and CIT CCAD Media Communications Students. Arts Office is also working with Nicola Carragher, CIT Wandesford Quay Gallery, on an exhibition celebrating the CIT Art Collections – due to take place in the CIT Wandesford Quay Gallery in November 2017 with information, maps, and tours presented on CIT Bishopstown Campus.
- 3.4. Other event programming 2017/2018: Arts Office is developing plans for the annual "Carnival" event, produced with GoldieFish Events, in partnership with Good Start, and presented as part of CITSU Freshers' Week; CIT Christmas Fair, produced with GoldieFish Events; and the annual Eclectic Picnic outdoor event produced in partnership with CITSU.
- 3.5. CIT CCAD Media Communications presented the degree shows of Visual Communications and Multimedia, from 25<sup>th</sup> – 31<sup>st</sup> May. The exhibitions were hosted in the James Barry Exhibition Centre, Curve Gallery, and Rory Gallagher Theatre. Arts Office supported the exhibitions through venue provision and production advice. An expansive selection of concepts and concerns were addressed through an impressive range of techniques, technologies, traditional skills, and innovative approaches. The opening event was very well attended, with significant industry representation including several high profile design firms, RTE Cork, and Google. Arts Office wishes all the students the best in their future careers,

- 3.6. The CIT CSM Bachelor of Drama and Theatre Studies Showcase Performances were held on the week of the 29<sup>th</sup> May. The performances were very good overall, with some quite exceptional presentations. The students also presented the showcase in the Pearse Centre, Dublin, on 31<sup>st</sup> May, which was again very well attended and regarded by industry invitees. Arts Office wishes all the students the best in their future careers.
- 3.7. The annual Crawford Gallery Summer Lunchtime Concerts are underway, directed by Nicholas O'Halloran, and supported by CIT Arts Office. Congratulations to Nicholas and all involved for yet another outstanding line-up.
- 3.8. The CCAD Fine Art Degree Show is to open officially on Friday 9<sup>th</sup> June with a prize-giving/industry opening on Thursday 8<sup>th</sup>, and the public Opening Event on Friday 9<sup>th</sup> with Guest Speaker Rory O Neill (Panti Bliss) The Arts Office invited all members of the committee to visit this wonderful annual experience.
- 3.9. The Cork Midsummer Festival. There is a particularly strong involvement/association with CIT this year. There is the extraordinary Museum of the Moon in the Student Centre, several events from Alex Petcu, the development, in the Theatre Development Centre, of a new piece of theatre by CSM graduate, Alan Dalton – among many CIT activities.

*NOTED.*

#### **4. Items for Discussion – An Arts Rich Institute**

- 4.1. Members of the Committee voiced thanks to Emelie for her work in putting together and delivering the document **“The Arts Committee of CIT: A vision and a plan.**
- 4.2. A round of thanks was also extended to Kevin Tuohy for his tireless work to date on the past and upcoming events
- 4.3. The NMCI has works of art in the entrance hall, but other rooms e.g. Seminar Room, is void of any type of art work. It is planned to redress this by seeking out works of art with a maritime theme, from collections stored in the Electrical Annex, with a view to displaying some in the NMCI.
- 4.4. Jody Power requested that a sculpture with a maritime theme be commissioned for the front of the NMCI.
- 4.5. In keeping with promoting CIT as an Arts Rich Institute it was suggested that works of art be chosen to form a collection that could be exhibited in various venues around the country.

*NOTED.*

#### **5. A.O.B.**

- 5.1. There was a discussion about the date of the final meeting of

the academic year for the Arts Committee. This is a busy time of the year for Heads of Department and Academic Staff. A suggested alternative date was May 16<sup>th</sup> for this meeting.

- 5.2. Mary Hegarty complimented visual slide show and accompanying music at the Governing Body presentations.

*NOTED.*

**6. Main actions:**

- 6.1. Barry O'Connor to bring up the previous proposal of naming the theatre in NMCI, with the next meeting of the Executive Committee.
- 6.2. Emelie will discuss with Catherine Fehily the proposal of a sculpture for The NMCI.
- 6.3. Barry O'Connor will discuss with Kevin Tuohy the suggestion for an art collection to be assembled to exhibit at various venues.
- 6.4. Emelie Fitzgibbon to take the request to the Governing Body meeting to change the date of the fourth meeting in the academic year to May 16<sup>th</sup> 2018.

*NOTED.*

*Ms Fitzgibbon gave a general update on the above report.*

*There has been a lot of progress on the Rory Gallagher Theatre. The roof is now secure and also there has been an update on lighting and technical fixtures. There is a lot of usage now. There are still problems with toilets and changing rooms but the whole area has been upgraded. There are a lot of events programmed in for the Autumn. This will make the Theatre more viable and active.*

*Ms Fitzgibbon thought it good that Governing Body held their meeting in February in the CIT Crawford College of Art & Design. It was interesting to see Governors availing of the tour of the College.*

*Ms Fitzgibbon mentioned the CIT CCAD Fine Art Degree Show which opened on Friday 9 June 2017. She stated it really was outstanding this year. It is wonderful to see students doing so well and so confident in promoting and marketing their work. She paid tribute to Ms Catherine Fehily, Head of CIT CCAD for marketing the students. It was interesting to see pieces of art being sold.*

*The Arts on Campus has become more visible. The James Barry Gallery has had several exhibitions. The Arts Office is developing plans for the annual "Carnival" event. They are also engaging with local artists in terms of bringing in material and doing gigs in the Rory Gallagher Theatre. The Institute is becoming more lively and more visible in terms of what the Institute has in the richness of its arts programme.*

*As had been already mentioned, the Museum of the Moon was a stunning installation.*

*The Arts Committee are also looking at making more visible the Arts Collection within the Institute. There is an awful lot of art in storage and the Committee are looking at the possibility of curating and touring exhibitions between the different colleges within the Institute. The NMCI are interested at looking at maritime related paintings and that is being considered at present.*

*Ms Fitzgibbon concluded by saying the arts profile within the Institute is improving, we are an Arts Rich Institute.*

*Ms Fitzgibbon sought the approval of Governing Body to change the date of the fourth meeting of the Arts Committee to Wednesday 16 May 2018.*

*Governing Body APPROVED the date change.*

*The Chairman thanked Ms Fitzgibbon for her briefing.*

*Mr Deane advised that he had visited the Degree Show on 9 June 2017. There were some wonderful exhibitions and he gave great credit to the staff and students in CIT CCAD.*

*The President thanked Ms Fitzgibbon for chairing the Arts Committee. He stated that since she took over as Chair of the Arts Committee that she has brought considerable life to the Arts Committee and quite a number of things have been done.*

*Ms Fitzgibbon appreciated the President's thanks.*

*Cllr Mary Hegarty complimented the Amadeus String Quartet from the CIT Cork School of Music who had performed for the Governing Body Dinner to mark the President's retirement on 1 June 2017 and also the audio visual on the Institute which was played. It was great that these were incorporated into the evening.*

*Ms Flynn advised that Cork has been ranked the number one City in Europe for cultural venues and facilities according to a new EU Report published today. CIT has created a huge part in that and we should be getting a very good message out as a result on the back of that.*

## **1707.11**

### **STRATEGIC DEVELOPMENT COMMITTEE:**

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

**11.1 Signed Minutes of the Strategic Development Committee meeting held on Monday 22 May 2017** were circulated with the Agenda.



**12.1 Signed Minutes of the Audit Committee meeting held on Thursday 23 March 2017** *were circulated with the Agenda.*

*Mr Woulfe referred to the signed Minutes of the Audit Committee meeting which had been discussed at the 6 April 2017 Governing Body meeting.*

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

*Governing Body APPROVED the minutes.*

**12.2 Report of the Audit Committee meeting held on Thursday 15 June 2017** *were circulated with the Agenda.*

**2.1 Minutes of 23 March 2017**

The minutes were approved.

**2.2 Matters arising**

**Internal Audit Provider - Consultancy**

At the Audit Committee meeting in March 2017, it was recommended that a threshold would be put in place by the Institute in relation to the provision of consultancy services by Internal Auditors.

*Mr Woulfe advised that the Audit Committee recommended that a threshold would be put in place by the Institute in relation to the provision of consultancy services by Internal Auditors.*

**Directorships - Update**

Ms. Margaret Linehan and Mr. Niall Cremin have been appointed to the board of CIT Student Services CLG.

*Mr Woulfe referred to the Directorships update.*

**2.3 Correspondence**

**HEA Rolling Reviews – Intellectual Property**

The Committee is advised that the next HEA rolling review will be on the implementation of intellectual property policies.

*NOTED.*

**2.4 Governance**

**Spinout Company Policy**

This policy replaces the Campus Company Policy which has been in place since 2003 and is intended to:

- Provide guidelines for the establishment and



- approval of campus companies in CIT, that are in the interest of CIT, the company promoters and the Spinout Company itself
- Facilitate the entrepreneurial aspirations of personnel and commercialisation of CIT research
  - Ensure formal agreements are in place that govern the relationships and interactions between CIT and Spinout Companies.
  - Clarify CIT policy regarding use of the logo, name, facilities and resources

**The committee suggested a minor change to section 13 and subject to this change recommends the Spinout Company policy to Governing Body for approval.**

*Mr Woulfe referred to the Spinout Company Policy which replaces the Campus Company Policy which has been in place since 2003.*

*Mr Gallagher stated that it is important for the Institute to have Governing Body approval for this policy. In terms of one of their roles, the HEA are currently undertaking a review in the area of Intellectual Property and this policy will be a significant part of that.*

*Governing Body APPROVED the Spinout Company Policy as presented.*

## **HR Policies**

Bereavement Advisory:

This guidance aims to help management and staff manage this difficult situation, and ensure co-operation between heads of function and human resources.

Sick Leave - Circular 0062/2015

The Department of Education and Skills circular regarding sick leave arrangements was circulated.

**The committee recommends these guidelines to Governing Body for noting.**

*Mr Woulfe referred to the Bereavement Good Practice Guide and the Sick Leave Circular 0062/2015.*

*In terms of the Bereavement Advisory Guideline, Mr Gallagher advised that this is an important guideline for the Institute to have and was circulated to Governors for their information. We are thinking more in terms of guidelines and more in terms of how we interact with staff.*

*In terms of the Sick Leave Circular, Mr Gallagher asked Governing Body to adopt it. It standardises the treatment of sick pay.*

*Governing Body ADOPTED the Sick Leave Circular.*

#### **Audit Committee Terms of Reference**

Revised terms of reference had been issued with the main amendment being a change of title from "Audit Committee" to "Audit and Risk Committee" to align with Code of Practice for the Governance of State Bodies August 2016. There was some discussion regarding the quorum and membership and it was agreed to increase the quorum from two to three (4.4). The number of meetings should also change from "at least three" to "at least four" (4.1). An additional point relating to conflicts of interest will be inserted into Section 4 (4.2) - "Each member of the Committee should take personal responsibility to declare any potential conflict of interest arising in relation to any items on the agenda for Audit and Risk Committee meetings."

**Subject to these changes the committee recommends the Terms of Reference to Governing Body for approval.**

*In relation to the Audit Committee Terms of Reference, the Audit Committee felt the name of the Committee should change to "Audit and Risk Committee" to align with the Code of Practice for the Governance of State Bodies August 2016.*

*Mr Gallagher sought the approval of Governing Body for the Audit and Risk Committee Terms of Reference.*

*Governing Body APPROVED the Terms of Reference as presented.*

#### **CCTV Policy**

The purpose of this policy is to detail how the Institute makes use of the CCTV system, the location of cameras, and access and retention procedures.

**The committee recommends the CCTV Policy to Governing Body for approval.**

*Mr Gallagher referred to the above policy and sought Governing Body approval for the Policy.*

*Governing Body APPROVED the CCTV Policy as presented.*

## **2.5 Finance / Budgets**

#### **Office of the Comptroller and Auditor General**

Ms. Niamh Kilkenny, Senior Auditor (C&AG) and Ms. Ann O'Halloran, Financial Accountant (CIT) joined the meeting.

Ms. Kilkenny advised the committee that there were no high level findings in the audit report. The financial accounts are currently at deputy director level and are expected to progress to director level in the next week.

There is a sectoral issue in relation to the treatment of pensions in the accounts. This arose in the 2015/16 accounts also and the C&AG are currently reviewing the note to be included in the accounts. The Single Public Service Pension Scheme (Single Scheme) is the defined benefit pension scheme for pensionable public servants appointed on or after 1 January 2013 in accordance with the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. Deductions made from employees under the Single Scheme are remitted by the Institute to the Department of Public Expenditure and Reform.

The Institute is prescribed in S.I. No 581 of 2012 as a relevant authority for the purposes of the Single Scheme. It is the Institute's opinion (in accordance with Section 44 of the 2012 Act) that any liability in respect of the Single Scheme would be offset by an equivalent asset in respect of future State funding.

Three medium level findings were discussed as follows;

**Fixed Assets**

**Payroll**

**Credit Card Expenditure**

All Institute staff left the meeting and the committee held a private meeting with Ms. Kilkenny.

Ms. Kilkenny left the meeting and the committee met for an additional period in private.

Dr. Brendan Murphy, Mr. Paul Gallagher and Ms. Carmel Hayes rejoined the meeting

*Mr Woulfe referred to the attendance of Ms Niamh Kilkenny, Senior Auditor from the C & AG who had attended the Audit Committee meeting for the above item. She reported that there were no high level findings in the Audit Report. The Financial Accounts that are currently with the deputy director level and are expected to progress to director level next week. There were three level medium findings and they were discussed (i) Fixed Assets, (ii) Payroll and (iii) Credit Card Expenditure. Satisfactory answers and responses were made in all cases. It was important to note in the context of Audit and the segregation of duties that the Audit Committee had an opportunity to sit down with Ms Kilkenny on her own for a private meeting and that was a very satisfactory and positive meeting from a CIT perspective.*

*Mr Deane stated the phrase “All Institute staff left the meeting and the committee held a private meeting with Ms Kilkenny” as written it could be construed that Mr Ó Súilleabháin had also left the meeting. He asked that this sentence be rephrased because it doesn’t clearly state that Mr Ó Súilleabháin remained at the meeting.*

## **2.6 Governance**

### **Strategic Management Framework**

The President apologised that the external report had not been issued in advance. He noted that there had been very good engagement with the members of the Institute Executive Board (IEB).

Recommendations include increased frequency of IEB meetings, mapping of strategic issues to the calendar of meetings, increased duties and the setting up of a Business Intelligence Unit/Team.

There was considerable discussion on this item, and the Committee noted that in the absence of the external report it was not possible to make recommendations.

The Committee sought reassurance that no fundamental restructuring of senior management would take place pending further review.

*Mr Woulfe referred to the Strategic Management Framework external report. Its recommendations included increased frequency of IEB meetings, mapping of strategic issues to the calendar of meetings, increased duties and the setting up of a Business Intelligence Unit/Team. There was considerable discussion on this item, and the Committee noted that in the absence of the external report it was not possible to make recommendations. The Audit Committee sought reassurances that no fundamental restructuring of senior management would take place pending further review. That undertaking was given.*

**Mr. John McGarry, PwC and Dr. Barry O’Connor, Registrar and Vice President for Academic Affairs joined the meeting.**

## **2.7 Internal Audit**

### **Process of Programmatic Review**

Mr. McGarry reported that there were three Grade 2 findings, two Grade 3 and two Observations arising from the review.

Grade 2 findings relate to the schedule and timeframe for programmatic reviews, delays and duplication with the two phase process, and the operation of the module quality assurance process.

Dr. O'Connor advised that the Academic Planning and Review Committee of Academic Council will be charged with reviewing the practice of extending the validation period with a view to developing guidelines. He noted that the two phase process was highly regarded amongst our peers and that CIT Academic Council has started work on an Academic Plan for the Institute. This new academic strategy framework will significantly reduce the workload in what is currently the strategic level in Phase 1 of Programmatic Review, simultaneously shortening the timeline while assuring coherence of academic planning and review across the Institute's full portfolio. There are a number of proposals to address the operation of the module quality assurance process namely; developing and implementing a Module Designer digital badge to record this training; developing an upgrade to Akari Document; upgrading webpage and supporting training documentation, though full implementation will be dependent on additional personnel and financial resources.

On the subject of resources, Dr. O'Connor advised that seconding staff to the office of the module moderator for a period of time had worked well and these staff were now champions of the process in their respective areas.

Dr. O'Connor left the meeting.

*Mr Woulfe advised that Mr John McGarry, PwC and Dr Barry O'Connor, Registrar and Vice President for Academic Affairs joined the meeting for this item. Mr McGarry reported that there were three Grade 2 findings, two Grade 3 and two Observations arising from the review. There is nothing of very serious issue to note in that regard.*

Ms. Orla Flynn, VP for External Affairs and Dr. Niall Smith, Head of Research joined the meeting.

### **Review of Research**

Mr. Mc Garry reported that there was one Grade 2 finding, four Grade 3 and one Observation. The Grade 2 finding relates to the capacity of the Research Office. The introduction of the Researcher Career Framework and the process of formally designating entities under this process has increased the expectation of support from the Research Office and it is acknowledged that this area needs to be strengthened.

In relation to the Grade 3 level findings regarding strategic planning and metrics, Ms. Flynn stated that given the voluntary nature of research work, and the funding

environment it was a difficult area in which to apply quantitative targets, but the Research Management System should assist in the collating and tracking of metrics.

Dr. Smith gave the committee an overview of the Thematic Research Areas, where the Institute has identified areas of particular strength on which to focus.

Ms. Orla Flynn, Dr. Niall Smith, and Mr. John McGarry left the meeting.

*Mr Woulfe stated that Ms Orla Flynn and Dr Niall Smith joined the meeting. Mr McGarry reported that there was one Grade 2 finding and four Grade 3 and one Observation in terms of the review of research. Matters are in hand with that regard.*

#### **Annual Hours Audit**

Mr. Gallagher advised the committee that Mr. Don Crowley had carried out the audit of hours this year and thanked him for his work. Mr. Crowley notes in his report that the data on Resource Planner gives a fair and accurate representation of the lecturing hours of staff.

*NOTED.*

## **2.8 Risk Management**

**Mr. Barry Coughlan, Legal Officer joined the meeting.**

### **Legal Cases**

## **2.9 Matters for Noting**

### **Consultancy Payments**

The Committee noted the report and requested that data be grouped by individual in future.

*NOTED.*

## **2.10 Any Other Business**

The Audit Committee having met earlier on its own, conveyed via the Chairman, its desire to have a short discussion in the absence of management pre Audit Committee Meetings into the future  
A draft agenda schedule for each meeting was circulated to give an indication of the work to be covered in 2017/18.

*Mr Woulfe referred to the above.*

A joint meeting with the Finance Committee will be arranged for 2.30pm on 6 July 2017.

*Mr Woulfe stated that a joint Audit Committee/Finance Committee meeting took place at 2.30 pm today.*

The Committee are advised that the President has received an invitation to attend the Committee of Public Accounts on Thursday 22 June 2017 in relation to the CIT Financial Statements 2015 and KPMG Report.

*Mr Woulfe referred to the above.*

## **2.11 Next meeting**

### **Meeting Dates for 2017-2018:**

1. Thursday 12 October 2017
2. Thursday 23 November 2017
3. Thursday 22 February 2018
4. Thursday 19 April 2018
5. Thursday 14 June 2018

The meeting was closed.

*NOTED.*

## **1707.13**

### **FINANCE COMMITTEE:**

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

#### **13.1 Signed Minutes of the Finance Committee meeting held on Monday 8 May 2017** were circulated with the Agenda.

*Capt Hopkins referred to the signed Minutes of the Finance Committee meeting which had been discussed at the 1 June 2017 Governing Body meeting.*

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

*Governing Body APPROVED the minutes.*

#### **13.2 Report of the Finance Committee meeting held on Monday 12 June 2017** was circulated with the Agenda.

##### **1.1 Minutes of Previous Meeting**

The minutes of the previous meeting of 8<sup>th</sup> May 2017 were approved and signed.

*NOTED.*

## **1.2 Introductions**

The Chairman welcomed Mr Sam Dawson, the new Student's Union President to his first meeting. Mr Dawson replaces Mr Falvey on the Committee. The Chairman introduced Ms Sheila Lewis to the Committee. Ms Lewis was appointed by the Governing Body to become a member of the Committee under section 3.4 of its Terms of Reference.

*NOTED.*

## **1.3 Budget Correspondence**

Mr Gallagher noted the grant letter from the HEA which had a 5% increase to the sector, however factoring in the cost of pay restoration, it actually resulted in an overall reduction in allocation of 0.5% to the IOT's. He drew the Committee's attention to the Institute response which highlighted the level of top slices from the budget, the issues of Music, Apprenticeship, STEM funding and the Financial Memorandum that the Institute was requested to sign.

The Committee noted the budget correspondence.

*Capt Hopkins referred to the grant letter from the HEA which indicated a 5% increase to the sector but when broken down it resulted in an overall reduction of 0.5% to the Institute of Technology sector.*

## **1.4 Funding Model Review**

Mr Gallagher provided the Committee with the HEA's Review of the Funding Model.

The Committee noted the Review of the Funding Model.

*NOTED.*

## **1.5 Fáilte Ireland Funding**

Mr Gallagher informed the Committee that Fáilte Ireland sought to discontinue third level funding of new culinary students from September 2017, but following objections had pushed this deadline back to September 2018.

The Committee noted the correspondence from Fáilte Ireland.

*Capt Hopkins stated it was noted that Fáilte Ireland has sought to discontinue third level funding of new culinary students from September 2017 but following objections this deadline has been pushed back to September 2018.*

## **1.6 Capital Funding**

Correspondence was received from the HEA that some capital allocations will be made to the higher education sector in the context of Budget 2018. Separately, it



confirmed that the Institute was one of the initial shortlisted Institutions for a PPP funded project and a site visit will be undertaken shortly.

The Committee noted the update on capital funding.

*Capt Hopkins advised this item had been discussed earlier under the Strategic Development Committee item GB/A1707.11.2.3.*

#### **1.7 HEA Budget meeting**

Mr Gallagher provided notes from the budget meeting with the HEA, which included the financial review presentation previously made to the Finance Committee and Governing Body. One outcome was the HEA suggested that the three Institutes providing music education (Cork, Dublin & Waterford) should approach the Department of Education & Skills to review music provision.

The Committee noted the content of the HEA Budget meeting.

#### **1.8 Parliamentary Questions**

Mr Gallagher noted that there were requests from the HEA for information for three parliamentary questions since the last meeting and these questions and responses were being provided to the Committee.

The Committee noted the response to the Parliamentary Questions.

*NOTED.*

#### **1.9 Treasury Policy**

Two changes were requested to the Treasury Policy.

The Committee will recommend the revised Treasury Policy to the Governing Body for approval.

*Capt Hopkins referred to the above.*

*Mr Gallagher sought the approval of Governing Body for the revised Treasury Policy.*

*Governing Body APPROVED the revised Treasury Policy as presented.*

**1.10 Procurement**

The Institute received capital funding from the HEA for the implementation of revised apprenticeship syllabus.

The Committee noted the tender and the procurement exceptions.

*NOTED.*

**2.11 Prompt Payment**

The prompt payment report for January to March 2017 was presented showing a reduction over the same period last year.

The Committee noted the prompt payment report.

*NOTED.*

**2.12 Fees**

The Committee noted the update on fee collections and approved the fee write-off up to a maximum of €277,781 for 2014/15.

*Capt Hopkins referred to the above.*

**2.13 Tuition Fees**

The Committee reviewed a proposal to change fee rates for certain programmes in CAMMS, Media Communications, Tourism & Hospitality and the Cork School of Music from 2017/18. It further reviewed the part-time fee rates for the Hochschule Darmstadt Joint Research Collaboration agreement. The Nimbus Centre requested approval for a partial fee waiver for non-EU students, due to the difficulty in attracting Irish & EU students' coupled with the budget provided by funding agencies for tuition fees.

The Committee will recommend the tuition fee changes to the Governing body for approval. The Committee noted that the Nimbus proposal could be dealt with on a case by case basis under the existing fee waiver process.

*Capt Hopkins referred to the tuition fees in certain areas.*

*Mr Gallagher sought the approval of Governing Body for the revised tuition fees.*

*Governing Body APPROVED the revised Tuition Fees as presented.*

#### **2.14 Trade Debtors**

The Committee noted the write off of these bad debts.

*NOTED.*

#### **2.15 Professional Fees**

An analysis of professional fees was presented, as requested by the Committee for the current and previous academic year by IEB area. Further analysis was provided by supplier and fee category. The Committee reviewed the schedule and Ms Cooney queried if any of these were employees and noted that in one case the cost may have been assigned to the incorrect category. Mr Gallagher responded that none are employees and Mr Cremin agreed to correct the categorisation.

The Committee noted the report on Professional Fees.

*NOTED.*

*Mr Gerard O'Donovan joined the meeting*

#### **2.16 Academy of Popular Music**

Mr O'Donovan gave an update on the Academy of Popular Music as requested by the Committee.

The Committee noted the update on the Academy of Popular Music.

*Capt Hopkins referred to the above.*

#### **2.17 Student Service Company MOU**

A Memorandum of Understanding between the Institute and the CIT Student Services Company CLG was presented to the Committee in which the obligations of each party were agreed and an annual contribution from the company to the Institute was agreed.

The Committee noted the agreement with CIT Student Service Company.

*Capt Hopkins advised that a new Student Services Company MOU has been agreed.*

#### **2.18 Bank of Ireland Lease**

A copy of the lease agreement between the Institute and the Bank of Ireland for the space occupied by the bank in the Student Centre was presented to the Committee

The Committee noted the Lease with the Bank of Ireland.

*Capt Hopkins referred to the Bank of Ireland Lease agreement.*

### **2.19 Letting Agreement Sober Lane**

Mr O'Donovan explained to the Committee that the former Government Buildings premises on Sullivan Quay that was held on a short term lease with BAM was being vacated and the Grand Parade premises was due to be ready in September, however this would not accommodate all student relocated from CCAD with additional space required to accommodate circa 50 students. A premises on Sober Lane directly across from the Grand Parade was identified as suitable and could also accommodate additional performance space needed in from the BA Theatre & Drama Studies programme in the School of Music.

The Committee noted the Letting Agreement for the premises on Sober Lane.

*Capt Hopkins asked Mr Gallagher to brief Governing Body on this item.*

***Mr O'Donovan & Ms Cooney left the meeting***

### **2.20 Corporate Procurement Plan**

Ms O'Halloran presented the Institutes Corporate Procurement Plan for 2017/18. She noted this is a requirement and sets out planned tenders and expenditure. It states how value for money will be achieved and notes the challenges for the coming year. The main recommendation is investigating the feasibility of aggregation strategies such as multi-supplier dynamic purchasing systems.

The Committee will recommend the Corporate Procurement Plan 2017/18 to the Governing Body for approval.

*Mr Gallagher sought the approval of Governing Body for the Corporate Procurement Plan 2017/18.*

*Governing Body APPROVED the Corporate Procurement Plan 2017/18 as presented.*

### **2.21 Student Union Accounts**

Ms O'Halloran noted that the Students Union was an independent body, but as the Institute was its main funder, it sought oversight of its accounts. The Students' Union audited Financial Statements for 2015/16 were provided to Committee. This is to ensure that the union does not build up large reserves. The practice in recent years is the Union only draws down the last tranche of its funding if it is required.

Dr O'Connor added that the CIT Students Union is a well-run union.

The Committee noted the Financial Statements of the Student's Union.

*NOTED.*

## **2.22 Student Finance Committee**

The Committee noted the Minutes of the meeting on 17<sup>th</sup> February and the Draft Minutes of the meeting of 5<sup>th</sup> April.

*NOTED.*

## **2.23 Capital Development Reserve**

The Committee noted the update on the Capital Development Reserve.

## **2.24 Fixed Assets**

Mr Cremin presented a summary of the Fixed Asset Register at 26<sup>th</sup> May 2017 focusing on the number of items on loan and items not barcoded and these areas should see a considerable improvement over the next few months.

The Committee noted the update on the Fixed Asset register and the summary of Internal Assets Checks.

*NOTED.*

## **2.25 Fixed Asset External Audit**

The Committee noted the External Fixed Asset Audit Report.

*NOTED.*

## **2.26 Procurement Policy**

The Procurement Policy was reviewed and updated.

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

*Mr Gallagher advised that some slight changes were made to the Procurement Policy and he sought the approval of Governing Body for the updated Procurement Policy.*

*Governing Body APPROVED the updated Procurement Policy as presented.*

## **2.27 Spin-out Company Policy**

A new Policy on Spin-out companies was presented.

The Committee reviewed the Spin-out Company Policy and will recommend it to the Governing Body for approval.

*Mr Gallagher sought the approval of Governing Body for the Spin-Out Company Policy.*

*Governing Body APPROVED the Spin-Out Company Policy as presented.*

## **2.28 Hire & Use of Facilities Policy**

Mr Cremin presented a new policy on the Hire & Use of Institute Facilities.

The Committee reviewed the Hire & Use of Facilities Policy and will recommend it to the Governing Body for approval.

*Mr Gallagher referred to the new Policy on the Hire and Use of Institute Facilities. He sought the approval of Governing Body for the Hire & Use of Facilities Policy.*

*Governing Body APPROVED the Hire & Use of Facilities Policy as presented.*

## **2.29 NMCI Ports**

Mr Gallagher sought approval from the Committee to approve the setting up of a joint venture designated activity company between the Institute (NMCI) and the Port of Cork.

The Committee considered the proposal and agreed to recommend approval in principle to the Governing Body to set up a Joint venture Designated Activity Company.

*Capt Hopkins referred to the setting up of a joint venture designated activity company between the NMCI and the Port of Cork.*

*Mr Gallagher referred to the NMCI Ports Business Plan which had been attached to the Finance Committee Report. He sought the approval of Governing Body to the setting up in principle of a Joint Venture Designated Activity Company with the Port of Cork.*

*Governing Body gave their APPROVAL.*

## **2.30 Terms of Reference**

The Committee reviewed its Terms of Reference and the President noted that section 4.1 provides for the Committee to “meet at least three times a year”. There are currently five meetings planned for next year and it was proposed to change this to “at least four times a year”. The Committee agreed the change

The Committee will recommend it's revised Terms of Reference to the Governing Body for approval.

*Capt Hopkins advised that the Finance Committee has reviewed its Terms of Reference.*

*Mr Gallagher sought the approval of Governing Body for the revised Terms of Reference.*

*Governing Body APPROVED the revised Terms of Reference as presented.*

### **2.31 Regional Enterprise Development Fund**

Ms Flynn tabled a proposal whereby funding was available from a new Regional Enterprise Development Fund, but it had only recently been clarified that a Company and not the Institute could apply for funding.

The Committee considered the proposal and agreed to recommend to the Governing Body to set up a Designated Activity Company if it was required.

*Capt Hopkins referred to the above which had been discussed earlier at the meeting under the Report from the Vice President for External Affairs Item GB/A1707.8.*

*Mr Gallagher sought the approval of Governing Body to set up a new Subsidiary Company (DAC) to avail of funding from the Regional Enterprise Development Fund.*

*The Chairman reiterated that the Designated Activity Company has to be set up. There is a lot of money available that can enhance this Institute in joint venture work.*

*Governing Body APPROVED the setting up of the Designated Activity Company.*

### **2.32 Levy**

The Committee will recommend the post graduate levy to the Governing Body for approval.

*Mr Gallagher sought the approval of Governing of a levy to be applied annually to postgraduate students.*

*Governing Body gave their APPROVAL.*

### **2.33 Meeting Dates**

The Chair stated that the Governing Body has its previous meeting approved a schedule of five meetings for the academic year 2017/18. These are: 18<sup>th</sup> September 2017, 20<sup>th</sup> November 2017, 12<sup>th</sup> February 2018, 12<sup>th</sup> March 2018 and 11<sup>th</sup> June 2018.

*NOTED.*

**2.34 Terms of Reference**

The Chair noted that this was the President's last Finance Committee meeting and on behalf of the Committee he recorded his thanks to the President, Dr Murphy for his work and support and wished him well in his retirement.

*NOTED.*

**There was no further business and the meeting concluded at 10.55am**

*The Chairman thanked Mr Hopkins for his briefing.*

**1707.14 USE OF THE INSTITUTE SEAL:**

1. Log Book No. 208 Seal used on 9 June 2017 -  
Memorandum of Understanding
  - (i) for letting of part of the College at Sober Lane, Sullivan's Quay, Cork City
  - (ii) Renunciation of rights to a new tenancy

*The President referred to the above Memorandum of Understanding which had been discussed earlier at the meeting.*

*The Chairman thanked fellow Governors for all they did during the year. He thanked the Executive and Ann for their contributions.*

*On behalf of the previous Governing Body and the present Governing Body, the Chairman extended best wishes to the President on his retirement. Since 2004, this Institute has made considerable progress under his leadership. He wished the President and his family the very best going forward.*

*He wished all a good and safe summer.*

*The meeting concluded at 6.15 pm.*

*The next ordinary meeting of the Governing Body was fixed for Thursday 5 October 2017 commencing at 3.00 pm in Council Room, 2<sup>nd</sup> Floor, Administration building.*

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

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