

Digest of the meeting of the Governing Body of Cork Institute of Technology held on Thursday 1 February 2018 in the Council Room, 2nd Floor, Administration Building at 3.00 pm.

Present: Mr Bob Savage
Dr Barry O'Connor
Mr Bernard Allen
Ms Mary Cooney
Mr Sam Dawson
Mr Eoin Deane
Capt Dave Hopkins
Cllr Patrick Gerard Murphy
Mr Declan O'Leary
Mr Cilian Ó Súilleabháin
Mr Ted Owens
Ms Ann Piggott

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

The Chairman welcomed all to the meeting.

Apologies were received from Ms Emelie Fitzgibbon, Ms Maura Fitzgibbon, Cllr Mary Hegarty, Cllr Michael Hegarty, Ms Stephanie Kelly, Ms Katherine Walshe and Dr Orla Flynn, Vice President for External Affairs.

On behalf of Governing Body the Chairman extended sympathies to:

- 1. Conor Kelleher, Lecturer, Department of Marketing & International Business on the death of his father.*
- 2. John Cronin, Lecturer, Centre of Craft Studies on the death of his father.*
- 3. Leonard O'Driscoll, Lecturer, Department of Civil, Structural and Environmental Engineering on the death of his mother.*
- 4. Deirdre Gilroy, Lecturer, Department of Biological Sciences on the death of her mother.*
- 5. Kieran Ruane, Lecturer, Pro-Rata, Department of Civil, Structural & Environmental Engineering on the death of his brother.*
- 6. Simon Aspell, Lecturer, Pro-Rata, CIT Cork School of Music on the death of his father.*
- 7. Aiveen Kearney, Head, CIT Cork School of Music on the death of her mother.*
- 8. Caroline Williams, Library Assistant on the death of her brother Seán Williams, former lecturer, Department of Mechanical, Biomedical & Manufacturing Engineering and to his wife and family.*

9. *Tim Forde, Technical Assistant, Department of Mechanical, Biomedical & Manufacturing Engineering on the death of his sister.*
10. *The wife and family of the late Michael Walsh, retired Senior Lecturer, Department of Business Studies on his recent death.*
11. *Kieran O'Reilly, Lecturer, Department of Accounting & Information Systems and Fergus O'Reilly, Lecturer, Department of Electrical & Electronic Engineering on the death of their mother.*
12. *The wife and family of the late Pat Lynch, retired Lecturer, Department of Mechanical Engineering on his recent death.*
13. *David Slevin, Technical Officer, CIT Cork School of Music on the death of his father.*

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

- 1802.1** Minutes of the previous meeting held on Thursday 7 December 2017 were circulated with the Agenda *and were approved by Governing Body.*
- 1802.2** Digest of the previous meeting held on Thursday 7 December 2017 was circulated with the Agenda *and was approved by Governing Body.*

The Chairman thanked the President for including as an Addendum to the Minutes the list of requests from the previous meeting of Governing Body and their actions. He referred to Request No. 7 and advised that this matter will be an ongoing action for the Strategic Development Committee.

For the benefit of Governors, the President gave an update on the other requests and their actions.

The Chairman thanked the President for this update.

1802.3 Staff Appointments Committee:

3.1 Minutes of the Staff Appointments Committee meeting held on Wednesday 20 December 2017 were circulated with the Agenda.

The Chairman referred to the Minutes of the Staff Appointments Committee held on 20 December 2017 which had been circulated for the information of Governors.

HUMAN RESOURCES REPORT:

Cllr Hegarty invited Mr Gallagher to take the HR Report.

Mr Gallagher thanked members for attending.

He took the Committee through the Selection Board reports in detail.

PROPOSALS REQUIRING APPROVAL BY THE STAFF APPOINTMENTS COMMITTEE

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

EXTERNALLY ADVERTISED POSITIONS:

1.1.1 Pro-Rata Part-Time Assistant Lecturer – Leisure Management, Department of Sport, Leisure & Childhood Studies (Fixed-Term Contract up to 31 August 2018):

Report of the meeting of the Selection Board held on Tuesday 12 December 2017 to interview applicants for the position of Pro-Rata Part-Time Assistant Lecturer – Leisure Management, Department of Sport, Leisure & Childhood Studies, (Fixed-Term Contract up to 31 August 2018), Cork Institute of Technology was tabled at the meeting.

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

The following were put on a panel:

APPROVED.

1.1.2 Management Accountant – Grade VI – Finance (Permanent Whole-Time):

Report of the meeting of the Selection Board held on Tuesday 12 December 2017 to interview the applicants for the position of Management Accountant – Grade VI – Finance (Permanent Whole-Time), Cork Institute of Technology was tabled at the meeting.

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

The following were put on a panel:

APPROVED.

1.1.3 Pro-Rata Part-Time Assistant Lecturer – Economics – Department of Management & Enterprise (Fixed-Term Contract up to 31 August 2018):

Report of the meeting of the Selection Board held on Wednesday 13 December 2017 to interview applicants for the position of Pro-Rata Part-Time Assistant Lecturer – Economics – Department of Management & Enterprise (Fixed-Term Contract up to 31 August 2018), Cork Institute of Technology was tabled at the meeting.

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

The following were put on a panel:

APPROVED.

1.1.4 Senior Lecturer 1 (Teaching) – Head of Hincks Centre for Entrepreneurship Excellence – School of Business (12 Month Fixed-Term Contract):

Report of the meeting of the Selection Board held on Thursday 14 December 2017 to interview applicants for the position of Senior Lecturer 1 (Teaching) – Head of Hincks Centre for Entrepreneurship Excellence – School of Business (12 Month Fixed-Term Contract), Cork Institute of Technology was tabled at the meeting.

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

APPROVED.

1.1.5 Assistant Lecturer – Sports & Leisure Management – Department of Sport, Leisure & Childhood Studies (Permanent Whole-Time):

Report of the meeting of the Selection Board held on Thursday 14 December 2017 to interview applicants for the position of Assistant Lecturer – Sports & Leisure Management, Department of Sport, Leisure & Childhood Studies, (Permanent Whole-Time), Cork Institute of Technology was tabled at the meeting.

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

The following was put on a panel:

APPROVED.

1.1.6 Assistant Lecturer – Pipefitting & Metal Fabrication - Centre of Craft Studies (Permanent Whole-Time):

Report of the meeting of the Selection Board held on Friday 15 December 2017 to interview applicants for the position of Assistant Lecturer – Pipefitting & Metal Fabrication – Centre of Craft Studies (Permanent Whole-Time), Cork Institute of Technology was tabled at the meeting.

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

APPROVED.

1.1.7 Pro-Rata Part-Time Assistant Lecturer – Biochemistry – Department of Biological Sciences (Fixed-Term Contract up to 31 August 2018):

Report of the meeting of the Selection Board held on Friday 15 December 2017 to interview applicants for the position of Pro-Rata Part-Time Assistant Lecturer – Biochemistry – Department of Biological Sciences (Fixed-Term Contract up to 31 August 2018), Cork Institute of Technology was tabled at the meeting.

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

APPROVED.

1.1.8 Assistant Lecturer – Marketing & International Business, Department of Marketing & International Business (Permanent Whole-Time):

Report of the meeting of the Selection Board held on Monday 18 December 2017 to interview applicants for the position of Assistant Lecturer – Marketing & International Business, Department of Marketing & International Business (Permanent Whole-Time), Cork Institute of Technology was tabled at the meeting.

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

APPROVED.

1.1.9 Assistant Lecturer – Analytical Chemistry, Department of Physical Sciences (Permanent Whole-Time):

Report of the meeting of the Selection Board held on Tuesday 19 December 2017 to interview applicants for the position of Assistant Lecturer – Analytical Chemistry, Department of Physical Sciences (Permanent Whole-Time), Cork Institute of Technology was tabled at the meeting.

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

The following were put on a panel:

APPROVED.

Governing Body NOTED the Minutes of the Staff Appointments Committee meeting held on 20 December 2017.

Before the correspondence item was taken, the Chairman referred Governors to the tabled Learning City documents which had been circulated for the information of Governors

- (i) Cork Learning City – Past, Present and Exploring our Future*
- (ii) Cork Learning City – Past, Present and Exploring our Future Executive Summary*

He also reminded Governors that there will be a presentation from the School of Science and Informatics which will be given before the break.

1802.4 CORRESPONDENCE

The Chairman invited the President to take this item.

1. Letter dated 21 December 2017 from Mr Seán Fleming, Chairman, Committee of Public Accounts re. timely presentation of annual financial statements and President's acknowledgement were circulated with the Agenda.

The President referred Governors to the above correspondence in relation to the timely presentation of the annual financial statements. The C & AG were here recently and we have been very prompt in submitting our financial statements at all times.

Mr Gallagher added that CIT is always one of the Institutes to be audited first for year end 31 August. This year, we had our audit completed by 30 November 2017. We are at the behest then of the C & AG in terms of their sign off process. There is a common format of accounts in terms of all of the Institutes in the sector so all of the notes are worded the same

2. HEA:

- 2.1 Letter dated 21 December 2017 from Dr Graham Love, Chief Executive, HEA re. issues relating to governance and accountability in CIT were circulated with the Agenda.
- 2.2 President's response dated 8 January 2018 was circulated with the Agenda.
- 2.3 Email dated 11 January 2018 from the HEA informing CIT that the HEA now intends to proceed with its examination of this matter was circulated with the Agenda.

3. Judicial Review:

- 3.1 Email dated 20 December 2017 from President to Governing Body was circulated with the Agenda.
- 3.2 Email dated 15 January 2017 from President to Governing Body was circulated with the Agenda.

The President referred to the above correspondence which outlined the status of the Judicial Review with the NMCI.

4. Email dated 15 January 2018 from Dr Graham Love, Chief Executive, HEA re. the Review of the Allocation Model for Funding Higher Education Institutions and the Higher Education system Performance Framework 2018 – 2020 was circulated with the Agenda.

- 4.1 HEA Press Release was circulated with the Agenda.
- 4.2 **Reports:**
Higher Education System Performance Framework 2018 – 2020.
(Extracts were circulated with the Agenda.)
- Contents
 - Executive Summary
 - Progress towards technological universities
 - Accountability for Public Funding
 - Appendix B – Annual Governance Statement and Statement of Internal Control Indicators 2014/15
- 4.3 HEA System Performance Report 2014-2017. (Full Report was circulated with the Agenda).
- 4.4 Review of the Allocation Model for Funding Higher Education Institutions. (Extracts were circulated with the Agenda).
- Contents
 - Executive Summary

The President referred to the above reports and extracts which had been circulated for the information of Governors. The good news is, and thanks to work done by Paul Gallagher and colleagues, the RGAM (Recurrent Grant Allocation Model) has now been rechristened RFAM (Recurrent Funding Allocation Model). The key thing for CIT is that they are now recognising additional costs for STEM education. It will be a while before it catches up with reality but at least we have got the message across to the HEA.

Mr Ó Súilleabháin congratulated the President and Mr Gallagher on their efforts in relation to the STEM funding.

1712.4 PRESIDENT’S REPORT: (Pages 7 to 12)

The Chairman invited the President to take this item.

1. CIT Events:

| | Date | Event | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------------------------------------------------------------------------|------------------------------------|
| 1.1 | 12/12/2017 | Blackrock Castle Observatory celebrated their 10 th anniversary. | President and IEB members attended |
| <i>The President referred to the very successful 10 years of Blackrock Castle Observatory. The City Council have agreed to enter into a further contract with CIT for a fifteen year period which is a vote of confidence in Blackrock Castle Observatory. As well as Science Outreach and access, Blackrock Castle has got the Institute on the agenda with SFI in terms of funding for science education.</i> | | | |
| 1.2 | 13/12/2017 | The Christmas Gathering for retired Staff – Festive Coffee Morning took place. | President attended |

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| 1.3 | 14/12/2017 | The Official Opening by the Lord Mayor of Cork, Cllr Tony Fitzgerald of 46 Grand Parade. | President attended |
| 1.4 | 09/01/2018 | The President held a Reception to launch the CIT IWish Campus Week 2018. This Reception was held to recognise CIT's STEM community for their contribution to encouraging and supporting female participation in STEM. The widespread support of colleagues across the Institute should ensure that we stay at the forefront in addressing the challenge of encouraging more female students either into STEM areas or, at the very least, increasing the awareness of such students of the contribution STEM makes to society in general. | President attended |
| <p><i>The President referred to the reception and launch of the CIT IWish Campus Week 2018. This reception was held to recognise CIT's STEM community for encouraging and supporting female participation in Engineering, Science & Technology. He paid tribute to Dr Ní Shé and Dr Mary Moloney and others for their efforts. The IWish Campus Week has taken off and was a sell-out. The RDS had a follow-up and Dr Mary Moloney was also involved with that. It is a great accolade for the Institute.</i></p> <p><i>Dr Ní Shé advised there are some fabulous photographs on twitter and we had front page coverage on the Examiner for two days for the Institute.</i></p> <p><i>In relation to 46 Grand Parade, Mr O'Leary added he was honoured to be at the opening. He thought the former Registrar's speech was outstanding on the night in terms of the history of the building and there was really good coverage on the Examiner. We should be really proud of the efforts.</i></p> <p><i>The Chairman stated there was good coverage on the RTE news also.</i></p> <p><i>Mr O'Leary stated it is the biggest Billboard that the Institute has and he extended "Well Done" to all concerned.</i></p> | | | |
| 1.5 | 09/01/2018 | The CIT Mature Student CAO Information Session took place. This session was aimed at prospective full-time undergraduate Mature Students who are hoping to begin a programme of study in September 2018. | |
| 1.6 | 15/01/2018 | As part of the CIT Engineering, Science & Technology Roadshow Series 2017/2018, the final | |

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|-----|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| | | Roadshow was held in the Nexus, Student Centre. This year's expanded series provided students with more information on the wide range of possibilities available to them. | |
| 1.7 | 17 – 19 Jan 2018 | The VEX Robotics Competition took place in the Nexus, Student Centre. This involved the regional finals for the VEX IQ competition (primary school) and the VEX EDR competition final (post primary school). The final for the VEX IQ competition will take place in CIT on 1 March 2018. This competition has grown significantly in recent years, and over 600 students attended per day this year. | |
| 1.8 | 27/01/2018 and 28/01/2018 | National Day of Hungarian Culture, Nexus, Student Centre Gala event on 27/01/2018. The Lord Mayor and the Hungarian Ambassador were in attendance. | President attended |

All other items were noted.

2. Meetings (External):

| | Date | Event | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 2.1 | 15/12/2017 | Stand Down Parade and lunch reception to mark the retirement of Commodore Hugh Tully, Flag Officer Commanding Naval Service. | President attended |
| <p><i>The President referred to the above. Commodore Mick Malone, who is an Engineering graduate of CIT, is the first Engineer to become Flag Officer of the Naval Service. His son is also a graduate of CIT and he received an Institute Award a few years ago for “Outstanding Graduate of the Institute”.</i></p> <p><i>The President asked that the congratulations of Governing Body be conveyed to Commodore Mick Malone on his achievement.</i></p> <p><i>Governing Body agreed.</i></p> | | | |
| 2.2 | 18/12/2017 | The President accepted an invitation to Dinner with the British Ambassador, Robin Barnett, CMG. | |

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| 2.3 | 20/12/2017 | South Pres Site Visit. | President and PGallagher attended |
| 2.4 | 10/01/2018 25/01/2018 | THEA Board Strategy Workshop in Dublin. THEA Board Council meeting in Dublin. | President attended |
| 2.5 | 17 – 19 Jan 2018 | EU Projects review meeting at EU Research Executive Agency in Brussels. | President attended |
| 2.6 | 29/01/2018 | Cork Development Forum. | President attended |

All other items were noted.

3. Meetings (Internal):

| | Date | Event | |
|-----|--------------------------|-----------------------------------------------------------------|--------------------|
| 3.1 | 13/12/2017 19/01/2018 | Academic Council meeting. Academic Council Special meeting. | President chaired |
| 3.2 | 14/12/2017 | Audit & Risk Committee special meeting. | President attended |
| 3.3 | 14/12/2017 | An MTU CIT Senior Staff meeting took place. | President attended |
| 3.4 | 18/12/2017 | An MTU TUI Forum and an MTU TASS Forum took place in IT Tralee. | President attended |
| 3.5 | 28/11/2017 19/12/2017 | Institute Executive Board (IEB) meetings. | President chaired |
| 3.6 | 20/12/2017 | Staff Appointments Committee of Governing Body | President attended |
| 3.7 | 08/01/2018 | Strategic Development Committee | President attended |
| 3.8 | 10/01/2018 | Arts Committee | |
| 3.9 | 15/01/2018 | MTU GB Sub-Committee meeting | President attended |

All items were noted.

4. Staff Achievements:

| | Date | Event | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 4.1 | 24/11/2017 | Dr Sharon Lawton and Mr David Hodge were successful in their recent funding application to Science Foundation Ireland's Discover Programme Call 2017. They received €300,000 from SFI as part of a €665,000 National VEX Robotics programme expansion. | |
| <p><i>The President referred to successful SFI funding application by Dr Sharon Lawton and Mr David Hodge. The VEX Robotics programme has received €300,000 from SFI as part of a national programme expansion. There is huge outreach to primary and secondary schools and again there was great media coverage for CIT. He gave credit to DELL EMC for supporting this programme up to now. It is a great success.</i></p> <p><i>The Chairman stated while it is about STEM there it is a lot more than just STEM. There is a lot of goodwill in terms of its teamwork, those who build the Robots, those that programme manage it, those that do the hardware and software. There is a goodwill element that you help out your neighbour. It is great to work with CIT on this.</i></p> <p><i>Mr Deane added that it is three days of chaos in CIT. It is fantastic seeing the number of primary and secondary schools in CIT showing off what they have. He commended Dr Sharon Lawton, Mr David Hodge and all in the Access Office along with DELL for their involvement.</i></p> | | | |
| 4.2 | 11/12/2017 | Dr Declan O'Connor secured Cork County Council funding for CIT to run information and consultation sessions for County Cork based farmers in relation to the topic of price-income volatility. | |

The remaining item was noted.

5. Visitations:

| | Date | Event | |
|-----|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| 5.1 | 24 to 26 Jan 2018 | CIT hosted the Debate Science: European Student Parliament This project, initiated by project partners Wissenschaft im Dialog in Berlin, aims to strengthen the dialog between students (aged 16 to 19 years) on science and research throughout Europe. Over the three days, the students | President welcomed the participants on 24/01/2018 |

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| | | became acquainted with parliamentary decision making processes in simulated parliaments. | |
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NOTED.

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

- Tuesday 28 November 2017
- Tuesday 19 December 2017

NOTED.

1802.6 TECHNOLOGICAL UNIVERSITY.

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

- 6.1 Signed Minutes of the Governing Body MTU Sub-Committee meeting held on Monday 15 January 2018 were tabled at the meeting.

Mr Allen advised there were two meetings of the MTU Sub-Committee since the last meeting of Governing Body on 7 December 2017. The Minutes of the meeting of 15 January 2018 were tabled at the meeting. He brought Governors attention to a number of matters.

The Chairman thanked all for their contributions.

At this juncture, the Governing Body took a 15 minute break after which they returned to the meeting.

The President welcomed and introduced Mr Michael Loftus, Head of Faculty of Engineering & Science and Professor Hugh McGlynn, Head of School of Science & Informatics to the meeting and invited them to commence their presentation.

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

- Slide 1 - Faculty of Engineering & Science Organisational Chart*
- Slide 2 - Actual Student Numbers (based on CIT data cube 1 Nov 2016)*
- Slide 3 - SoSI Statistics*
- Slide 4 - SoSI Organisational Chart*
- Slide 5 - SoSI SWOT Analysis*
- Slide 6 - SoSI CIT Internal Resource Allocation (IRAM) Trend*
- Slide 7 - Full-Time Student Enrolments 2011-2017*
- Slide 8 - 1st year Student Retention 2011-2017*
- Slide 9 - Graduate Destination Survey*
- Slide 10 - SoSI Research Activities (CREATE)*
- Slides 11 & 12 - SoSI Research Centres and Groups (CAPPA)*
- Slide 13 - Bio-Explore Research*

- Slide 14 - Platform Technologies
- Slide 15 - Sigma Software Research Group
- Slide 16 - Riomh Research Group
- Slide 17 - Outreach Activities
- Slide 18 - Major Achievements in past 5 years
- Appendices**
- Slide 21 - SoSI Priorities Short Term (1 Year)
- Slide 22 - SoSI Priorities Medium Term (1 – 3 years)
- Slide 23 - SoSI Priorities Long Term (3 – 5 years)
- Slide 24 - SoSI Staff Numbers
- Slide 25 - Space
- Slide 26 - Student Enrolments by Gender 2011 – 2017
- Slide 27 - Graduates 2017 – Department of Biological Sciences
- Slide 28 - Graduates 2017 – Department of Computer Science
- Slide 29 - Graduates 2017 – Department of Physical Sciences
Graduates 2017 – Department of Mathematics

Their briefing gave an overview of the current state of the School of Science & Informatics and its future direction.

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

Both Mr Loftus and Prof McGlynn thanked Governors for affording them the opportunity to present to Governing Body.

1802.7 REPORTS FROM THE REGISTRAR & VICE PRESIDENT FOR ACADEMIC AFFAIRS: (Pages 13 to 19)

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

Dr Ni Shé advised that due to time constraints she was going to take only particular items and take the document as read.

7.1 REPORT ON ACADEMIC COUNCIL MEETING OF 13 DECEMBER 2017:

The Academic Council met on Wednesday 13th December.

1. MEMBERSHIP OF ACADEMIC COUNCIL

- 1.1 The approval of Governing Body is sought for the appointment to the Academic Council of Dr David Goulding, Acting Head of Department of Mathematics.

Dr Ni Shé sought the approval of Governing Body for the appointment to the Academic Council of Dr David Goulding, Acting Head of Department of Mathematics.

Governing Body APPROVED the appointment.

2. STUDENT DISCIPLINARY COMMITTEE

- 2.1 Council APPROVED the appointment to the Student Disciplinary Committee of Capt. Roddy Cooke, NMCI.

NOTED.

3. EXTERNAL EXAMINERS

- 3.1 Council approved the appointment of External Examiners for the following programmes:
- Bachelor of Arts in Community Education
 - Bachelor of Arts (Hons) in Community Education
 - Certificate in Biopharmaceutical Supply Chain Management
- 3.2 Council requested information as to whether there were Semester 1 Examination Papers which were not submitted to External Examiners either due to the close proximity of the appointment of the Examiner to the examination sitting, or due to the late submission of the examination paper. It further requested information on whether all External Examiners provided feedback on Semester 1 examination papers. The matter will be further discussed at the next meeting of Council.

NOTED.

4. REGULATIONS FOR MODULES AND PROGRAMMES

- 4.1 Council approved an amendment to the overall results classification in the Regulations for Modules and Programmes. It agreed to amend CO - Progress with Credit Outstanding, to CO - Progress with Credits Outstanding.

Dr Ni Shé referred Governors to the overall results classification in the Regulations for Modules and Programmes.

- 4.2 An amendment to the Regulations for Modules and Programmes in relation to a cap on the number of repeat attempts was approved by Council and Governing Body to come into effect from September 2017. However, issues have arisen in ensuring parity of fairness to students in the implementation of this regulation and the matter will be further discussed at the next meeting of Council.

Dr Ni Shé advised that Governing Body approved Version 5 of Regulations for Modules and Programmes at their July meeting. This included a regulation to place a cap on the number of times a student could repeat a module – three available attempts. However, we didn't manage to inform students of this at the commencement of the academic year. We have decided to pause the implementation of that regulation and to look further into the implementation before September 2018.

5. ACADEMIC CALENDAR WORKING PARTY

- 5.1 Feedback was sought from Council members by the Academic Calendar Working Party on a proposed framework for Semester 1 of the 2018/2019 academic year. The group will consider the feedback

as well as further debating options for Semester 2. It will report on its deliberations at the next meeting of Council.

NOTED.

6. TECHNOLOGICAL UNIVERSITY UPDATE

- 6.1 The Technological University Working Party met on two occasions to look at the proposed legislation particularly in terms of its implications for the Institute. Clarification was sought from Council as to whether the remit of the Working Party should only encompass the implications of the proposed TU Bill or whether it should have a broader remit, while bearing in mind the work of the MTU Project Office. Arising from this, finalised Terms of Reference will be proposed at the next meeting of Council.

In relation to the above, Dr Ní Shé advised it is hoped to have the Terms of Reference finalised for the next meeting of Academic Council on 9th February 2018.

7. QUALITY ASSURANCE MATTERS

- 7.1 Bachelor of Art in Contemporary Applied Art (Embedded Award)
The Department of Fine Art & Applied Art offers a suite of undergraduate programmes in Fine Art and Contemporary Applied Art. At undergraduate level, it recruits students only into its Honours Degree programmes in Fine Art and Contemporary Applied Art. At its recent programmatic review, an embedded Level 7 Bachelor of Arts in Fine Art was re-validated which is available to students only as an exit award, if they have completed the first three years of the Level 8 Fine Art programme.

Council APPROVED a proposal to introduce a similar exit arrangement for the Contemporary Applied Art honours degree programme and validated the Bachelor of Arts in Contemporary Applied Art (Embedded Award) for five academic years, or until the next programmatic review, whichever is soonest.

NOTED.

- 7.2 Review of Module Grade Amendment Process

The Institute operates a module grade amendment process to remedy errors and omissions found in relation to a module mark or grade after the mark or grade in question has been rolled into academic history. The process entails identification of the error; completion of a Module Grade Amendment Form; Sign-off by the Registrar and Vice-President for Academic Affairs; and an update of the student's record on the Institute's MIS.

A review of the Module Grade Amendment Forms for the 2016-2017 academic year was undertaken and a number of themes emerged as the basis indicated for amendment. Arising from this, a number of possible Institute-wide actions were identified which may, in some cases, reduce the need for a Module Grade Amendment Form and also assist the current amendment process. These include a real-time updating of broadsheets at examination board meetings; possible move to a paperless system; a system to support Heads of

Department to calculate revised overall result; and the continuous training of staff in relation to the Regulations for Modules and Programmes. Council requested the Academic Administration & Student Affairs Manager to further consider the implementation of the actions.

NOTED.

- 7.3 Programmatic Review Policy and Procedural Framework
Council approved revisions to the Programmatic Review Policy and Procedural Framework. There were no amendments to the fundamental principles of the framework and the revisions reflect operating experience of the review process.

NOTED.

- 7.4 Thematic Analysis of Programmatic Review Reports 2015–2017
Following on from the last meeting of Council, a revised document was presented on the thematic analysis of the commendations, recommendations and requirements made by Programmatic Review Panels during the 2015–2017 period. Revisions were made to the tables of data only and all conclusions remain as in the original report.

NOTED.

- 7.5 Policy on Major Exit Awards in CIT Taught Degree Programmes
A draft Policy on Major Exit Awards in CIT Taught Degree Programmes was presented to Council. This aims to establish the policy and procedures for the validation and making of exit awards and applies to all CIT taught degree programmes leading to major awards at NFQ Levels 7–9. Council agreed, in the first instance, to establish a Working Party to consider the ramifications of the proposed policy.

NOTED.

8. ONLINE SUBMISSION OF EXAMINATION PAPERS

- 8.1 A system for the online submission of examination papers is currently being developed. It is intended to run a pilot in Semester 2 with a number of departments. The advice of Council was sought in relation to how rigorously the new system should insist on the full implementation of the various QA requirements. Workshops on the proposed online system will take place with Heads of Departments and it was agreed to also circulate the online tutorial to Council members for consideration. Feedback will then be sought, following which the matter will be further deliberated on by Council.

Dr Ní Shé referred to the above.

9. HEAR (HIGHER EDUCATION ACCESS ROUTE)

- 9.1 The Higher Education Access Route (HEAR) is a third-level scheme that offers places on reduced points and extra college support to school leavers from socio-economically disadvantaged backgrounds. Council members were invited to attend an information session

which included a briefing by the Access Programme Manager of the IUA. It is envisaged that CIT will participate in the HEAR programme from 2019 entry onwards.

Dr Ni Shé stated the Institute has applied to participate in the HEAR programme from 2019 entry onwards. This is a matter that comes up a lot with the Guidance Counsellors.

10. FACULTY OF ENGINEERING & SCIENCE PROGRAMME STATUS REVIEW

10.1 Council noted a summary of the major points identified in the individual programme status reports produced in the Faculty of Engineering & Science for the period 2011/12 – 2015/16.

Among the issues highlighted were:

- Total enrolments in full-time, major-award programmes in the Faculty have increased by approximately 7% over the period in question.
- CAO application trends have, in the main, tracked enrolment levels.
- Attrition and progression rates vary significantly by stage, NFQ level and disciplinary area as well as by the prior academic achievement levels of students measured in terms of their overall CAO points, Leaving Certificate Mathematics grades and English grades. Stage 1 consistently presents the biggest challenge for incoming students while modules that require students to have strong analytical competence levels generally present the most significant barriers to progression. NFQ level 8 students generally experience lower attrition rates and higher progression rates than their level 6 and 7 counterparts. These findings are consistent with the general experience across the sector.
- Student engagement is generally very positive, with many students expressing a preference for modules that feature hands-on learning to a significant extent.
- Industry feedback in relation to students and graduates is very positive in nature.
- Course Boards are active and very much engaged with identifying programme challenges and opportunities.
- Staff are strongly engaged in programme development and promotion.
- The challenging financial environment for the higher education sector in Ireland is identified as presenting problems in relation to significantly reduced funding levels to support capital equipment refresh and upgrade, facility maintenance, less-than-optimal access to shared resources, increased class sizes, lack of access to practical electives and dilution of programme identity through increasing levels of module sharing.
- The increasing use of common entry options needs to be carefully managed in order to prevent unwanted side effects such as suboptimal use of resources and creation of ‘back door’ entry options for high-demand programmes.

- The challenges encountered by students in relation to successfully completing modules of an analytical nature needs to be reviewed in detail.
- Engagement with the AnSEO initiative (including the Good Start Programme) has been highly beneficial to students.
- External examiner feedback is generally very positive.
- Better information systems integration is required with external Higher Education Institutions with which CIT delivers programmes to ensure consistent and comprehensive access to relevant programme information.
- Alignment of academic calendars with external institutions is also desirable in cases where shared programme delivery is performed.
- As a consequence of increasing employment opportunities, an increasing proportion of students are now availing of employment opportunities at lower NFQ levels than would have been the case in times past.
- Students would prefer to have a more even assessment workload spread across the academic year.

Dr Ni Shé referred to the Faculty of Engineering & Science Programme Status Review. A lot of the above items came up under the School of Science & Informatics Presentation which had been given earlier at the meeting.

11. INTEGRATED 5-YEAR TAUGHT MASTERS PROGRAMME

- 11.1 Council referred a proposal for an Integrated 5-year Taught Masters in Engineering to the Academic Planning & Review Committee for further consideration.

NOTED.

7.2 REPORT ON SPECIAL ACADEMIC COUNCIL MEETING OF 19 JANUARY 2018:

A special meeting of Academic Council was held on Friday 19th January to allow detailed debate on proposals from the Academic Calendar Working Party (ACWP). In the absence of Dr B. O'Connor, Chair of Academic Council, Mr J. Walsh was elected to chair the meeting.

In advance of this special meeting, the ACWP had considered and reviewed feedback which followed on from discussions at the December meeting of Council. The ACWP reached consensus in relation to a proposal for Semester 1 of the 2018/19 and 2019/20 academic years which would allow the trial of a reading week in Semester 1. It was noted that clarity is needed, from both staff and student perspectives, in relation to what the reading week would entail. It would not be intended to be used as an assessment week and the view of the ACWP is that students should not be required to be on campus during that week. The reading week would coincide with the mid-term break for primary and post-primary schools and it is envisaged that it would run as a two-year pilot. With the

agreement of Council, the ACWP would remain in place for the duration of the pilot, with review and consultation on a regular basis.

The ramifications of the introduction of a reading week on the scheduling of Semester 1 examinations was outlined. Consideration could be given to the use of an additional external examination venue and the possible release of administration staff from faculties/schools to assist examinations functions during busy periods.

The Academic Calendar Working Party further developed a framework for Semester 2 which proposes to bring forward some of the academic holiday leave in the Inter-Semester Break to early January. This would enable an earlier start date for Semester 2 and, therefore, an earlier release of Summer examination results. Furthermore, additional time would be available before the end of semester for (a) staff/student consultation on examination results and (b) the processing of examination appeals and requests for review of module marks.

Consideration could also be given to running Semester 1 Module Examination Board Meetings on a rolling basis during the first four weeks of Semester 2; the live update of examination results at Progression & Awards Boards (PABs); and the possible phased release of examination results.

Following a lengthy discussion, Council members were requested to consult with colleagues. It was agreed that any further feedback on the matter should be forwarded to Dr Á. Ní Shé in advance of the next meeting of Council, to take place on Friday 9th February. It is envisaged that a finalised set of proposals will be put to this meeting.

Dr Ní Shé advised that the Academic Council is at a critical point now in terms of agreeing a two year plan for the next two Academic Calendars. This will be important for staff and student constituencies. We are looking at introducing a reading week in Semester 1. We had a very good engagement and discussion on 10 January 2018. The acknowledgement that not one size fits all. We are also trying to solve problems in Semester 2 in relation to the speed in which we can release exam results to students, dealing with appeals and student consultation with staff after the release of summer examination results which is something we could do a lot better. To implement all this it is going to need additional resources to be invested.

Mr Ó Súilleabháin welcomed the intent to perfect the appeals system. The system in place now is creating some embarrassment for the Institute.

1802.8

REPORT FROM THE VICE PRESIDENT FOR FINANCE & ADMINISTRATION: (Pages 19 – 21)

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

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

HUMAN RESOURCES REPORT:

PROPOSALS REQUIRING APPROVAL BY THE GOVERNING BODY

1.1 Interview held (Copy of Selection Board Report was tabled at the meeting)

Externally advertised position

1.1.1 Technical Officer (PWT) – Buildings & Estates Office:
Report of the meeting of the Selection Board held on Monday 22 January 2018 to interview applicants for the position of Technical Officer – Buildings & Estates (Permanent Whole-Time), Cork Institute of Technology was tabled at the meeting.

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

APPROVED.

The following was put on a panel:

APPROVED.

1.2 Redundancy

1.3 Career Break: Continue

STAFF MATTERS FOR NOTING BY THE GOVERNING BODY

2.1 Appointments

NOTED.

2.2 Contract Variation

NOTED.

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

2.3.1 Department of Management & Enterprise

2.3.2 Department of Media Communications

2.3.3 Department of Accounting & Information Systems

2.3.4 CIT Cork School of Music

2.3.5 CIT Crawford College of Art & Design

NOTED.

2.4 Resignations

NOTED.

2.5 Retirement:

NOTED.

1802.9

REPORT FROM THE VICE PRESIDENT FOR EXTERNAL AFFAIRS: (Pages 21 to 27)

In the absence of Dr Orla Flynn, Vice President for External Affairs, the Chairman invited the President to take this report.

1. Research, Innovation & Enterprise

| Metric | Number only | Comments if desired |
|----------------------------------------------|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Students registered (PhD) | 1 | CAPPA: Madhumidha Murugan |
| Students registered (Masters by Research) | 1 | Louise Fleming has commenced postgraduate research project under the supervision of Dr Tara Coppinger and Dr Aoife McCarthy. |
| Research Funding Projects awarded (national) | 1 (€173k) | CAPPA: Project Name: CUSPIDOR Quanterra Scheme |
| Research Funding Projects awarded (EU/intl) | 2 | Halpin: Horizon 2020 Coordination Support Action (CSA) projects |
| Journal Publications (peer reviewed) | 4 | Dept. of Mathematics |
| Journal Publications (other) | 1 1 | SPRAOI: PhD student Mai O’Leary and supervisors Dr Tara Coppinger and Dr Con Burns have had the following submission ‘ <i>Health Measure of Irish Primary School Children</i> ’ accepted for publication by the Journal of Health Behaviour and Policy review. Dept. of Mathematics |

| | | |
|----------------------------------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Newspaper articles, book reviews | 1 1 | SPRAOI: Dr Edward Coughlan has had an article relating to elite sport published in the Irish Examiner, Jan 2018. Dept. of Mathematics |
| Invited presentations | 1 1 | SPRAOI: Dr Con Burns and Ms Lisa Bolger have been invited to present at a 1 st UK & Ireland Motor Competence Network, Coventry University, Jan. 2018. Dept. of Mathematics |
| Outreach events involving public | 1 | Dept. of Mathematics |

The President referred to the above metrics. CAPPA has brought in €173k in a recent grant.

SFI Strategic Plan for 2018

SFI's recently published plan for 2018 includes new initiatives for PhD places that will potentially impact on CIT. Two schemes are of special interest. The SFI Centres for Research Training (CRTs) will provide funding for up to 10 CRTs and 100 PhD students in total. There will also be a scheme for Joint PhD's with UK universities.

Designation of the Nimbus Research Centre and the Hincks Centre for Entrepreneurial Excellence

Following a successful review of the Nimbus Research Centre by two external reviewers, Nimbus was designated as the first "Centre" within CIT. The review panel were wholesome in their praise of what had been achieved to date and provided a comprehensive report referencing issues to be considered in the strategic development of Nimbus over the next 3 years. A separate, internally constituted panel recommended that the research arm of Hincks be granted "Group" status for 3 years.

What is important in terms of developing the Research operation within the Institute is that the Nimbus Research Centre has gone through a rigorous process and is now formally a Research Centre within the research structure within the Institute. The Hincks Centre for Entrepreneurial Excellence has been recognised as a Research Group.

Horizon2020 Performance to Oct 2017

CIT remains as the top performing IoT in terms of funding drawdown from the EU H2020 programme. As the table below shows, CIT researchers have won €5.416m compared to the next highest IoT which is WIT at €4.516m. Notably, CIT is also outperforming NUI Maynooth (at €4.148m). CIT's success rate of 13.9% is the highest of the research performing IoT's. The H2020 programme has two years to run and for CIT to continue to be successful we need to invest in additional supports for the research community in the form of (i) a H2020 support person in the Research Office and (ii) financial supports to allow research leaders to work on proposals, with the finance being used to backfill replacements.

Horizon2020 Performance by Irish HEI's to October 2017

| | FP6 | FP7 | H2020 | | | | |
|------------------|--------------|--------------|---------------------|------------------|----------------|-------------------|------------------|
| HE | Funding (€M) | Funding (€M) | No. of Applications | No. of Successes | % Success Rate | No. Securing >€1M | Funding (€) |
| TCD | 28.6 | 84.4 | 778 | 101 | 13 | 20 | 69,335,610 |
| UCC | 30.1 | 76.7 | 648 | 90 | 13.9 | 9 | 43,256,587 |
| NUIG | 24.1 | 46.5 | 639 | 92 | 14.4 | 8 | 40,463,461 |
| UCD | 22.6 | 79.5 | 710 | 93 | 13.1 | 7 | 37,837,767 |
| DCU | 9.4 | 31.5 | 364 | 42 | 11.5 | 4 | 18,314,347 |
| RCSI | 2.7 | 14.8 | 113 | 28 | 24.8 | 5 | 11,714,095 |
| UL | 5 | 20.9 | 277 | 20 | 7.2 | 2 | 9,963,936 |
| CIT | 0.6 | 4.6 | 101 | 14 | 13.9 | 0 | 5,415,736 |
| WIT | 4.9 | 16.6 | 130 | 12 | 9.2 | 0 | 4,516,926 |
| NUIM | 3.1 | 9.8 | 130 | 10 | 7.7 | 1 | 4,148,431 |
| DIAS | | | 19 | 5 | 26.3 | 1 | 2,540,315 |
| DIT | 1.9 | 3.3 | 80 | 7 | 8.7 | 1 | 2,268,189 |
| DKIT | | | 32 | 3 | 9.4 | 0 | 1,552,250 |
| AIT | | 0.4 | 27 | 1 | 3.7 | 0 | 755,938 |
| NCI | | | 15 | 1 | 6.7 | 0 | 555,885 |
| IT TRALEE | | 0.93 | 16 | 2 | 12.5 | 0 | 493,669 |
| LIT | | 1.2 | 18 | 1 | 5.5 | 0 | 252,775 |
| LYIT | | 0.13 | 7 | 1 | 14.3 | 0 | 345,875 |
| IT SLIGO | | 0.09 | 11 | 1 | 9.1 | 0 | 158,422 |
| GMIT | | 0.25 | 12 | 0 | 0 | 0 | 0 |
| IT TALLAGHT | | 0.31 | 6 | 0 | 0 | 0 | 0 |
| IT CARLOW | | 0 | 5 | 0 | 0 | 0 | 0 |
| IT BLANCH | | 0 | 2 | 0 | 0 | 0 | 0 |
| IADT | | 0 | 2 | 0 | 0 | 0 | 0 |

The President referred to the above Horizon 2020 Performance table and CIT's success in terms of funding. We are ahead of Waterford and Maynooth. There is great credit due to researchers in the Faculty of Engineering & Science for their success there.

CIT Blackrock Castle Observatory

CIT's Blackrock Castle Observatory celebrated 10 years in operation at an event held in the observatory in December attended by 60 guests. Since opening its doors the facility has welcomed over 1 million visitors. BCO also received its second tranche of strategic funding from Science Foundation Ireland, amounting to approximately €145k per annum for 2018 and 2019.

The President referred to the above.

Rubicon Incubation Centre

- Rubicon hosted a meeting with the UCC team involved in the Cork Science and Innovation Park, the Innovation and Enterprise Office, CIT Health Innovation Hub and the Rubicon team to discuss potential CIT/Rubicon involvement in the first hub building being constructed by UCC.
- Three New Frontiers participants were shortlisted for the IBYE (Ireland's Best Young Entrepreneur) regional finals and one participant, Joe Perrott, won the award for Best Business Idea. Joe will be competing in the national finals in March for the title of Ireland's Best Young Entrepreneur.
- Rubicon Centre worked with many academic staff throughout Semester 1 to assist students to come up with business ideas and investigate further through the Business Model Canvas or Business Planning. The following are the number of students from the various courses/ modules were accommodated:
 - 546 Business Model Canvas (first year students from a range of programmes)
 - 100 New Venture Planning
 - 130 New Product Development (3rd Year Engineering and Business Studies Students)
- In December, Rubicon staff worked with Cork County Council to promote the pilot *Bridge to Mass Challenge* accelerator project to ensure a strong number of applications from Rubicon and CIT companies. Known as Bridge to Mass Challenge Cork or B2MCCork, this is Cork County Council's ground-breaking start-up programme with Boston based MassChallenge, which will connect applicants to a Global Network and facilitate the creation of high-quality jobs focusing on ambitious, early stage entrepreneurs across Ireland.

NOTED.

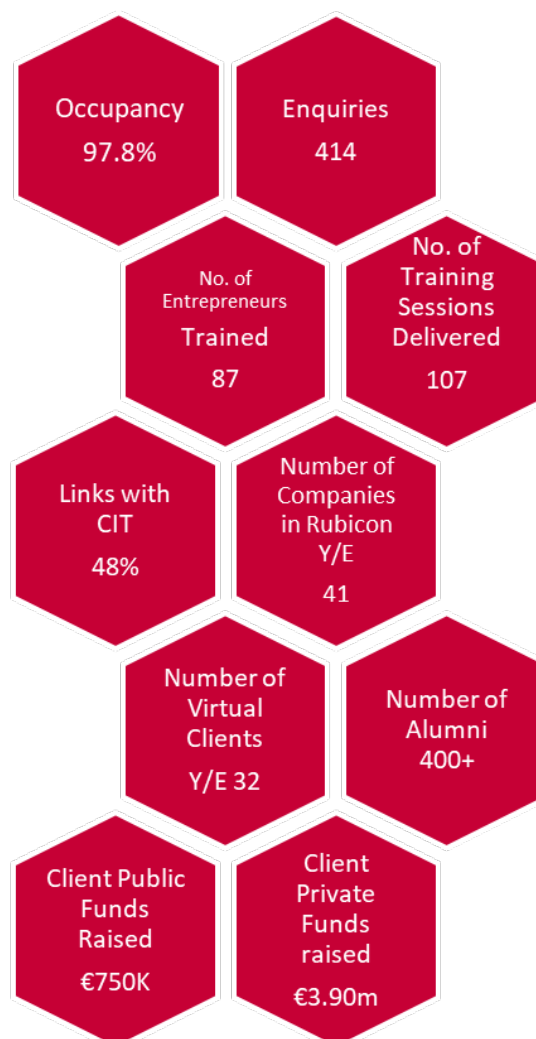
Technology Transfer

| 2017 Tech Transfer outcomes | | |
|------------------------------------|--------------------|---------------|
| Targets Category | 2017 Target | Actual |
| License Options & Assignments | 5 | 5 |
| Registered spinouts created | 1 | 1 |
| Research agreements with industry | 43 | 67 |
| IDF's | 15 | 20 |
| Priority Patent applications filed | 3 | 3 |

These indicators will become increasingly relevant to our funding as a revised funding model is likely to have components related to these metrics.

NOTED.

Rubicon Key Performance Indicators (January – December 2017)



The President referred to the above Rubicon Key Performance Indicators.

Events Attended / Hosted by the Innovation & Enterprise Office

- BioMass Launch – County Hall
- EcoRis3 EU InterReg Partners two-day project meeting jointly hosted with Dept of Management & Enterprise
- Innovfoster Workshop EU InterReg project jointly hosted with Cork City Council.
- BCO 10th anniversary
- Organised and hosted a meeting with Abtran for a range of possible interactions with many departments across CIT
- One of only two IOT's invited by THEA to attend the HE Innovate Seminar in Brussels, Carole O' Leary attended an OECD 2-day workshop on HEInnovates in Brussels in December
- Cork City Open Dashboard – Cork International Hotel
- IBYE Awards – Vertigo

NOTED.

2. Extended Campus, Alumni and Internationalisation

Work Based Learning / Recognition of Prior Learning Research and Practice

CIT – through Deirdre Goggin of the Extended Campus – was represented at the following events:

- December 4th – RPL workshop delivered by Deirdre Goggin in conjunction with Martina Needham Donegal ETB on behalf of QQI/ ETBI for the purpose of a Defence Force/ ETB RPL project.
- January 16th – Steering board meeting of the RPL practitioner network. Deirdre Goggin is a member of the board
- January 17th – RPL assessment workshop delivered by Deirdre Goggin in conjunction with Martina Needham Donegal ETB on behalf of QQI/ ETBI for the purpose of a Defence Force/ ETB RPL project.

The President stated that our RPL is being used by both national bodies and by ETBs around the country in terms of developing RPL strategies for people entering into the ETB or FE sector.

Engagement with Companies and Organisations

Dr Rose Leahy and Daithi Fallon continue to support interactions with companies and organisations. Work placement and live case projects and other interactions planned or in the process of being planned with numerous companies.

Mapping exercise ongoing with Janssen Pharmaceutical, Janssen Sciences and DePuy.

NOTED.

Events attended:

- Special event to engage with SMEs in Oriel House Ballincollig on Saturday 20th January

NOTED.

Other activities

- Professor Irene Sheridan reviewed and edited the Ireland report extracted from the State of University-Business Cooperation survey and presented a summary of the Irish results to the European Commission in a workshop on 15th December.
- Professor Irene Sheridan chaired a session at the HELLIN Conference on Lifelong Learning in UL in December.
- VISKA Erasmus + project whose focus centres on making adult learning visible and more specifically that of the low skilled, migrant and refugee. The second interim report on the progress and contribution of CIT Extended Campus as the Research and Evaluation partner and of the project in general will be submitted by the end of January and will cover the period for March 1st until December 31st 2017. VISKA is a three year project and is led by Skills Norway.

NOTED.

Alumni Office Events

First Destinations Survey of 2016 Graduating Students

The First Destination Survey and Report of the 2016 graduating class is completed. The survey saw information gathered from 53.2% of the 2016 graduate cohort. There were changes to the survey this year with the implementation of the HEA survey and questions.

A survey of the 2017 graduates will be conducted between April and May 2018.

The President stated that the First Destinations Survey gives great information in terms of where students are going.

Events/Other

Alumni Christmas Gathering at 46 Grand Parade (20th December 2017)

The Alumni E-News was circulated to 19,766 alumni in December 2017.

The most popular news items were Graduates News (graduate profiles) first destination report top line results and awards.

International Office

Education Missions Abroad

| Country | Comment |
|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Malaysia (January 4 - 7) | Ms Vera Barrett, International Office, attended the STAR fair, Malaysia |
| Hong Kong (January 29 - 31) | Dr Orla Flynn attended the Education in Ireland recruitment fairs plus school visits in Hong Kong. |
| USA (January 31, February 8 th) | Mervyn O'Mahony represented CIT at the "Study Abroad" fair at Endicott College, Boston – CIT hopes to receive 25 students from Endicott in September 2018. Dr O. Flynn followed up with a visit to Endicott on the 8 th February, as part of a Cork County Council delegation to Boston. |

The President stated the development of our Alumni network is extremely important in terms of our missions abroad. He referred Governors to the above Education Missions abroad. In terms of Endicott College, Boston we will have fully paying students coming to CIT in September 2018 to study here for a semester.

There are other activities taking place through the CIT Extended Campus.

1802.10

ARTS COMMITTEE:

In the absence of Ms Emelie Fitzgibbon, the Chairman invited Dr Áine Ní Shé to take this item.

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

Dr Ní Shé referred to the signed Minutes of the Arts Committee meeting which had been discussed at the 7 December 2017 Governing Body meeting.

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

Governing Body APPROVED the Minutes.

10.2 Report of the Arts Committee meeting held on Wednesday 10 January 2018 was circulated with the Agenda.

1. Minutes of the Previous Meeting 11^h October, 2017.

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

NOTED.

2. Matters Arising

- 2.1. (Item 4.1.4 from the previous meeting) Aiveen Kearney is working on the list of activities from the CIT Cork School of Music
- 2.2. (6.1 from the previous meeting) The committee is awaiting the report of the proposal re naming the theatre in NMCI
- 2.3. (6.1 from the previous meeting) Kevin Tuohy is in discussion with Jody Power re finalising the art work for NMCI

NOTED.

3. Report from the Arts Office Administrator

- 3.1. In total, over 70 music, performance, and art events have taken place since 10 October 2017, including venues in CIT Bishopstown Campus, CIT Cork School of Music, CIT Crawford College of Art & Design, NMCI, and off-campus locations. Full event listings and archive is available on the CIT Arts & Culture website arts.cit.ie, and a summary is attached below.
- 3.2. Extensive programme of performances and recitals has taken place in the CIT CSM, featuring students, staff, graduates, and invited professionals. Full details on the new CIT CSM website csm.cit.ie
- 3.3. The CIT Wandesford Quay Gallery concluded 2017 and its term at Wandesford Quay with an exhibition “**The Past. Present**”, featuring recent graduates from CIT CCAD.
- 3.4. CIT CCAD presented the first exhibition in the new Grand Parade building, “**Future Marginalia**” by the 2017 MA:AP cohort, from 9-21 December.
- 3.5. The “**Specialised Pop Performance**” series by CIT CSM BA

Popular Music students being held in the Rory Gallagher Theatre this week (8-12 January), during the time CIT students are on the winter break, are a great success. Congratulations to the BAPM staff, and to the students including many BMus students in supporting roles for impressive performances of the highest quality throughout the week.

- 3.5.1. All performances were streamed live on new camera broadcast equipment by CSM AV team, and are now archived in the CIT CSM website. This online access to the performances gives a global and longer-term audience to the artists.

Dr Ní Shé referred to the “Specialised Pop Performance” series which had taken place in the Rory Gallagher Theatre in January. It was fabulous to hear and the synergy between the campuses was particularly dear to her heart. There is definitely plenty of potential there for that sort of work to continue.

- 3.6. Arts Office are working with several staff and Departments on new and existing collaborative projects making use of the Rory Gallagher Theatre and the James Barry Exhibition Centre. There is a focus on inter-departmental projects, and on collaboration with partners outside the Institute – both to expand the reach of the Arts within CIT, and to share CIT’s wealth of Arts resources and expertise with broader communities. Some of these projects are listed below:
- 3.7. Three CIT CCAD Media Communications graduates are to have their documentaries screened in the CampusDoc international film festival in Utrecht School of Journalism, The Netherlands, following a recent visit to CIT by the festival founders. Building on that relationship, CIT CCAD Department of Media Communications and Arts Office now plan to organise an international documentary film festival hosted in the Rory Gallagher Theatre in March/April 2018, supported by the CampusDoc Festival.
- 3.8. **My Education My Future.** James Barry Exhibition Centre, 20-23 March. Annual Linked Secondary Schools exhibition project developed by CIT Access Service supported by Arts Office and CIT CCAD. Part of Cork Lifelong Learning Festival.
- 3.9. **PENINSULA COLLEGE - CIT JAZZ COLLABORATION.** Rory Gallagher Theatre, 21 March 2018; Curtis Auditorium, 22 March 2018.
- 3.10. **Eclectic Picnic.** Circle Courtyard, CIT Bishopstown Campus, 12 April. Annual outdoor mini-festival event, presented by Arts Office and CITSU. Lineup to be confirmed.
- 3.11. **Early Years Education - Learning Environments exhibition.** James Barry Exhibition Centre, 1-3 May.
- 3.12. **MA Play Therapy – Learning environments exhibition.** James Barry Exhibition Centre, 8-11 May.
- 3.13. **CCAD Department of Media Communications – Degree Show.** James Barry Exhibition Centre, May.
- 3.14. It is an aim of the Arts Office to have regular CIT and external events in the Rory Gallagher Theatre throughout the year, particularly cross-department and collaborative projects like the examples above.

- 3.15. Hosting further external events in the Rory Gallagher Theatre during the year will involve managing logistical issues in coordination with neighbouring functions and related campus services, and the issue of campus navigation will need attention.

All other items were noted.

4. Promotional Video (Arts Rich Institute) Report from the Chair

- 4.1. A quotation has been given for providing a promotional video outlining the activities of CIT an Arts Rich Institute.
- 4.2. Guidance is needed from The Finance Office to comply with the proper procurement procedures laid out.
- 4.3. A subcommittee is to be formed to work on logistics for this production.

Dr Ní Shé referred to the above. This promotional video would be more like a documentary video about the art work in the Institute.

5. A Brief Report from Marese Bermingham on Birmingham City University (BCU) Graduate +++ Programme.

- 5.1. Marese Bermingham on foot of a visit to BCU delivered a report on the Graduate +++ Programme currently being run in BCU.
 - 5.1.1. Students are credited for extra-curricular work through a three step award programme, bronze being the entry level, progressing through silver to gold.
- 5.2. A discussion followed on the possible workings of the scheme and its relation to enhancing student integration and progression in third level learning and thus give the student an increased and rich student experience.
- 5.3. It needs to be noted that BCU are happy to share their model with CIT

Dr Ní Shé referred to the above Graduate +++ Programme. It will give students credit for work they are doing outside of their degree. For example if an Engineering student is doing a Diploma in Music or engaged in voluntary work. This item will be further deliberated on by the Registrar & Vice President of Academic Affairs and will move from the Arts Committee agenda.

In response to Mr Ó Súilleabháin, Dr Ní Shé advised that in terms of awarding students it may be in terms of credits or it may be through the bronze, silver and gold medal scheme. This has yet to be teased out.

In terms of the location of the Rory Gallagher Theatre, Mr Deane stated that nobody seems to know where it is. He asked that more signage be erected.

Mr Ó Súilleabháin also stated that signage needs to be put in place in the the main entrance of the Institute for the visitors carpark and from there to reception. This has come up time and time again.

Dr Ní Shé advised that there will be an event in March to celebrate Rory Gallagher's 70th birthday.

6. Honouring Arts Students Activities

6.1. This was discussed briefly, are we doing enough with the current bursary. Do we have enough publication of prize giving?

NOTED.

7. A.O.B.

7.1. Cllr Mary Hegarty raised the previously discussed issue of touring with CIT Arts Collections

7.1.1. It was hoped that this can be progressed

7.1.2. The initial thought would be to take work to West Cork for an exhibition

7.1.3. More discussion is needed with an initial contact being made with Mary Davern who is on the Arts Committee in the County Council

NOTED.

8. Main actions:

8.1. Aiveen Kearney to continue to present the impressive list of activities from CIT CSM Students

8.2. A subcommittee to be formed to further the production of the promotional Video.

8.3. Mary Hegarty to consult with Ann Davern re the "Touring Collection" first venue.

NOTED.

1802.131

STRATEGIC DEVELOPMENT COMMITTEE:

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

11.1 Signed Minutes of the Strategic Development Committee meeting held on Monday 2 October 2017 were circulated with the Agenda.

The Chairman referred to the signed Minutes of the Strategic Development Committee meeting which had been discussed at the 7 December 2017 Governing Body meeting.

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

Governing Body APPROVED the minutes.

11.2 Report of the Strategic Development Committee meeting held on Monday 8 January 2018 was circulated with the Agenda.

Because of time constraints the Chairman stated he would give a general briefing.

Agenda Item 1: Apologies: Cllr Patrick Gerard
Murphy, Mr. Sam Dawson

NOTED.

Agenda Item 2: Minutes of the Previous Meeting – 08th October 2017

The Minutes of the Strategic Development Committee meeting held on the 08th October 2017 were approved and signed.

NOTED.

Agenda Item 3: Strategic Plan Update

The chair invited Mr. Tadhg Leane, the Head of Strategic Development to update the committee on the Strategic Plan. Mr. Leane spoke about the Strategic Plan Briefing Document, the aim of which is to provide an overview of the CIT Strategic Context and Strategic Planning process. The Governors of the Strategic Development committee will hold another meeting to discuss the document in detail, before the next Governing body meeting. Mr. Tadhg Leane and Dr. Catherine Frehill will further develop the Strategic plan throughout January and February. Mr Leane informed the committee of the need for an inclusive consultation process to be implemented to allow staff, students and stakeholders to contribute. Once this is complete, the plan will be presented at a Strategic Development Committee meeting and it is hoped that it will be possible to do so at the March meeting of the committee.

NOTED.

Agenda Item 4: South Pres. Proposal

The chair invited Mr. Paul Gallagher, Vice president for Finance and Administration to update the committee on the South Pres. Proposal. Mr Gallagher informed the committee that completion of the building is expected by the end of January. There has been good staff engagement with this project and a joint lease for ten years has been agreed with UCC with details to be finalised by end January 2018. Mr. Gallagher will have a copy of this draft next week.

There may be a need for parking, perhaps 10 spaces. This would require a site license.

Mr Gallagher stated that the next meeting of Governing Body is on 12 April 2018. In terms of the approval for the lease of South Pres he suggested bringing this to the Finance Committee who will have two meetings prior to April. All of the parameters that are there are the same.

Governing Body gave their APPROVAL to do this.

Agenda Item 5: Presentation from Reddy-Update on the development of the physical Masterplan.

Mr Gallagher presented and discussed the updated Masterplan (2017-2030) from Reddy Architecture and Urbanism. Reddy is

working on both the Masterplan for CIT and IT Tralee. They are following a three-step process: (a) Data collection, (b) review and (c) creating the Masterplan. Data Collection was split into groups:

- (1) Building & Estates/Corporate & legal/IT/Finance/HR
- (2) Engineering/Physical Science/Informatics/ Architecture
- (3) Librarian/Vice President
- (4) Crawford/Humanities/Tourism/Maritime

There is a consensus from the data collection that while the reputation of the Institute is exceptionally high, there is a lack of identity both internally and externally. The committee discussed how the Institute could create more of a student hub on campus. With the possibility of longer opening times for students, using the clubs and societies to their fullest potential and developing a new culture and community among both staff and students on campus.

The data collection was split into themes: (1) Identity (2) Heart (3) Entrance (4) Infrastructure (5) Technology and (6) Sustainability.

The themes were then translated, and opportunities were highlighted. Mr. Gallagher discussed creating public spaces within the CIT campus and how they have been developed in other Higher Education Institutions.

Mr. Gallagher showed the committee drawings of the campus from the Masterplan: the campus at present, the buildings with current planning permission, and the possibilities for future development on campus. The Masterplan phase 1 would provide 96,000sq. m's, phase 2 would increase space up to 110,000sq.ms, and phase 3 would increase the space up to 180,000sq.ms.

Mr. Gallagher closed with several conclusions suggested by Reddy Architecture and Urbanism.

NOTED.

Agenda Item 6: Update on Learning resource Centre (PPP Project)

Mr. Gallagher explained that while the tender for the Architects has been completed, there is a delay at present. However, the Architects should be in place by the end of April/start of May. The schedule of accommodation is being reviewed, and Mr. Gallagher has established a schedule of meetings with an internal stakeholder group including the Executive to push the programme forward.

NOTED.

Agenda 7: AOB

Dr. Orla Flynn discussed the "CIT Foundation" and how it is to be used for charitable donations. Dr. Flynn also spoke about how benchmarking needs to be looked at. Progress has been made with the first phase of work and this will be presented to the IEB. Further time is to be allotted at the next Strategic Development Committee meeting to discuss the foundation further.

The next meeting is scheduled for Monday 05th of March 2018
The meeting concluded at 4.45pm

Mr O'Leary stated that there should be some joined up thinking with IT Tralee in terms of their Foundation, there is parallel foundation work that could be helpful to CIT.

The Chairman stated that he will talk to Dr Flynn and will come back to Governing Body.

Cllr Pat Murphy tendered his apologies for today's special meeting of the Strategic Development Committee, he had missed the date.

In terms of the Compact with the HEA, the President stated that in relation to the new Compact that is coming down the line, each Institute will now have degrees of freedom for to decide their key priorities.

Mr Ó Súilleabháin asked that for the next meeting of the Strategic Development Committee that the Sober Lane premises be an item on the agenda.

1802.12

GOVERNANCE:

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

12.1 Draft Minutes of the Joint Audit and Finance Committee meeting held on Thursday 6 July 2017 were circulated with the Agenda.

It was agreed that Mr. Hopkins would chair the meeting.

Academy of Popular Music

Mr. O'Leary raised the issue of the Academy of Popular Music (APM) and asked if a report had been prepared. Mr. Hopkins advised that Mr. Gerard O'Donovan, Head of Faculty had given the Finance Committee an update at their meeting of 12 June. An agreement for the use of CIT CSM facilities by the Academy was in the process of being put in place. Meetings between CIT and APM have taken place and a further meeting is scheduled in the coming weeks to finalise a draft agreement.

Concerns regarding conflicts of interest and ethics were discussed and clarification on the previous agreement with APM has been sought.

Management advised that the agreement will be progressed through the Finance Committee to Governing Body and stressed the importance of having such an agreement in place for the 2017/18 academic year.

Meetings

Committee members requested that future joint meetings would have a longer time allocations as 30 minutes was not adequate

The meeting was closed

The draft Minutes of the joint Audit and Finance Committee meeting were APPROVED by Governing Body.

Because the next joint meeting would not take place until the end of the academic year, it was agreed that the Chairs of both Committees would sign off on the draft minutes today.

12.2 Signed Minutes of the Audit & Risk Committee meeting held on Thursday 14 December 2017 were circulated with the Agenda.

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

Academy of Popular Music (APM)

Next meeting

Special meeting Monday 15 January 2018

The meeting was closed.

The signed Minutes of the Audit & Risk Committee meeting held on 14 December 2017 were APPROVED by Governing Body.

12.3 Draft Minutes of the Special Audit & Risk Committee meeting held on Monday 15 January 2018 were circulated with the Agenda.

3.1 Academy of Popular Music (APM)

The minutes of the meeting of 14 December 2017 were reviewed and subject to some changes are approved.

Garda Vetting Requirements

Ms. Hayes advised the Committee that the APM is entitled to register as a body to carry out Garda Vetting in its' own right. The Committee recommends that all third parties utilising Institute facilities should provide a letter confirming that they meet Garda Vetting requirements where appropriate. Where facilities are hired through a PPP operator, the operator should provide a letter to the Institute confirming Garda Vetting compliance.

Student Assessment Panel Procedures

Dr. O'Connor understands that the interview panels for entry to BA Music programmes consists of two people only. It is recommended that in future anybody involved in teaching on a commercial basis should not be involved in the performance assessments and/or interview elements in the relevant area.

President's Review and Report June 2013

The Committee is advised that no report was prepared.

Comptroller and Auditor General Engagement

The Committee is advised that the C&AG request and receive copies of all meeting minutes for both Governing Body and its' Committees. The Committee requests a note from the Vice President for Finance and Administration outlining any engagement with the C&AG regarding this matter.

Finance Committee Minutes Clarification

There has been a delay in regularising the arrangement with APM, from the original Memorandum of Understanding to the current options under consideration. The Committee recommends that in future all committee meetings should include an action list which can be monitored for progress to avoid unwarranted delays.

Audit and Risk Committee comment on recommendations

The Committee notes that based on this review and the recommendations of the Institute Executive, that the option to operate through third party income provisions in the PPP Contract whereby the relationship is between PPP Co. and APM is the preferred option and recommends this option to Governing Body

Additional Recommendation

The Committee recommends that in future, a report on significant use of Institute facilities be presented to the Finance Committee on an annual basis

The meeting was closed

The draft Minutes of the Audit & Risk Committee meeting of 15 January 2018 were NOTED by Governing Body.

Because of time constraints, Mr Allen gave a summary briefing.

The Audit and Risk Committee noted there were no minutes whatsoever in relation to the details of the Academy of Popular Music from the period November 2014 to June 2017. The licence was approved by Governing Body in December 2014. We sought clarification on the status of the situation down there.

We have six issues arising from the 15 January 2018 meeting

- (i) Our main concern is regarding Garda Vetting of personnel using the Academy of Popular of Music. We were advised that the Private Partner was entitled to carry out its own Garda Vetting. The Committee recommends that all third parties utilising our facilities should provide a letter confirming that they meet Garda Vetting requirements where appropriate. Where facilities are hired through a PPP operator, the operator should provide a letter to the Institute confirming Garda Vetting compliance. Mr Allen asked that this recommendation be adopted by Governing Body.*

- (ii) *In relation to student assessment, there were concerns expressed that people who might be involved commercially with students would be involved in student assessments assessing students for admission to the CSM. The Committee recommended that in future anybody involved in teaching on a commercial basis should not be involved in the performance assessments and/or interview elements in the relevant area.*

The President asked that an amendment be made to the following sentence.

“Dr O’Connor understands that the interview panels for entry to BA Music programmes consists of two people only” to read “Dr O’Connor understands that the interview panel for entry to BA Music programmes may only consist of two people”.

This was agreed.

- (iii) *The Committee wished to know if the C & AG is made aware of all of the Minutes of meetings of Governing Body and Sub-Committees.*

Mr Allen asked the Vice President for Finance & Administration if there was any engagement with the C & AG in relation to the Academy of Popular Music.

Mr Gallagher responded that the C & AG each year as a pre audit exercise have access to all of those Minutes and do come back to us on any items of significance.

- (iv) *Mr Allen referred to the two recommendations on the last page of the report for the consideration of Governing Body.*

(i) *the Committee notes that based on this review and the recommendations of the Institute Executive, that the option to operate through third party income provisions in the PPP Contract whereby the relationship is between PPP Company and the Academy of Popular Music is the preferred option.*

(ii) *The Committee recommends that in future, a report on significant use of Institute facilities be presented to the Finance Committee on an annual basis.*

Mr Gallagher wished to clarify with Mr Allen in terms of “significant use” of Institute facilities. There is a huge amount of usage of Institute facilities by community groups, meetings etc. He asked what is the expectation.

Mr Allen stated that the Audit & Risk Committee will consider this at their next meeting.

Mr Gallagher added that he will prepare a report on the current picture of usage which could facilitate the discussion then at the next meeting of the Audit & Risk Committee.

12.4 Review of Property Lease Costs as at 1 February 2018 was circulated with the Agenda.

| Property Leased | Term | From | To | Months Remaining |
|--------------------------------------------------------------|----------------------|------------|------------|------------------|
| Copley Street – UCC and CIT – Floor 1 (plus Service Charges) | 3 years and 4 months | 31/05/2014 | 30/09/2018 | 8 |
| Copley Street – UCC and CIT – Floor 2 (plus Service Charges) | 3 years and 4 months | 31/05/2014 | 30/09/2018 | 8 |
| Copley Street – UCC and CIT – Floor 2 (plus Service Charges) | 3 years and 4 months | 31/05/2014 | 30/09/2018 | 8 |
| Sober Lane, Sullivan’s Quay | 4 years and 6 months | 01/06/2017 | 30/11/2021 | 46 |
| South Pres – UCC and CIT | 10 years | 01/06/2018 | 31/08/2008 | 120 |
| TOTAL LEASED PAYMENTS | | | | |

Mr Gallagher referred Governors to the listing of leased properties which had been requested by Cllr Michael Hegarty at the previous meeting of Governing Body on 7 December 2017.

In response to Mr Dawson in relation to the two listings for Floor 2 of Copley Street premises, Mr Gallagher explained that this was correct, it was just the way the leases were done, the 1st and 2nd floor leases were done and then there was a second part to Floor 2.

In response to Mr Deane, Mr Gallagher explained that the amounts shown are the amounts that CIT will pay. UCC will pay the same amount.

1802.13 USE OF THE INSTITUTE SEAL:

1. Log Book No. 214 Seal used on 8 December 2017 - Termination of the Foundation Agreement – CIT resigning as a member of Uversity at 23.59 pm on 31 December 2017.

NOTED.

The President stated that Governing Body at their previous meeting on 7 December 2017 had given their approval for terminating the above agreement.

Item 15 was taken next on the agenda.

1802.15 **LICENCE BETWEEN CIT AND CARL ZEISS LIMITED** was tabled at the meeting.

Governing Body approval is sought for the Licence Agreement between Cork Institute of Technology and Carl Zeiss Limited.

It concerns a CT X-Ray Scanner which is now located in Room A166 in CIT; it is used to inspect/measure precision engineering parts creating 3D model scans.

Carl Zeiss Limited have been afforded use of this space and in return will be updating our staff and students exposing them to the latest hardware/software developments in industrial metrology. An operating licence has been obtained by CIT from the EPA (Environmental Protection Agency). Carl Zeiss Limited wish to bring client companies such as Stryker, DePuy etc. to CIT at mutually agreeable times to demonstrate the unit's capabilities.

Governing Body approval is required prior to putting the CT X-Ray scanner into full operation.

The President referred Governors to the tabled Licence Agreement between CIT and Carl Zeiss Limited and sought Governing Body approval for the Licence.

Governing Body gave their APPROVAL.

For the information of Governors, the President advised of the opening of the Registrar's Prize Art Exhibition that was taking place in the James Barry Exhibition Centre this evening. He also advised of the conferrings taking place in the NMCI on 15 February 2018. He said that if Governors were available to attend the conferring it would be very much appreciated by staff and students.

1802.14 **PRESIDENTIAL APPOINTMENTS COMMITTEE – Verbal Report by the Chairman:**

The meeting concluded at 7.10 pm.

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

Signed: _____

Date: _____