

**Digest of the meeting of the Governing Body of Cork Institute of Technology held on Thursday 5 July 2018 in the Council Room, 2<sup>nd</sup> Floor, Administration Building at 3.00 pm.**

**Present:** Mr Bob Savage (Chair)  
Dr Barry O'Connor  
Mr Bernard Allen  
Ms Emelie Fitzgibbon  
Cllr Mary Hegarty  
Mr John Higgins  
Capt Dave Hopkins  
Mr Declan O'Leary  
Mr Cilian Ó Súilleabháin  
Mr Ted Owens  
Ms Ann Piggott  
Ms Katherine Walshe

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

Mr Aaron Buckley, proposed new student member of Governing Body.

*Apologies were received from Mr Eoin Deane, Ms Maura Fitzgibbon, Ms Mary Cooney and Mr Paul Gallagher.*

*The following Governors did not attend the meeting:*

- 1. Cllr Michael Hegarty*
- 2. Cllr Patrick Gerard Murphy*

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

- 1. Katherine Walshe, Governing Body member, on the death of her mother.*
- 2. Danny Buckley, Caretaker, on the death of his father*
- 3. Seamus Forde, Lecturer, Department of Tourism & Hospitality, on the death of his brother*
- 4. Róisín O'Grady, Student Engagement Officer, AnSEO – The Student Engagement Office, on the death of her mother.*

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

*Before the Chairman took agenda items, he advised that there had to be a later than planned meeting of the Strategic Development Sub-Committee which had taken place on Thursday 28 June 2018. The signed Minutes of the three previous meetings as well as the draft Minutes of 28 June 2018 were tabled today. In relation to the draft Strategic Plan 2018 – 2023 which*

*has been circulated with the Agenda, Mr Tadhg Leane will be invited to give a presentation on the plan later at the meeting.*

**1807.1** Minutes of the previous meeting held on Thursday 7 June 2018 were circulated with the Agenda and *were approved by the Governing Body subject to the following amendments being made:*

*Page 15 – 4<sup>th</sup> paragraph – 5<sup>th</sup> line change “where Governing Body agreed with the proposal” to read “where Governing Body unanimously agreed with the proposal”*

*Page 34 – last paragraph – 2<sup>nd</sup> line – change “she had chaired that Interview Panel” to read “she had sat on that Interview Panel”*

*Page 47 – 5<sup>th</sup> paragraph – change “Department of Applied Social Studies” to read “Department of Construction”*

**For noting:**

*Mr Ó Súilleabháin noted that on Page 73 the comments and opinions expressed by a number of Governors in relation to G-Block had not been reflected in the Minutes and it was of concern to him.*

*On checking the Minutes, the comments and opinions from many Governors were reflected on Pages 8 & 9 of the Minutes where the lengthy discussion took place on G-Block.*

*The Chairman noted that missing from the Minutes was mention of a Health & Safety Report to be undertaken in relation to G-Block.*

*On checking the Minutes, Page 8 – 3<sup>rd</sup> paragraph had already referred to this.*

**1807.2** Digest of the previous meeting held on Thursday 7 June 2018 was circulated with the Agenda and *was approved by the Governing Body.*

**For noting:**

*Mr Ó Súilleabháin noted that on Page 55 the comments and opinions expressed by a number of Governors in relation to G-Block had not been reflected in the Digest and it was of concern to him.*

*On checking the Digest, the comments and opinions from many Governors were reflected on Page 8 of the Digest where the lengthy discussion took place on G-Block.*

*The Chairman noted that missing from the Digest was mention of a Health & Safety Report to be undertaken in relation to G-Block.*

*On checking the Digest, Page 8 – 1<sup>st</sup> paragraph had already referred to this.*

**1807.3 CORRESPONDENCE**

*The Chairman took this item.*

- 4.1 Letter dated 19 June 2018 from the Chairman to Dr Barry O'Connor, President re. extension of his appointment as Interim President for 1 year to 31 August 2019 was circulated with the Agenda.

*The Chairman referred to the above correspondence. He was delighted to see that this letter was issued. He acknowledged Dr O'Connor for his continued support and looked forward to working with him up to 31 August 2019.*

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

**1807.4 PRESIDENT'S REPORT: (Pages 3 to 7)**

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

*As the President's Report had been circulated with the Agenda, the President made mention of a few items.*

**1. Conferrings:**

	<b>Date</b>	<b>Event</b>	
1.1	20/06/2018	Conferring of Degrees and Prizegiving took place in the National Maritime College of Ireland.	President officiated
<i>Ms Piggott advised that the Conferring Ceremony went very well.</i>			
<i>The President thanked Governors for attending. It is very important for the staff and students to see Governors present on the day.</i>			

**2. CIT Events:**

	<b>Date</b>	<b>Event</b>	
2.1	01/06/2018	As part of the Professorial Lecture Series, Professor Irene Sheridan, Head, CIT Extended Campus gave a lecture on " <i>The Role of a University</i> ".	President attended
	15/06/2018	Professor Roy Sleator, Senior Lecturer, Department of Biological Sciences gave a lecture on " <i>Following my gut feelings</i> ".	President attended
<i>The President referred to the above which was the conclusion of the Professorial Lecture Series for this academic year. He advised that the series has been outstanding. The standard, level of experience, the quality of the staff and presentations was impressive. We should be very proud of our staff. The impact they are making outside of CIT will stand up anywhere. Next year we will consider</i>			

<i>extending this series to a wider audience.</i>			
<i>He thanked Ms Geraldine Faherty and Ms King Chee Yau for assisting and supporting this event.</i>			
2.2	Summer 2018	Through the CIT Volunteer Abroad programme, which is going from strength to strength, we are supporting 14 students this coming summer who will take on placements from 4-8 weeks in South America, Europe, Africa and Asia. Funding for the programme is provided by the CIT Student Finance Committee combined with the profits gained from the CIT Student Societies Ball.	
<i>NOTED.</i>			
2.3	20/06/2018	Launch of the Continuing Education Prospectus for academic year 2018/2019 by the President of Cork Chamber, Mr Bill O'Connell took place.	President attended
<i>NOTED.</i>			

### 3. Meetings (External):

	<b>Date</b>	<b>Event</b>	
3.1	05/06/2018	Meeting re. Bishop's Garden proposal took place in CIT CCAD.	President attended
3.2	05/06/2018	Lunch at the Naval Base at the invitation of The Flag Officer Commanding, Commodore Michael Malone on the occasion of the visit of Vice Admiral Carter, Superintendent of the US Naval Academy.	President attended
3.3	08/06/2018	UCC Honorary Conferings.	President attended
3.4	09/06/2018	Equality in Education European Policy Conference organised by Liadh Ní Riada, MEP in Limerick Institute of Technology.	President participated in the morning session
<i>Ms Piggott advised that she attended the above event in Limerick and that the President was one of the main speakers. She acknowledged his contribution and the time that he gave up to participate on a Saturday morning.</i>			
3.5	11/06/2018	Meeting with Mr Micheál Martin, TD.	President attended
3.6	13/06/2018	AmCham Leadership Dinner – Southern Region, Hayfield Manor.	President attended

3.7	12/06/2018	Meeting of the THEA Board and Council in Dublin.	President attended
3.8	21/06/2018	CIT's Strategy and Performance Dialogue with the HEA took place in Dublin.	President attended
3.9	21/06/2018	General Staff's Diplomatic Reception, McKee Barracks, Dublin.	President attended
3.10	22/06/2018	Commissioning Ceremony, Naval Base, Haulbowline.	President attended
3.11	26/06/2018	The MTU Programme Oversight Board met in IT Tralee.	President attended
<i>All other items were NOTED.</i>			

#### **4. Meetings (Internal):**

	<b>Date</b>	<b>Event</b>	
4.1	05/06/2018	Meeting of the Institute Executive Board (IEB).	President chaired
4.2	07/06/2018	An LRC/PPP Site visit took place.	President welcomed the visiting delegation
4.3	08/06/2018	A meeting with External Stakeholders re. Strategic Plan 2018-2023 took place.	President attended
4.4	11/06/2018	Finance Sub-Committee meeting.	President attended
4.5	14/06/2018	Audit & Risk Sub-Committee meeting.	President attended
4.6	15/06/2018	Academic Council meeting.	President chaired
<i>The above items were NOTED.</i>			
4.7	18/06/2018	Meeting of the CIT Senior Lecturer 111s and Senior Lecturer 11s re. MTU.	President chaired
4.8	19/06/2018	8.30-9.30 am - Meeting of the Institute Executive Board (IEB). 9.30-10.30 am - IEB preparatory meeting for HEA Strategy and Performance Dialogue meeting on 21 June. 11.00-12 Noon -Joint Executive meeting with IT Tralee in CIT. 12.00-1.00 pm -Joint Executive meeting with IT Tralee and CIT Senior Lecturer 3 staff in CIT.	President chaired President chaired Jointly chaired by the two Presidents

*The President referred to items 4.7 and 4.8 above in relation to the MTU Project. They have been very useful meetings and have moved the project forward. We have further dates set for meetings in IT Tralee in September.*

4.9	20/06/2018	Meeting of the Institute Executive Board to consider the draft Strategic Plan 2018 – 2023.	President chaired
4.10	28/06/2018	Staff Appointments Sub-Committee meeting.	President attended
4.11	28/06/2018	GB MTU Sub-Committee meeting.	President attended
4.12	29/06/2018	As part of their regular meetings, the President met with the President of UCC in CIT.	
4.13	29/06/2018	Strategic Development Sub-Committee meeting.	President attended

*The remaining items were NOTED.*

#### **5. Student/Graduate Achievements:**

	<b>Date</b>	<b>Event</b>	
5.1	16/06/2018	Students Elaine Leahy, David O'Donovan, Daniel Crowley, Ryan Breen, Michael Ahern, Brian Fitzpatrick and Colm Nicholl won €10,000 prize and title "College Entrepreneur of the Year 2018" at the Enterprise Ireland Student Entrepreneur Awards 2018 for their project "MacGlas". This is a novel vision aid designed to help people suffering from Macular Degeneration.	

*NOTED.*

#### **6. Visitations:**

	<b>Date</b>	<b>Event</b>	
6.1	11/06/2018	The Board of Sports Ireland held their meeting in the Conference Room.	President welcomed the Board

*Through the assistance of Mr Bernard Allen, the Board of Sports Ireland held their meeting in CIT on 11 June 2018. There was a good input from staff and it did outline how important we see sport to the life of the Institute.*

<p><i>Last weekend was a great day for CIT. John Meyler, Lecturer, coaching the Cork team to victory in the Munster Championship and Dr Cian O'Neill, Head, Department of Sport, Leisure &amp; Childhood Studies winning against Mayo at the culmination of the "Newbridge or Nowhere" campaign. It was a good weekend for CIT.</i></p>			
6.2	14/06/2018	As part of his visit to Cork, Prince Charles visited the NMCI. This was a great opportunity to showcase the NMCI activities to a national and global audience.	President welcomed the royal visitor
<p><i>The President referred to the visit of his Royal Highness, Prince Charles to the NMCI. He was very well received in NMCI.</i></p> <p><i>The President advised that the event was coordinated by the Irish Naval Service in conjunction with the NMCI.</i></p>			
6.3	25/06/2018	Irish India Business Association (IIBA) Technology & Entrepreneurship Event – CIT hosted a networking reception	President welcomed the delegates

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

- Tuesday 5 June 2018
- Tuesday 19 June 2018

*The Chairman thanked the President for his update.*

## 1807.5

### **TECHNOLOGICAL UNIVERSITY:**

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

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

*Mr Allen referred to the signed Minutes of the MTU Sub-Committee meeting of 1 May 2018 which had been considered at the 7 June 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 as presented.*

5.2 **Signed Minutes of the Governing Body MTU Sub-Committee meeting held on Wednesday 30 May 2018** were circulated with the Agenda.

*Mr Allen referred to the signed Minutes of the MTU Sub-Committee*

*meeting of 30 May 2018 which he had reported verbally on at the 7 June 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 as presented.*

- 5.3 **Draft Minutes of the Governing Body MTU Sub-Committee meeting held on Thursday 28 June 2018** were tabled at the meeting.

1807.6

**STRATEGIC DEVELOPMENT SUB-COMMITTEE:**

*The Chairman took this item.*

- 6.1 **Signed Minutes of the Strategic Development Sub-Committee meeting held on Thursday 1 February 2018** were tabled at the meeting.

*The Chairman referred to the signed Minutes of the Strategic Development Sub-Committee meeting of 1 February 2018 on which he had verbally reported on at the Governing Body meeting of 1 February 2018.*

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

*Governing Body APPROVED the minutes as presented.*

- 6.2 **Signed Minutes of the Strategic Development Sub-Committee meeting held on Monday 5 March 2018** were tabled at the meeting.

*The Chairman referred to the signed Minutes of the Strategic Development Sub-Committee which had been considered at the 12 April 2018 Governing Body meeting.*

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

*Governing Body APPROVED the minutes as presented.*

- 6.3 **Signed Minutes of the Strategic Development Sub-Committee meeting held on Monday 9 April 2018** were tabled at the meeting.

*The Chairman referred to the signed Minutes of the Strategic Development Sub-Committee meeting of 9 April 2018 which had been considered at the 12 April 2018 Governing Body meeting.*

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

*Governing Body APPROVED the minutes as presented.*



**6.4 Draft Minutes of the Strategic Development Sub-Committee meeting held on Thursday 28 June** were tabled at the meeting.

**Agenda Item 3: Terms of Reference**

The Governors took ten minutes to discuss the terms of reference for the Strategic Development Committee before the meeting began. It was agreed that two external Governors would be required for a quorum. Mr. Bob Savage and Dr. Barry O'Connor will discuss membership with Mr. John Higgins. The Governors agreed that The Head of Strategy should be in attendance at all Strategic Development Sub-Committee meetings.

Questions were raised in relation to the Academic Plan:

1. What should the Governors expect from the Academic Plan?
2. When will it be approved?
3. Where is the overall plan on what subject areas will be developed and progressed?
4. Difficult decisions will need to be made, so absolute clarity is required. Criteria are needed to define what courses will not progress.

The Governors proposed that as plans progress they should be presented at the Strategic Development Sub-Committee meetings. It was suggested that Dr. Áine Ní Shé could take responsibility for presenting. The Chair highlighted that the MTU needs to be included in the plan.

*NOTED.*

**Agenda Item 1:**

The minutes from the previous three Strategic Development Sub-Committee meetings were approved and signed.

*NOTED.*

**Agenda Item 2: Strategic Plan Update**

The Committee members returned to the room and the Chair invited Mr. Tadhg Leane, the Head of Strategic Development, to update the committee on the Strategic Plan. Mr Tadhg Leane informed the committee that there had been minor changes made to the Strategic Plan since the previous discussion, on the 18<sup>th</sup> of June. Mr Leane discussed the external engagement that took place while developing the Strategic Plan and the positive feedback that was given. It was noted that the external stakeholders have requested more engagement and collaboration going forward. It was suggested that CIT needs to promote the Institute brand more and be more visible. Mr. Tadhg Leane discussed the changes that have been made to the Strategic Plan with the committee members. The committee members then gave feedback on the Plan.

Mr. Leane spoke briefly about the most recent HEA meeting, informing the committee that the feedback was positive. The committee were also made aware that the Strategic Plan and the compact will be very closely aligned. The next draft of the Strategic Plan will be presented on the 9<sup>th</sup> of July, followed by further external stakeholder engagement.

Mr. Leane proposed that the Strategic Development Sub-Committee members would approve the Strategic Plan, in order for it to progress and be approved at the next Governing body meeting. The members approved the proposal.

*NOTED.*

**Actions:**

- Dr. Barry O'Connor will speak to Mr. John Higgins about becoming a member of the Strategic Development Sub-Committee.
- Mr. Tadhg Leane will send copies of the Strategic Plan to the President's Office.

The next meeting is scheduled for Monday, 1<sup>st</sup> of October 2018.

*NOTED.*

**6.4.3 Draft Terms of Reference for the Strategic Development Sub-Committee** were tabled at the meeting.

*The Governing Body had approved the Terms of Reference for the Strategic Development Sub-Committee at their meeting on 3 May 2018. They were circulated again today because the Strategic Development Sub-Committee wished that the following be included:*

**Item 3 – Composition**

*Include an additional listing*

*3.1.3 The Head of Strategy of the Institute to be in attendance.*

*In relation to the quorum **Item 5.3** to be amended to reflect “external”.*

***Item 5.3** to read “A quorum shall be four members of the sub-committee at least two of whom must be external Governing Body members”.*

*The Chairman sought the approval of Governing Body for the two inclusions above.*

*Governing Body APPROVED the inclusions as presented.*

*The Chairman welcomed and thanked Mr Higgins for volunteering to be a member of the Strategic Development Sub-Committee. He sought Governing Body approval for his membership.*

*Governing Body gave their APPROVAL for Mr John Higgins to be a member of the Strategic Development Sub-Committee.*

*Mr Ó Súilleabháin stated that Governing Body members of the Audit & Risk Sub-Committee and the Finance Sub-Committee have private sessions (Governors only) and he proposed that this be rolled out to other Sub-Committees of Governing Body.*

*This was noted.*

*At this juncture, the Chairman invited Mr Tadhg Leane to join the meeting and commence his presentation on the draft Strategic Plan 2018 – 2023. He referred to*

*the methodology that has evolved, the planning process, environment scanning and institutional research.*

*Mr Leane presented as follows: He paid tribute to Dr Catherine Frehill who had done much of the work in relation to the draft Strategic Plan 2018 – 2023.*

**Slide 1 – The Planning Process**

- Environment scanning and institutional research
- Strategic briefing document
- Extensive internal consultation
  - First round – consultation sessions with over 400 internal stakeholders
  - Second round – draft strategic plan shared with all internal stakeholders for feedback and consultation

**Slide 2 – The Planning Process**

- Senior review
  - The draft plans were reviewed on two occasions by both the IEB and the Strategic Development Sub-Committee of Governing Body
- External consultation
  - Consultation workshop with community and enterprise stakeholders

**Slide 3 – Strategy Map**

<b>Vision</b>	To empower individuals and enrich society through the innovative use of knowledge				
<b>Mission</b>	To provide student-centred, career-focussed education and research for the personal, professional and intellectual development of the student and for the benefit of the broader society in the region and beyond				
<b>Values</b>	Inclusivity	Collaboration	Creativity & Innovation	Integrity	Excellence
<b>Strategic Priorities</b>	Social, cultural and economic impact, regionally and nationally	Excellent student experience and high quality education	Research, engagement and knowledge transfer which is innovative, relevant and impactful	Inclusive access to education opportunities and a diverse student-body	
<b>Strategic Enablers</b>	Engaging and empowering staff	Organisational maturity and operational excellence	Effective and sustainable provision of requisite infrastructure	Ensure financial sustainability and fiscal responsibility	

**Slide 4 – Strategic Vision**

- Our vision encapsulates what we aspire to
- The vision statement emerged from an analysis of what people said about CIT during the consultation

To empower individuals and enrich society through innovative use of knowledge

**Slide 5 – Our Values**

- Inclusivity
- Collaboration
- Creativity and Innovation
- Integrity
- Excellence

**Slide 6 – Strategic Priorities**

- Areas where we will have significant achievement:
  - Social, cultural and economic impact, regionally and nationally
  - Excellent student experience and high quality education
  - Research, engagement and knowledge transfer which is innovative, relevant and impactful
  - Inclusive access to education opportunities and a diverse student-body

**Slide 7 – Strategic Enablers**

- Essential to support our achievement of strategy:
  - Engaging and Empowering Staff
  - Organisational maturity and operational excellence
  - Effective and sustainable provision of requisite infrastructure
  - Ensure financial sustainability and fiscal responsibility

**Slide 8 – Objectives, Actions and Performance Indicators:**

- Each Strategic Priority and each Strategic Enabler has:
  - Objectives – high level
  - Actions – specific actions, initiatives, projects
  - Performance Indicators – to assess if we are achieving our objectives

**Slide 9 – Implementation**

- Strategic Alignment:
  - Assess our current structures, process, etc to determine if they will allow us to achieve our strategy
  - Assess existing plans, programmes, etc and align them to the Strategic Plan
  - Strategic Management Framework complete by January 2019
- Implementation
  - Implementation led by the IEB and reviewed by the Strategic
  - Development Sub-Committee
  - Comprehensive annual review process

**Slide 10 – Other Processes**

- Mission-based performance compact with HEA/DES
- Close alignment with CIT Strategic Plan

- Annual cycle aligned with CIT Strategic Plan annual review
- Risk management
  - Strategic Plan will feed into the development of the Institute's Register
  - Annual review of Strategic Plan will facilitate review of Risk Register
- Local and regional planning
  - CIT Strategic Plan developed in context of local, regional and national plans (e.g. CASP)

#### **Slide 11 – Next Steps**

- Design and print
- Strategic Plan launch – September 2018
- Strategic alignment process – September to January 2019

*Governors took the opportunity to comment on the draft Strategic Plan.*

*Ms Walshe complimented the Plan and welcomed that it contained clear targets.*

*In terms of stakeholder engagement, Dr Flynn stated that people do not appreciate the depth and breadth of what goes on in CIT. Quite constructive feedback was received.*

*Mr Leane advised that on 8 June 2018 a meeting with external stakeholders took place. Representatives from Post Primary schools, Cork Prison, National Association of Principals & Deputy Principals, City Council, Cork Business Association, Cork Chamber and Recruitment Agencies etc. attended. In terms of engagement we have had no feedback back from them.*

*Mr O'Leary mentioned the Not for Profit organisations and asked if they were invited to attend. Mr Leane indicated that some community and not for profit groups had been invited but it was certainly not an exhaustive list. At the external stakeholder session there was a representative from the Prison Service and feedback was received from the post primary sector.*

*In relation to the implementation, Mr Leane advised we have commenced the process of strategic alignment. Aligning the Strategic Plan to the Institute's plans such as the Academic Plan, Financial Plan, Research Strategy, External Engagement Strategy and Capital Development Plan. The Strategic Plan will also need to be aligned with the HEA Mission Based Performance Compact. Mr Leane stated we are currently drafting this Compact.*

*In terms of the Compact, the President stated that the HEA are allowing Institutes decide priorities and giving us control and a certain degree of freedom.*

*Mr Leane stated that the approach being taken to the Mission-based performance compact this time around offers us a bit more latitude and this will enable us to play to our strengths.*

*Mr Allen thanked Mr Leane for his presentation. He asked if our Alumni were consulted and if our legislators had been invited to the stakeholders meeting.*

*Mr Leane replied that our Alumni were consulted but our legislators were not invited.*

*Mr Allen stated that a presentation should be given to our legislators. We should see them as partners and they would be a great dividend to the Institute. He asked that all legislators, on an all-party basis, be invited to a briefing on the Strategic Plan. He felt if they are informed they would run with CIT.*

*The Chairman agreed with this proposal. He stated Oireachtas members, Ministers, TDs and Senators be invited.*

*Mr Owens queried Cork ETB involvement in the external stakeholder workshop.*

*Mr Leane indicated that Cork ETB had been invited but also undertook to consult further with Cork ETB as the plan developed over the coming years also.*

*The Chairman advised that this Strategic Plan is a CIT Plan. If the MTU becomes a reality then CIT will cease to be a legal entity and this plan will cease with it. The MTU as a new legal entity will require its own plan.*

*Mr Leane advised that there are no major differences between the CIT Strategic Plan and IT Tralee Strategic Plan.*

*Mr Higgins enquired if the Strategic Plan was done just because the Act required it or was it intended to act as a driver for the future development of the Institute.*

*Mr Leane advised that while we are obliged to publish a five year Strategic Plan under the Act our aim was to become a strategically managed organisation capable of setting and achieving strategic goals. This is the 3<sup>rd</sup> Strategic Plan and in each plan the content is getting more focused and we are getting better in terms of strategic management and implementation. The role of the Strategic Development Sub-Committee has been expanded to include a review of the Strategic Plan on an annual basis in terms of components of the Institute strategy.*

*Mr Higgins noted that the draft Strategic Plan would benefit from some lofty goals and asked if would be best to have two or three which would ensure a better chance of achievement.*

*The President stated that given the level of consultation this Plan is owned by people and there are lofty goals.*

*Mr Leane stated that unlike private sector organisations higher education institutions consisted of diverse and often competing goals. Therefore it is harder to fix on two or three 'big ticket' items for the whole organisation.*

*Dr Flynn stated the challenge for us is to look beyond from where we are, deliver more of the same and encourage ourselves to look beyond. We are doing a lot of good but are very conservative also.*

*Dr Ni Shé agreed with Mr Leane with respect to competing goals and that similar competing themes emerged during the development of the Academic Plan.*

*Mr O'Leary suggested that we should have three big items. Dealing with the student accommodation issue would assist with the attractiveness of our community footprint. He stated more of the same is crucial but student accommodation is an issue.*

*Mr Allen stated that the inclusion of a Sport & Leisure Centre is also important and it was confirmed that this was addressed in the Strategic Plan.*

*In response to Mr Allen, Mr Leane advised that the provision of apprenticeship will be captured in the Academic Plan.*

*Mr O'Leary commented that the use of 46 Grand Parade for displaying messages about CIT (e.g. the O'Donovan brothers) was very effective. This medium should be used going forward to allow CIT to publicise its message on an ongoing basis.*

*Mr Leane indicated that there were logistical issues relating to the specific use of 46 Grand Parade but agreed and stated we have been hiding ourselves in the past.*

*Mr Ó Súilleabháin commented that we need to improve our strategic decision making.*

*The Chairman concluded by saying our brand awareness and communication has to notch up. We need to capture everything.*

*Governing Body APPROVED the draft Strategic Plan 2018 – 2023.*

*Governors took a break and returned to the meeting at 5.00 pm.*

**1807.7 REPORT FROM THE REGISTRAR & VICE PRESIDENT FOR ACADEMIC AFFAIRS: (Pages 15 to 25)**

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

**7.1 REPORT ON ACADEMIC COUNCIL MEETING HELD ON FRIDAY 15 JUNE 2018** *was circulated with the Agenda.*

The Academic Council met on Friday 15<sup>th</sup> June 2018.

**1. RATIFICATION OF EXAMINATION RESULTS**

1.1 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 NMCI Progression & Awards Board, Postgraduate Research Examination Board, respectively on 8<sup>th</sup> June.

- 1.2 The Executive Committee ratified examination results, as recommended by Progression & Awards Board meetings which took place from 11<sup>th</sup> – 15<sup>th</sup> June, at its meeting on 20<sup>th</sup> June.

*Dr Ni Shé stated that prior to the issuing of examination results, they are ratified by the Academic Council and by the Academic Council Executive Committee when there is not a meeting of the Academic Council. She referred to the NMCI programmes and a number of postgraduate research awards above and the examination results ratified by the Academic Council Executive Committee as recommended by the Progression & Awards Board meetings.*

## **2. STUDENT MENTAL HEALTH POLICY**

- 2.1 Following a number of minor editorial revisions, the final version of the policy was presented to Council. Having approved the Policy, Council agreed that the Policy be brought to Governing Body for approval.

### **The approval of Governing Body is sought for the Student Mental Health Policy - Appendix 1**

*Dr Ni Shé referred to Appendix 1 – Student Mental Health Policy and sought its approval from Governing Body. She advised that there had been wide-spread consultation with relevant parties i.e. counsellors, disability officer and other staff such as Dr Pío Fenton, Head, Department of Marketing & International Business who is the past President of the Samaritans. There will be engagement with the Head of the Teaching & Learning Unit and the Head of Department of Technology Enhanced Learning in relation to training and information for staff and students. It had also been considered by Academic Council on a number of occasions.*

*Mr O’Leary highly commended this document. It showed real empathy throughout the Policy.*

*Ms Piggott referred to Page 15 and the Safety Response Team contact numbers. She asked if this was a 24 hour call out. From her experience she has found that students need supports throughout the night.*

*Dr Ni Shé responded that it was a call line from 7.00 am – 10.00 pm.*

*The President added that there is an issue generally in supporting students outside of hours. We are looking at setting up out of hours/out of term supports. Counselling staff have gone on a training programme and it is intended that that training programme will be available for all staff and the Students’ Union which is important. In terms of reviewing the Counselling Service, the out of hours support is important.*

*Ms Piggott asked if there was a way that we could ensure that the Student Mental Health Policy would be brought to the attention of all students.*

*Dr Ni Shé advised that the Policy will be put up on the CIT website. Initial discussions have taken place in terms of advising/assisting students with the Institute’s Department of Technology Enhanced Learning, the AnSEO Student Engagement Office and the Teaching & Learning Unit.*



*Mr O’Leary advised that the HSE run very good Mental Health training programmes at present of 3 hour duration, and people can be trained quickly at no cost. He suggested that another group of people to include in training are Caretakers as very often they tend to be the first people to be approached.*

*Dr Ní Shé stated she was happy to get details from the HSE.*

*Mr Ó Súilleabháin welcomed the policy. He looked forward to the appointment of a new Head of Counselling. He stated a revamp of the whole counselling area needed to take place. At present there are seven counsellors six of whom are male and this was unacceptable.*

*Mr Owens enquired if there was such a policy for staff.*

*Dr Flynn advised that the Institute through the HR Office has used the services of Inspire Wellbeing (EAP) from time to time and Resolve Consultancy which deals with conflict resolution.*

### **3. NEW PROGRAMME VALIDATIONS**

3.1 Council APPROVED validation of the BSc (Hons) in AgriBiosciences programme. This new programme, which has been designed by the Department of Biological Sciences is an *ab initio* degree with an embedded Level 7 award of BSc in Agri-Biosciences.

The Validation Panel Meeting for this proposed new programme was held on 10<sup>th</sup> May and the Panel concluded that the programme meets (a) the required standard for an award in the Science field of study at Level 8 of the National Framework of Qualifications, and (b) the criteria for validation of new programmes adopted by the Academic Council of Cork Institute of Technology.

Council APPROVED validation of this programme for five academic years, or until the next programmatic review, whichever is sooner.

*Dr Ní Shé referred to the above new programme BSc (Hons) in AgriBiosciences programme.*

3.2 Validation panels met on 21st May, 8<sup>th</sup> June and 21<sup>st</sup> May respectively to validate the following Special Purpose Awards.

<b>NFQ LEVEL</b>	<b>AWARD TYPE</b>	<b>NAMED AWARD</b>	<b>ECTS CREDITS</b>
<b>6</b>	SPECIAL PURPOSE AWARD	Certificate in Lean Sigma Yellow Belt for Operations & Service	10
<b>7</b>	SPECIAL PURPOSE AWARD	Certificate in Validation Science	10
<b>9</b>	SPECIAL PURPOSE AWARD	Certificate in Lean Sigma Master Black Belt	30

Council APPROVED validation of these programmes for five academic years, or until the next programmatic review, whichever is sooner.

*Dr Ní Shé highlighted the Certificate in Validation Science which was a response to Springboard.*

- 3.3 The Executive Committee, at its meeting on 8<sup>th</sup> June, APPROVED validation of the Higher Certificate in Arts in Culinary Arts, Bachelor of Arts in Culinary Arts and Bachelor of Arts (Hons) in Culinary Arts subject to remaining administrative work being completed. These programmes have been previously validated by the Academic Council of IT Tralee. The Committee requested that it be confirmed, at the next meeting of Academic Council or, if necessary, at the next meeting of the Executive Committee, that the remaining administrative work has been completed. This was done at the 15<sup>th</sup> June meeting of Council.

The Executive Committee further APPROVED validation of the Special Purpose Award Certificate in Culinary Skills subject to remaining administrative work being completed. This programme has been previously validated by the Academic Council of Letterkenny IT. The Committee requested that it be confirmed, at the next meeting of Academic Council or, if necessary, at the next meeting of the Executive Committee, that the remaining administrative work has been completed. This was done at the 15<sup>th</sup> June meeting of Council.

*Dr Ní Shé advised that the above courses had previously been validated by the Academic Council of IT Tralee and by the Academic Council of Letterkenny IT. We had worked with IT Tralee and LKIT in relation to these programmes. These programmes have gone through the QA process in the respective Institutions and we take those programmes and validate them as programmes to be delivered by CIT.*

- 3.4 The Executive Committee, at its special meeting on 20<sup>th</sup> June, APPROVED the validation of the Master of Business Administration in Strategy a Level 9, 90 ECTS programme, for five academic years, or until the next programmatic review, whichever is sooner. This programme was developed following the report of the Phase 2 Programmatic Review Panel for the Master of Business programme in 2016.

*Dr Ní Shé informed Governors that this programme was developed in response to a recommendation from the Programmatic Review of the 60 credit Master of Business. The Programmatic Review Panel was of the view that the student workload in that programme was worthy of more than 60 credits.*

#### **4. PROGRAMMATIC REVIEWS**

- 4.1 The Dean of Academic Quality and Enhancement reported to Council in regard to Phase 2 of the School of Science Programmatic Review and, in particular, to the completion of the programmatic review for the Higher Diploma in Science in Data Science & Analytics (Department of Mathematics).

The Panel visit for this programme took place on the 14<sup>th</sup> May. Council was updated in relation to the key change to the programme: the introduction of a

dedicated module in R Statistical programming in Semester 1 – *Intro to R for Data Science*. This will require the removal of one of the current modules within the programme – *DATA8003 – Unstructured Data and Visualisation* and the incorporation of some of the learning outcomes of that module into the new one. It was confirmed to Council that implementation of the requirements and recommendations has been completed.

Arising from the report and following implementation of requirements and recommendations, Council APPROVED revalidation of the programme for a further five years or until the next Programmatic Review, whichever is sooner.

*Dr Ni Shé referred to the above revalidation.*

## **5. UPDATE RE ACADEMIC QUALITY ASSURANCE & ENHANCEMENT SCHEDULE**

5.1 Council was updated on the current status of implementation reports regarding programmatic review and validation of new programmes, and was advised that it was not possible to complete all of the post-panel QA work in time for 2018/19 delivery. The work of all involved from both Registrar's Office and the Faculties was acknowledged. However, members of Council raised concerns in relation to resourcing and the fact that it will not be possible to implement a number of programme validations and revalidations in the academic year 2018/19.

5.2 Council APPROVED an extension of the validation period for one further year for certain programmes which have not completed the academic quality assurance processes arising from Programmatic Review.

*Dr Ni Shé referred to the above and to the extension of the validation period for one further year for certain programmes. She emphasised that there is a need to look at resources in the Registrar and Faculty areas to ensure that the post-panel QA work is completed in accordance with the timelines.*

5.3 As the 15<sup>th</sup> June meeting was the final meeting of Council of this academic year, Council authorised the Executive Committee to deal with any other matters that may arise before the first meeting of Academic Council in 2018/19.

*NOTED.*

## **6. EXTERNAL EXAMINERS**

6.1 The Executive Committee approved the appointment of External Examiners for the following programmes:

- BA (Hons) in Contemporary Art
- MA in Art & Process

*NOTED.*

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

7.1 The Regulations Committee presented an updated version 5.0 of the Regulations for Modules and Programmes to Council. Following discussion, Council agreed the following amendments to the Regulations for Modules and Programmes:

- Amendment to subsection 4.10.1 – maximum of four attempts per module
- Amendment to subsection 4.10.2 – repeat and attend
- Addition of new subsection 4.10.3 – repeat and attend
- Amendment of section 5.6 – CO – Progress with Credits Outstanding

In regard to the amended 4.10.1, Council agreed that existing students should be given a two year grace period.

- 7.2 Council agreed that a new Version 6.0 of the Regulations for Modules and Programmes should be prepared, to apply from 1 September 2018, subject to the proviso in Item 7.1 above. It further authorised the Executive Committee to deal with this document at its meeting at its special meeting on 20<sup>th</sup> June 2018, with a view to subsequent approval by Governing Body on 5<sup>th</sup> July 2018.
- 7.3 Council also APPROVED the recommendations of the Regulations Committee in relation to modes for the repeat of a module during a semester. These are now documented in Appendix B.
- 7.4 The Executive Committee APPROVED the Version 6.0 of the Regulations for Modules and Programmes, and AGREED to recommend it to Governing Body for approval.
- 7.5 **The approval of Governing Body is now sought for the Version 6.0 of the Regulations for Modules and Programmes – Appendix 2. These will be effective from 1 September 2018.**

*Dr Ni Shé referred to Appendix 2 – Regulations for Modules and Programmes which has been circulated with the Report.*

*She referred to the ongoing work of the Working Party set up by Academic Council to review the role of the External Examiner.*

*She sought Governing Body approval for Version 6.0 Regulations for Modules and Programmes (Marks and Standards).*

*Governing Body gave their APPROVAL.*

## **8. ADMISSIONS COMMITTEE**

- 8.1 Council APPROVED the following revised Terms of Reference for the Admissions Committee:

Subject to the authority conferred upon it by the Institutes of Technology Act 2006, the Governing Body and the Academic Council, the Admissions Committee should concern itself with:-

1. Developing policies and procedures for the admission of students for all Institute programmes.
2. Making recommendations, where necessary, to the appropriate body, where the functions described in item (1) lie outside the control of the Institute.
3. Coordinating policies and procedures in regard to the transfer of

- students to or from educational or other organisations for educational purposes.
4. Reviewing arrangements to ensure that an appropriate and inclusive environment is created for categories of students who require additional support.
  5. Advocating, directing attention and advising on access to educational programmes that meet the needs of diverse learning groups.
  6. Overseeing the provision of information on all academic programmes delivered by the Institute, as required.
  7. Monitoring external trends and projections that may impact on admissions to programmes within the Institute, in line with national policy.
  8. Reporting on issues relating to access, transfer and progression as defined in the QUALIFICATIONS (EDUCATION AND TRAINING) ACT, 2012.

*NOTED.*

#### **9. RESEARCH CONSTITUENCY**

- 9.1 The Standing Orders Committee was asked to examine the membership of the Academic Council following a suggestion that those engaged solely in Research should have representation on Council. Academic Council agreed to its proposal that a new Research Constituency be created to facilitate representation of those employed as researchers. This constituency will consist of *ex officio* members and elected members.
- 9.2 Council approved the proposal of the Standing Orders Committee that entitlement to *ex officio* membership of Council for the Research Constituency should be based on persons being appointed of designated research centres, as per the Institute's Researcher Career Framework.
- 9.3 Further work will be done by the Standing Orders Committee early in the new academic year in relation to the arrangements for the election of the remaining members of the Research Constituency. These arrangements will be implemented on a pilot basis, until the next elections to Council, due to be held in 2019. As it is customary to undertake a review of all constituencies prior to the formation of a new council, there will be an opportunity to review the make-up of the Research Constituency at that point in time.

*Dr Ní Shé advised that the above had gone through Academic Council and the Standing Orders Committee.*

- 9.4 **The approval of Governing Body is now sought for:**
  - **the establishment of a new Research Constituency of Academic Council.**
  - **the appointment of the Head of any designated research centre of the Institute (in accordance with the Institute's Researcher Career Framework) as an *ex officio* member of the Research Constituency of Academic Council.**

*She sought Governing Body approval for the above two listed proposals.*

*Governing Body gave their APPROVAL.*

- 9.5 **In the event that Governing Body approves these two proposals, the approval of Governing Body is sought consequently for the appointment of Prof Dirk Pesch (Head of Nimbus Centre) as an *ex officio* member of the Research Constituency of Academic Council.**

*Dr Ni Shé sought the approval for the appointment of Prof Dirk Pesch as an ex officio member of the Research Constituency of Academic Council. She advised that Dr Pesch is already a member of Academic Council.*

*Governing Body APPROVED the appointment.*

## **10. ACADEMIC PLAN**

- 10.1 A joint meeting of the Academic Planning and Review Committee (APRC) and the Academic Plan Working Group (APWG) took place on the 8<sup>th</sup> June to review and discuss the most recent revision of the Draft Academic Plan and the feedback received on it from members of the APRC, the APWG and Academic Council. It was agreed that additional revision was needed and therefore it was necessary to continue the Academic Plan development into the Autumn of 2018. This will also allow for consultation with external stakeholders. It was agreed to work towards approval of the Plan by the Academic Council in November 2018.

*Dr Ni Shé advised that we are working towards Academic Council agreement in November 2018.*

## **11. COMMITTEES, WORKING GROUPS**

- 11.1 Exit Awards  
The revised DRAFT policy was presented to Academic Council at the meeting of the 15<sup>th</sup> June. Feedback is now sought on the draft policy and it is anticipated that a revised document will be presented to Council in October.

*NOTED.*

- 11.2 Review of the Student Grievance Procedure  
The Working Group to review the Student Grievance Procedure presented its first report to Academic Council. The Working Party will consult with all stakeholders in this review, to include staff and students. It is envisaged that a final report will be presented to Council at the end of Semester 1, 2018/19.  
In relation to the Student Grievance Procedure, Council noted that the term of office of the current Student Ombudsman is due to expire in August.

*NOTED.*

- 11.3    **Revocation of Awards**  
The Regulations Committee presented a DRAFT Policy on Revocation of Awards. The purpose of this policy is to set out the grounds and procedural framework for the revocation of awards made by Cork Institute of Technology. Work is ongoing and it is anticipated that the finalised policy would be considered by the Academic Council early in the next academic year.

*NOTED.*

- 11.4    **Postgraduate Research Board**  
The Standing Orders Committee reported on its deliberations on the proposal made by the Chair of the Postgraduate Research Board (PRB) that the Postgraduate Research Board be constituted as a full committee of the Academic Council. Work is ongoing on this matter, and submissions have been invited. The Committee has already established that as a number of issues would need to be addressed before the PRB could be established as a committee of Academic Council.

*NOTED.*

**12.    MEMBERSHIP OF ACADEMIC COUNCIL**

- 12.1    Council noted the forthcoming retirement of Council members Prof. Noel Barry, Mr Jim Walsh and Mr Brian McGrath, and wished them well for the future.

*NOTED.*

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

- 13.1    A schedule of Academic Council meetings for the 2018/19 academic year was AGREED. Council is scheduled to meet on eight occasions. The Executive Committee will meet seven days prior to each meeting of Council and it will also meet in September and late June.

*NOTED.*

**14.    CHILD PROTECTION POLICY**

- 14.1    A draft update of the Child Protection Policy was circulated to Council. Council NOTED the document.

*NOTED.*

***Additional Update:***

*Dr Ní Shé sought permission to give an update on an item that was unintentionally omitted in error from the Academic Council Report. The Chairman agreed. She noted that the Students' Union President was present at the Governing Body meeting but in attendance only.*

**Academic Calendar:**

*Dr Ní Shé advised Governors that the newly appointed Students' Union President had sought a meeting with her in relation to the Academic Calendar for 2018/19 academic year.*

*Mr Buckley had voiced his concerns in relation to the fact that the introduction of a reading period would require an increased number of examinations to be timetabled after Christmas. Furthermore, he expressed the view that the proposed start date of post-Christmas examinations was too early.*

*Given that the calendar proposal had been agreed by Academic Council as a two-year pilot, Dr Ní Shé was of the view that the Students' Union President would need to revert to Academic Council in the first instance. At the Academic Council meeting of 15 June, it was agreed to table this as an additional item. A frank discussion took place with views expressed by student and staff stakeholders. On foot of the meeting, the Registrar and the Academic Administration & Student Affairs Manager have liaised with relevant colleagues in relation to facilitating increased number of examinations before Christmas and a later start date after Christmas.*

*Governing Body noted her update.*

## **7.2 DRAFT STUDENT RECRUITMENT AND PROGRESSION DASHBOARD** *was circulated with the Agenda.*

*Dr Ní Shé referred to the draft student recruitment and progression dashboard which had been circulated with the report.*

*Mr O'Leary found the document to be very informative. He liked the structure of the dashboard and the way it was presented. He noted that trends are static and welcomed the information on the top 6 feeder schools.*

*The President stated that our student intake is increasing at year 1 on an annual basis.*

*Mr Ó Súilleabháin noted that the demographics will be increasing and there will be a 10% increase in student numbers.*

*Mr Higgins referred to the top 7 feeder counties and the figure of 1,645 students from Cork. He advised approximately 1,300 come from Cork County which is a big cohort from County schools.*

*Mr Allen referred to the apprentice figures of 454 in 2012/13 rising to 963 in 2017/18. He noted that the Government had so many million euros available for apprenticeship programmes and asked was the Institute at maximum capacity in terms of apprentices.*

*The President advised that 27 proposals were issued in terms of new apprenticeships but not a lot has happened. A study was done by Solas who have predicted what is required but it has been ignored.*

*Mr Owens stated it is not a case for Solas or CIT to decide. The entry is the problem. A company has to take on someone. The entry point is one of the main restrictions. We need to make decisions, get involved and respond.*

*Mr Ó Súilleabháin stated that we were already having to run apprenticeship workshops at night due to space constraints.*



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

**1807.8 REPORT FROM THE VICE PRESIDENT FOR FINANCE & ADMINISTRATION: (Pages 25 – 33)**

*In the absence of Mr Gallagher, the Chairman invited the President to take this item.*

*Before the President took the items for approval he thanked Mr Bernard Allen, Cllr Mary Hegarty and Cllr Patrick Gerard Murphy for giving of their time chairing Interview Boards.*

*He referred Governors to the tabled Selection Board Reports and Progression Report and went through in detail each item for approval.*

**8.1 HUMAN RESOURCES REPORT:**

**PROPOSALS REQUIRING APPROVAL BY THE GOVERNING BODY**

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

**Externally advertised positions**

**1.1.1 Assistant Lecturer, Computer Science - PWT – Department of Computer Science:**

Report of the meeting of the Selection Board held on Friday 8 June 2018 to interview applicants for the TWO positions of Assistant Lecturer – Computer Science (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 were put on a panel:

*APPROVED.*

**1.1.2 Assistant Lecturer, Transport Management & Logistics – PWT – Department of Process, Energy & Transport Engineering:**

Report of the meeting of the Selection Board held on Monday 11 June 2018 to interview applicants for the position of Assistant Lecturer – Transport Management & Logistics (Permanent Whole-Time), Cork Institute of Technology was tabled at the meeting.

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

*APPROVED.*

**1.1.3 Assistant Lecturer, Early Childhood Education & Care – 0.5 PPT – Department of Sports, Leisure & Childhood Studies:**

Report of the meeting of the Selection Board held on Tuesday 12 June 2018 to interview applicants for the position of Assistant Lecturer – Early Childhood Education & Care (0.5 Permanent Part-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.*

**1.1.4 Assistant Lecturer, Sports, Exercise & Health – 0.5 PPT – Department of Sports, Leisure & Childhood Studies:**

Report of the meeting of the Selection Board held on Tuesday 12 June 2018 to interview applicants for the position of Assistant Lecturer – Sport, Exercise & Health (0.5 Permanent Part-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 were put on a panel:

*APPROVED.*

**1.1.5 Assistant Lecturer, Business Information Systems – PWT – Department of Accounting & Information Systems:**

Report of the meeting of the Selection Board held on Wednesday 13 June 2018 to interview applicants for the position of Assistant Lecturer – Business Information Systems (Permanent Whole-Time), Cork Institute of Technology was tabled at the meeting.

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

*APPROVED.*

**1.1.6 Assistant Lecturer, Electrical – PWT – Centre of Craft Studies:**

Report of the meeting of the Selection Board held on Thursday 14 June 2018 to interview applicants for the THREE positions of Assistant Lecturer – Electrical (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.*

*The President explained the reason for the three appointments was because we have an increase in apprenticeship students and noted that half of apprentice registrations nationally are electrical apprentices.*

- 1.1.7 Assistant Lecturer, Metal Fabrication – PWT – Centre of Craft Studies:**  
Report of the meeting of the Selection Board held on Friday 15 June 2018 to interview applicants for the position of Assistant Lecturer – 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 Governing Body approved the recommendation of the Selection Board.

*APPROVED.*

The following were put on a panel:

*APPROVED.*

- 1.1.8 Assistant Lecturer, Counselling & Psychotherapy – PWT – Department of Applied Social Studies:**  
Report of the meeting of the Selection Board held on Friday 15 June 2018 to interview applicants for the position of Assistant Lecturer – Counselling & Psychotherapy (Permanent Whole-Time), Cork Institute of Technology was tabled at the meeting.

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

*APPROVED.*

- 1.1.9 Assistant Lecturer, Biological Sciences – PWT – Department of Biological Sciences:**  
Report of the meeting of the Selection Board held on Tuesday 19 June 2018 to interview applicants for the position of Assistant Lecturer – Biological 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 Governing Body approved the recommendation of the Selection Board.

*APPROVED.*

The following were put on a panel:

*APPROVED.*

*Cllr Hegarty wished to extend congratulations and best wishes to Cllr Patrick Gerard Murphy on his election to the position of Mayor of the County of Cork.*

*She also thanked him for Chairing this Interview Board for her at short notice.*

*Governing Body wished to convey their best wishes to Cllr Murphy also on his position of Mayor of the County of Cork.*

**1.1.10 Assistant Lecturer, Finance – PWT – Department of Accounting & Information Systems:**

Report of the meeting of the Selection Board held on Wednesday 20 June 2018 to interview applicants for the position of Assistant Lecturer – 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 Governing Body approved the recommendation of the Selection Board.

*APPROVED.*

**1.1.11 Assistant Lecturer, Marketing – PWT – Department of Marketing & International Business:**

Report of the meeting of the Selection Board held on Thursday 21 June 2018 to interview applicants for the TWO positions of Assistant Lecturer – Marketing (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.*

**1.1.12 Assistant Lecturer, Mechanical/Manufacturing Engineering – PWT – Department of Mechanical, Biomedical & Manufacturing Engineering:**

Report of the meeting of the Selection Board held on Friday 22 June 2018 to interview applicants for the position of Assistant Lecturer – Mechanical/ Manufacturing Engineering (Permanent Whole-Time), Cork Institute of Technology was tabled at the meeting.

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

*APPROVED.*

**1.1.13 Researcher, SURICATES Project – 3 year fixed term – School of Building & Civil Engineering:**

Report of the meeting of the Selection Board held on Monday 25 June 2018 to interview applicants for the position of Researcher, SURICATES Project, 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.*

**1.1.14 Assistant Lecturer, Entrepreneurship – PWT – Department of Management & Enterprise:**

Report of the meeting of the Selection Board held on Tuesday 26 June 2018 to interview applicants for the position of Assistant Lecturer – Entrepreneurship (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.*

**1.1.15 Assistant Lecturer, Management – PWT – Department of Management & Enterprise:**

Report of the meeting of the Selection Board held on Tuesday 26 June 2018 to interview applicants for the position of Assistant Lecturer – Management (Permanent Whole-Time), Cork Institute of Technology was tabled at the meeting.

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

*APPROVED.*

**1.1.16 Technical Officer – 2 year fixed term – IT Services:**

Report of the meeting of the Selection Board held on Thursday 28 June 2018 to interview applicants for the position of Technical Officer – IT Services (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.*

The following was put on a panel:

*APPROVED.*

**1.1.17 Assistant Lecturer, Biomedical Engineering – PWT – Department of Mechanical, Biomedical & Manufacturing Engineering:**

Report of the meeting of the Selection Board held on Friday 29 June 2018 to interview applicants for the position of Assistant Lecturer – Biomedical Engineering (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 were put on a panel:

*APPROVED.*

**1.1.18 Assistant Lecturer, Automation & Control Engineering – PWT – Department of Mechanical, Biomedical & Manufacturing Engineering:**

Report of the meeting of the Selection Board held on Tuesday 3 July 2018 to interview applicants for the TWO positions of Assistant Lecturer – Automation & Control Engineering (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 were put on a panel:

*APPROVED.*

*Mr Higgins noted that there were a lot of Selection Board Reports tabled today and asked if this was the norm.*

*The President advised that it is the norm for this time of the year to ensure that appointments are in place for the start of the academic year in September.*

**Internally advertised position**

**1.1.19 Assistant Lecturer/Lecturer, Construction – PWT- Department of Construction:**

Report of the meeting of the Selection Board held on Monday 25 June 2018 to interview applicants for the position of Assistant Lecturer/Lecturer –

Construction (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.

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

1.2.1 Department of Applied Studies

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

*APPROVED.*

**2.1 Appointments**

*NOTED.*

**2.2 Contract Variation**

2.2.1 Career Break: New

*NOTED.*

2.2.2 Career Break: Return

*NOTED.*

2.2.3 Work Share: Continue

*NOTED.*

2.2.4 Work Share: New

*NOTED.*

2.2.5 Job Share: return

*NOTED.*

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

2.3.1 CIT Cork School of Music

*NOTED.*

## **2.4 Resignations**

*NOTED.*

## **2.5 Retirements**

### **2.5.1 Early Retirement**

*NOTED.*

## **1.1 PROPOSAL TO RENAME TWO DEPARTMENTS IN THE CIT CORK SCHOOL OF MUSIC:**

*The President referred to the proposal submitted by Mr Gerard O'Donovan, Head of Faculty of Business & Humanities, to rename two departments in the CIT Cork School of Music.*

*The proposal was as follows:*

“This proposal is necessary to rebalance department sizes and have department names fit for purpose in a modern progressive School of Music.

After consultation with management and staff in the CIT Cork School of Music and Faculty Executive there was agreement on the proposed department names changes. There will be no change in timetabling or work practices affecting staff, just a change in reporting structure for some staff.

I can confirm that at a General Staff meeting at CSM on June 15<sup>th</sup> 2018, staff were consulted and fully informed about the realignment proposal and were happy for same to progress.

### **Proposal:**

#### **Current Department Titles and Heads of Function in CIT Cork School of Music:**

Department of Wind, Percussion, Voice & Drama Studies (Head: John O'Connor) NEW TITLE PROPOSED

Department of String Studies (Head: Joan Scannell) NEW TITLE PROPOSED

Department of Musicianship and Academic Studies (Head: Maria Judge) NO CHANGE PROPOSED

Department of Keyboard Studies (Head: Dr Gabriela Mayer) NO CHANGE PROPOSED

### **Two new Proposed Department Title Names:**

**Department of Pop, Jazz, Trad, Voice & Theatre Studies** (Head: John O'Connor) to replace Department of Wind, Percussion, Voice & Drama Studies.



This department hosts a range of cognate performance disciplines rooted in the theatre – drama, musical theatre, opera; and contemporary music studies in popular music, jazz, and traditional music. Modes of study include large-ensemble performance, individual tutorial, small-group work, technology enhanced learning and academic enquiry. Career-focused programmes prepare and connect students and graduates to current artistic and industry trends.

**Department of Orchestral Studies** (Head: Joan Scannell) to replace Department of String Studies.

Embracing a lifelong training and engagement with the instruments of the modern symphony orchestra, namely strings, woodwinds, brasswind, and percussion; this department hosts learning activities ranging from Suzuki String teaching for the very young, through part-time, graded, one-to-one lessons in over fifteen specialisms, to small and large ensemble performance, culminating in a full-sized symphony orchestra, and full-time level eight and nine awards leading to professional qualifications. Classical guitar and early music activity is also seated in this department.”

*The President sought the approval of Governing Body for the two Department name changes.*

*Governing Body APPROVED the two Department name changes as outlined above in the CIT Cork School of Music.*

1807.9

**REPORT FROM THE VICE PRESIDENT FOR EXTERNAL AFFAIRS: (Pages 33 to 47)**

*The Chairman invited the VP for External Affairs to take her report.*

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

**Report from Vice President for External Affairs**

**1. Research, Innovation & Enterprise**

**Research Metrics - Period Covered: May/June 2018**

<b>Metric</b>
<b><u>Research Funding Projects awarded (National)</u></b>  <b>1 (CAPP)</b> Renewal phase of the Pharmaceutical Manufacturing Technology Centre programme <b>1 (Exercise &amp; Health)</b> Exercise and Health Research Team have successfully secured €16,500 to cover the fees of a PhD candidate over a 3 year period.
<b><u>Journal Publications (peer reviewed)</u></b>  <b>7 (BioExplore)</b> <b>2 (Dept. of Business)</b>

<ul style="list-style-type: none"> <li>• Akhter Shareef, M., Mukerji, B., Ali Alryalat, M., Wright, A., Dwivedi, Y. (2018). “Advertisements on Facebook: Identifying the persuasive elements in the development of positive attitudes in consumers”, Journal of Retailing and Consumer Services, Elsevier, Volume 43, July 2018, Pages 258–268.</li> <li>• Lenihan, N. and Kavanagh, C. (2018), Strategies for Success: How a Small Business Competes in the Motorhome Industry in Ireland. Irish Business Journal, Vol.11</li> </ul>
<p><b><u>Conference Publications (peer reviewed)</u></b></p> <p><b>2 (BioExplore)</b>  <b>3 (Dept. of Business)</b></p> <ul style="list-style-type: none"> <li>• Wright, A. (2018). “A Reflection on Teaching Practice: A Level 9 Microteaching Application”, paper presented at the HEAd’18, 4th International Conference on Higher Education Advances, Valencia, Spain, June 21 – 23</li> <li>• Fitzgibbon, C., Wright, A. (2018). “Culinary Cork: Branding Cork as a Food Tourism Destination - A Collective Approach”, presented at the annual THRIC conference, WIT, June 18-19.</li> <li>• O’Brien, P., Wright, A. (2018). “Social Acceptance of Renewable Energy: Exploring a Citizen Centric Paradigm”, Environ, the Environmental Science Association of Ireland, Cork Institute of Technology, March 28th.</li> </ul>
<p><b><u>Conference Publications (other)</u></b></p> <p><b>2 (BioExplore)</b></p>
<p><b><u>Invited presentations</u></b></p> <p><b>1 (CAPP)</b> International Conference of Laser Optics (Dr Liam O’Faolain)  <b>1 (Dept. of TEL)</b> EdTech Conference Carlow (Dr Gearoid O’Suilleabhain)</p>
<p><b><u>Seminars, colloquia hosted</u></b></p> <p><b>1 (CAPP)</b> Beijing University (Dr Thomas Ochalski)  <b>1 (Dept. of TEL)</b> SmartRural Showcase, CIT</p>

*NOTED.*

**Notable mentions:**

Prof. Paul Walsh and his team in the SIGMA Research Group have been successful in securing significant H2020 funding for a project called STOP (STop Obesity Platform). STOP will bring together an interdisciplinary and intersectoral group of subject matter experts from industry and academia under one umbrella, to address the health societal challenge of obesity with the specific objectives of mitigating the enormous and growing Health Care costs of obesity that burden European citizens. The STOP project will address this need through the foundation of an innovative platform to support persons with obesity with a better nutrition under supervision of Healthcare Professionals. The project is to the value of €900,000 with €160,000 to CIT.

CIT remains the highest performing IoT in H2020, continuing to outperform Maynooth University despite the lack of availability of any funding for research in the IOT sector (see table).

*NOTED.*

### **H2020 - Q1 2018**

Organisations with less than 10 Applications and/or Funding of less than €1M not reported here.

<b>HE Institution</b>	<b>No. of Applications</b>	<b>No. of Successes</b>	<b>%of Success</b>	<b>No. Securing &gt;€1M</b>	<b>Funding (€)</b>
TCD	789	116	14.7	20	72,659,905
UCC	665	103	15.5	9	47,221,926
NUIG	647	98	15.1	7	40,092,869
UCD	722	102	14.1	7	39,782,680
DCU	369	51	13.8	5	20,455,202
RCSI	118	33	28	5	12,529,492
UL	271	24	8.9	3	12,506,852
<b>CIT</b>	<b>103</b>	<b>17</b>	<b>16.5</b>	<b>0</b>	<b>5,737,644</b>
WIT	128	12	9.4	0	4,516,926
NUIM	140	9	6.4	1	3,816,961
DIT	82	10	12.2	1	2,727,452
DIAS	19	5	26.3	1	2,540,316
DKIT	34	5	14.7	0	1,728,116
AIT	24	1	4.2	0	755,938
IT Sligo	12	2	16.7	0	718,610
<b>IT Tralee</b>	<b>23</b>	<b>3</b>	<b>13</b>	<b>0</b>	<b>626,313</b>
NCI	15	1	6.7	0	555,885
LKIT	8	1	12.5	0	345,875
LIT	20	1	5	0	252,775
GMIT	15	0	0	0	0

*Dr Flynn referred to the above Horizon 2020 table. She noted that Cork is high up on the rankings and that IT Tralee has also been included. She referred to the minor partners of the other consortia i.e. Institute of Technology Blanchardstown and Institute of Technology Tallaght (TU4D) and Institute of Technology Carlow in the context of the South East Consortia and how they were not mentioned in the list.*

### **BCO**

Blackrock Castle Observatory has seen visitor numbers increasing significantly in the first half of 2018. Visitor numbers were up by 42% on this time last year.

*NOTED.*

### **Student Entrepreneurship**

The 2018 Student Inc. programme got underway in the Rubicon on June 5<sup>th</sup>. There are 12 CIT student entrepreneurs developing their business ideas on the programme this year;

<b>Group Members</b>	<b>Course</b>	<b>Year</b>	<b>Company Name</b>	<b>Description of Company</b>
<b>Patrick O'Sullivan</b>	Creative Digital Media	2nd	Extra Man	A peer to peer skill sharing website and app that offers a safe and convenient way for short term employers to connect with job seekers
<b>MaryRose Shanahan</b>	Business Studies	3rd	Sweat pads	Underarm sweat pads for men and women who are wearing light shirts in work and need peace of mind.
<b>Rachel Ryan</b>	Bachelor of Business in Culinary Arts	3rd	The Natural Selection Company	Jellies that are full of vitamins and minerals and low in sugar focused on kids healthy eating.
<b>Malgorzata (Margaret) Urbanowicz</b>	Bachelor of Marketing	4th	L'aissez	Experience café for creative people where unique local offerings are produced from local produce.
<b>Aisling Reardon</b>	MA PR and New Media	4th	Café Craft	Designer café serving 5 signature dishes, unique offerings in dyed bread and fashion orientated plating.
<b>Eabha Hennessy</b>	Creative Digital Media	4th	Diffraet	Arts and culture event focused on electronica and having a dance atmosphere. A way of bringing together alternative artists to create a community that can work together.
<b>Conor McGowan</b>	Bachelor of Business	1st	Smartphone tutorial	Smartphone tutorial service in a 1:1 model.
<b>Aaron Comerford</b>	Bachelor of Business in Culinary Arts	3rd	Ready Steady Food Co.	A company that is passionate about good food, chillies and music. Catering for different markets with a small product range of hot sauce and BBQ jerk sauce.
<b>Zachary Dair</b>	Software Development	1st	Dair Game Development Studio	An indie game development studio to create games as a service of entertainment to create unique experiences for players to connect, share, remember and to enjoy.
<b>Alan Coffey</b>	Business Information Systems	2nd	EZ Clip	Idea revolves around a piece of safety equipment for the gym. The "EZ Clip" prevents weights from falling off the bar. The design replaces the current design which is difficult to use and is often ignored by

				gym goes completely.
<b>Martin Condon</b>	Herbal Science	4th	Ballac Mushrooms	Grow and sell high quality mushrooms and process them into other value products such as hot chocolate or teas.
<b>Hugh McCarthy</b>	Herbal Science	4th	Ballac Mushrooms	Grow and sell high quality mushrooms and process them into other value products such as hot chocolate or teas.

CIT again won the Enterprise Ireland all-Ireland Student Enterprise Awards, which was held in Galway on 14<sup>th</sup> June. As the 2018 winners CIT will host the finals in 2019.

Nationally there were over 1,000 entries from all the Institutes of Technology and Universities north and south of the border. CIT were the only higher education institution with two teams in the final ten.

The winning CIT team received a prize of €10,000.

The winning entry was MacGlas which was developed by an interdisciplinary group of students from Engineering and Business Studies. MacGlas is a novel vision aid designed to help people suffering from Macular Degeneration, the leading cause of vision loss in the western world, which results in the progressive loss of central vision. By configuring and applying existing technologies in a new and innovative way to harness and optimise the sufferer's peripheral undamaged vision, MacGlas helps individuals regain everyday capabilities such as reading which have been made impossible by the disease.

**CIT have previously won the competition in 2013 and 2016. CIT have now won the competition more often than any other third level institution in the country.**

*Dr Flynn referred to the 2018 Student Inc. programme which took place in the Rubicon Centre on 5 June 2018. CIT has again won the Enterprise Ireland all-Ireland Student Enterprise Awards and has won the competition more than any other third level institution in the country.*

*The Chairman asked that a high level presentation be made to Governing Body on Horizon 2020 and on the activity of the Student Entrepreneurship.*

*In terms of the winning entry MacGlas, Mr O'Leary enquired if their product was on the market yet.*

*Dr Flynn advised not yet – MacGlas need to get the commercial aspects of their business sorted.*

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

CIT is leading a funding application submission in the area of student entrepreneurship under the RED fund. The application is seeking funding of

€339,240 from Enterprise Ireland to fund Student Inc and expand it out to UCC and IT Tralee.

*NOTED.*

#### **Public Relations**

Co-ordinated CIT Innovation piece in Sunday Business Post Supplement  
<https://www.flipsnack.com/SBPost/cork-2018.html>

*NOTED.*

#### **Rubicon Centre**

Second New Frontiers Phase 1 programme run in May with 13 participants. Currently recruiting for New Frontiers Phase 2 to start in September 2018.

*NOTED.*

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

- Hosted the University of Minnesota visit to the Rubicon May 28<sup>th</sup>
- Hosted George Mason University visit to the Rubicon June 1<sup>st</sup>
- Women's Rural Entrepreneurial Network (WREN) Showcase & Judging Croom 11<sup>th</sup> June
- Women's Rural Entrepreneurial Network (WREN) Showcase & Judging Little Island 13<sup>th</sup> June
- Evenbrite Official Opening , South Mall June 11<sup>th</sup>
- Foróige Launch of their Network for Teaching Entrepreneurship, June 11<sup>th</sup>, Republic of Work , South Mall
- Bridge Network Master Class on Spinouts , UCC , May 29<sup>th</sup>
- Cork Chamber Business Breakfast May 31<sup>st</sup>
- EI Start Up Advisory Panel – Dublin – June 14<sup>th</sup>
- Bridge Consortium TT Network Governance Meeting, CIT June 21<sup>st</sup>
- Licensing Executives Society Conference & Training , TCD, June 22<sup>nd</sup>

*NOTED.*

## **2. Extended Campus, Alumni and Internationalisation**

### **Springboard+ 2018**

- 49 applied under Springboard+ (as of 21/06/2018)
- 15 applied under ICT Skills Conversion (as of 21/06/2018)

Over 300+ Springboard+ flyers (provided by the CIT Marketing Department) are being sent out to the public to promote and advertise CIT's Springboard+ and ICT courses.

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

Deirdre Goggin and Prof Irene Sheridan represented CIT at the European Commission's Validation Festival in Brussels on 14<sup>th</sup> and 15<sup>th</sup> June. The Market Place of the festival involved 40 stands demonstrating good practice in Validation, including one from CIT Extended Campus. The focus of the practice chosen for the validation festival was the role of collaboration with employers for validation of workplace learning.

The Commission also launched at the Festival an international video on validation which they had developed and which features Deirdre Goggin, Phil O’Leary and Shane Cronin from CIT as well as Ronan Emmett and Sinead O’Neill from Boston Scientific.

The video can be found at:

<http://ec.europa.eu/avservices/video/player.cfm?ref=I157148&sitelang=EN&lg=EN&devurl=http://ec.europa.eu/avservices/video/player/config.cfm>

#### Events planning

- IDA visit on 19/06/18 with a company visiting Cork to assess the potential of setting up an operation here. They are particularly interested in Software Development roles.
- There is Mapping Exercise underway currently to measure CIT interactions with Johnson Controls.
- CRM contacts have been updated (new additions or deactivations of invalid email addresses).

*NOTED.*

#### **Extended Campus Newsletter**

May 2018 (Internal)

Total number of recipients 1,797

Open Rate	14.7%	Click Rate	1.2%
List Average	12.6%	List Average	2.0%
Industry Average	18.1%	Industry Average	2.1%

May 2018 (External)

Total number of recipients 701

Open Rate	13.4%	Click Rate	0.2%
List Average	14.6%	List Average	1.5%
Industry Average	18.1%	Industry Average	2.1%

*NOTED.*

#### **Twitter and Linked In Engagement**

<b>Monthly Summary</b>					
<b>Month</b>	<b>Tweets</b>	<b>Tweet Impressions</b>	<b>Profile Visits</b>	<b>Mentions</b>	<b>New Followers</b>
April	35	42.5K	802	63	28
May	18	23.2K	401	36	21
June (so far)	12	9,944	115	48	3

Using hashtag #CollaborateWithCIT across Twitter and LinkedIN.

**Top Tweet** earned 1,420 impressions

. @DeeGoggin from @CIT\_ie  
@extendedcampus speaking at the  
#EUSkillsValidation event in Brussels  
#CollaboratewithCIT #LearningMatters  
#MakeLearningCount  
#CollaboratetoValidate  
[pic.twitter.com/RglffBRNvT](https://pic.twitter.com/RglffBRNvT)



🔗 9 ❤️ 19

**Top Tweet** earned 1,882 impressions

Have a look at our latest Engagement in Practice case study. It describes how @irishguidedogs collaborated with @camms\_cit to improve their service design and operations management #CollaboratewithCIT

[extendedcampus.cit.ie/contentfiles/c...](https://extendedcampus.cit.ie/contentfiles/c...)

@OrlaFlynnCIT @gerard\_odonovan  
@McCthyConsultng  
[pic.twitter.com/4tjtcOprqy](https://pic.twitter.com/4tjtcOprqy)



🔗 0 ❤️ 0

**Top Tweet** earned 4,067 impressions

Take a look at some of the collaborations that have occurred between @CIT and industry recently #CollaboratewithCIT #news  
[extendedcampus.cit.ie/news](https://extendedcampus.cit.ie/news)  
[pic.twitter.com/CneMXnDXm4](https://pic.twitter.com/CneMXnDXm4)



🔗 10 ❤️ 14

**CIT Extended Campus**  
Extended Campus at Cork Institute of Technology  
5d · Edited

Professor Irene Sheridan and Deirdre Goggin are representing **Cork Institute of Technology CIT Extended Campus** today at the European Validation Festival in Brussels. This event is designed to share practices and exchange ideas and knowledge on validation of informal and non-formal learning #EUSkillsValidation #CollaboratewithCIT #CollaboratetoValidate



14-15 June 2018, The Egg, Brussels

🔗 0 ❤️ 0

NOTED.

### Alumni Office Events

#### Meet the Graduate

The Alumni Office engaged with 20 graduates across various sectors and facilitated their return to CIT to give a talk to current students from a similar discipline in relation to life after graduation, job prospects or topics relating to their projects and coursework. The Alumni Office also liaised with academic staff members to aid the delivery of seminar series modules, where industry professionals attended CIT to give students insight into various subjects surrounding their course and career environment. These graduate talks took place during lunch or class time, varying from 1 to 2 hours in length. The delivery of the talks varied from casual and relaxed roundtable discussion to a more formal lecture type talk. Graduates from various



organisations and sectors were involved (Johnson and Johnson, Cork Chamber, Benchwarmers, TrendMicro, The Communications Hub, PM Group). These sessions also allowed for networking opportunities. Nearly 400 students engaged with the Alumni Office as part of the Meet the Graduate initiative.

*NOTED.*

### **Lecturer Testimonials**

The “Meet the Graduate” initiative facilitated a positive social atmosphere and provided much support to me as one of the organizers of the event.” Gwen Lettice, Multimedia

“I thought it was a valuable opportunity to provide students with relevant and industry specific insight from an experienced source who was independent to the Lecturing staff that our students see every day. Conversational feedback from the students agreed.” Kim Mulcahy, NMCI

Meet the Graduate was supported through the *Transitions to CIT* project.

*NOTED.*

### **Communications**

- The CIT Alumni E-News was circulated to 19,591 alumni (Friday 8<sup>th</sup> June 2018).

*NOTED.*

### **Events**

- Alumni Office attendance at *Alumni engagement in Higher Education* conference hosted by the Society for Research into Higher Education (Wednesday 16<sup>th</sup> May 2018)
- Alumni Office presence at CIT Careers Employability in the 21<sup>st</sup> Century (Thursday 24<sup>th</sup> May 2018). A number of alumni participated in presentations and panel sessions during the event (Poppulo, Pfizer and Morgan McKinley)
- Alumni Intern interviews (Friday 25<sup>th</sup> May 2018)
- Conferring at NMCI (20 June 2018)
- Network Cork New Members Breakfast (21 June 2018)

*NOTED.*

### **International Office**

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

A total of 623 non-EU applications have been received for the 2018/2019 academic year as of 22 June 2018, as against 494 applications received on 23 June 2017 for the 2017/2018 academic year.

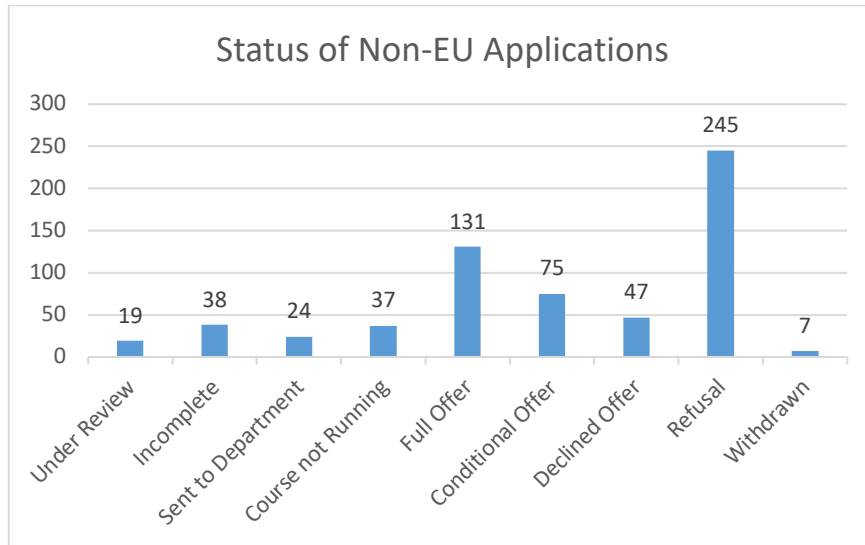
As non-EU applications are processed on a rolling basis, to date a total number of 253 offers have been issued for the 2018/2019 academic year, compared to 164 offers issued for the 2017/2018 academic year.

The applications received for the 2018/2019 academic year comprise 491 postgraduate applications and 132 undergraduate applications. Full breakdown of non-EU applications as of 22 June 2018 for the 2018/2019 academic year can be found on the next page.

- The high number of refusals are mainly, but not completely, due to the high

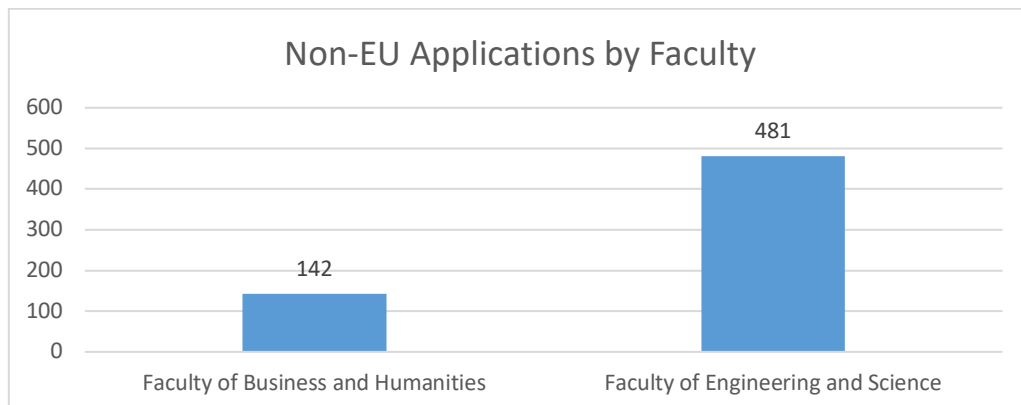
level of applicants applying for a place on the MSc Data Science and Analytics who do not meet the equivalent 2H1 entry requirement.

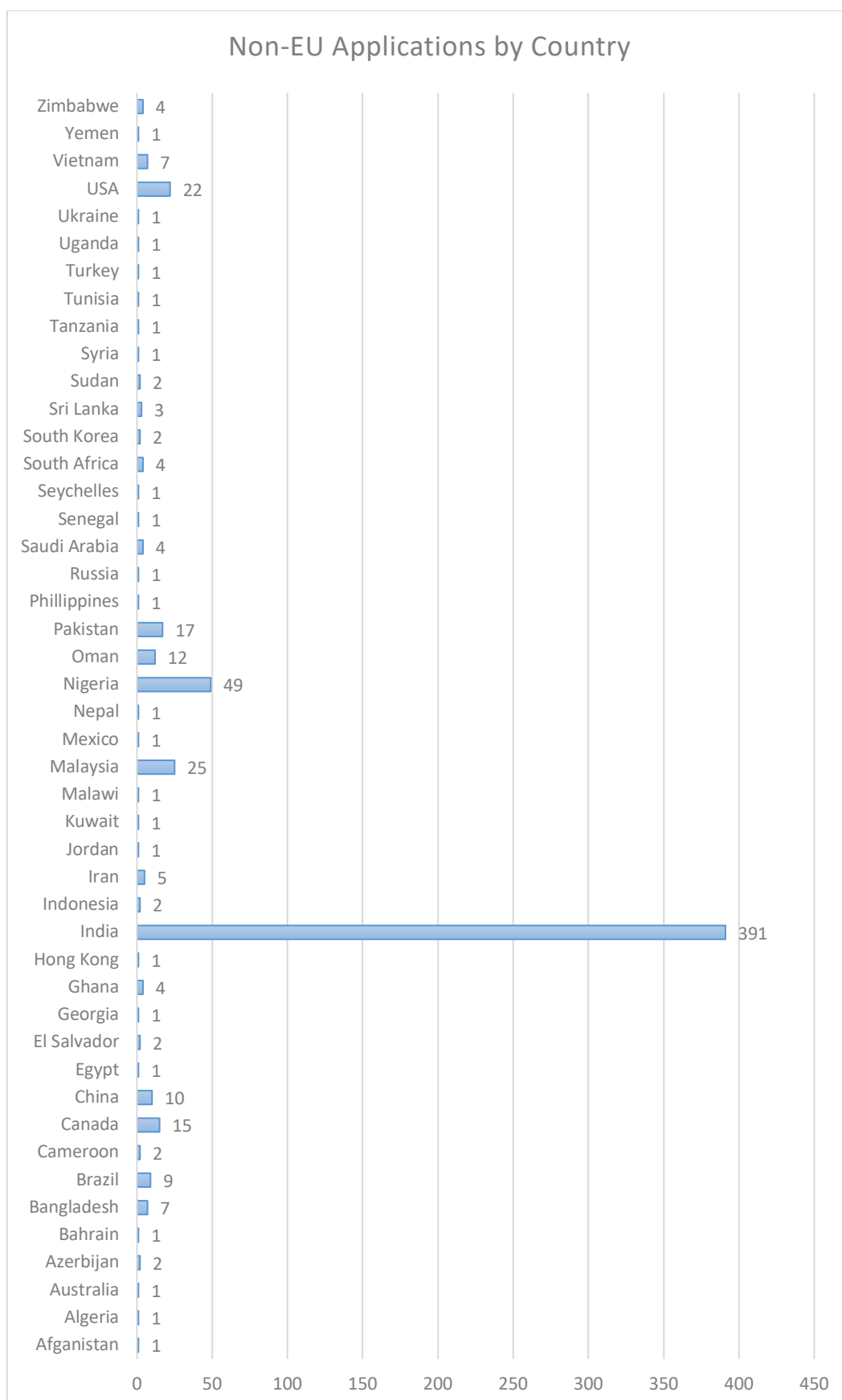
- The ‘Under Review’ status are applications recently received and are currently under process at the International Office.
- The ‘Incomplete’ status are applications received without full documentation for assessment. The International Office has requested further information from each of these applicants.
- The ‘Declined Offer’ status are applicants who were offered a place to study who have formally notified the International Office that they wish to decline their offer.



The majority of applications are for the Department of Computer Science (193), the Department of Mathematics (146), the Department of Marketing & International Business (62) and the Department of Mechanical, Biomedical & Manufacturing Engineering (48).

The application spikes are due to the MSc Artificial Intelligence, MSc Information Security offered by the Department of Computer Science and the MSc Data Science and Analytics offered by the Department of Mathematics.





The MSc Data Science and Analytics is in high demand from Indian students in particular, however a high number who applied for the programme were refused.

48 deposits have been received to date.

In addition to the 74 new non-EU fee paying students who have accepted their place as above for September 2018, there are also 5 exchange students confirmed to join CIT from Niagara College, Canada.

The data above does not include 18 new study abroad applications from Endicott College. The 18 Endicott College Students are confirmed to undertake Semester 1 commencing September 2018. The students will take modules from mainly in the School of Business and a small number in the School of Science. These are fee paying study abroad students.

As of 22 June 2018, a total of **97 new non-EU Students** are due to register in CIT in September 2018, compared to a total of **55 new non-EU Students** at this time last year.

*NOTED.*

#### **Visits to CIT**

- **Education Agents**

A group of six African education agents (three from Nigeria, two from South Africa and one from Kenya) visited CIT on 20 June 2018. The purpose of this visit was a familiarisation trip to the HEIs in Ireland. The group were given an overview of CIT, tour of campus and met with Heads of Department of Computer Science and Process, Energy and Transport Engineering.

*NOTED.*

#### **ERASMUS UPDATE**

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

A total of 129 study exchange applications have been received for September 2018. The second application deadline for spring semester applications will be in October 2018.

The current shortage of student accommodation continues to be a major concern, particularly for students who are only coming to CIT for one semester. Providers are reluctant to take one semester-only students. As happened last year, some students have cancelled their applications to study at CIT due to difficulties in finding accommodation.

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

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

In addition to the 36 study exchange students who will go abroad in September, a group of eight students from the Department of Sport, Leisure and Childhood Studies will commence internships at Vincerola GmbH kindergarten in Cologne in

September. The department has a long-standing relationship with this company, which has provided high quality internships to our students for a number of years. Many former CIT student interns have taken up permanent positions with the company after graduating. Representatives from the company visit CIT each year, and the placement coordinator, Dr Marian Quinn, also visits the students during their placements.

*NOTED.*

### **Erasmus Staff Mobility Update**

#### **Outgoing:**

The following outgoing Erasmus-funded staff mobility took place during May/June 2018.

- Captain William Kavanagh of the NMCI visited Jade Hogeschool, Elsfleth Maritime College in Germany from 29<sup>th</sup> May to 1<sup>st</sup> June. The purpose of the visit was to discuss the new MSc in IMM – learning outcomes, thesis structure and research methods, with a view to future implementation in September 2018. Capt Kavanagh also met two students who are due to commence their studies at NMCI in September, and also received training in the Moodle system which is used to deliver the MSc in International Maritime Management. Further lecturing exchanges were also planned during the visit.
- Hugh McCarthy of CIT CSM participated in the “Crossing Borders in Higher Arts Education” forum, at the Escola Superior de Musica E Artes Do Espectaculo (ESMAE), Porto, on 8<sup>th</sup> June, and also delivered a series of lectures at the institution during his visit.
- Emmett Coffey and Frank O’Donovan attended the CampusDoc Film Festival in Utrecht from 15<sup>th</sup> to 18<sup>th</sup> June. They carried out evaluations of student documentaries for submission to CIT’s FilmCraftCork festival in 2019. Documentary work produced by CIT Journalism students was shown at this year’s Festival. This training visit was planned to further the connection between the Journalism programmes at Hogeschool Utrecht (HU) and the MA in Journalism with Digital Content Creation in CIT. It also gave Emmett and Frank the opportunity to make connections with two further institutions: Manchester Metropolitan University and the Journalism School at City University New York (CUNY), a partner in the CampusDoc Film Festival. Discussions were held with staff from HU, CUNY and MMU with regard to three specific projects, including
  - A summer school in documentary making
  - The creation of an International Converged Newsroom (ICN) to showcase the work of students
  - An international MA programme on documentary making involving HU, CUNY, MMU and CIT’s Media Communications Department.
- Margaret Mulderrig attended an Erasmus Staff Week at Metropolia University of Applied Sciences in Finland (11-13 June 2018). CIT has had a highly successful Erasmus partnership with Metropolia since the mid 1990’s. Metropolia students from Engineering and Science come to study at CIT each year, and CIT students from Mechanical Engineering and Biological Sciences areas have carried out internships there. There were some very positive outcomes from the week’s discussions, including:
  - A range of new possibilities for CIT students to study at Metropolia on English taught bachelor courses
  - Metropolia shared their ideas and good practice in the area of

internationalisation for all students (in addition to the traditional module of semester exchanges or internships), such as short-term Erasmus mobility, along the lines of the former Erasmus Intensive Programmes model. Virtual mobility examples and ideas were also discussed. Each Metropolia is given an internationalisation checklist in first year, and encouraged to include international experience in their learning, whether physically studying abroad, or participating in “internationalisation at home” activities, such as collaborative virtual mobility projects with students from partner institutions.

*NOTED.*

**Incoming Visits:**

- A group of Student Affairs and International Office staff from Blekinge Institute of Technology (BTH), Karlskrona, Sweden, visited CIT on 20<sup>th</sup> June. Discussions focussed on the BTH English-taught degree in Industrial Management, and the possibilities of exchanging students in the business and technology/engineering areas. Professor John Barrett gave a presentation on the projects and facilities at NIMBUS, and the possibilities for providing projects to incoming students from BTH. The international project semester being offered by BTH in the Industrial Management degree offer potential for CIT student participation.
- Prof Frederic Debeaufort, from the University de Bourgogne (IUT Dijon) visited CIT in early June to discuss student internships and to visit students from the IUT who were carrying out their placements at companies in Cork. During the visit, Prof Debeaufort met academic staff from the Department of Biological Sciences to discuss the internship exchange programme. Ten students from the CIT department of Biological Sciences are currently carrying out their internships at research centres in Dijon.

*NOTED.*

**ATHENA SWAN**

In 2016, the HEA published a review of gender balance in higher education institutions in Ireland – the report contains a range of recommended actions for higher education institutions, for research funding agencies and for the HEA itself. The report can be found at:

[http://hea.ie/assets/uploads/2017/04/hea\\_review\\_of\\_gender\\_equality\\_in\\_irish\\_higher\\_education.pdf](http://hea.ie/assets/uploads/2017/04/hea_review_of_gender_equality_in_irish_higher_education.pdf)

The actions recommended for Higher Education Institutions are listed on pages 44 - 77.

Athena Swan is a UL-led initiative to address issues of gender bias and gender imbalance in higher education institutions. There is a requirement for CIT to achieve an Athena Swan institutional award by 2019, to remain eligible for applying for research funding. Planning for this activity commenced in CIT in January 2017, and an Athena Swan Self-Assessment Team (SAT) was established in September 2017. CIT has adopted the Athena Swan Charter and is a recognised Athena Swan organisation.

The Athena Swan submission requires the completion of a comprehensive staff survey (completed in November 2017), and the gathering of qualitative data from a

number of focus groups (completed in January 2018). Statistical information about the organisation for the last three years is also required, including gender-based information on recruitment, promotion and staffing composition. Deep institutional commitment to addressing this issue is also required, in terms of Presidential commitment and resource allocation. Ideally this initiative will in future sit under the broader heading of Equality, Diversity and Inclusion.

*Dr Flynn referred to the above. She referred Governors to the report published by the HEA in 2016 in relation to gender balance in higher education institutions in Ireland and the range of recommended actions for HEIs, research funding agencies and the HEA. She stated she would circulate the staff survey results in due course. She also advised that there would be unconscious bias training for all Governors.*

#### **FOR APPROVAL**

Approval is sought for CIT to assign the Intellectual Property Rights in CIT invention IDF-2018-004 to TEVA Pharmaceuticals in Waterford. TEVA 100% direct funded the research project delivered by CAPPa that led to the invention. CIT had agreed to assign all Intellectual Property Rights developed in the project to TEVA in the research agreement governing the project dated the 6<sup>th</sup> April 2017.

*Dr Flynn referred Governors to the above. As Intellectual Property is considered an asset, she sought Governing Body approval to assign the Intellectual Property Rights in CIT invention IDF-2018-004 to TEVA Pharmaceuticals in Waterford who had funded the research project delivered by CAPPa that resulted in the invention.*

*Governing Body gave their APPROVAL.*

*The Chairman thanked Dr Flynn for her briefing.*

#### **1807.10      AUDIT & RISK SUB-COMMITTEE:**

*The Chairman invited the Chair of the Sub-Committee, Mr Bernard Allen to take this report.*

##### **10.1      Signed Minutes of the Audit & Risk Sub-Committee meeting held on Thursday 19 April 2018** were circulated with the Agenda.

*Mr Allen referred to the signed Minutes of the Audit & Risk Sub-Committee meeting which had been discussed at the 3 May 2018 Governing Body meeting.*

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

*Governing Body APPROVED the minutes.*

##### **10.2      Draft Minutes of the Audit & Risk Sub-Committee meeting held on Thursday 14 June 2018** were circulated with the Agenda.

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

## **Conflicts of Interest**

There are no conflicts of interest.

### **1. Minutes of 19 April 2018**

The minutes were approved.

*NOTED.*

### **2. Matters arising**

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

Issue of referencing non Institute roles in correspondences to be addressed.

*NOTED.*

### **3. Correspondence**

#### **PAC Correspondence and Report**

The PAC had requested information arising from issues raised at the meeting of 24 May 2018, and the Institute has provided a response with the necessary information.

*NOTED.*

#### **HEA Correspondence**

*NOTED.*

#### **HEA request and response for information regarding payroll overpayments**

This correspondence relates to a sector wide request for information. The committee were advised that all overpayments are repaid.

*NOTED.*

#### **HEA request for Audit and Risk Committee membership details**

The Committee agree to the provision of member's names to the HEA.

*NOTED.*

### **4. Internal Audit**

#### **Risk Management Policy**

The sectoral Risk Management Policy has been finalised and addresses gaps in the initial policy such as risk appetite. The Committee discussed the policy, including rollout across the Institute with the support of PWC, and Mr. Gallagher advised that he anticipates rollout to School level, though some calibration will be required first.



**The Committee recommends the policy to Governing Body for approval.**

*Mr Allen referred to the Risk Management Policy and sought Governing Body approval for the Policy.*

*Governing Body gave their APPROVAL.*

**Annual Hours Audit 2017/2018**

Ms. Crowley briefed the Committee on the review of lecturing hours which represents 50% of the Institute's budget. The auditor is satisfied that the data gives a fair and accurate reflection of the lecturing hours.

The recommendations in the report will be implemented for the 2018/2019 academic year.

The Committee suggested it would be useful to include some metrics in future reports.

*NOTED.*

**5. Governance**

**Child Protection Policy**

The Child Protection Policy has been updated to reflect Children First 2017 and new requirements on foot of Children First Act 2015 (which commenced on 11 December 2017). The Children First Act 2015 introduced (with effect from 11 December 2017) new mandatory requirements on certain key professionals to report concerns to Tusla. These key professionals are defined under that Act as "Mandated Persons". There are also requirements in relation to retrospective reporting and carrying out risk assessments. It is suggested that the Institute meet with the Regional Director of Tusla for guidance on implementation.

**The Committee recommends the policy to Governing Body for approval.**

*In relation to the above Policy, Mr Ó Súilleabháin raised some points on behalf of Ms Cooney who was an apology for today's meeting. She had noted some typos in the Policy which needed to be amended. She raised the definition of "Mandated Persons" in the Policy and asked if that was extended to lecturers. Teachers who are registered with the Teaching Council are deemed to be mandated persons. He asked if that could be widened to include lecturers.*

*There was some discussion and it was felt that there was nothing to stop the Policy being widened.*

*Governing Body APPROVED the Child Protection Policy subject to a review and it was suggested that Ms Cooney and relevant colleagues be invited to attend the meeting with the Regional Director of Tusla for guidance on implementation.*

**GDPR (General Data Protection Regulation)**

A number of policies arising from the THEA GDPR Policy development project have been agreed at sectoral level. These policies have been customised for this Institute:

- Data Protection Policy
- Data Retention Policy
- Information Governance Policy
- Data Protection Breach Response Policy
- Data Handling & Clean Desk Policy
- Data Access Management and Privileged User

The Committee recommended there would be guidance for Heads of Function to ensure consistency across the Institute. Ms. Hayes advised that a comprehensive guidance document was already under development to ensure all staff would be in a position to implement the policies.

***The Committee recommends the policies to Governing Body for approval.***

*In relation to the above policies, Mr Ó Súilleabháin noted that Governing Body was not included in the Information Governance Policy.*

*The Chairman asked if there was a briefing and training planned for staff on the General Data Protection Regulation. GDPR was not to be taken lightly and it needed to be given serious attention.*

*The President stated that a lot of the policies have been developed at sectoral level. A comprehensive guidance document was already under development to ensure all staff would be in a position to implement the policies.*

*Mr Ó Súilleabháin stated that a review of counselling records needs to take place.*

*Mr O'Leary stated that, while counselling records are a minefield, as he understood it they are subject to GDPR.*

*Governing Body approval was sought for the policies.*

*Governing Body gave their APPROVAL.*

Mr. Barry Coughlan, Legal Officer joined the meeting.

**Draft Protected Disclosures Report**

Section 22 of the Protected Disclosures Act, 2014 requires that an annual report be published in relation to the protected disclosures received by the Institute. The draft sets out the relevant information relating to the twelve months to 30 June 2018.

There were 2 matters considered as potential disclosures, though neither were raised under the Protected Disclosures Policy. Both were screened per the Institute's policy and the Department of Public Expenditure & Reform guidelines.

The Committee notes the report.

*NOTED.*

**6. Finance/Budgets**

**HEA Financial Memorandum**

The memorandum sets out the formal arrangement between the Institute and the HEA and is effective from 1 January 2018.

*NOTED.*

**7. Risk Management**

**Legal Update**

Mr. Coughlan left the meeting.

*NOTED.*

**NMCI Structural Issues Report**

**8. Any Other Business**

**Revenue Audit**

The Committee are advised that the Institute has been selected for a Revenue Audit relating to payroll for the year 2015. The Institute is taking advice from Deloitte's Tax Advisor and carrying out a self-examination in the Travel & Expenses area and may make disclosures prior to the audit. There are no major concerns in relation to this audit.

*Mr Allen advised that the Revenue Audit related to payroll for the year 2015.*

**PQ Request**

*NOTED.*

**9. Next meeting**

Proposed Meeting Agenda 2018/2019 is agreed

- Thurs 11 Oct 2018
- Thurs 22 Nov 2018
- Thurs 21 Feb 2019
- Thurs 11 April 2019
- Thurs 13 June 2019

The meeting was closed.

*NOTED.*

*The Chairman thanked Mr Allen for his briefing.*

## **1807.11 STAFF APPOINTMENTS SUB-COMMITTEE**

### **11.1 Minutes of the Staff Appointments Sub-Committee meeting held on Thursday 28 June 2018** were circulated with the Agenda.

*The Chairman referred to the Minutes of the Staff Appointments Sub-Committee meeting held on 28 June 2018 which had been circulated for the information of Governors.*

#### **PROPOSAL REQUIRING APPROVAL BY THE STAFF APPOINTMENTS SUB-COMMITTEE**

##### **1.1 Interviews held (Copy of the Selection Board Report was tabled at the meeting).**

##### **INTERNALLY ADVERTISED POSITION:**

##### **1.1.1 MTU Project: Research and Engagement Project Leader – 2 year secondment:**

Report of the meeting of the Selection Board held on Tuesday 5 June 2018 to interview applicants for the position of MTU Project: Research and Engagement Project Leader – Senior Lecturer 11 (2 year fixed-term, whole-time Contract) was tabled at the meeting.

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

*APPROVED.*

The following were placed on a panel:

*APPROVED.*

*Governing Body NOTED the minutes of the special Staff Appointments Sub-Committee meeting of 28 June 2018.*

*Before Item 12 was taken, the President mentioned the following:*

- (i) *The Annual Report 2015/16 (English and Irish versions) are now available on the CIT web page. Translation, editing and proof reading concluded last Friday.*

*He commended Ms Geraldine Faherty who had done tremendous work and put in long hours on this report.*

- (ii) *He had contacted the Cork ETB to follow up with the Minister's Office in relation to the appointment of the proposed student members of Governing Body. The Cork ETB have sent a letter to the Minister's Office and are awaiting a response.*

- (iii) *The Continuing Education Course Handbook 2018-19, which was recently launched, was tabled for the information of Governors.*

**1807.12            PRESIDENTIAL APPOINTMENT SUB-COMMITTEE – Verbal Report:**

*The Chairman thanked all for their attendance. The meeting concluded at 6.45 pm.*

*The next ordinary meeting of the Governing Body was fixed for Thursday 4 October 2018 commencing at 3.00 pm in Council Room, 2<sup>nd</sup> Floor, Administration Building.*

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

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