

**GBD 1812**

**Digest of the meeting of the Governing Body of Cork Institute of Technology held on Thursday 13 December 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  
Mr Aaron Buckley  
Ms Mary Cooney  
Mr Eoin Deane  
Ms Emelie Fitzgibbon  
Ms Maura Fitzgibbon  
Cllr Mary Hegarty  
Mr John Higgins  
Mr Declan O'Leary  
Mr Cilian Ó Súilleabháin

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

*The Chairman welcomed all to the meeting.*

*Apologies were received from Capt Dave Hopkins, Ms Ann Piggott, Mr Ted Owens, Cllr Michael Hegarty, Ms Stephanie Kelly and Ms Katherine Walshe.*

*The following Governor did not attend the meeting:*

1. *The Mayor of the County of Cork, Cllr Patrick Gerard Murphy.*

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

1. *Fr Dave McAuliffe, Chaplain on the recent death of his father.*
2. *The family of Michael Lane, BEng (Hons) Mechanical Engineering Year 4 student on his recent death.*

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

**1812.1** Minutes of the previous meeting held on Thursday 4 October 2018 were circulated with the Agenda and *were approved by the Governing Body.*

**Matters Arising:**

*Mr Ó Súilleabháin stated that at the special Governing Body meeting on 6 December 2018 it was agreed that MTU would be a permanent item on the Agenda for future Governing Body meetings. While the Agenda for today's meeting had already been finalised prior to the meeting on 6 December, he asked that MTU be added to the Agenda for today's meeting.*

*The Chairman confirmed that MTU will be a permanent item on the Agenda going forward and advised that the President will be giving an update to Governors at today's meeting under the President's Report.*

*Mr Ó Súilleabháin referred Governors to Page 3 – The Child Protection Policy and asked for an update in terms of a mandated person for the protection of students and staff.*

*The President advised that he has had some discussion with HR on that matter and there is work to be done and it is work in progress.*

*Ms Cooney stated that TUSLA have stated despite the fact that we are not considered members of the Teaching Council we have still a mandated responsibility. Despite legal advice received, they are of the view even if we are not mandated we must engage in retrospective mandated reporting.*

*Mr Gallagher advised Ms Cooney to forward the Tusla contact and the Institute will communicate with that contact. Ms Cooney agreed to do this.*

**1812.2** Digest of the previous meeting held on Thursday 4 October 2018 was circulated with the Agenda and *was approved by the Governing Body.*

**1812.3 STAFF APPOINTMENTS SUB-COMMITTEE:**

**3.1 Minutes of the Staff Appointments Sub-Committee meeting held on Friday 2 November 2018** were circulated with the Agenda.

Before the meeting commenced, Mr Gallagher advised that the Chairman had tendered his apologies for this morning's meeting. As has happened previously, an external member of the Sub-Committee had chaired the meeting in the Chairman's absence. The Sub-Committee nominated Cllr Michael Hegarty to Chair the meeting and he accepted.

Cllr Hegarty asked Mr Gallagher to go through the Selection Board Reports that were tabled.

**HUMAN RESOURCES REPORT:**

**PROPOSALS REQUIRING APPROVAL OF THE STAFF APPOINTMENTS SUB-COMMITTEE:**

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

**EXTERNALLY ADVERTISED POSITIONS:**

**1.1.1 CAPP Marketing Research Assistant (1 Year Fixed Term Contract):**

Report of the meeting of the Selection Board held on Tuesday 9 October 2018 to interview applicants for the position of CAPP

Marketing Research Assistant (1 Year Fixed-Term Contract), CAPPA Centre, Cork Institute of Technology 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 was put on a panel:

*APPROVED.*

**1.1.2 Cork Smart Gateway Co-ordinator/Researcher (3 Year Fixed Purpose Contract):**

Report of the meeting of the Selection Board held on Wednesday 10 October 2018 to interview applicants for the position of Cork Smart Co-ordinator/Researcher (3 Year Fixed Purpose Contract), NIMBUS Centre, Cork Institute of Technology 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.*

*Governing Body NOTED the Minutes of the Staff Appointments Sub-Committee meeting held on 2 November 2018.*

**1812.4**

**CORRESPONDENCE**

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

**4.1 HEA Correspondence:**

- 1.1 Email dated 22 October 2018 from Mr Neil McDermott, HEA re. Protected Disclosures made to the HEA and following up on Chairman's definitive final response *was circulated with the Agenda.*
- 1.2 Chairman's response dated 5 November 2018 to Mr Paul O'Toole, Interim Chief Executive, HEA *was circulated with the Agenda.*
- 1.3 Email dated 27 November 2018 from Ms Sarah Fitzgerald, HEA re. small discrepancy in figures submitted in the recent Landscape Call funding application from the Table extracted by the PAC *was circulated with the Agenda.*
- 1.4 Response dated 27 November 2018 to Ms Sarah Fitzgerald from Mr Tadhg Leane *was circulated with the Agenda.*
- 1.5 Response from Ms Sarah Fitzgerald to the President *was circulated with the Agenda.*

*The Chairman thanked the Audit & Risk Sub-Committee for the work that they did in relation to Item 1.2.*

*The President referred to the ongoing correspondence from the HEA and the PAC. Their main concern was monies spent on the TU Consortia nationally and what monies are spent on preparations for TUs across the country.*

*The President felt that the HEA and PAC are happy now with the clarifications submitted.*

*Mr O’Leary did not see a way out of the repetitive requests from the HEA and the responses. We have to see it out in a professional fashion and that responses are sent on time. While it is frustrating for staff in sending the same response, it speaks to our reputation and to our standards.*

**1812.5**

**PRESIDENT’S REPORT: (Pages 4 to 20)**

*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. Appointment of Student Ombudsman:**

	<b>Date</b>	
1.1	01/11/2018	<p>Following the retirement of Mr John P. Murphy, the filling of the role of Student Ombudsman has taken place. There was one nominee. Permission was sought and received from the HEA in accordance with the Employment Control Framework provisions.</p> <p>In consultation with the Registrar &amp; VP for Academic Affairs and the President of the Students’ Union, it was agreed that Mr Jim Walsh, former Senior Lecturer 2, Head of Department of Applied Social Studies would take on the role. Mr Walsh’s term for this academic year is from 1 November 2018 to 31 August 2019 with a mutual review and an option to continue for a further two years subject to the approval of the HEA on a yearly basis.</p>

*The President referred to the above. The position of Student Ombudsman is an important role for CIT. Outside of DIT we are the only Institute to have such a position. Following the retirement of Mr John P. Murphy he advised that Mr Jim Walsh took up the position on 1 November 2018. One of the advantages of having a recently retired academic staff member is they are familiar with the workings of the Institute.*

## 2. Conferings/Awards:

	Date	Event
2.1	17/10/2018	CIT/UCC Joint Confering Ceremony took place. 85 graduands obtained their parchments.
2.2	23/10/2018	Confering of Degrees on students of CIT Cork School of Music took place. 85 graduands obtained their parchments.
2.3	24/10/2018	Confering of Degrees and Other Awards for the School of Mechanical, Electrical & Process Engineering, School of Science & Informatics and the School of Building & Civil Engineering took place. There were three confering sessions and 839 graduands obtained their parchments.
2.4	25/10/2018	Confering of Degrees and Other Awards for the School of Business. There were three confering sessions and 951 graduands obtained their parchments.
2.5	26/10/2018	Confering of Degrees and Other Awards for the School of Humanities. There were two confering sessions and 663 graduands obtained their parchments.
2.6	01/11/2018	The Faculty of Business & Humanities Awards took place. This event celebrated the achievements of the best graduates from the Schools of Business and Humanities. 54 Awards were presented.

*The President referred to all above Confering Ceremonies which took place which is the end product of what we do on an annual basis.*

## 3. CIT Achievements:

	Date	Event
3.1	28/9/2018	NMCI has successfully completed a process to transition from ISO9001:2008 to ISO9001:2015, the new version of the ISO quality certification standard. This is a significant achievement for NMCI as the bar for ISO9001:2015 is high – the new standard is not easy to achieve.
3.2	23/10/2018	A fantastic win for the Hincks Centre and Dr Orla Flynn, VP for

		<p>all the project partners for their work on the “Cool Route” Project.</p> <p>The ambitious 3 year project, led by Dr Breda Kenny, developed a sailing route along the North West Coast of Europe. Starting in Cork Harbour sailing along the magnificent south and west coast of Ireland, to Northern Ireland, Scotland, and the Faroe Islands to Northern Norway.</p>	<p>External Affairs accepted the Sustainability Award at the 5<sup>th</sup> Atlantic Stakeholder Platform Conference in Vigo, Spain.</p>
3.3	23/10/2018	<p>Dr Sandra Lenihan, Lecturer, Department of Process, Energy and Transport Engineering and Dr Keith Bryan, Lecturer, Department of Mechanical, Biomedical &amp; Manufacturing Engineering in association with the Pharmaceutical Manufacturing Technology Centre (PMTc) and Pfizer, Ringaskiddy won the Partnership Alliance of the Year 2018 at the Pharma Awards Ireland.</p> <p>The project was delivered within three months with Dr Ken O’Connell who has recently completed his PhD studies in the Department of Mechanical, Biomedical and Manufacturing Engineering, working as a full-time researcher for the duration of this project. Dr O’Connell has since taken up a role with Pfizer, further enhancing the relationship between the partners and simplifying the technology transfer from CIT to Pfizer.</p>	
<p><i>Items 3.1 to 3.3 were NOTED.</i></p>			

**4. CIT Events:**

	<b>Date</b>	<b>Event</b>
4.1	05/10/2018	As part of the Professorial Lecture Series, Professor Paul Walsh, Lecturer, Department of Computer Science gave a lecture on “Truth, lies and videotape”.
	02/11/2018	Professor Ger Kelly, Head of Department of Mechanical, Biomedical & Manufacturing Engineering gave a lecture on “50 Shades of Ethical Grey”.
	07/12/2018	The last lecture in the present series will be given by Professor John Barrett, Head of Academic Studies, Nimbus Centre. His

		lecture is titled “Homo technologicus – is technology becoming the primary driver of human evolution”.	
<p><i>The President referred to the above. The Professorial Lecture Series has been an excellent series of lectures. The depth and experience of all Professors right across the Institute was excellent. We will be going through the process of appointing another tranche of Professors and will keep the 1<sup>st</sup> Friday for another series of lectures.</i></p>			
4.2	10/10/2018	The Student’s Union took the lead on a national event “My Other Life” which premiered on RTE 2 on 10/10/2018. In terms of Mental Health it is important to break the stigma that is attached to mental health and encourage people to talk about their problems.	
4.3	9, 16 & 22 Oct 2018	Building on the success of last year’s CIT Engineering Roadshow, CIT’s Engineering, Science & Technology Roadshow travelled to Midleton CBS, Coláiste an Chraoibhín, Fermoy and Coláiste Pobail, Bantry. This year’s expanded series provided students with even more information about the wide range of possibilities available to them. A similar event is planned for the Bishopstown Campus on 14 January 2019.	
4.4	18/10/2018	The Tourism & Hospitality Department hosted a Coffee Morning in aid of The Neonatal Unit (NNU) at CUMH. A total of €1,869.37 was raised which was a fantastic amount and will go towards purchasing chairs for the Neonatal ward.	
4.5	01/11/2018	The Institute hosted a reception to welcome Endicott Students.	President and Dr Orla Flynn attended
4.6	08/11/2018	The annual NMCI Event and Open Day took place. Almost 900 visitors attended and in addition approximately 60 representatives from shipping companies and maritime organisations were available to provide information about careers in the maritime industry. The feedback from companies and organisations, student visitors, their teachers and families was universally positive.	
4.7	09/11/2018	The CIT Annual Mass of Remembrance for staff and students who have lost loved ones over the past twelve months as well	

		as staff and students who have died over the years was held.	
4.8	16/11/2018 16 & 17/11/2018 17/11/2018	CIT Annual Open Day, Bishopstown Campus CIT CCAD CIT CCAD/CIT CSM NMCI was represented at the Bishopstown Campus Open Day.  The Open Day was an ideal opportunity for prospective students, and their parents, to sample the wide range of courses and facilities. In the region of 4,000 visitors attended and feedback overall has been very positive.	
4.9	22/11/2018	The CIT Mature Student Information Evening took place. This event allowed prospective mature students an opportunity to come on campus to engage with departmental staff.	
4.10	19/10/2018  22/10/2018	Over the past number of days CIT hosted a few all-inclusive events at the athletics stadium: 80 participants from numerous disability services all over Cork came to CIT's Athletics Stadium to run or walk their first ever mile.  60 participants from the Rebel Run's main partner Down Syndrome Cork took on their very first own mile challenge.  All participants had a great time and would like to take on the Rebel Run 5k next year.	
<i>Items 4.2 to 4.10 were NOTED.</i>			
4.11	27/11/2018	Musgrave Awards Presentation <ul style="list-style-type: none"> <li>• 7 students completed a 10 Credit module in Professional Retail Bakery</li> <li>• 22 students completed a 10 Credit module in Delicatessen Food Service</li> </ul> These are 2 stand-alone modules specifically designed for Musgraves.  Students were presented with Certificates.	President presented the Certificates

*The President referred to the Musgrave Awards Presentation. Musgrave's are the second*



*or third biggest employer in the country. We are in our second year in terms of Musgrave special purpose awards.*

4.12	28/11/2018	CIT Information Day for Guidance Counsellors. This day provided an opportunity for Guidance Counsellors to engage in an open forum and bring forth any queries or feedback that they may have regarding their interaction with CIT.	President and two Vice Presidents attended
4.13	29/11/2018	CIT Athena SWAN Submission Official Launch. CIT will be making a submission at the end of November 2018 for the Athena SWAN bronze award.	President attended the launch

*Items 4.12 and 4.13 were NOTED.*

4.14	30/11/2018	A Special Presentation took place where artist Vivienne Roche formally donated two artworks to CIT <ul style="list-style-type: none"> <li>• Every Thread Laid Bare: a Magdalene Memorial</li> <li>• Laundry Mark</li> </ul> and introduced a proposed memorial project. Vivienne is a graduate and former Governing Body member (1995-2000)	President attended
------	------------	---	--------------------

*The President advised of the inaugural Magdalene Laundries commemoration series. It is the start of a memorial to a memorial that never was to the people who were recorded in the Ryan Report.*

4.15	02/12/2018	The Percussion Department at CIT Cork School of Music presented the third annual Christmas charity fundraiser for the CUH Children’s Unit, “Rhythm & Jingle”. This concert was co-produced with the fabulous singers of Voiceworks Studio.	
------	------------	--	--

*NOTED.*

**5. Meetings (External):**

	<b>Date</b>	<b>Event</b>	
5.1	25/9/2018	THEA Board and Council meeting in THEA Offices, Dublin.	President attended
5.2	4/10/2018	Cork Chamber October Business Breakfast held in the Cork International Hotel.	President attended

***Digest of the meeting of the Governing Body of Cork Institute of Technology held on Thursday 13 December 2018 in the Council Room, 2<sup>nd</sup> Floor, Administration Building at 3.00 pm.***

5.3	5/10/2018	An invitation from the Tánaiste to attend “Getting Ireland Brexit Ready” event in Páirc Uí Chaoimh.	President and Chairman attended
5.4	9/10/2018	Meeting with Mr Brian Hogan and Dr Deirdre O’Keeffe, Assistant Secretary, Maritime & Evaluation, MSO Office, Dublin.	President attended
5.5	12/10/2018	At the request of Mr William Beausang, Head of Higher and Further Education and Training Policy, DOE an MTU update meeting took place where a number of officials from the Department were in attendance. The following from CIT and IT Tralee attended.	The Chairs, the Presidents, the MTU Project Directors and the VP for Finance & Administration
5.6	15/10/2018	Cork Development Forum meeting with Mr Graham Doyle, Secretary General, Department of Transport, Tourism and Sport, Cork Airport VIP Lounge.	President attended
5.7	16/10/2018	The launch of the Mentoring Programme with Johnson & Johnson in the Clayton Silversprings Hotel.	
<i>Items 5.1 to 5.7 were NOTED.</i>			
5.8	08/11/2018	HEA Mission-Based Performance Compacts 2018-2021 CIT meeting with the HEA in Dublin at 10.00 am.	President and colleagues attended along with the President of IT Tralee
5.9	08/11/2018	Follow-up meeting with An Tánaiste and Minister Mitchell O’Connor at her request re. MTU. Also in attendance was Mr Wm Beausang, Assistant Secretary and the Minister’s advisers.	The Chairs, and the Presidents attended
<i>The President referred to Item 5.5 and to the above two meetings which advanced the case for MTU and for CIT in particular.</i>			
5.10	11/11/2018	A Service to commemorate the 100 <sup>th</sup> Anniversary of the end of the First World War in Saint Fin Barre’s Cathedral.	President attended
5.11	12/11/2018	Cork Development Forum meeting at Cork Chamber offices.	President attended
<i>Items 5.10 and 5.11 were NOTED.</i>			
5.12	14/11/2018	Cork Chamber November Business Breakfast where the Chairman was the guest speaker.	President attended

<i>The President mentioned the above Chamber Breakfast where the Chairman gave great coverage on CIT and in what we are doing. He thanked the Chairman for that.</i>			
5.13	14/11/2018	Tobar Project – Cork ETB/Defence Force collaboration – certificate presentation ceremony in Collins Barracks for Defence Force personnel who obtained single subject certificates at levels 4, 5 and 6 through RPL.	President attended
5.14	20/11/2018	Cork Chamber’s Dublin Dinner 2018 where An Taoiseach, Mr Leo Varadkar TD was guest speaker. Over 600 business leaders, political decision makers and influencers attended.	President attended
5.15	29/11/2018	As part of their monthly meetings, the President met with the President of UCC in UCC.	President attended
<i>Items 5.13 to 5.15 were NOTED.</i>			
5.16	29/11/2018	At the request of UCC, a meeting in UCC in relation to the Cork Science & Innovation Park took place. The President of UCC and UCC colleagues were present.	President and the three Vice Presidents attended.
<i>The Cork Science and Innovation Park project is at a standstill at present. Originally it was a County Council project but that land has now come under Cork City Council. We will keep this matter under review together with UCC.</i>			

**6. Meetings (Internal):**

	<b>Date</b>	<b>Event</b>	
	27/09/2018	Learning Cities Breakfast meeting organised by Cork City Council took place in CIT. The event explored the links between successful partnerships in Industry and Education.	President attended
<i>The President referred to the above event which was sold out. The Breakfast meeting was in relation to learning in the workplace in partnership with UCC, ETB and City Council. Companies like Boston Scientific and Voxpro also attended. It was a great event.</i>			
6.2	27/09/2018	As part of their regular meetings, the President met with the President of UCC in UCC.	President attended
6.3	02/10/2018	Honorary Appointments Board meeting.	President attended

***Digest of the meeting of the Governing Body of Cork Institute of Technology held on Thursday 13 December 2018 in the Council Room, 2<sup>nd</sup> Floor, Administration Building at 3.00 pm.***

6.4	02/10/2018	Meeting of the Institute Executive Board (IEB).	President chaired
6.5	05/10/2018	Academic Council meeting.	President chaired
6.6	08/10/2018	Strategic Development Sub-Committee meeting.	President attended
<i>Items 6.2 to 6.22 were NOTED.</i>			
6.7	10/10/2018	A preparatory MTU meeting for the meeting with the Department on 12/10/2018 took place in Killarney. The following from CIT and IT Tralee attended.	The Chairs, the Presidents, the MTU Project Directors and the VP for Finance & Administration
6.8	12/10/2018	MTU Application meeting with DOES.	The Chairs, the Presidents, the MTU Project Directors and the Finance Managers
6.9	17/10/2018	Audit & Risk Sub-Committee meeting.	President attended
6.10	17/10/2018	Arts Sub-Committee meeting.	
6.11	17/10/2018	Special GB MTU Sub-Committee meeting.	President attended
6.12	02/11/2018	Staff Appointments Sub-Committee meeting.	President attended
6.13	5/11/2018	A meeting of the MTU Programme Oversight Board took place in IT Tralee.	President and colleagues attended
6.14	06/11/2018	Meeting of the Institute Executive Board (IEB).	President chaired
6.15	07/11/2018	GB MTU Sub-Committee meeting.	President attended
6.16	09/11/2018	Academic Council meeting.	President chaired
6.17	13/11/2018	Honorary Appointments Board meeting.	President attended
6.18	15/11/2018 and 19/11/2018	MTU TUI IR Forum meetings in The Mills, Ballyvourney.	President and colleagues attended
6.19	16/11/2018	Standing Orders Committee of Academic Council.	President attended
6.20	19/11/2018	Finance Sub-Committee meeting.	President attended
6.21	22/11/2018	Audit & Risk Sub-Committee meeting.	President attended

6.22	30/11/2018	Special Joint GB MTU Sub-Committee and Finance Sub-Committee meeting.	President attended
<p><i>The President paid tribute to the GB MTU Sub-Committee who had quite a lot of meetings. The proof of their work is the MTU submission document which had been approved at the special Governing Body meeting on 6 December 2018. All other items above were NOTED.</i></p>			

**7. Staff Conferred/Achievement:**

	<b>Date</b>	<b>Event</b>	
7.1		Congratulations to	
	23/10/2018	<ul style="list-style-type: none"> <li>• Prof Aidan Coffey, Senior Lecturer, Department of Biological Sciences who was conferred with a Master of Arts in Music</li> </ul>	
	24/10/2018	<ul style="list-style-type: none"> <li>• Lisa Bolger, Part-Time Lecturer, Department of Sport, Leisure &amp; Childhood Studies who was conferred with Doctor of Philosophy</li> <li>• Mai O’Leary, Sports Officer, Student Services who was conferred with Doctor of Philosophy</li> <li>• Fiona Maher, Technical Officer, Department of Biological Sciences who was conferred with a Master of Science</li> </ul>	
	25/10/2018	<ul style="list-style-type: none"> <li>• Philip O’Reilly, Technical Officer, Marketing Unit who was conferred with a Master of Science in Digital Marketing Strategy</li> </ul>	
	26/10/2018	<ul style="list-style-type: none"> <li>• Monica Moisuc, Clerical Officer, International Office who was conferred with a Master of Business</li> </ul>	
7.2	12/11/2018	Dr Niamh Shaw, Artist in Residence at CIT Blackrock Castle Observatory has received a Science Foundation Ireland Award for Outstanding Contribution to STEM Communication.	
7.3	26/11/2018	Ms Caroline O’Reilly, Head, Department of Management &	

	Enterprise has successfully completed the MA in Teaching and Learning in Higher Education with UCC. She will be conferred in UCC in February 2019.
--	--

*The President referred to the above staff conferred with Masters and PhD awards. This is the commitment to ongoing Continuing Education and Professional development.*

## 8. Student/Graduate Achievements:

	Date	Event
8.1		CIT CSM has a new creative partnership with the Crawford Art Gallery: “Music at Midday”. On the first Sunday of each month, students from CIT CSM will perform at the Crawford Art Gallery for 30-45 minutes at 12 noon while visitors are enjoying art in the Gallery.
8.2	08/10/2018	It was announced that <b>Kevin Jansson</b> , a piano student of Mary Beattie at CIT CSM and 6 <sup>th</sup> year student of Presentation Brothers College, Cork is the winner of this year’s Frank Maher Classical Music Awards. The winner’s bursary of €5,000 is one of the largest classical music awards in Ireland.
	17/10/2018	Kevin also won the first prize in the First edition of Jeune Chopin – International Youth Piano Competition held in Martigny, Switzerland.  I extend congratulations to Kevin on his achievements.
8.3	13/10/2018	Following a very exciting final in the Irish Freemasons Hall, Dublin, congratulations are extended to <b>Ellen Jansson</b> who was awarded 2 <sup>nd</sup> prize and a bursary of €3,000, and <b>Séamus Hickey</b> who was awarded a bursary of €1,250 and also The John Vallery Memorial Prize for the best performance by a string player worth €1,000 as well as The Florian Leonhard Fine Instrument Grant which entitles him to the loan of a fine instrument from Florian Leonhard in London for one year.  I extend congratulations to Ellen and to

		Séamus on their awards.	
8.4	31/10/2018	The Institute held a reception in honour of <b>Yvonne O’Byrne</b> , on her outstanding achievement. Yvonne was a member of the Irish Women’s Hockey team who made history last summer when they won a silver medal at the Hockey World Cup.	President attended
8.5	11-14 Oct 2018	<p>The World Powerlifting Championships took place in Virginia. Two CIT students <b>Ross O’Connor</b> (Auto &amp; Transport Management Year 3) and <b>Rachel O’Mahony</b> (Pharmaceutical Biotechnology Year 4) qualified to compete with the Irish Team.</p> <p>They returned with remarkable success from the Championships.</p> <p>Both were crowned champions in their weight categories in the “Strict Curl” event.</p> <p>Rachel was placed first in the Junior (20-24 year old) bench press division (67.5kg category) and she again set an Irish record with her lift.</p> <p>Ross was placed first in the Junior (20-24 year old) bench press division (125kg category). He finished his bench on 122.5kg which is a remarkable 17.5kg increase on his overall personal best.</p> <p>I extend congratulations to them both.</p>	
	13/11/2018	The Institute held a reception in recognition of their outstanding achievements.	President attended
8.6	12/10/2018	The achievement of the 2 <sup>nd</sup> Place Award in the prestigious Global Health Category of the University Startup World Cup Finals 2018 is an amazing result for the undergraduate team <b>Stryde Tech</b> represented in Copenhagen by <b>Muireann Hickey</b> , final year Biomedical Engineering student and <b>Kevin Hayes</b> , final year Mechanical Engineering student. They competed in the hugely prestigious and highly competitive Health category, facing up	

		<p>against 13 international teams at Masters, PhD and Post PhD levels from the most prestigious colleges worldwide and presenting projects at extremely high technical level and very advanced commercialisation stages.</p> <p>Their project is the Design and Development of a Life Changing Mobility Enablement Device providing independence and confidence to those who cannot get from the sitting to standing position on their own.</p> <p>I extend congratulations to both students on their achievement.</p>	
8.7	09/11/2018	<p><b>Stryde Tech</b> also competed in the National Finals Engineers Ireland Innovative Student Engineer of the Year 2018 and won First Place and the coveted Irish Innovative Student Engineer of the Year 2018 Trophy which was presented at the prestigious Engineers Ireland Excellence Awards.</p> <p>Another CIT Student Team, <b>WristLab</b> won the National Finalist Awards of Excellence 2018 Award. Their project is the Design and Development of a Novel Biomedical Device to Improve the Diagnostic Process currently used for Sleep Apnoea.</p> <p>This year marked the 20<sup>th</sup> anniversary of the first graduate cohort from the BEng (Hons) in Structural Engineering Programme and the Engineers Ireland Awards Ceremony illustrated the impact that this programme and its graduates has had on the Engineering Profession and Engineering Practice in Ireland and internationally. The following graduates of the programme were involved as individuals or as team members who were nominated for awards:</p> <p><b>Liam Coleman (BEng Hons 2002)</b> won the Best Presentation of the Year Award for his paper on Structures Asset Management on Auckland’s Motorways. Liam is Principal Bridge Engineer with the New Zealand Transport Agency.</p>	



		<p><b>Ross O'Donovan (BEng Hons 2000; MEng 2014)</b> was primarily responsible for the National Famine Commemoration Sod Cabin Project (UCC) nominated under the Heritage and Conservation Award Category. Ross is with the Buildings &amp; Estates Office in UCC.</p> <p><b>Niall O'Brien (BEng Hons 2006)</b> was on the Site Engineer Team for Glan Agua who were part of the Consortium that won the Engineering Project of the Year Award for the Kerry Central Regional Water Supply Scheme.</p> <p>Other graduates involved in teams nominated for awards on the night included <b>Stephen Finn (BEng Hons 2011; MEng 2012)</b> of the OPW and <b>Daniel Coleman (BEng Hons 2011; MEng 2012)</b> of Roughan &amp; O'Donovan.</p> <p>I extend congratulations to the students and teams on their wins and to the graduates on their nominations for awards.</p>	
8.8	12 – 13 Nov 2018	<p>CIT Multidisciplinary Student Team <b>MacGlas</b> exhibited at the 2018 Dubai Design Week Global Grad Show. They are Ireland's sole representative at Dubai Design Week. MacGlas has created great interest in Dubai in terms of 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.</p> <p>I extend "Well Done" to the MacGlas Team.</p>	
8.9	12 – 16 Nov 2018	<p><b>Ciaran McGregor</b>, a 2<sup>nd</sup> Year student in Culinary Studies was awarded a silver medal at the annual European Association of Hotel &amp; Tourism Schools (AEHT) competition in Leeuwarden, The Netherlands. The Annual Conference is the AEHT's flagship event and is held once a year in a different country; the programme includes meetings of the Presidium, the Executive Board and the General</p>	

		<p>Assembly, as well as a series of competitions, which enable students to complete with each other in a variety of disciplines.</p> <p>I extend congratulations to Ciaran on what is a commendable achievement on the European stage.</p>	
8.10	13/11/2018	<p>Students from various Departments in CIT have been shortlisted in the Institute of Designers in Ireland Annual Graduate Design Awards.</p> <p><b>Michael Fitton</b> – Interior Design/Interior Architecture Award  <b>Aoife Ryan</b> - Ove Arup Award  Stryde Tech – <b>Kevin Hayes</b> – Product Design/Medical Devices  <b>Alannah Calvert</b> – Vis Comm Brand Identity – Le Chéile  <b>Alannah Calvert</b> – Vis Comm Use of Illustration in Design – Galzine  <b>Monkia Szykiewicz</b> – Vis Comm Use of Illustration in Design – Mocking Obstacles</p> <p>I extend best wishes to the students in the finals.</p>	
8.11	20/11/2018	<p>BSc Nautical Science Year 3 student, <b>Tahlia Britton</b>, is the recipient of the Intel “Women in Technology” Award which was presented at the Intel Women in Technology Presentation Evening. The Intel Women in Technology Awards are presented each year, to a number of female undergraduate students from technical disciplines in Institutes of Technology.</p> <p>I extend congratulations to Tahlia on her award.</p>	
8.12	23/11/2018	<p>Two 3<sup>rd</sup> Year students in Interior Architecture were awarded highly commended and commended awards at the International Furniture Design completion. The competition which is supported by Orangebox, W2W and Perch Design had 150 entries with CIT students featuring amongst the final shortlist and eventual award winners. The students are</p>	

		<p><b>Maria Dolera Perez – Bokovo</b>  <b>Ayuka Morosawa – WoPod</b></p>	
8.13	26/11/2018	<p>It was announced that <b>Kevin Jansson</b> won the prestigious Flax Music Award at the grand finals which took place in Belfast. He performed Rachmaninov’s second Piano Concerto. Kevin receives a total prize of €7,000 which he will use to further his musical development and education.</p>	
<p><i>The President mentioned the achievements of students and graduates listed above.</i></p>			

## 9. Visitations:

	Date	Event	
9.1	26/9/2018	<p>A delegation from the University of Economics, the University of Danang, Vitenam visited CIT. The delegation included the Rector, Assoc. Prof Nguyen Manh Toan. The purpose of their visit was to sign an MOU with CIT in recognition of their common interests in developing bilateral relations and that cooperation between the two institutions contributes to cultural enrichment, scientific progress, and the consolidation of friendship.</p>	<p>President welcomed the delegation</p>
9.2	09/11/2018	<p>HEA Erasmus + Monitoring &amp; Audit Visit</p> <p>The HEA Group consisted of            Mr Gerry O’Sullivan, Erasmus National Agency            Ms Mary May, Erasmus National Agency            Dr Sharon Tighe-Mooney, Erasmus National Agency            Ms Caroline Nash, Independent Assessor</p> <p>The group met with relevant staff of the Institute.</p>	<p>President welcomed the Group to CIT</p>
<p><i>The President referred to the delegation visit from Danang University of Economics and the HEA Erasmus + Monitoring &amp; Audit Visit.</i></p> <p><i>The President concluded his briefing by saying there is great credit due to our staff in terms of Conferings and Awards and the world-level awards that our students are winning is just incredible.</i></p>			

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

- Tuesday 2 October 2018
- Tuesday 6 November 2018

*NOTED.*

*The Chairman thanked the President for his update.*

**Update on MTU:**

*The President advised that IT Tralee Governing Body at their meeting yesterday passed a motion that they were willing that the MTU Submission document would go forward.*

*The Chairman concluded the discussion that we have a very active GB MTU Sub-Committee which will report back to the February Governing Body meeting.*

**1812.6 STANDING ORDERS:**

*The Chairman asked Mr Gallagher to take item 6.1.*

**6.1** Updated Standing Orders were circulated with the Agenda.

*Governing Body APPROVED the updated Standing Orders subject to amendments to Section 3.10 and 3.14 being made.*

**6.2** Consideration of the volume of GB documentation for meetings, length of GB Minutes and duration of GB meetings – Chair to take this item.

*The Chairman referred to the above item which he had mentioned at the October Governing Body meeting. We really need to look at the volume of documentation and the length of GB minutes and see how things have evolved over time. We need to devote time at the February meeting with a view to putting some reforms in place*

*The Governing Body adjourned for a tea/coffee break at 4.00 pm.*

*The launch of the 2018-2023 Strategic Plan also took place and a photoshoot opportunity was used with the Chairman, President and Mr Tadhg Leane, Head, Strategic Development along with Governing Body members.*

*Governors returned to the meeting.*

**1812.7 REPORTS FROM THE REGISTRAR & VICE PRESIDENT FOR ACADEMIC AFFAIRS: (Pages 20 to 36)**

*The Chairman invited the Registrar & Vice President for Academic Affairs to take these items.*

**7.1 Report of the Academic Council meeting held on Friday 5 October 2015** was circulated with the Agenda.

The Academic Council met on Friday 5<sup>th</sup> October.

**1. EXIT AND EMBEDDED AWARDS POLICY**

- 1.1 The Academic Council APPROVED a Policy and Procedure for Exit and Embedded Awards in CIT Taught Degree Programmes. This document aims to establish the policy and procedures for the validation and making of exit awards in CIT taught undergraduate and graduate degree programmes. In addition, it also defines certain exceptional circumstances under which embedded awards can be made to learners who continue on a programme.

**The approval of Governing Body is sought for the Policy and Procedure for Exit and Embedded Awards in CIT Taught Degree Programmes, attached in Appendix 1.**

*Dr Ní Shé referred to the Exit and Embedded Awards Policy and sought Governing Body approval for the Policy.*

*Governing Body APPROVED the Policy as presented.*

**2. REVOCATION OF AWARDS POLICY**

- 2.1 Council APPROVED a Policy on Revocation of CIT Awards which sets out the grounds and procedural framework for the revocation of awards made by the Institute. If approved by Governing Body, THEA (Technological Higher Education Association) will be notified of this policy and the Board of Enquiry, along with a Reserve Board, will be populated.

**The approval of Governing Body is sought for the Policy on Revocation of CIT Awards, attached in Appendix 2.**

*Dr Ní Shé paid tribute to Ms Eva Juhl, Institutional Review Facilitator, Office of the Registrar & VP for Academic Affairs, who did tremendous work on this Policy from scratch, it is a thorough and detailed policy. She advised that this Policy will be forwarded to THEA once it has Governing Body approval.*

*In response to Mr Allen, Dr Ní Shé clarified that for example if the Institute graduated a PhD and it was subsequently reported to us that plagiarism was involved, there would have to be a full investigation. If it was determined that the award should be revoked it would have to come to Governing Body.*

*Governing Body APPROVED the Policy on Revocation of CIT Awards.*

**3. ACADEMIC COUNCIL MATTERS**

- 3.1 **The approval of Governing Body is sought for the appointment to Academic Council of Mr O. Shammary, undergraduate student representative.**

*Dr Ní Shé sought Governing Body approval for the appointment of Mr O. Shammary to Academic Council.*

*Governing Body gave their APPROVAL.*

- 3.2 The Registrar's Office is currently looking at ways of enhancing communication with staff and students in relation to matters agreed by Council, particularly new and updated policies and procedures.

*NOTED.*

**4. ASSESSMENT APPEALS BOARD**

- 4.1 Council APPROVED an increase in the membership of the Assessment Appeals Board to a maximum of 10 members including the Chair and at least 1 sabbatical officer of the Students' Union. The policy document will be updated to reflect the increased membership and presented for approval at the November meeting of Council.

- 4.2 At present the Assessment Appeals Board has a membership of seven, of which two members have requested to step down. Arising from this and the increased membership, five new members of the Board will be sought.

*NOTED.*

**5. ASSESSMENT INFRINGEMENTS BOARD**

- 5.1 Council APPROVED an increase in the membership of the Assessment Infringements Board to a maximum of 10 members including the Chair and at least 1 sabbatical officer of the Students' Union. The policy document will be updated to reflect the increased membership and presented for approval to the November meeting of Council.

- 5.2 Three members of the current Assessment Infringements Board have requested to step down. Expressions of interest in membership of the Board will be sought for four available places; this takes the increased membership into account.

*NOTED.*

**6. STANDING ORDERS COMMITTEE**

- 6.1 Following the retirement of Mr J. Walsh, the position of Chair of the Standing Orders Committee is vacant. As it is likely that the year ahead will be a very active one for the Committee, additional members were sought. Arising from this, Council APPROVED Dr C. Frehill and Dr G. Ó Súilleabháin as members of the Standing Orders Committee. The Committee will meet on 2<sup>nd</sup> November for the purpose of appointing a Chair.

*NOTED.*

**7. REGISTER OF VALIDATED AWARDS 2017/2018**

- 7.1 The Academic Council ADOPTED the Register of Validated

Awards 2017/2018 which includes all delegated authority awards which may be made by the Institute up to and including 31<sup>st</sup> August 2018.

- 7.2 The importance of correct programme titles was noted and emphasised as the programme titles listed in this document are used in the production of parchments, the Internationalisation Register as well as by external agencies such as the Revenue Commissioners.

*Dr Ní Shé referred to the above Register of Validated Awards. This is a document that has to be in place and the programme titles listed have to be absolutely correct.*

## **8. NEW PROGRAMME VALIDATION**

- 8.1 Council APPROVED validation of the Master of Engineering in Mechanical Engineering and the Master of Engineering in Biomedical Engineering, subject to internal moderation of four new modules. Each is a 5 year integrated Masters model, in compliance with the framework approved by Council in 2017/18.

- 8.2 The Certificate in Supervisory Management is a Level 6, Special Purpose Award which has been jointly developed by IT Tralee & CIT based on industry input and key skills requirements identified by the South West Regional Skills Manufacturing Group. This programme had already been validated at IT Tralee and on the basis of that validation process, Academic Council APPROVED validation of the programme.

*Dr Ní Shé referred to the above new Programme Validations.*

## **9. DEROGATION REQUEST**

- 9.1 The BSc (Hons) in Nutrition and Health Science programme is currently being evaluated for accreditation by the Association for Nutrition (AfN). Independent assessors for the AfN have reviewed the application and requested that a number of modules which are currently offered as electives to students on this programme and linked programmes are made mandatory on those programme schedules. The rationale for the AfN request is to ensure that graduates from the programme have successfully completed a minimum volume of nutrition-related credits.

Council APPROVED a derogation from the provision of electives in Stages 2, 3 and 4 of the Bachelor of Science (Hons) in Nutrition and Health Science programme and Stage 3 of the parallel Bachelor of Science in Food and Health Science. However, the changes arising from the derogation will only be applied to the programme structure if AfN accreditation is granted.

*Dr Ní Shé updated Governors that the BSc (Hons) in Nutrition and Health Science programme has been accredited by the Association for Nutrition which has been a great success for the team who will now be formally applying for that derogation.*

**10. ASSESSMENT APPEALS & CORRECTION OF ERRORS & OMISSIONS**

- 10.1 Council discussed the current process and timelines for Assessment Appeals & Correction of Errors & Omissions, particularly in light of the recent High Court ruling in relation to the Leaving Certificate appeals process.
- 10.2 The constraints of the current academic calendar in dealing with Semester 2 appeals/re-checks were acknowledged. The Academic Calendar Working Party remains in place and a meeting of this group has been scheduled for 9<sup>th</sup> October. The Institute will engage again with TUI in relation to the Autumn results processing period.
- 10.3 Council AGREED to establish a Working Party to look at issues in relation to the processing of examination results. It was further AGREED that membership should include academic, administration and student representatives.
- 10.4 Discussions will take place with the MIS Project Manager in relation to the possibility of releasing module results, live update of examination results at PAB meetings and the staggered release of examination results.
- 10.5 The Chair of the Assessment Appeals Board will report on 2017/18 assessment appeals at the November meeting of Council.

*Dr Ní Shé referred to the above item which is trying to address timelines in issuing exam results in the Summer, in particular, to try and improve feedback to students on module results.*

*Mr Ó Súilleabháin stated it was important also that normal results are issued before the start of term.*

*Dr Ní Shé stated that is well advanced.*

**11. EXAMINATIONS**

- 11.1 The Executive Committee unanimously RATIFIED, subject to the correction of any errors or omissions examination results recommended by:
- the Progression & Awards Board meetings which took place on 10<sup>th</sup> and 11<sup>th</sup> September 2018;
  - a Taught Masters Examination Board which took place on 27<sup>th</sup> September 2018;
  - a Postgraduate Research Examination Board which was held on 28<sup>th</sup> September 2018.
- 11.2 Under the agreed composition of Progression & Awards Board meetings, the Head of Department acts as Secretary to the Board. However, in a small number of instances, examination boards have taken place without the Head of Department and/or Head of School being present. Arising from this, it may be necessary to



establish guidelines in relation to how the role of PAB Secretary is covered in the event that the Head of Department is unable to attend.

- 11.3 Following the June meeting of Council, the Registrar engaged with the Students Union regarding concerns about the timing of Semester 1 examinations. Following discussions with the Examinations Office staff, additional sessions have been identified for examinations in the pre-Christmas period through the use of additional venues and the increased use of evening sessions. It is also proposed to commence Semester 1 examinations on the Friday of Week 13 (14<sup>th</sup> December). Furthermore, it has been agreed that, after Christmas, the examination period will resume on Saturday 5<sup>th</sup> January, two days later than was originally agreed.

*NOTED.*

## **12. EXTERNAL EXAMINERS**

- 12.1 The appointment of External Examiners for the following modules/programmes was APPROVED by the Academic Council:

- Bachelor of Arts in Social Care
- Bachelor of Arts (Hons) in Social Care
- BA in Community Development
- Bachelor of Science (Hons) in Biomedical Science
- Bachelor of Science in Craft Technology (Wood) with Business
- Bachelor of Engineering in Civil Engineering
- Bachelor of Engineering in Environmental Engineering
- Bachelor of Engineering (Hons) in Structural Engineering
- Common Entry Engineering – Level 8
- MEng in Structural Engineering
- Postgraduate Diploma in Structural Engineering
- Bachelor of Music (BMus)
- BA in Popular Music
- Certificate in Enterprise Development
- Mathematics Modules
- Bachelor of Arts (Hons) in Visual Communications
- Master of Arts in Journalism and Digital Content Creation
- Bachelor of Science in Applied Physics & Instrumentation
- Bachelor of Science (Hons) in Physics & Instrumentation
- Bachelor of Science (Hons) in Environmental Science & Sustainable Technology
- Bachelor of Science (Hons) in Instrument Engineering
- Higher Certificate in Industrial Measurement & Control
- SPA in Advanced Industrial Automation
- Certificate in Applied Physics & Instrumentation
- BBus in Recreation and Leisure Management

- BBus (Hons) in Sport and Exercise
- BA (Hons) in Montessori Education
- Bachelor of Business in Hospitality Management
- Bachelor of Business in Tourism Management
- Bachelor of Business (Hons) in Tourism Management

*Dr Ní Shé referred to the above appointment of External Examiners.*

### **13. ACADEMIC QUALITY ASSURANCE MATTERS**

- 13.1 A discussion took place on the current system whereby modules are signed off by the Registrar's Office. It was the view of Council that this system should remain in place to ensure quality and consistency of module descriptors. However, to achieve this, adequate resourcing of the AQE Office is essential.

*Dr Ní Shé referred to the above where Academic Council agreed that the current system where the modules are signed off by the Registrar's Office would remain. Our standards in CIT are very high in comparison with other Institutes and there has been an endorsement of the current system.*

- 13.2 The President advised Council that, as agreed by IEB, proposed new programmes will only be considered if there are exceptional circumstances. The Registrar will convene a meeting in November to consider feasibility studies for these programmes.
- 13.3 It is also intended to bring Panel recommendations to IEB to consider the associated resource implications.
- 13.4 Council was updated on matters arising from the Department of Social Studies Programmatic Review and the School of Science Programmatic Review. Dates remain to be agreed for the NMCI Programmatic Review which is overdue.
- 13.5 Arrangements for validation panel meetings are currently being finalised for the proposed BA (Hons) in Musical Theatre and the proposed BA (Hons) in Photographic Media.

### **14. TECHNOLOGICAL UNIVERSITY UPDATE**

- 14.1 The President gave an update on TU matters. He informed Council of recent engagements with local TDs including the Tanáiste, and meetings with HEA and the Department of Education & Science regarding the MTU process and capital development requirements.

*NOTED.*

### **15. INSTITUTE PRIZEGIVING**

- 15.1 Council AGREED changes to the format of the Institute's Annual Prizegiving. It was decided to recognise the Business & Humanities disciplines separately as in the past the vast majority of prize winners within the Faculty of Business & Humanities came from within the School of Business. Furthermore, in the Faculty of

Engineering and Science, the two disciplines are recognised separately. Graduates from each of the two Schools of Engineering will also be awarded in two separate categories.

- 15.2 It was also the view of Council that consideration should be given to splitting the Higher Diploma graduates and Honours Degree graduates into two categories for the purpose of awarding prizes. This arose as it was felt that the Higher Diploma Level 8 cohorts may have an advantage when grouped with the cohort of Honours Bachelor's Degrees when selecting the best Level 8 student.

*Dr Ní Shé advised that the Institute Prizegiving Awards Ceremony went very well and that there were additional awards presented.*

## **16. ACADEMIC PLAN**

- 16.1 The Registrar and Chair of the Academic Plan Working Party have met on a number of occasions. Work is progressing on the academic plan with a view to its completion in the coming weeks.

*NOTED.*

*Mr Ó Súilleabháin stated that we do need a module moderator all the time. There was a period of six months where we could not correct or develop a module. This position has to be resourced properly.*

*Dr Ní Shé agreed. However, we had an unfortunate situation whereby a secondee had to be recalled to a Head of Department post in September. Trying to deal with a conflict between a Head of Department role and a central role is a difficult one to do.*

## **7.2 Report of the Academic Council meeting held on Friday 9 November 2018 was circulated with the Agenda.**

The Academic Council met on Friday 9<sup>th</sup> November.

### **1. POLICY AND PROCEDURE FOR THE ANNUAL PROGRAMME STATUS REVIEW**

- 1.1 The Annual Programme Status Review is designed to provide a systematic review of programme quality, relevance and viability and to capture ongoing issues and successes related to the design and delivery of a programme. The policy principles and core procedural steps were adopted by Council some years ago. The current updated versions incorporate some minor updating of operational elements to reflect changes to the implementation of each process as it became embedded in the context of changing Institute structures. The Academic Council APPROVED a finalised policy integrated into the Institute's academic policy template

*NOTED.*

### **2. HANDBOOK FOR THE OPERATION OF THE CIT PROGRAMME APPROVAL PROCESS**

- 2.1 This handbook provides guidance on the operation of the CIT Programme Approval Process as adopted by the Academic Council in January 2007. The updated version, which was approved by Council, incorporates some minor updating of operational elements.

**The approval of Governing Body is sought for the Handbook for the Operation of the CIT Programme Approval Process, attached in Appendix 1.**

*Dr Ní Shé referred to the Handbook for the Operation of the CIT Programme Approval Process which included some minor updates in relation to operational elements. She sought Governing Body approval for the Handbook.*

*Governing Body APPROVED the Handbook as presented in Appendix 1.*

*In response to Mr Ó Súilleabháin, Dr Ní Shé advised that the Department Committee mentioned in Page 11 of the Handbook was set up in the initial Operations Handbook produced in 2005.*

### **3. ASSESSMENT APPEALS**

#### **3.1 Policy Governing Assessment Appeals and Correction of Errors and Omissions in Respect of Assessment**

At the October meeting of Council, an increase in the membership of the Assessment Appeals Board to a maximum of 10 members was approved. The policy document was subsequently updated to reflect the increased membership and APPROVED at the November meeting of Council.

**The approval of Governing Body is sought for the Policy Governing Assessment Appeals and Correction of Errors and Omissions in Respect of Assessment as outlined in Appendix 2.**

*Dr Ní Shé sought the approval of Governing Body for the Policy Governing Assessment Appeals and Correction of Errors and Omissions in Respect of Assessment where the Assessment Appeals Board membership was increased to 10 members.*

*Governing Body gave their APPROVAL for the Policy as presented in Appendix 2.*

#### **3.2 Assessment Appeals Board**

Following the last meeting of Council, expressions of interest were sought for the vacant places on the Assessment Appeals Board. Nine staff members have expressed an interest in the five available places. The advice of Council was sought on how best to finalise membership of the Boards. It was AGREED that balance across discipline areas and gender balance should be sought in order to maintain consistency and fairness to all students. Membership of the Board will be finalised for approval at the December meeting of Council.

*NOTED.*

- 3.3 The Chair of the Assessment Appeals Board reported on assessment appeals which arose during the 2017/18 academic year. He outlined the number of assessment appeals received for each examination session under extenuating circumstances or on procedural/administrative grounds.

The common issues which emerged were:

- Undisclosed or unsupported learning difficulties;
- Reactions to bereavement and personal trauma;
- Questions over feedback given;
- Poor adherence to submission guidelines;
- Challenges to supervision arrangements on major projects.

Emergent challenges and actions:

- Appeals being made in the craft area are complicated by the role of SOLAS in setting and administering examinations.
- The importance of timely submission of Individual Extenuating Circumstances forms needs to be reinforced.
- The provision of timely feedback is an apparent issue with respect to some appeals.
- Submission guidelines for all assessments should be clear.
- Guidelines for arrangements for supervision of Final Year Projects may need to be developed to ensure consistency and transparency.

A report on the 2017/18 applications for review/re-check of module marks will be presented to the December meeting of Council.

*Dr Ní Shé referred to the above Report from the Chair of the Assessment Appeals Board. He identified some issues that were emerging and a review will take place next Wednesday for the request of review of module marks.*

#### **4. ASSESSMENT INFRINGEMENTS**

##### **4.1 Procedure for Formal Inquiry by Assessment Infringements Board**

At its October meeting, Council APPROVED an increase in the membership of the Assessment Infringements Board to a maximum of 10 members. The updated policy document reflecting this amendment was APPROVED at the November meeting of Council.

**The approval of Governing Body is sought for the Procedure for Formal Inquiry by Assessment Infringements Board as outlined in Appendix 3.**

*Dr Ní Shé sought Governing Body approval for the Procedure for Formal Inquiry by Assessment Infringements Board where the membership of the Assessment Infringements Board was increased to 10.*

*Governing Body APPROVED the Procedure as outlined in Appendix 3.*

- 4.2 Expressions of interest in membership of the Board were sought for the five available places. Eleven staff members volunteered and the advice of Council was sought on how best to finalise membership of the Board. Council AGREED, as with the Assessment Appeals Board, that membership should provide for a balance across discipline areas and gender balance to maintain consistency and fairness to all students. Membership of the Board will be finalised for approval at the December meeting of Council.

*NOTED.*

**5. MEMBERSHIP OF ACADEMIC COUNCIL**

- 5.1 **The approval of Governing Body is sought for the appointment to Academic Council of Dr C. Molyneaux, Head of Department of Applied Social Studies.**

*Dr Ní Shé sought Governing Body approval for the appointment of Dr Catherine Molyneaux, Head of Department of Applied Social Studies to Academic Council.*

*Governing Body gave their APPROVAL.*

**6. STANDING ORDERS COMMITTEE**

- 6.1 A meeting of the Standing Orders Committee took place on 2<sup>nd</sup> November for the purposes of electing a Chair. One nomination was received and Ms E. Juhl was duly elected as Committee Chair.

*Dr Ní Shé advised that Ms Eva Juhl is the new Chair of the Standing Orders Committee. She is pursuing an active agenda and looking at MTU and timelines in terms of Academic Council.*

**7. DEROGATION REQUEST**

- 7.1 Council APPROVED a request for derogation for large credit modules on a proposed new programme, BA (Hons) in Photography and Video.

*NOTED.*

**8. EXAMINATIONS**

- 8.1 Council were updated on the submission of 2018 Semester 1 examination papers, excluding NMCI and CSM examination papers. Over 90% of papers have been submitted or are in progress in the new examination paper management system MAXe. Staff who contributed to the successful development and operation of the new system were commended.

- 8.2 As agreed as the last meeting of Council, a Working Party will be established to look at issues in relation to the processing of examination results. Membership will include Dr D. Collins, Mr P. Sugrue, Dr S. Cassidy, Students Union representatives,

representatives from the Examinations Office, Heads of Department, Class Co-Ordinators and Department Secretaries along with nominees of the staff Trade Unions.

- 8.3 The Students Union have consulted with students in relation to the academic calendar, particularly the scheduling of examinations after Christmas. Council were advised that the student body is strongly opposed to this practice continuing for 2019/2020. The Academic Calendar Working Party met in October and an intensive schedule of meetings will be put in place for November and December to look at issues including the scheduling of examinations. The group will also seek to address, as a matter of priority, the timings of the Institute's appeals/recheck processes particularly in the context of the recent High Court judgement on the Leaving Certificate appeals process.

*There has been a very good response to the new online examination paper management system MAXe in Semester 1. The timelines for the submission of exam papers has improved and there has been very good feedback from lecturers and external examiners. In Semester 2 we are going to look at issuing the examination results in a timely fashion. The Academic Calendar Party continues to meet. We have been looking at feedback in relation to the Reading Week and feedback in relation to the January examinations. The Students Union Executive has expressed their concerns in the strongest of terms in relation to the January examinations. While it is acknowledged that the exam timetable for this year is in place, the Academic Calendar Working Party will discuss and engage on that.*

*Mr Ó Súilleabháin stated that there are students that want exams in January, particularly in his Department.*

*Mr Buckley stated that approximately 4% to 5% of students want exams after Christmas which can be accommodated. The majority of students want exams before Christmas.*

*The Chairman interjected the discussion and stated that this matter was not for Governing Body and would prefer not to have a lengthy debate on this.*

## **9. TECHNOLOGICAL UNIVERSITY UPDATE**

- 9.1 The President gave an update on TU matters. He advised that work is progressing on the MTU submission document and Academic Council members will be given an opportunity to view the first draft of the submission later in November.

*NOTED.*

## **10. EXTERNAL EXAMINERS**

- 10.1 The appointment of External Examiners for the following modules/programmes was APPROVED by the Academic Council:

- Bachelor of Science in Information Technology
- Bachelor of Science (Hons) in IT Management
- MSc in Cloud Computing
- HDip in Cloud Computing

- Bachelor of Science (Hons) in Computer Systems
- Bachelor of Science (Hons) in Web Development
- MSc in Artificial Intelligence
- Bachelor of Science in Quantity Surveying
- Bachelor of Science (Hons) in Quantity Surveying
- BA (Hons) in International Business with Aviation Studies
- Higher Certificate in Nautical Studies
- Bachelor of Science in Nautical Science
- Bachelor of Science (Hons) in Nautical Science
- Certificate (SPA) in Nautical Science
- BSc in Transport Management and Technology
- BSc (Hons) in Transport Management

- 10.2 It is proposed that going forward, nominations for External Examiners will be sought during Semester 2 of the preceding academic year.

*NOTED.*

## **11. IRISH SURVEY OF STUDENT ENGAGEMENT (ISSE) REPORT 2018**

- 11.1 Results of the latest Irish Survey of Student Engagement (ISSE) were presented to Council. The survey data was made available by ISSE earlier this year, and since then, the Registrar's Office has worked with staff of the Department of Mathematics in order to carry out more detailed analysis of the Institute's ISSE data. Council was updated on the statistical techniques used and on the findings of the survey. Participation in the survey has generally improved since the survey began in 2013. As in previous years, First Year, Final Year and Taught Postgraduate students are surveyed about their experiences of higher education and satisfaction with their educational experience. The main topics covered by the survey were higher-order learning; reflective and integrative learning; quantitative reasoning; collaborative learning; student-faculty interaction; effective teaching practices; quality of interactions; and supportive environment. The results of the survey included a comparison of the responses of CIT students with those from other Institutes of Technology and Universities during the 2016-18 period. Changes across the indices within the Institute from 2016-18 were also outlined and further analysed by gender, year of study, age, mode of study and nationality. CIT student responses to the survey were broadly in line with responses from students from other Institutes of Technology. It is hoped to complete further analysis to provide departments and/or programme teams with relevant data, subject to them being statistically reliable. Also for the first time, research postgraduate students were also surveyed. It is intended that the responses from this category of student will be reported to a later Academic Council.

*Dr Ní Shé referred to the above ISSE Report 2018.*

## **12. POLICY ON CURRICULUM STRUCTURES**



- 12.1 Council referred the draft policy on Curriculum Structures for review by the Academic Planning & Review Committee. The previously approved policy has been updated and comprehensively describes the credit profiles and core curricular structures of all CIT taught degree programmes. It also includes the new Integrated 5-Year Masters, the principles of which were adopted by Academic Council in February 2018.

*NOTED.*

**13. PROGRAMME STATUS REVIEW SUMMARY REPORT - FACULTY OF ENGINEERING & SCIENCE**

- 13.1 Council was presented with a summary of the major points identified in the individual programme status reports produced in the Faculty of Engineering & Science for the period 2012/13 – 2016/17.

Among the issues highlighted were:

- Total enrolment levels in full-time, major-award programmes in the Faculty have increased by approximately 4% over the period in question.
- Enrolments have largely tracked the trends in CAO applications.
- Female students are attracted to study in areas such as biological sciences, biomedical engineering, architecture and chemical & biopharmaceutical engineering to a far greater extent than is evident in the traditional engineering disciplines or the more technical programmes covered by the School of Science & Informatics.
- Attrition and progression rates vary significantly by stage, NFQ level and disciplinary area as well as by the prior academic achievement levels of students measured in terms of their overall CAO points, LC Mathematics grades and LC English grades. Stage 1 consistently presents the biggest challenge for incoming students while modules that require students to have strong analytical competence levels generally present the most significant barriers to progression. NFQ level 8 students generally experience lower attrition rates and higher progression rates than their level 6 and 7 counterparts. These findings are consistent with the general experience across the sector.
- Student engagement is generally very positive.
- The high level of external employment undertaken by many students to fund their education and living requirements is identified across many programmes as presenting a barrier to students achieving their full potential.
- Uptake of the support options available to students who are experiencing difficulties in successfully completing their studies, is reported as being less than might be expected.
- Industry feedback in relation to students and graduates is very positive in nature. Feedback from industry stakeholders has indicated an industry preference for the duration of work placements to be increased in line with that offered by many other HEIs.
- Staff participation in professional and regional bodies is

- exceptionally strong and ensures that industry engagement is proactive and multidimensional in nature.
- Industry student scholarships have now been secured for several programmes.
- Level of demand for STEM graduates exceeding supply – this issue will become critically important for the region and for CIT as the expansion of STEM-based industries continues apace.
- In some areas, employer-led demand for graduates has resulted in increased employment opportunities for NFQ level 7 graduates, resulting in decreased enrolments in the add-on stages for NFQ level 8 programmes.
- Course Boards are active and very much engaged with identifying programme challenges and opportunities.
- The challenging financial environment for the higher education sector in Ireland continues to be identified as presenting problems.
- Academic staff members would like to have more flexibility to make module and programme changes later in the academic year than is currently permissible.
- Staff are strongly engaged in programme development and promotion.
- The increasing use of common entry options needs to be carefully managed in order to prevent unwanted side effects such as suboptimal use of resources and creation of alternative entry options for high-demand programmes.
- The challenges encountered by students in relation to successfully completing modules of an analytical nature needs to be reviewed in detail.
- Engagement with the AnsSEO initiative and the Good Start Programme have been highly beneficial to students.
- External examiner feedback is generally very positive across the Faculty's offerings.
- Better information systems integration is required with external HEIs with which CIT delivers programmes to ensure consistent and comprehensive access to relevant programme information.
- Alignment of academic calendars with external institutions is also desirable in cases where shared programme delivery is performed.
- As a consequence of increasing employment opportunities, an increasing proportion of students are now availing of employment opportunities at lower NFQ levels than would have been the case in times past, possibly leading to a future requirement for increased provision of part-time programmes in line with career development requirements.
- Students would prefer to have a more even assessment workload spread across the academic year.
- A staff-student liaison group was established in one department and worked well.
- Structured engagement with students who have expressed an interest in CIT STEM programmes in their CAO applications has been proposed.
- Increasing levels of competition for student placement

opportunities from other HEIs has been referenced in some areas.

- A proposal has been made to increase the number of opportunities for students to attain professional qualifications while completing their academic studies.
- The need to provide support for more structured engagement with part-time students and prospective students during the summer months was referenced.
- The industry experience of lecturers was identified as being of significant value by students enrolled on some part-time programmes.
- The value of external funding was referenced as a key factor in enabling the provision of industry-relevant programmes that otherwise could not be offered.
- Increasing employment rates in the economy have been referenced in relation to an increasing diversity of student ability being evident across part-time programmes, a trend that presents challenges in relation to consistency of student experience and performance in some areas.
- The need to continually promote CIT's reputation for excellence in all STEM disciplines was referenced directly and indirectly across a significant number of programme status reports.

*Dr Ní Shé referred to the above Programme Status Review Summary Report from the Faculty of Engineering & Science. It was presented to Council by the Head of Faculty, Mr Michael Loftus. It gives a flavour of the issues that come up at Faculty level.*

*The Chairman acknowledged and noted the work of the two Academic Council Reports from Dr Ní Shé and wished her the best for the year ahead.*

*Mr O'Leary mentioned an item he heard on the radio today in relation to CIT being involved in a new initiative on Cyber Security.*

*The President advised that the IDA have decided to fund a national Cyber Security Centre here in CIT which will be led by CIT. This was achieved despite stiff competition from the University sector. It is a reflection of the great work done by the Computer Science Department and in terms of the great interaction in Data Analytics in terms of work with the IDA and other agencies. It is a great plus for the Institute.*

*Dr Flynn stated that also the School of Business had a role to play. The V-LINC Project which involves clustering was an added angle to the establishment of the Centre.*

*Mr O'Leary extended "Well Done" to all concerned.*

*The Chairman stated that the IDA has published this announcement on their website today. PR mechanisms within the Institute should promote this as a tremendous win.*

*From talking with the Institute's PR Officer, Ms Jean Kearney, the President stated there has been extensive coverage of this already on various news media and radio stations.*

*Mr Ó Súilleabháin asked that a presentation on the ISSE Report be given to the Strategic Development Sub-Committee to see how we stand.*

*Dr Ní Shé advised that an update on the Academic Plan is to be given to the Strategic Development Sub-Committee meeting on 7 January 2019 and the ISSE Report can be presented to the next SDSC meeting on 4 March 2019.*

*The Chairman agreed.*

## **1812.8**

### **REPORTS FROM THE VICE PRESIDENT FOR FINANCE AND ADMINISTRATION: (Pages 36 to 43)**

*The Chairman invited the Vice President for Finance and Administration to take his reports.*

#### **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 Traveller Education Co-Ordinator (3 Year Fixed-Term Part-Time Contract):**

Report of the meeting of the Selection Board held on Wednesday 14 November 2018 to interview applicants for the position of Traveller Education Co-Ordinator (3 Year Fixed-Term 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 was put on a panel:

*APPROVED.*

###### **1.1.2 Researcher – E-Learning Graphic & Information Designer (2 Year Fixed-Term Whole Time Contract):**

Report of the meeting of the Selection Board held on Monday 19 November 2018 to interview applicants for the position of Researcher – E-Learning Graphic & Information Designer (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.*

**1.1.3 Research Assistant – Multimedia Designer (1 Year Fixed-Term Whole-Time Contract):**

Report of the meeting of the Selection Board held on Monday 19 November 2018 to interview applicants for the position of Research Assistant – Multimedia Designer (1 Year Fixed-Term Whole-Time Contract), Cork Institute of Technology was tabled at the meeting.

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

*APPROVED.*

**1.1.4 Head of Department - Department of Accounting & Information Systems (Senior Lecturer II) (Permanent Whole-Time):**

Report of the meeting of the Selection Board held on Monday 26 November 2018 to interview applicants for the position of Head of Department – Department of Accounting & Information Systems (Senior Lecturer II), (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.*

**1.1.5 Lecturer - Biological Sciences (Permanent Whole-Time):**

Report of the meeting of the Selection Board held on Tuesday 27 November 2018 to interview applicants for the position of 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.*

**1.1.6 Clerical Officer Grade III – Finance (12 Month Fixed Term Whole Time Contract):**

Report of the meeting of the Selection Board held on Thursday 29 November 2018 to interview applicants for the position of Clerical Officer Grade III – Finance (12 Month 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.*

**1.1.7 Researcher / Senior Researcher – Competitiveness and Innovation (Fixed-Term Whole-Time Contract up to 29 October 2020) V-LINC Research Group:**

Report of the meeting of the Selection Board held on Friday 30 November 2018 to interview applicants for the position of Researcher/Senior Researcher – Competitiveness and Innovation (Fixed-Term Whole-Time Contract up to 29 October 2020) V-LINC Research Group, 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.*

**1.1.8 Researcher – Hardware - Nimbus Centre (2 Year Fixed-Term Whole-Time Contract):**

Report of the meeting of the Selection Board held on Monday 10 December 2018 to interview applicants for the position of Researcher – Hardware – Nimbus Centre (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.*

**1.1.9 Researcher – Software - Nimbus Centre (2 Year Fixed-Term Whole-Time Contract):**

Report of the meeting of the Selection Board held on Tuesday 11 December 2018 to interview applicants for the position of Researcher – Software – Nimbus Centre (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 were put on a panel:

*APPROVED.*

**Internally advertised position**

**1.1.10 Senior Library Assistant Grade V (Permanent Whole-Time):**

Report of the meeting of the Selection Board held on Thursday 22 November 2018 to interview applicants for the TWO positions of Senior Library Assistant Grade V (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 Chairman thanked both Cllr Mary Hegarty and Mr Bernard Allen for Chairing Interview Boards which is appreciated.*

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

**1.2.1 Department of Applied Social Studies**

**1.2.1.1 Governing Body approval is sought to progress Dr Killeen from Assistant Lecturer to Lecturer Grade from progression date of **1 October 2018** (Copy of Report on Assessment was tabled at the meeting).**

*APPROVED.*

**1.2.2 Department of Biological Sciences**

**1.2.2.1 Governing Body approval is sought to progress Dr Burns from Assistant Lecturer to Lecturer Grade from progression date of **1 October 2018** (Copy of Report on Assessment was tabled at the meeting).**

*APPROVED.*

1.2.3 Department of Computer Science

- 1.2.3.1 Governing Body approval is sought to progress Dr O'Reilly from Assistant Lecturer to Lecturer Grade from progression date of **1 October 2018** (Copy of Report on Assessment was tabled at the meeting).

*APPROVED.*

- 1.2.3.2 Governing Body approval is sought to progress Dr Davern from Assistant Lecturer to Lecturer Grade from progression date of **1 October 2018** (Copy of Report on Assessment was tabled at the meeting).

*APPROVED.*

- 1.2.3.3 Governing Body approval is sought to progress Dr Castineiras from Assistant Lecturer to Lecturer Grade from progression date of **1 October 2018** (Copy of Report on Assessment was tabled at the meeting).

*APPROVED.*

1.2.4 Department of Organisation & Professional Development

- 1.2.4.1 Governing Body approval is sought to progress Dr Creedon from Assistant Lecturer to Lecturer Grade from progression date of **1 October 2018** (Copy of Report on Assessment was tabled at the meeting).

*APPROVED.*

1.2.5 Department of Physical Sciences

- 1.2.5.1 Governing Body approval is sought to progress Dr Petkov from Assistant Lecturer to Lecturer Grade from progression date of **1 October 2018** (Copy of Report on Assessment was tabled at the meeting).

*APPROVED.*

- 1.2.5.2 Governing Body approval is sought to progress Dr Rebrova from Assistant Lecturer to Lecturer Grade from progression date of **1 October 2018** (Copy of Report on Assessment was tabled at the meeting).

*APPROVED.*

1.2.6 Department of Computer Science

- 1.2.6.1 Governing Body approval is sought to progress Mr Cunningham from Assistant Lecturer to Lecturer Grade from progression date of **1 October 2018** (Copy of Report on Assessment was tabled at the meeting).

*APPROVED.*

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

- 1.3.1 CIT Cork School of Music



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

*APPROVED.*

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

*APPROVED.*

- 1.3.2 Department of Media Communications

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

*APPROVED.*

- 1.3.3 CIT Cork School of Music

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

*APPROVED.*

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

*APPROVED.*

- 1.4 Career Break Continue

*APPROVED.*

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

### **2.1 Appointments**

*NOTED.*

### **2.2 Contract Variation**

- 2.2.1 Career Break Continue

*NOTED.*

- 2.2.2 Work Share: Continue

*NOTED.*

2.2.3 Job Share: New

*NOTED.*

2.2.4 Job Share: Continue

*NOTED.*

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

2.3.1 CIT Cork School of Music

*NOTED.*

2.3.2 Department of Biological Sciences

*NOTED.*

2.3.3 Department of Tourism & Hospitality

*NOTED.*

2.4.1 Department of Mathematics

*NOTED.*

2.5.1 CIT Crawford College of Art & Design

*NOTED.*

2.6.1 Department of Marketing & International Business

*NOTED.*

**2.4 Resignations**

*NOTED.*

**2.5 Retirements**

*NOTED.*

**2.6 Change in HR procedure regarding the Management of Acting/Temporary Appointments**

*NOTED.*

**2.7 Contract Variation (Tabled at the meeting).**

**2.7.1 Career Break New**

*NOTED.*

**8.2 UNIT COSTING REPORT** *was circulated with the Agenda.*

*Mr Gallagher referred to the Unit Costing Report which had gone to the Finance Sub-Committee who in turn asked that it be brought to Governing Body.*

*Mr Gallagher complimented the staff in the Finance Office for the work involved in producing the Unit Costing Overview document.*

**8.3 WINTER 2018 PERFORMANCE TREND DASHBOARD** *was circulated with the Agenda.*

*Mr Gallagher took Governors through the Winter 2018 Performance Trend Dashboard*

*Mr Gallagher stated the Dashboard gave the key trends that we have been experiencing over the last few years.*

*The Chairman, in getting Governors to think about the overhaul review in February, stated there is a management by exception concept here that we should be looking at high level Dashboards and not going into detail unless there is an exceptional reason to do so. That will then drive the proper behaviour. We need to reflect on this for the February Governing Body meeting.*

*Mr O'Leary stated the Dashboard together with the commentary will eliminate most of the questions and reduce the number of enquiries.*

*The President complimented Mr Gallagher and Finance Staff on the Financial Dashboard. He advised that we also have an Academic Dashboard which will be brought to a future meeting of Governing Body.*

**1812.9. REPORT FROM THE VICE PRESIDENT FOR EXTERNAL AFFAIRS: (Pages 43 to 69)**

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

**9.1 Report on Research, Innovation and Enterprise, Engagement, Alumni and Internationalisation:**

**Athena SWAN Update**

The CIT Athena SWAN Self-Assessment Team submitted an application for a Bronze Award on Friday 30 November 2018. This is the culmination of close to two

year's work involving data gathering and analysis, identification of issues and the development of a three-year Action Plan to address them.

The Athena SWAN Charter was established in 2005 by *Advance HE* in the UK to encourage and recognise commitment to advancing the careers of women in science, technology, engineering, maths and medicine (STEMM) employment in higher education and research. The charter has since expanded to recognise work undertaken in arts, humanities, social sciences, business and law (AHSSBL), and in professional and support roles, and for trans staff and students.

The Athena SWAN process is a commitment to removing barriers that contribute to under-representation and taking a targeted approach to issues that may be of internal or external origin. Successful applicants will have conducted a thorough analysis of institutional data, identified key issues, and established an action plan for the next three years to address those issues.

The Athena SWAN Charter was launched in Ireland in early 2015. Figures published by the Higher Education Authority highlight gender inequality as an issue for the higher education sector. In institutes of technology, women make up 45% of academic staff but just 29% of senior academic staff. In CIT, while 45% of academic staff are female and two of the three Vice Presidents are female, only 27% of the current Executive team are female and 15% of senior lecturers are female.

Nationally, the recent launch of the Gender Task Force report sees a wide range of recommendations, many of which will have relevance for CIT and CIT's Governing Body.

*Dr Flynn referred to the above item and to the Athena Swan Bronze Institution Award Application document. There are a range of recommendations many of which relate to Governing Body. Athena Swan is a topical issue. Minister Mitchell O'Connor launched the Gender Task Force report recently. It will cost us €600,000 per annum to fully implement all the recommendations and we have raised this matter with the HEA.*

*In response to Mr Higgins, Dr Flynn advised that we submitted the application to Advance HE in the UK which is an amalgamation of three different bodies. In February/March they will convene panels to review applications from Universities all over Ireland, UK, Australia and other jurisdictions also. Not just Institutional applications but every department in every Institution is expected to have a departmental award. To be eligible for funding we have to have an Institutional badge, we will have to reapply to retain it after three years, we will not retain it unless we make progress on individual departments. There has been massive support and involvement shown by staff in CIT. Our focus is in the STEM areas, Faculty of Engineering & Science and academic staff only. The next time we will apply it will be for all staff in all areas and having student involvement also.*

*Dr Ni Shé clarified that Advance HE has been given the job by the HEA to role this out in Ireland.*

*The President complimented both Dr Flynn and Dr Ni Shé for the amount of work they put into this which was above the call of duty.*

*In response to Ms Maura Fitzgibbon, Dr Flynn stated the application is not confidential to CIT staff. If we get the badge, Dr Flynn advised that it will be put up on the CIT web page.*

*Mr O'Leary extended "Well Done" to all for a very informative document.*

## **1. Research, Innovation & Enterprise**

Research Metrics - Period Covered: July-December 2018

<b>Metric</b>
<p><b><u>Research Funding Projects awarded (national): (7)</u></b></p> <p><b>BioExplore: 1-</b> IRC GOIP  <b>Mechanical and Energy Systems Simulation and Optimisation Group (MeSSO) (3)</b>  <b>Sigma: 1</b> - IRC EPS (Postdoc) Dr Paul Walsh  <b>CAPPA: 1</b> - (SFI TIDA) Dr Chinna Devarapu  <b>Riomh: 1</b> - IRC EBP Dr Donna O’Shea, Prof Dirk Pesch, Project Title: IoT Enabled Software Defined Data Centres, EBPPG/2018/281, €96,000</p>
<p><b><u>Research Funding Projects awarded (EU/intl): (8)</u></b></p> <p><b>Dept of Process, Energy &amp; Transport: (1)</b> Alexander Krok, Marie Curie Career Fit with Pfizers (€213k)</p> <p><b>HALPIN: (2)</b> X Interreg Atlantic Area - Circular Seas and AT Virtual X H2020 entitled ARSCAR</p> <p><b>E3L: (2)</b> Successful partner in the “Validation of Learning Outcomes from Volunteering” Erasmus+ project – Project lead: Neptalia, Spain – Kick -off meeting in Madrid in January 2019  <b>Nimbus:</b> Successful partner in the FIT4FoF project – Project Lead: Nimbus CIT; Kick off meeting in CIT 14 and 15 November</p> <p><b>Riomh: (1)</b> EU, Atlantic Area EAPA_936/2018, 195K (Dr D O’Shea, Dr T Scully, Dr S McSweeney</p> <p><b>CAPPA: (1)</b> Marie S Curie Award Dr Chinna Devarapu</p>
<p><b><u>Research projects with substantial industry involvement awarded: (2)</u></b>  <b>MeSSO (2)</b></p>
<p><b><u>Awards/Recognition:(2)</u></b></p> <p><b>Dept of PET &amp; Mech Eng</b> - Partnership Alliance Pharma Awards 2018</p> <p><b>MeSSO</b> – Best Paper Award ASABE 2018</p>
<p><b><u>Journal Publications (peer reviewed) : (10)</u></b></p> <p><b>Mathematics:</b> Goulding D. (in press) x2  Lacey S. (in press) x2</p> <p><b>CAPPA:</b> William Whelan Curtain Group IV photonics</p> <p><b>MeSSO (2)</b></p> <p><b>Project Spraoui</b> – Dr Tara Coppinger</p> <p><b>Riomh</b> - Donna O’Shea, Francisco Ortin, Kevin Geary, “A virtualized test automation framework: A DellEMC case study of test automation practice”, Journal</p>

<p>of Software: Practice &amp; Experience, Nov 2018, <a href="https://doi.org/10.1002/spe.2658">https://doi.org/10.1002/spe.2658</a></p>
<p><b>Book Chapter</b> Chapter on WBL in Ireland by Prof I Sheridan <a href="https://www.igi-global.com/book/global-perspectives-work-based-learning/201848">https://www.igi-global.com/book/global-perspectives-work-based-learning/201848</a></p>
<p><b>Journal Publications (other): (2)</b> <b>Mathematics:</b> TRResearch  <b>CAPPA:</b> William Whelan-Curtain - Optics letters 43 (20), 4981-4984</p>
<p><b>Conference Publications (peer reviewed) :(14)</b> <b>Dept SLS:</b> Conor Hammersley - PE PAYS Conference at UL on 24.11.2018  <b>E3L (3):</b> UDHEIT Conference, Dublin October 30 to November 2<sup>nd</sup> Paper on the VISKA project – Validation of Learning – refugees and migrants  CAPLA conference, Toronto, Canada – November 22<sup>nd</sup> – 23<sup>rd</sup> Deirdre Goggin presenting in the plenary panel on policies and systems  HELLIN conference, Maynooth December 7<sup>th</sup> – Deirdre Goggin presenting in the Lifelong Learning and Higher Education (policy and practice) parallel session  <b>MeSSO (4)</b>  <b>Project Spraoui</b> – Dr Tara Coppinger  <b>Riomh (4):</b> Orla O’Brien, R. D. O’Reilly, “Beats Per Minute (BPM)”, in IEEE International Conference on E-health Networking, Application &amp; Services, (Ostrava, Czech Republic), September 2018.  <u>L.Climent</u>, A. O. Fajemisin and S. D. Prestwich. “Combining dynamic vehicle routing with multiple stock size cutting the stock problem in forestry harvesting”. The 29<sup>th</sup> European Conference on Operational Research (EURO). July 2018.  Debasis Ganguly, Pintu Lohar, <u>Haithem Afli</u> and Dwaipayan Roy. Word Embedding based Semantic Cross-Lingual Document Alignment in Comparable Corpora. In the proceedings of the 10th meeting of Forum for Information Retrieval Evaluation, FIRE 2018, DAICT, Gandhinagar 6th - 9th December 2018.  Henny Sluyter-Gäthje, Pintu Lohar, <u>Haithem Afli</u>, Andy Way. FooTweets: A Bilingual Parallel Corpus of World Cup Tweets. In the proceedings of the Eleventh International Conference on Language Resources and Evaluation, LREC 2018. Miyazaki, Japan, May 2018.  Pintu Lohar, <u>Haithem Afli</u>, Andy Way. Balancing Translation Quality and Sentiment Preservation. In the proceedings of the Association for Machine Translation in the Americas conference, AMTA 2018. Boston, USA. 2018.</p>
<p><b>Newspaper articles, book reviews: (2)</b> <b>Mathematics:</b> Examiner 5/11/2018  <b>E3L:</b> Book Chapter on WBL in Ireland by Prof I Sheridan <a href="https://www.igi-global.com/book/global-perspectives-work-based-learning/201848">https://www.igi-global.com/book/global-perspectives-work-based-learning/201848</a></p>

<p><b><u>Invited Presentations: (6)</u></b>  <b>Dept. PET &amp; Mech Eng (2)</b> - PMTC Knowledge Day UL;                  SSPC Technical Meeting Trinity, Dublin</p> <p><b>Mathematics:</b> (2) EDA Annual Congress                  All Ireland Conference on Learning, Teaching and Assessment in Further and Higher Education</p> <p><b>MeSSO</b></p> <p>Dr Orla Flynn - IAU conference in Malaysia, in partnership with Prof. Nguyen Phuc Nguyen from the Danang University of Economics, “Stimulating Student Entrepreneurship Through Partnership”.</p>
<p><b><u>Seminars, colloquia hosted (2)</u></b>  <b>Faculty of Business &amp; Humanities</b> Research Forum was held on 09.11.2018 in Nimbus. PG students within the Dept. presented.</p> <p><b>Dept of TEL</b> - Erasmus+ project, “Level Up”</p>
<p><b><u>Outreach events involving public (1)</u></b>  <b>Dept of TEL</b> – ‘Press Start’ with Cork Educate Together</p>

NOTED.

**SFI Centres for Research Training (CRT)**

The SFI-funded programme “Centres for Research Training” is a new initiative targeted at Masters and PhD studentships which aims to train 500 postgraduates over a 7-year programme.

CIT is the lead applicant on the following CRT:

- **ADVANCE** (Advanced Communication Networks for Sustainable Living)  
 Total value of this application is €18m, with partners DIT, UCC, UCD and NUIM  
 CIT Lead Applicant is Prof Dirk Pesch, Head of Nimbus

CIT is a partner applicant on the following 4 CRT’s

- **AI** (Artificial Intelligence and Data Analytics) - led by UCC
- **Cyberlab** (Cyberphysical Systems) – led by UCD
- **CIPES** (Centre for Integrated Photonic and Electronic Systems) – led by Tyndall
- **ICAST** (Irish Centre for Astronomy and Space Training) – led by Dublin Institute for Advanced Studies

*Dr Flynn referred to the above. We have made a submission for the Centres for Research Training which is a significant SFI funded programme. We are the lead applicant on one centre for research training but we are a partner on four more. We have a financial commitment to this. If we are successful, we have to put in matched funding. In relation to the CIT led centre for research training which is led by Prof Dirk Pesch, Head of Nimbus Centre, Dr Flynn advised that Prof Pesch has tendered his resignation because he has been offered a professorship in Computer Science in*

*UCC. It will be a challenge for us to make sure that our research capacity and our ability to deliver can be sustained without Prof Pesch. He will be a real loss to CIT. In response to Mr O'Leary, Dr Flynn advised that CIT Professors are an internal designation and are not remunerated.*

### **Blackrock Castle Observatory**

BCO's end of year returns for 2017/18 show increases of 20% in visitor numbers and a 25% increase in overall turnover. BCO coordinates Space Week, a national STEM Week, supported by grants from Science Foundation Ireland. This year's Space Week saw almost 450 registered events, involving 5000 participants across all 26 counties of Ireland. For Science Week, BCO coordinated a remake of the Bowie single "STARMAN" in association with singer Jack Lukeman, the National Children's Choir and original members of Bowie's band. All proceeds to the Laura Lynn Children's Hospice Foundation.

*NOTED.*

### **Technology Enhanced Learning**

The Department of TEL's involvement in the Erasmus+ project, "FlipIT" concluded in November. This project was based around the in-class application of the "Flipped Classroom" teaching approach: the department provided subject matter expertise on this teaching approach and was involved in the design and development of training resources related to same, which it now intends to provide to CIT staff, along with digital tools and associated training, to help facilitate the use of this approach within the Institute.

The Dept of TEL are currently developing a digital Easy Read Toolkit for the EU Erasmus+ project, "Creative Inclusion in Adult Education" (CIAE) ahead of two upcoming training sessions in Rome. The toolkit will offer adult learners with disabilities easy access to good practices, resources and guidance related to arts education. This project, led by Cork's Cope Foundation, focuses on developing and promoting initiatives to improve social inclusion for adult learners with disabilities. The Dept of TEL act as overall e-learning and technology partner for the project.

*NOTED.*

### **European Projects Supported**

- The project entitled "Bodah" submitted on behalf of the CIT Department of Computer Science was approved by the Interreg Atlantic Area Programme. The budget for CIT in the project is €195,000. CIT's role is to bring Machine Learning to the topic of tourism development.
- The Hincks Centre for Entrepreneurship Excellence completed a SWOT analysis covering 8 EU Member States on the potential of the Silver Economy for regional SMEs.
- An Erasmus Plus project entitled Empowering Teachers to Trigger Work Base Learning was approved for the Hincks Centre of Entrepreneurship Excellence.

*NOTED.*

### **Events Attended by Innovation & Enterprise Staff (including Rubicon staff)**

- Health Kit Official Opening, 17 September
- Invention of the Year Event UCC, 19 September
- UCC Ignite Showcase 20 September
- IBEC *The Future of Innovation* Event – 18 September (Dublin)



- Knowledge Transfer Ireland (KTI) Annual Conference – 27 September (Dublin)
- Cork Chamber Company of the Year awards launch, 01 October
- SFI Information Session on new funding initiative “SFI Innovators Prize” – 08 October (Dublin)
- National Women’s Enterprise Day Event, 18 October, Hosted by Cork Local Enterprise Offices
- Goggle Garage Digital Event 18 October, Páirc Uí Chaoimh
- THEA Knowledge Transfer, Innovation and Engagement Group meeting, Dublin, 01 November.
- Network Cork Seminar, CIT 07 November
- Enterprise Ireland Gateways Food Event, Páirc Uí Chaoimh, 15 November
- The IBEC Cork *Regional Insights Series* 16 November
- Innovation & Enterprise Manager chaired the adjudication panel for the IT@Cork Multi National of the Year Award
- Meeting with EI of IOT and University Technology Transfer Directors. Irish Knowledge Transfer and Innovation Group meeting (CIT vice chair of this national group) 20 November
- AIB Brexit Business Breakfast
- AIB Bishopstown Community Event (focus on plans for Cork City)
- Presentation on CIT innovation and enterprise office to visitors from Pallas University of Applied Science, Estonia.

*NOTED.*

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

- Breakfast Links was organised for Rubicon clients, Rubicon alumni and those participating on Rubicon programmes on 18 September. The placement coordinators of the School of Business and Humanities were also in attendance. It gave the companies an opportunity to meet the placement coordinators and to learn how and when they need to contact CIT placement coordinators to take on students for their work placement. The companies also got an overview of Innovation Vouchers at the event.
- Organised and hosted meeting of Enterprise Ireland’s Regions Staff from around the country, 06 November.

*NOTED.*

#### **Innovation**

- Innovation and Enterprise staff are supporting 16 active projects and 6 applications in the pipeline. (This is outside the voucher activity within the Technology Gateways).
- Ongoing participation in the Bridge Technology Transfer network and partnership with UCC, ITT and Teagasc. Organised the third highly successful *Meet the Investor Event* in the Rubicon Centre on 14 November. 5 early stage projects from the partners pitched their ideas to representatives of the investment community.
- Continuous engagement with UCC in relation to Health Innovation Hub Building on the Cork Science & Innovation Park and hosted visit of project manager to Rubicon.
- Participated in Enterprise Ireland annual review of TEC and CAPPA

Gateways in CIT. Both Centres performing well against stretch targets for 2018.

- Participated in and facilitated locally the Enterprise Ireland national review of the Innovation Voucher Programme.
- Hosted staff from WIT & IT Sligo fact finding on innovation and enterprise supports and processes in CIT.

*NOTED.*

## **Spinouts UPDATE**

### **FOR NOTING**

- Orthoxel - Current CIT shareholding is 3.24% (original 5%). CIT does not invest so is diluted at each investment round. (€2,368,980 of dilutive investment to date)
- Aventamed - CIT shareholding, once current series B investment round is concluded, will be 4.41% (original shareholding 10%). CIT does not invest so is diluted at each investment round. (€5.063 m dilutive investment to date including current Series B)

CIT also has potential royalty income due from the IP licensed to this company.

*Dr Flynn wished Governors to note the above two Spinouts.*

### **Student Inc**

CIT, as lead partner in a consortium which includes UCC and IT Tralee, have been successful in the recent funding round of the Regional Economic Development Fund for the Student Inc project. The aim is to increase the number of start-ups coming from the student population of the three third level colleges in the South West Region, coordinated by a full-time Programme Manager (€336,360).

*Dr Flynn referred to the above and was happy to report that in the recent round of REDF funding that we were successful as the lead partner in a consortium which includes UCC and IT Tralee.*

### **Rubicon Centre**

Staff in the Rubicon, working with the CIT Enterprise interns, have met /mentored 1,000 CIT students this semester, either in groups or individually.

By 05 December, 850 first years on the Creativity Innovation & Teamwork module will have been involved (up from 520 from last year). Rubicon is also working with students on the Innovative Product Development module in Mechanical Engineering, 4<sup>th</sup> year BIS students and 4<sup>th</sup> year Chemical Engineering students. (300 students)

On 20 September, the President of CIT opened the new co-working space in the *Rubicon Cube*. This facility offers entrepreneurs the opportunity to access and use the facilities on demand. In addition, the *Rubicon Cube* has an idea generation space, which provides entrepreneurs space to brainstorm their ideas. This is in response to the changing needs of entrepreneurs in the region. The facility was self-financed by the company.

*NOTED.*

### **Company Sale Announcement**

Documatics (provides legal case management software) was partially acquired by an international legal search company, *Practice Evolve*, for an undisclosed sum. The sale will allow the company to access a new customer base in English speaking countries and will allow the Company to expand its employment numbers from 15 in the Rubicon.

*NOTED.*

### **WREN Programme (Women's Rural Entrepreneurship Network)**

On 16 October, 26 participants received a Special Purpose Award at a graduation ceremony in CIT. The second intake of the programme is also complete with 36 participants selected from the Cork/Limerick area. This programme will continue to run until June 2019.

*NOTED.*

### **Visits to the Rubicon Centre**

- Danang University of Economics, DaNang Vietnam
- Niagara College, USA
- Social Innovation Fund
- University of Florida

*NOTED.*

## **EXTENDED CAMPUS, INTERNATIONALISATION AND ALUMNI**

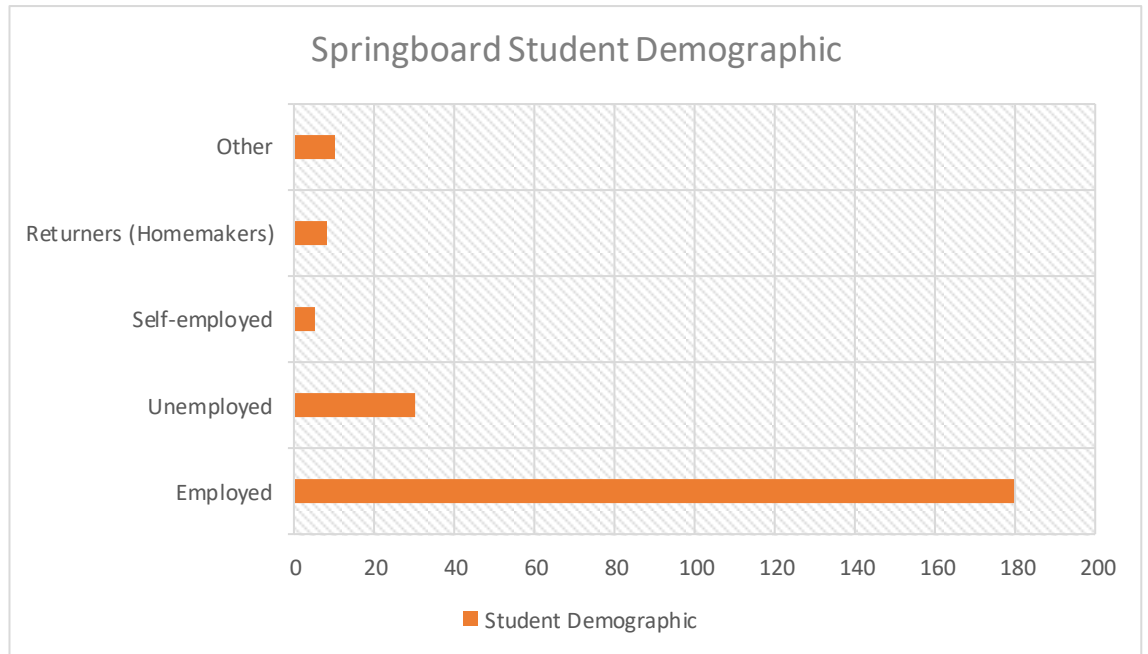
### **Extended Campus**

#### **Springboard+ 2018**

Numbers enrolled:

- ICT Skills (2017 2<sup>nd</sup> year): **9**
- ICT Skills (2018 1<sup>st</sup> year): **19**
- Springboard+ (all other programmes): **202**

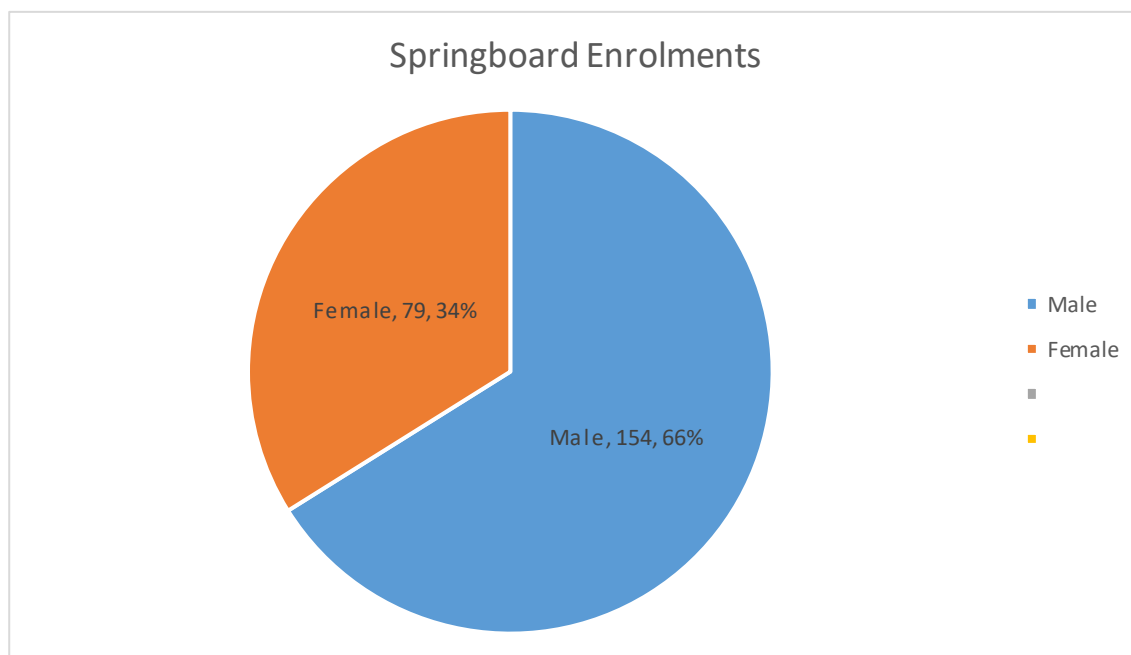
*NOTED.*



**Submitted proposals - Springboard+ 2018**

Springboard

Programme Title	Award	Department	Intake	Credits	Level
Total Immersion Culinary Programme (TICP)	Major	Tourism & Hospitality	32	60	6
Bachelor of Arts in Culinary Arts	Major	Tourism & Hospitality	16	60	7
Special Purpose Award in Space Studies for Industry	SPA	Faculty of Engineering & Science	20	15	8
Special Purpose Award in Designing Innovative Services	SPA	Organisation & Professional Dev.	20	10	8
Special Purpose Award in Capital Markets	SPA	Accounting & Info. Systems	20	20	8
Certificate in Science for Biotechnological Manufacturing Operations	SPA	Process Energy & Transport Eng.	40	10	6
Certificate in Biopharmaceutical Supply Chain Management	SPA	Process Energy & Transport Eng.	30	20	8
Diploma in Biopharmaceutical Manufacturing Operations	SPA	Process Energy & Transport Eng.	20	60	7
Certificate in Validation Science	SPA	Process Energy & Transport Eng.	40	10	7
Certificate in Cleanroom Manufacturing Practices	SPA	Process Energy & Transport Eng.	30	10	6
Certificate in Process Engineering Developments	SPA	Process Energy & Transport Eng.	20	25	9
Certificate in ICT Project Management	SPA	CAMMS	18	10	8
Certificate in Automation & Control	Minor	CAMMS	39	20	7
Lean Sigma Black Belt	SPA	CAMMS	25	30	8
Lean Sigma Green Belt	SPA	CAMMS	18	15	7
Lean Sigma Yellow Belt for Operations & Service Design	SPA	CAMMS	25	10	6
Certificate in Mechanical, Electrical and Plumbing BIM Applications	SPA	CAMMS	25	15	7
Certificate in Smart Manufacturing Technologies	Minor	CAMMS	20	20	7
Certificate in Supervisory Management	SPA	CAMMS / IT Tralee	36	20	6
Postgraduate Certificate in Information Design & Development	Minor	Computer Science	20	30	9
<u>ICT</u>					
Higher Diploma in Science in Data Science & Analytics	Major	Mathematics	20	60	8
Higher Diploma in Science in Cloud Computing	Major	Computer Science	20	60	8



## **Engagements with Companies and Organisations**

### Live Cases

- Running Dunkettle Live Case with IB students – partnering with SISK and TII
- Running Wisetek Live Case with Global Business Masters students – Data analysis and Risk of London expansion
- Connected Deirdre O’Donovan, O’Donovan Engineering with BIS Yr3 and Bus Admin Yr4 students – Data analysis
- Connected Patrick Mulley, Project Manager of a proposed WWI/Conflict Memorial in Kilworth to Tourism Management 3<sup>rd</sup> Year Project – Semester 2 – Promote as Tourism destination
- Connected Cliff Jeffers, Project Manager of Sam Maguire Tourism project with Media Communications CCAD students – Semester 2 – Design Passport tourist document
- Connected Alanna Carty, Marketing Manager with Orthoxel (Rubicon) with Higher Diploma Business in Sales Management students – Sales Strategy
- Connected Ryan O’Neill, Founder Legitfit and Ciara Josephine Kennedy, Founder AnimaVenture with International Business students – Student Projects on Business and Financial Plans

*NOTED.*

### **Guest Lectures**

- Organised Gearoid Condon, Partner at IFAC, to present three guest lectures to Accounting and Business students – Brexit, Work Placement, Graduate Roles
- Organised Rosie Mansfield, Co-founder of Premier TEFL to present to Global Business and International Business students – Global Business strategy

**Other Collaboration**

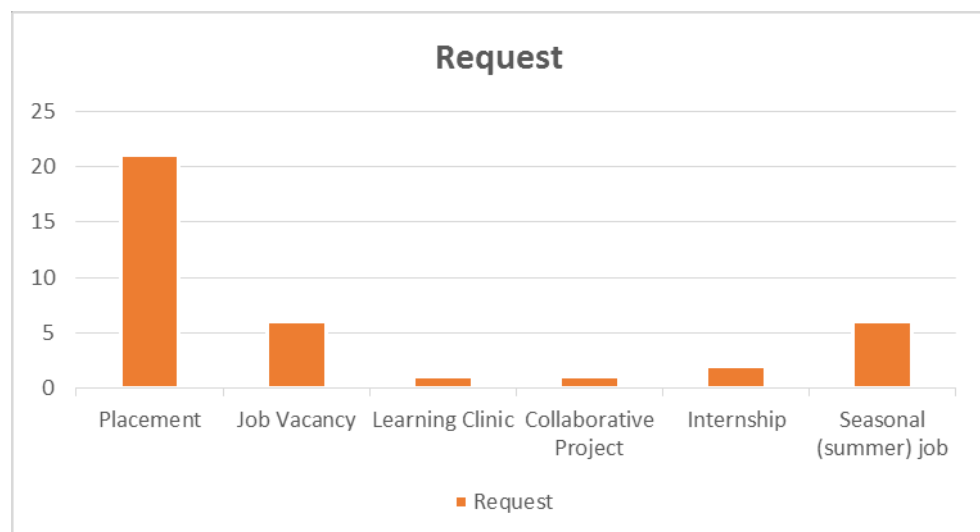
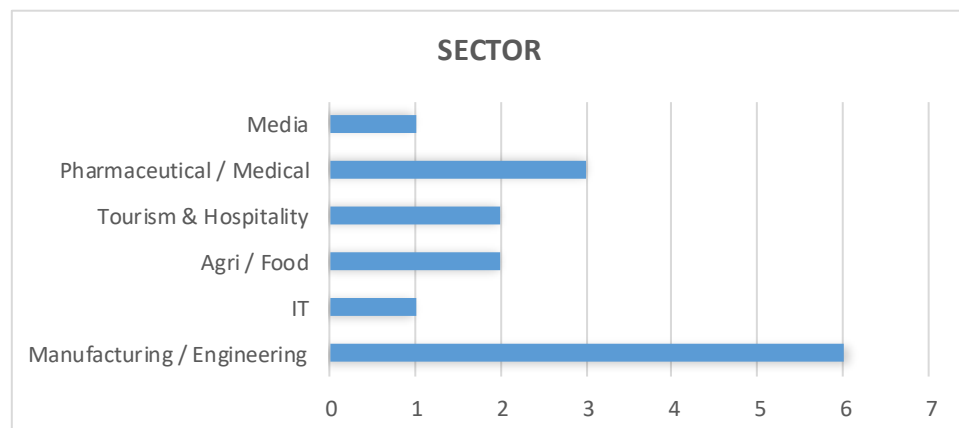
- Presented Extended Campus model to Dell EMC representatives;
- Collaborating with WIT on CRM system
- Facilitated workshops with Service rePublic team, Cork County Council, with Business and IB students – Design Thinking
- Ongoing collaboration with Blizzard Entertainment and Cork Chamber; CIT hosting a Learning Event next year
- Site Visit to Wright Medical – ongoing collaboration on guest speakers, placement, student projects
- Attending Cork Chamber and Network Cork events

*NOTED.*

**Work Placement**

- Linking Companies’ work placement opportunities to relevant courses – e.g. Castel Education, Nantucket Golf Club and Yacht Club, Teagasc, Dairygold, H&MV Engineering etc.

In general, 15 new leads have been generated since the beginning of October and are in various stages of development.



*NOTED.*

### **Engagement support for other Institutes of Technology in the context of TU**

- Prof Irene Sheridan and Sharon Lehane met with Brian Foley, Industry Services Manager WIT on 05 November and will travel to WIT on 03 December to meet with a larger management group including their VP Research and Head of RSU
- Prof Irene Sheridan hosted Vice President, Research, Innovation & Engagement and CRM project Manager from IT Sligo on 16 November

*NOTED.*

### **Recognition of Prior Learning**

- RPL practitioner network conference Kilkenny, and presentation to Estonian vocational education delegation on *RPL in CIT*, 17 October; represented by Deirdre Goggin, steering board member
- Workplace Matters – Breakfast seminar – 23 October Department of Employment Affairs and Social Protection
- *An Tobar* project with Cork ETB and IDF Collins Barracks – Certificate presentation ceremony 14 November
- VISKA workshops – Dublin 15 November. CPD module workshop delivered and facilitated by Deirdre Goggin
- VISKA National Advisory Group meeting – Dublin 15 November. Deirdre Goggin representative on behalf of CIT

*NOTED.*

### **Report on RPL activity for Semester 1 2018 GB**

#### **Delivery of Workshops**

Workshops were delivered every Monday, Tuesday, Wednesday at 1-2pm and at 5-6pm for the first 6 weeks of term. Total attendance = 252, the majority in weeks 2 and 3.

*NOTED.*

#### **Advanced entry**

There were 33 advanced entry cases supported in semester 1 as follows:

<b>Programme</b>	<b>Number of Candidates</b>
B Bus in Supply Chain and Transport Management	12
Computing/Cloud	5
MSc Digital Marketing Strategy	4
MA Journalism & New Media	3
MA in Play Therapy	3
Certificate in TV Production	3
BSc (Hons) Nautical Science	2
H Dip Data Analytics	1

*NOTED.*



### **RP Credits**

There were 184 RPL cases for credit supported in semester 1 involving 56 assessors. Of these:

- 151 were based on prior formal learning
- 24 were based on experiential learning
- 6 were based on a combination of learning

The vast majority of cases were at Level 6.

*NOTED.*

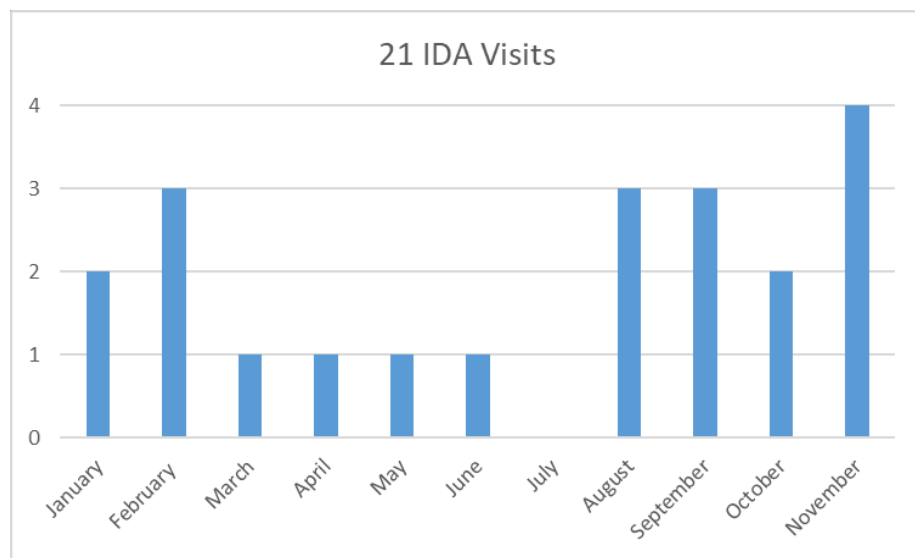
### **Noteworthy**

The first RPL application involving a blind candidate was delivered and assessment is presently underway for SPRT7015 – Introduction to Holistic Massage.

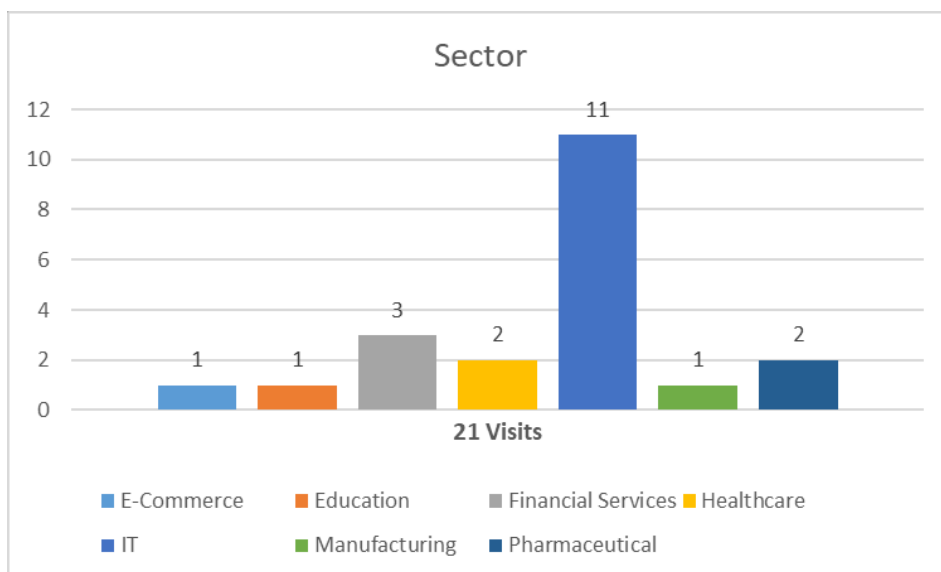
*NOTED.*

### **Meetings with IDA Client and Potential Client Companies**

Summary of activity



*Dr Flynn referred to the above IDA visits. CIT's Department of Computer Science is to the core for most of these visits. We have engaged with the IDA in a very active way. We do see a lot of ICT companies coming in and our Computer Science Department ensures that they have a great representation in terms of our offerings and our expertise. They play a huge part in the positive news stories that are announced on a regular basis.*



*NOTED.*

### **International Office**

#### **Education in Ireland International Student Ambassadors**

Three CIT International students have been selected to act as Education International Student Ambassadors for the 2018/19 academic year. The students are from Malaysia (2) and Vietnam (1). Their role will include raising awareness of the quality of Irish education and assisting and encouraging interested students from overseas as they embark on their search for the right university or college. Ambassadors receive training on how to write, create videos and publish photography through their digital posts in order to showcase their academic and cultural experience of Ireland to the fullest.

*NOTED.*

#### **Incoming International Delegations**

The International Office welcomed several delegations and visitors to CIT in recent weeks, including:

- 26 September: Xuzhou Technical College, China
- 31 October and 16 November: DIFC Foundation College students
- 24 October: Indian Education Counsellors, accompanied by Wendy Dsouza, Education in Ireland
- 14 November: University of Florida
- 23 November: Durban University of Technology, South Africa

*NOTED.*

#### **Study Abroad**

Maria FitzGerald, Study Abroad Coordinator, joined the International Office on 08 October. Maria and Niamh Lynes, International Office Coordinator, visited Endicott College in October to promote CIT as a study abroad destination for semester 2. Currently 12 students are due to enrol in January 2019. On 01 November, the CIT Study Abroad Programme was officially

launched by President Barry O'Connor and Dr Orla Flynn. Seamus Forde, Lecturer in Tourism & Hospitality, and James Hayes, Lecturer in Fine Art Sculpture, visited Endicott in November for a week-long programme of meetings and guest lectures.

*NOTED.*

#### **Vietnam Education Mission**

Dr Pio Fenton, Head of Department of Marketing and International Business, and Carmel Jordan, International Officer, travelled to Vietnam in October 2018. The trip included visits to Hanoi, Ho Chi Min City and Danang, and involved meetings with partner Universities and Education Agents. Additionally, Ambassador Cáit Moran and the Irish Embassy in Hanoi hosted a Presentation of Parchments ceremony for 5 Vietnamese students who had recently completed their Masters programmes in CIT.

*NOTED.*

#### **India/Sri Lanka Education Mission**

Carmel Jordan, International Officer, travelled to India for the Education in Ireland recruitment fairs and agent workshops. Cities on the itinerary included New Delhi, Pune, Mumbai, Bangalore, Chennai and Colombo. Donna O'Shea and Sean McSweeney, Computer Science Department, joined the trip for several legs of the recruitment drive to promote programmes within their department.

*NOTED.*

#### **Thailand OSOC Fair / Malaysia Conference**

Dr Orla Flynn, Vice President for External Affairs, and Kritchai Withephanich, Nimbus Researcher, attended student recruitment events in Thailand in November 2018. The trip included visits to International Schools, the OCSC International Education Expo, and a reception at the Ambassador's Residence. Dr Flynn subsequently travelled to Kuala Lumpur, Malaysia, to present a paper at the International Associations of Universities 2018 Conference, which had a theme of "Higher Education Partnerships for Societal Impact". CIT also signed a Memorandum of Understanding with University of Malaya during the visit.

*NOTED.*

#### **International Online Application System**

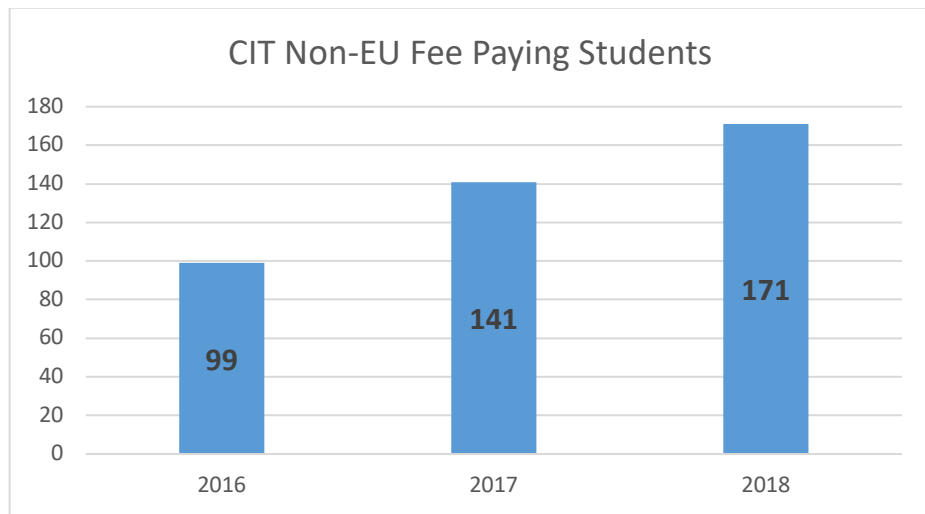
The International Office is working with the IT Department to implement an online applications and payment system. *RunMyProcess* has been engaged to develop the system, and internal workshops and requirements documentation sessions are ongoing, with a view to the system being live for September 2019.

*NOTED.*

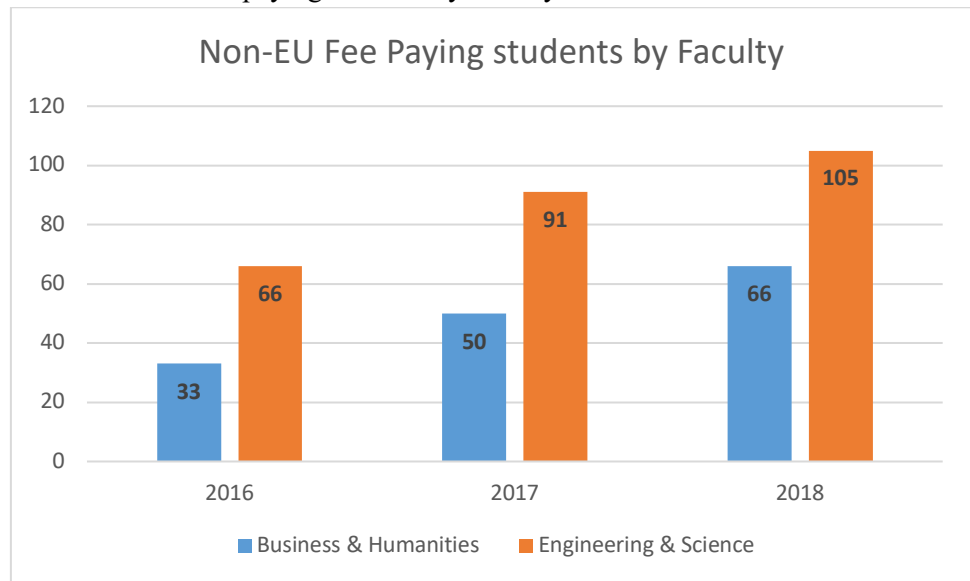
#### **Non-EU Fee Paying International Student Numbers (2016 – 2018)**

There has been an upward trend in non-EU international fee-paying students in the past two years, with a 73% increase since September 2016. The tables below summarise the numbers of students enrolled in September

2016/2017/2018. **Note:** These numbers do NOT include Erasmus students, non-EU exchange students or EU fee paying students. In total, CIT has an international student population of 571.



The number of non-EU fee paying students by Faculty is as follows:



*NOTED.*

The breakdown of non-EU fee paying students by Department is as follows:

CIT Department	2016	2017	2018
Accounting & Information Systems	1	2	2
Applied Social Studies	2	1	3
Architecture	8	9	3
Biological Sciences	4	9	9
CCAD	0	11	10
Centre of Craft Studies	1	1	0

Civil, Structural & Environmental	8	10	6
Computer Science	2	13	41
Construction	0	1	1
CSM	2	5	3
Electrical & Electronic	4	7	6
Management and Enterprise	3	2	2
Marketing and International Business	7	14	8
Mathematics	0	1	5
Mechanical, Biomedical & Manufacturing	10	10	5
Media Communications	3	3	4
National Maritime College	7	3	1
Organisation and Professional Development	1	4	5
Physical Sciences	1	4	5
Process, Energy and Transport	6	8	9
Sport, Leisure and Childhood Studies	1	1	1
Tourism & Hospitality	11	7	9
Various Depts (Study Abroad / Research)	17	15	33
<b>Total</b>	<b>99</b>	<b>141</b>	<b>171</b>

*NOTED.*

The number of non-EU fee paying students by country is as follows:

<b>Country</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Bangladesh	2	1	3
Belgium		1	1
Brazil	3	3	7
Canada	13	11	11
Chile	1	1	
China	5	6	4
Congo, The Democratic Republic			1
Czech Republic		1	
Egypt		1	1
Finland	1		1
France			2
Germany	1	1	1
Ghana			1
Greece		1	1
Grenada			1
<b>India</b>	<b>8</b>	<b>21</b>	<b>43</b>
Israel	1	1	1
Italy	1		
Japan	2	2	2
Jordan	1		
Korea, Republic of	2	2	1

Malaysia	11	18	24
Maldives		1	
Mexico	1		2
Nepal			1
Nigeria	1	5	2
Oman	8	9	5
Pakistan	1	1	2
Portugal		1	
Russian Federation	3	3	
Saudi Arabia	7	10	7
Seychelles	2	1	
Singapore		1	1
Somalia			1
South Africa		1	3
Sri Lanka	2	2	
Sweden	1	1	1
Ukraine	1	1	1
United Arab Emirates	5	1	
United Kingdom	1		
United States of America	10	19	33
Unknown	1		
Vietnam	2	10	3
Other	1	3	3
<b>Grand Total</b>	<b>99</b>	<b>141</b>	<b>171</b>

Note: Where EU countries are listed, they are still eligible for a non-EU fee due to residency and other reasons.

*NOTED.*

The number of non-EU fee paying students by programme is as follows:

<b>CIT Programme</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
ACCA Qualification		2	
Bachelor of Arts (Honours) Creative Digital Media			1
Bachelor of Arts (Honours) Fine Art		2	1
Bachelor of Arts (Honours) Social Care			1
Bachelor of Arts Social Care			1
Bachelor of Business (Honours) Business Administration		1	2
Bachelor of Business Culinary Arts	3	1	
Bachelor of Business (Honours) Information Systems			2

Bachelor of Arts (Honours) Visual Communications	2		
Bachelor of Business (Honours) Marketing	2	6	2
Bachelor of Business (Honours) Tourism Management	1		3
Bachelor of Business Accounting	1		
Bachelor of Business Business Administration	1	1	3
Bachelor of Business Business Studies	2		1
Bachelor of Business Hospitality Management	1		2
Bachelor of Business Recreation and Leisure Management	1	1	1
Bachelor of Business Tourism Management	5	5	3
Bachelor of Engineering (Honours) Biomedical Engineering	1		
Bachelor of Engineering (Honours) Chemical and Biopharmaceutical Engineering	6	8	6
Bachelor of Engineering (Honours) Electrical Engineering	3	4	3
Bachelor of Engineering (Honours) Electronic Engineering	1	2	1
Bachelor of Engineering (Honours) Mechanical Engineering	7	6	5
Bachelor of Engineering (Honours) Structural Engineering	2	2	2
Bachelor of Engineering (Honours) Sustainable Energy Engineering			3
Bachelor of Engineering Civil Engineering	5	8	3
Bachelor of Engineering Electronic Engineering		1	2
Bachelor of Engineering Environmental Engineering	1		
Bachelor of Engineering Marine Electrotechnology	1		
Bachelor of Engineering Marine Engineering	2		
Bachelor of Music (Honours)	2	2	2
Bachelor of Science (Honours) Advanced Manufacturing Technology	1	1	
Bachelor of Science (Honours) Analytical Chemistry with Quality Assurance			1
Bachelor of Science (Honours) Architectural Technology	3	3	1
Bachelor of Science (Honours) Architecture	1	3	
Bachelor of Science (Honours) Biomedical Science	3	1	1

Bachelor of Science (Honours) Computer Systems		2	3
Bachelor of Science (Honours) Construction Management		1	1
Bachelor of Science (Honours) Environmental Science and Sustainable Technology		1	1
Bachelor of Science (Honours) Interior Architecture	4	3	2
Bachelor of Science (Honours) IT Management	1	1	1
Bachelor of Science (Honours) Nautical Science	3	2	
Bachelor of Science (Honours) Nutrition and Health Science		1	1
Bachelor of Science (Honours) Pharmaceutical Biotechnology		3	5
Bachelor of Science (Honours) Software Development	1		10
Bachelor of Science Analytical and Pharmaceutical Chemistry	1	3	3
Bachelor of Science Applied Biosciences		2	2
Bachelor of Science Craft Technology (Wood) with Business	1	1	
Bachelor of Science Information Technology		1	
Bachelor of Science Nautical Science	1	1	1
Diploma (SPA) Clinical Laboratory Practice		2	
Bachelor of Science Software Development			1
Doctor of Philosophy	13	13	12
Higher Certificate in Arts Culinary Studies	1	1	1
Master of Arts Integrative Psychotherapy	1		
Higher Certificate in Business Studies		1	
Master Of Science Software Architecture and Design			1
Master of Arts		3	1
Master of Arts Art Therapy		3	5
Master of Arts Global Business Practice		4	1
Master of Arts Human Resource Management		2	
Master of Arts Music		2	
Master of Arts Music and Technology		1	1
Master of Arts Play Therapy	1	1	1
Master of Arts Public Relations with New Media	1	3	3
Master of Business Studies	1	1	1



Master of Engineering (Research)		2	1
Master of Engineering Mechanical Engineering	1	3	
Master of Science Computational Biology	1		
Master of Engineering Structural Engineering			1
Master of Science (Research)	2		1
Master of Science Artificial Intelligence			17
Master of Science Data Science and Analytics		1	5
Master of Science Information Security		9	8
Master of Science International Business	5	3	5
Master of Science Marketing Practice		1	
No Award International Visiting	2	1	18
Professional Master of Education Art and Design		3	3
<b>Grand Total</b>	<b>99</b>	<b>141</b>	<b>171</b>

*Dr Flynn referred to the Master of Science in Artificial Intelligence and the Master of Science in Information Security which are very popular and is a very positive story from the International side.*

#### **ERAMSUS Update**

##### **Erasmus Exchange Students Spring 2019**

A total of 41 incoming applications have been received for the spring semester 2019. The application deadline for outgoing Erasmus exchanges and placements for the spring semester 2019 was 15 October. 28 applications have been received for study exchanges and 24 applications for Erasmus internships.

*NOTED.*

##### **HEA Erasmus+ Monitoring and Audit Visit**

Dr Gerry O’Sullivan, Ms Mary May and Dr Sharon Tighe Mooney from the Erasmus national agency at the HEA, as well as independent assessor, Ms Caroline Nash, visited CIT on 09 November for the monitoring and audit visit in relation to the Erasmus KA103 mobility project (Europe) 2017-2018 and the Erasmus+ International Credit Mobility project between CIT and UEUD Danang, Vietnam 2016-2018. The programme began with a welcome address by Dr Barry O’Connor, President, followed by discussions with representatives from Academic Affairs, Student Affairs, Marketing and Schools Liaison, and the International Students’ Society. The group also met representatives from CIT’s HR, Access, Careers, and Disability Support offices, to explore how their service-users can learn about, and engage with, the Erasmus programme, and to discuss solutions to possible barriers to participation. During the afternoon, the visitors met with students and staff who had participated in Erasmus mobility exchanges during 2017-2018, as well as former incoming Erasmus student who is now a full-time CIT staff member and has participated in the programme both as a student and a staff member. In their concluding remarks HEA group gave some initial positive

feedback on CIT's commitment to, and engagement with, the Erasmus programme.

*NOTED.*

### **Erasmus Final Report Feedback**

The Final report for the KA103 Erasmus Mobility report for 2017-2018 has been assessed by the HEA and allocated a mark of 82%. This two-year Erasmus+ International Credit Mobility project, developed and coordinated by Dr Pio Fenton, with support from the Erasmus office, ended on 31st July 2018. The final report for the project was submitted on in late September 2018. . The assessor has allocated an overall score of 85% to the report.

*NOTED.*

### **Erasmus+ Staff Mobility**

Outgoing	Incoming
Eleanor Baldwin, Department of Physical Sciences	Margareta Ahlstrom, Blekinge Institute of Technology, Karlskrona, Sweden
Christine Pybus, Department of Fine Art & Applied Art	Laura Kalam and Pille Veski, Pallas University of Applied Sciences, Estonia
	Franco Manuel Sancho Esper, from the University of Alicante, Spain

*NOTED.*

### **Erasmus+ Staff Training Visits and Recognition by the National Forum on Teaching and Learning – DELTA Scholarships**

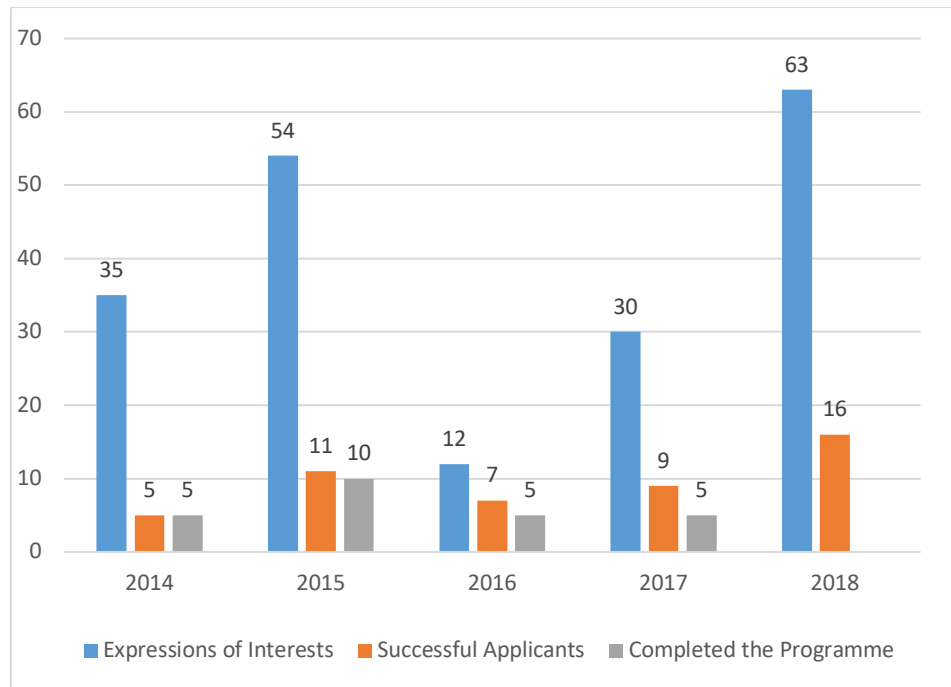
At a recent Erasmus Officers' briefing meeting organised by the national agency, the HEA and the National Forum for the Enhancement of Teaching and Learning in Higher Education, announced a joint initiative to award a digital badge to HEI staff members who undertake an Erasmus training visit abroad. This is not a monetary scholarship, but instead has been designed to provide official recognition of an Erasmus training period. Participants will receive funding from the Erasmus staff mobility budget for approved training mobilities, completing the normal Erasmus documents, as required. Further details will be sent to CIT staff in due course.

*NOTED.*

### **Alumni Office**

#### **CIT Student Alumni Ambassador Programme**

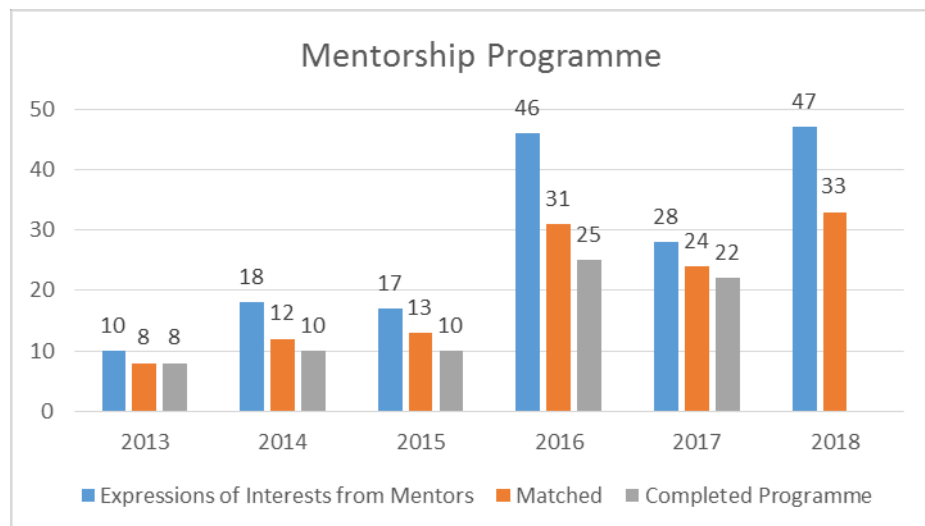
There was an increase in applications received for the 2018-2019 CIT Student Alumni Ambassador Programme with 16 Ambassadors recruited who will donate 10 hours of their time over the course of the year to support the activities of the Office.



NOTED.

**Mentorship Programme**

The CIT Mentorship Programme induction evening was held on Thursday 1<sup>st</sup> November.



*Dr Flynn referred to the above Joint Mentorship Programme. We invite Alumni to come back in and partner with a current student. They will have six interactions during the year. It is a collaborative effort between the Registrar’s Office, the Careers Office and the Alumni Office. The Careers Office works with the students and the Alumni Office works with our Alumni. It is extremely successful. We had big expressions of interest from mentors this year and we are seeing growth in that programme. It is lovely to see our own alumni and others interested in giving something back.*

## Organisations Represented

CIT



**CIT Alumni Office presence at Careers and Employability Fair**  
Engaged with students, organisations and alumni (27 September).

*NOTED.*

### **CIT Conferring Campaign**

Engaged with graduates and families through a “Selfie-Station” (22 – 25 October 2018).

*NOTED.*

### **Networking Events and Meetings**

- Alumni Database (Raiser’s Edge) User Group Meeting (21 September).
- Attendance at Network Cork and Cork Chamber executive lunch (12 October).
- Attended HEA meeting to discuss Graduate Outcomes Survey, share best practice and discuss barriers to survey participation (22 October).
- Facilitated the first Alumni Advisory Group meeting of the academic year (05 November).
- Attendance at Network Cork Workshop Wednesday which was hosted in CIT (07 November).
- Attendance at CASE Conference entitled ‘Fundraising and Alumni Relations’ in Manchester (12 – 13 November).
- Attendance at Best Practice in Student Centred Approaches in Education & Training Conference hosted by QQI in Dublin Castle (20 November).
- Attendance at launch and opening of graduate design business ‘Chapter’ on South Mall (29 November).

- Attendance at Faculty of Engineering and Science Awards (04 December).

*NOTED.*

**1812.10 ARTS SUB-COMMITTEE:**

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

*Before Ms Fitzgibbon took this item, the President advised that the incorrect signed Minutes of the Arts Sub-Committee meeting held on 7 March 2018 had been circulated to Governors for today's meeting. The signed Minutes circulated had already been approved by Governing Body at the 7 June meeting of Governing Body.*

*Tabled at today's meeting were the correct signed Minutes of the Arts Sub-Committee meeting held on 16 May 2018.*

**10.1 Signed Minutes of the Arts Sub-Committee meeting held on Wednesday 16 May 2018 were tabled at the meeting.**

*Ms Fitzgibbon referred to the signed Minutes of the Arts Sub-Committee meeting which had been discussed at the 7 June 2018 Governing Body meeting.*

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

*Governing Body APPROVED the minutes.*

**10.2 Draft Minutes of the Arts Sub-Committee meeting held on Wednesday 17 October 2018 were circulated with the Agenda.**

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

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

*NOTED.*

**2. Matters Arising**

- 2.1. Item 4.1 from Wednesday 16<sup>h</sup> May 2018. There is an absence of progression on the request for the appointment of a dedicated member of staff to organise bookings etc. for the gallery space in the CCAD Grand Parade building. This is a high profile space in the heart of Cork City which is now lying vacant and the lack of use is contrary to the Arts Sub Committee plan to profile CIT as an Arts Rich Institute.

*NOTED.*

**3. Report from the Arts Officer**

- 3.1. Sarah Morey through the chair acknowledged the great work

- that Kevin Tuohy has done whilst Sarah was on Career Break.
- 3.2. Sarah circulated a document to the committee that listed events for the near future.
  - 3.3. Sarah commented on the synergy between staff and student and the importance of arts related events to both.
  - 3.4. Sarah stated that it was important to keep up the brand of the arts in CIT and to make the brand not only visible but prominent.
    - 3.4.1. It is important to document attendances, to date many thousands had attended both the formal and informal arts spaces CIT has throughout the three campuses.
    - 3.4.2. If we reimagine spaces to connect with people the footfall will increase as is apparent by the James Barry Exhibition Centre. A space with little visual presence from the exterior of the building, with changes, was transformed into a more modern space with works visible from the outside to create interest and draw people in.
  - 3.5. Sarah shared some observations of students. Some had really busy lives with their college career and, some working to pay for their education. Arts and culture can play a balancing role in the student life.
  - 3.6. The open question of “what are we doing to interact with Cork City and how do we move events into the city” was posed.
  - 3.7. Speaking of the recent staff workshops held in the James Barry exhibition centre. Sarah commented on these events. They help to profile the James Barry Exhibition Centre. Comments from staff attending one event included a staff member’s decision to bring her class along to the Centre to view the exhibition currently on show.

*Ms Fitzgibbon advised that Ms Sarah Morey, Arts Officer has returned to her post after her Career Break. Both she and Kevin Tuohy have been working very hard on arts related events including the connection with the James Barry Exhibition Centre and its visibility on campus has improved.*

- 4. Planning to re-visit the CIT Arts Plan over the course of the coming year and action more elements**
  - 4.1. How do we achieve everything in the Strategy?
    - 4.1.1. A subcommittee will meet to hold further discussion to initiate elements of the plan for the near future.
  - 4.2. One element of The Arts Plan was to develop facilities we currently have.
    - 4.2.1. After a discussion around the lack of suitable changing and bathroom facilities for the Rory Gallagher Theatre, it was agreed that Sara Morey will formulate a proposal with an idealisation of what is needed and look for possible funding sources.
    - 4.2.2. It was noted that 7,400 people had engaged with Arts related

- activities since September 2018. Could a percentage of the Student Finance Committee funds be used to for Arts related projects?
- 4.3. The promotional video showing CIT to be an Arts Rich
  - 4.4. Institute is in progress, a list of participants is being compiled and when this is concluded a snapshot Pilot will be produced.
  - 4.5. The Artist in Residence project is ongoing with Marese Bermingham coordinating on this.

*NOTED.*

**5. Membership of the Arts Committee (Student and Business and Humanities Representatives)**

- 5.1. Since the Terms of Reference for the Governing Body Arts Sub-Committee were drawn up there have been organisational changes within CIT. NMCI is encompassed under the Faculty of Engineering and Science and CSM has been brought under the Faculty of Business and Humanities.
  - 5.1.1. In order for all campuses to have a representative at Arts Sub-committee meetings it is proposed that the Faculty of Engineering and Science and Faculty of Business and Humanities each have two nominated members. Status quo for Faculty of Engineering and Science representatives, with a new member from Bishopstown Campus to replace the recently retired member Jim Walsh.
  - 5.1.2. If the above proposal is acceptable to the Governing Body the Terms of Reference of the Arts Sub Committee may need to be amended to allow for these changes
- 5.2. Due to work commitments by serving members of the Students Union, it is becoming more difficult for a Students Union member appointed to the Arts Sub-committee of the Governing Body to attend meetings. It was suggested that if the Students Union were in agreement, a student body nominated, non-serving Students Union officer be appointed to the Sub Committee.
- 5.3. If the above proposals are acceptable to the Governing Body the Terms of Reference of the Arts Sub Committee would need to be amended to allow for these changes.

*Ms Fitzgibbon referred to the above and she sought Governing Body approval for the additional membership to the Arts Sub-Committee. If it is acceptable the Terms of Reference of the Arts Sub-Committee will need to be revisited.*

*Dr Ní Shé stated when we looked at the Terms of Reference following the retirement of Mr Jim Walsh we realised that the Terms of Reference did not take into account that the CSM and the CCAD have been integrated into the Faculty of Business and Humanities. Those constituent Colleges would play a key role in the Arts.*

*In terms of Item 5.2, Mr Buckley advised he had already confirmed with Ms Sarah Morey that he would serve on the Arts Sub-Committee.*

*This was noted and APPROVED by Governing Body.*

*It was agreed that the Arts Sub-Committee Terms of Reference would be amended to reflect Item 5.1.1 above and those Terms of Reference with the amendments tracked would be brought to the next meeting of Governing Body for approval.*

**6. Venues for Arts Sub-committee Meetings**

- 6.1. The following venues were agreed for future meetings:  
Wednesday 9<sup>th</sup> January 2019, CCAE (provisional)  
Wednesday 6<sup>th</sup> March 2019 Crawford College of Art and Design  
Wednesday 15<sup>th</sup> May, Cork School of Music  
The first meeting of the following academic year to be requested for NMCI.

*NOTED.*

**7. A.O.B.**

- 7.1. Vivienne Roche would like to donate an artwork to CIT and will introduce a proposed memorial project at a presentation event in CIT on Friday 30<sup>th</sup> November.
- 7.2. The proposal for a Graduate Plus scheme is ongoing.  
7.2.1. A more formal inclusion of Arts in the syllabus by way of elective modules being developed to encompass all areas of the arts was discussed.
- 7.3. The navigation of the CIT Bishopstown campus was discussed and it was suggested that in the interim, other than the current practice of putting up temporary signs, directional signage should be installed. It was felt by some members of the committee that this project should be led by the Building and Estates Office.

*NOTED.*

**8. Main actions:**

- 8.1. Sarah Morey to put a proposal together re changing and green room facilities for the Rory Gallagher Theatre.
- 8.2. Sarah Morey to seek an update on the Mother and Baby home victims memorial

*NOTED.*



**1812.11**

**FINANCE SUB-COMMITTEE:**

*In the absence of Capt Dave Hopkins, the Chairman invited the President to take this item.*

**11.1 Signed Minutes of the Finance Sub-Committee meeting held on Monday 24 September 2018 were circulated with the Agenda.**

*The President referred to the signed Minutes of the Finance Sub-Committee meeting held on Monday 24 September 2018 which had been discussed at the 4 October 2018 Governing Body meeting.*

*He advised that a change was made to Item 18 as the Corporate Procurement Plan required Governing Body approval. The final line was changed from “The Committee approved the Corporate Procurement Plan” to read “The Committee reviewed the Corporate Procurement Plan and will recommend it to the Governing Body for approval.”*

*The President sought the approval of Governing Body for the updated Minutes.*

*Governing Body APPROVED the minutes.*

**1.2 Draft Minutes of the Finance Sub-Committee meeting held on Monday 19 November 2018 were circulated with the Agenda.**

**1. Committee Membership**

The Committee discussed its membership and attendance. It noted some low attendance.

The Committee asked Mr Gallagher to make contact and confirm if those members were still interested in serving on the Committee.

*Ms Cooney asked if there was any update on this item.*

*Mr Gallagher advised that he had made contact with the individual and the individual will be attending future meetings.*

**2. Conflicts of Interest**

Members of the Committee were asked to declare if they had any conflicts of interest in relation to items being discussed. The following potential conflicts were declared in respect of subsidiary companies financial statements.

The Committee noted the various potential conflicts of interest in relation to subsidiary companies.

*NOTED.*

**3. Minutes of Previous Meeting**

The minutes of the previous meeting of 24<sup>th</sup> September 2018 were agreed subject to a change to Minute 18 as the Corporate Procurement Plan required Governing Body approval. The final line was changed from “The Committee approved the Corporate Procurement Plan” to “The Committee reviewed the Corporate Procurement Plan and will recommend it to the Governing Body for approval” An updated version of the plan and the Mutli Annual Procurement Plan (MAPP) were also provided to the Committee.

The Committee approved the Minutes of the meeting of 24<sup>th</sup> September 2018 subject to the change above.

*NOTED.*

*Mr Gallagher referred Governors to the Corporate Procurement Plan which had been circulated with the Agenda. He sought Governing Body approval for the Plan.*

*Governing Body APPROVED the Corporate Procurement Plan as presented.*

**4. Matters Arising**

There were no matters arising that were not already covered on the Agenda

*NOTED.*

**5. Devolved Grant 2018**

The Committee noted the Devolved Grant.

*NOTED.*

**6. Federal Aid**

The Committee noted the Federal Aid citation letter.

*The President referred to the above. It is a complicated process. The Institute has to be certified for Federal Aid for American students to benefit from Federal Aid. Responsibility has now moved to the Study Abroad Co-ordinator in the International Office.*

**7. MTU Funding**

The Committee noted the funding for the merger and MTU project.

*NOTED.*

**8. Treasury**

The Institute tendered to place funds on deposit and the results were provided to the Committee.

The Committee noted the placement of funds on deposit.

*NOTED.*

**9. Tenders over €200k**

Ms Crowley reported that a tender for EU project support was tendered

The Committee noted the EU Project Support and Legal tenders.

*NOTED.*

**10. Procurement Exceptions**

Ms Crowley reported two procurement exceptions to the Committee.

The Committee noted the two exceptions to the Procurement Policy.

*The President referred to the two exceptions to the Procurement Policy.*

**11. Prompt Payment**

The Committee noted the improvement in Prompt Payments and further noted the difficulties being experienced in recruiting and retaining staff at the current entry grade.

*The President advised that the penalties have improved.*

**12. Fee Update**

Ms Crowley sought the Committee's approval to write off bad debts in relation to fees for 2015/16.

The Committee noted the update on fee collections and approved the write off in uncollectable fees for 2015/16.

**13. Other Debtors**

*NOTED.*

**14. President's Office & Governing Body Expenditure 2017/18**

The Committee reviewed the expenditure of the President's Office and Governing Body for 2017/18.

*The President referred to the above.*

**15. Heritage Assets**

Ms Crowley noted that the Heritage Policy has been reviewed and no changes were proposed. She noted that there were no heritage assets to be added to the schedule.

The Committee noted that there were no changes to the Heritage Assets Policy.

*NOTED.*

**16. Programmes & Budgets Process**

Ms Crowley presented the Programmes & Budgets process which was divided into its various sections, namely income by source, pay expenditure, non-pay expenditure and capital/project expenditure.

The Committee noted the Programmes & Budget process and timeline.

*NOTED.*

**17. Insurance Premium SNO**

Ms Crowley drew the Committee's attention to the fact that the Institute procures insurance for the Institute and some of the joint venture companies.

The Committee noted the insurance payment arrangement with SNO.

*NOTED.*

**18. PAYE Modernisation**

The Committee noted the update on the impact of the PAYE modernisation.

*NOTED.*

**19. Financial Statements 2016/17**

Ms O'Halloran reported that the auditors are now ready to sign off on the 2016/17 financial statements.

The Committee noted the update on the audit of the 2016/17 financial statements.

*Mr Gallagher sought Governing Body APPROVAL for the updated Financial Statements 2016/17.*

*Governing Body APPROVED the updated Financial Statements 2016/17 noting the material amendments.*

*Mr Gallagher advised that they will subsequently be signed off by the Chair and the President.*

**20. Financial Statements 2017/18**

Mr Gallagher noted that the audit of the financial statements for the year ended 31<sup>st</sup> August would commence on Monday 26<sup>th</sup> November with three auditors from the C&AG's office on site for a period of three weeks.

The Committee reviewed the Consolidated Financial Statements for the year ended 31<sup>st</sup> August 2018 and will recommend them to the Governing Body for approval.

*Mr Gallagher referred to the draft Consolidated Financial Statements for year ended 31 August 2018 which had been circulated with the Agenda. Mr Gallagher advised that they are signed off for the purposes of the C & AG Audit and they will be coming back to Governing Body again for final approval. He sought Governing Body approval for the draft Financial Statements.*

*Governing Body APPROVED the draft Consolidated Financial Statements for year ended 31 August 2018 as presented.*

**21. Management Accounts 2017/18**

The Committee reviewed the Management Accounts for 2017/18.

*NOTED.*

**22. Student Finance Committee**

The Committee noted the draft minutes of the Student Finance Committee meeting of 16<sup>th</sup> October 2018.

*The President referred to the above.*

*Ms Cooney left the meeting at 11am*

*Mr Michael Loftus joined the meeting for the next item*

**23. BCO Briefing**

The Committee thanked Mr Loftus and noted the report on BCO.

*NOTED.*

*Mr Douglas Deane joined the meeting for the next item*

**24. CIT Student Services Company CLG Financial Statements 2017/18**

The Committee noted the audited financial Statements of CIT Student Services Company CLG for the year ended 31<sup>st</sup> August 2018.

*The President referred to the above.*

**25. CIT Consortium DAC Financial Statements 2017/18**

The Committee noted the audited financial statements of CIT Consortium Projects DAC for the year ended 31<sup>st</sup> August 2018.

*The President referred to the above.*

**26. Cosmos Education CLG Financial Statements 2017/18**

The Committee noted the audited financial statements of Cosmos Education CLG for the year ended 31<sup>st</sup> August 2018.

*The President referred to the above.*

**27. CIT Foundation CLG Financial Statements 2017/18**

The Committee noted the audited financial statements of CIT Foundation CLG for the year ended 31<sup>st</sup> August 2018.

*The President referred to the above.*

**28. CIT Infinite DAC Financial Statements 2017/18**

The Committee noted the audited financial statements of CIT Infinite DAC for the year ended 31<sup>st</sup> August 2018 and further noted the intention to wind up the company.

*The President referred to the above.*

**29. CIT Innovation Centre DAC Financial Statements 2017/18**

The Committee noted the audited financial statements of CIT Innovation Centre DAC for the year ended 31<sup>st</sup> August 2018.

*The President referred to the above.*

*In terms of Items 24 to 29, the President stated we are one of the few Institutes that have put these subsidiaries back into our own accounts.*

**30. Fixed Asset Disposal**

The Committee noted the Fixed Asset Disposals.

*NOTED.*

**31. Capital Development Reserve**

The Committee approved the transfers to the Capital Development Reserve and further agreed to recommend to the Governing Body that the Arena project should be proceed.

*In terms of the surplus and the accumulated capital development reserve we are now fully funded to build and fit out the Sports Arena.*

*Mr Ó Súilleabháin stated we cannot afford to let this project slip.*

*The President sought Governing Body APPROVAL to proceed with the Arena project.*

*Governing Body gave their APPROVAL.*

**32. Hospitality Policy**

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

*The President sought the approval of Governing Body for the updated Hospitality Policy.*

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

**33. Travel & Expenses Procedures**

The Committee noted the Travel & Expenses Procedures & Regulations and further noted the Online Expenses Pilot project.

**34. Fee Collection Policy**

The Committee reviewed the Fee Collection Policy & Procedures and will recommend it to the Governing Body for approval.

*The President referred to the Fee Collection Policy which had been circulated with the Agenda. He sought Governing Body approval for the Policy.*

*Subject to the change in terminology as discussed under Item 12 – Fee Update, Governing Body gave their approval for the Fee Collection Policy.*

**35. Licence with AAI**

Mr Gallagher noted the licence with the Athletics Association of Ireland (AAI) for the use of a room beside the running track. This is a renewal of an existing agreement.

The Committee approved the licence to AAI.

*Mr O’Leary referred to the above licence. CIT can now run track events at an international level. That is a good news story.*

**36. Next Meeting**

The date of the next meeting is Monday 11<sup>th</sup> February 2019 at 9am.

**There was no further business and the meeting concluded at 12 noon.**

*Due to the Chairman having to leave the meeting Item 13 – Strategic Development Sub-Committee was taken next at the meeting.*

**1812.13 STRATEGIC DEVELOPMENT SUB-COMMITTEE:**

*The Chairman took this item.*

**13.1 Signed Minutes of the Strategic Development Sub-Committee meeting held on Thursday 28 June 2018 were circulated with the Agenda.**

*The Chairman referred to the signed Minutes of the Strategic Development Sub-Committee meeting of 28 June 2018 which had been considered at the 5 July 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.*

**13.2 Draft Minutes of the Strategic Development Sub-Committee meeting held on Monday 8 October 2018 were circulated with the Agenda.**

The Sub-Committee welcomed Mr John Higgins to his first meeting of the Strategic Development Sub-Committee of Governing Body.

The Chairman stated that there will be a 15 minute Governors pre-meeting at the beginning of each Strategic Development Sub-Committee meeting.

**Governors Meeting**

**Agenda Item 3: Terms of Reference**

The Governors approved the amendment to item 3.1.1 – change membership from seven to eight members and will recommend this to Governing Body for their approval.

*The Chairman sought Governing Body approval for the change in membership from seven to eight members.*

*Governing Body gave their approval.*

Mr John Higgins raised questions in relation to section 4.3 of the terms of reference.

Dr Barry O'Connor explained that it was the responsibility of the Strategic Development Sub-Committee to review, on a rolling basis, components of the Institute strategy and on this basis he had asked Ms King Chee Yau to develop an initial review schedule.

*NOTED.*



**Agenda Item 7: Research Strategy**

The Chairman informed the Governors that Dr Niall Smith, CIT Head of Research will give an update to the Sub-Committee members on the Institute Research Strategy. As there was no review document included in the information packs, the Governors stated that they wished to receive documentation from presenters in advance going forward, and in light of this, they stated that they may require Dr Smith to return.

*The Chairman referred to the great update from Dr Niall Smith on the Research Strategy but the SDSC did not receive a copy of the document prior to the meeting. This is something that will need to be addressed.*

**Agenda Item 1: Minutes of Previous Meeting**

The minutes from the Strategic Development Sub-Committee meeting on 28 June 2018 were approved and signed.

*NOTED.*

**Agenda Item 9: \*Bishopstown Campus Signage Map**

Dr Barry O'Connor stated that this item was an update/action request from the Governing Body meeting on 12 April 2018, he clarified that this item and any future items of this nature should be brief and a matter for noting by the Strategic Development Sub-Committee as it is a function of the Buildings and Estates. Agreed.

*NOTED.*

**Strategic Development Sub-Committee Meeting**

**Agenda Item 4: MTU Submission/Infrastructure Requirements**

The other Sub-Committee attendees joined the meeting and the Chair invited Mr Paul Gallagher, the Vice President for Finance and Administration to brief the Sub-Committee on the MTU Submission/Infrastructure Requirements document which was circulated to the Sub-Committee, Mr Gallagher explained that this briefing document is based on an extract from the MTU Business Case and Submission document. Mr Gallagher stated that CIT will be seeking significant Capital Investment. The Sub-Committee asked where will this money come from? Mr Gallagher responded that the money could potentially come from PPP, benefactors or own funds, but the majority of the funding would come from the Department of Education and Skills.

A discussion took place in relation to student accommodation, the masterplans for both IT Tralee and CIT have identified potential development of 1,000-2,000 student beds over all campuses for the next 10 years but the inability to borrow is preventing developments in this area. Mr Paul Gallagher updated the Sub-Committee that a proposal has gone to the HEA/Department for a licence, and is currently at market testing with developers to see if they would be

interested to come on board. There is land available on Campus beside Parchment Square and beside the proposed Science Park.

*NOTED.*

**Agenda Item 5: Sports Arena**

Mr Paul Gallagher updated the Sub-Committee members that the Governing Body approved for the go ahead of the tender for the Sports Arena at the Governing Body meeting on Thursday 4 October 2018. The Sports Arena will be located beside the CIT track and consist of a 2 basketball court indoor hall, gym, studios, offices and café.

Mr Gallagher gave an update on the timeline and would anticipate that a tender process could be completed by February 2019. Some work may also be required in relation to other certification including fire cert. during this time. CIT have planning permission for the Sports Arena which runs out in 2020.

*NOTED.*

**Agenda Item 6: Strategic Plan Update**

Mr Tadhg Leane, Head of Strategic Development updated the Sub-Committee that the Strategic Plan was approved at the July Governing Body meeting. He is currently working on the design and launch which will coincide with the November Governing Body meeting. This Plan will last until the beginning of MTU and consultation with IT Tralee has taken place. It was noted that the current IT Tralee Strategic Plan was launched 12 months ago. It was agreed that the launch for CIT Strategic Plan will be low key due to the uncertainty of MTU.

Mr Leane updated the Sub-Committee that CIT will meet with the HEA on 8 November in relation to the Strategic Compact for the next three years. The President confirmed that the Academic Plan will be ready in time for the January meeting of the Strategic Development Sub-Committee.

*The launch of the Strategic Plan took place this afternoon and Governors have in their pack a copy both in English and Irish.*

**Agenda Item 7: Research Strategy**

The Chair invited Dr Niall Smith, Head of Research to update the Sub-Committee on the CIT Research Strategy. Dr Smith explained that the most current strategy document is dated 2015/16 and the reason for the roll over (rolled over twice) was to coincide with the CIT Institute Strategy. Dr Smith then gave a presentation to the Sub-Committee of the current status and future of the CIT Research Strategy, Dr Smith's presentation covered Research Expenditure, Horizon 2020 Performance, Postgraduate Enrolments, Scholarly Outputs, Knowledge Transfer Metrics, Size of Research Entities and Observations: Key Positives, Key Concerns, Research Office requirements, Key Issues for next version of research strategy. Dr Smith stated that grant applications need more criteria to be satisfied to be eligible for funding such as Athena Swan status etc. and CIT

researchers do not have access to the Education Pension Scheme which is a competitive disadvantage for CIT. Mr Paul Gallagher stated that this is a sectoral issue and the Department of Education & Skills are currently reviewing this. It is a contributory scheme so this should be resolved in the very near future. The Sub-Committee remained engaged throughout the presentation with questions and answers from the Sub-Committee and Dr Smith.

*NOTED.*

**Agenda Item 8: Masterplan Update**

Mr Paul Gallagher updated the Sub-Committee that a final draft will be available for the next Strategic Development Sub-Committee meeting on 7 January 2018.

*NOTED.*

**Agenda Item 9: \*Bishopstown Campus Signage Map**

Mr Paul Gallagher brought to the attention of the Sub-Committee that a number of locations for signage have been identified which will hopefully help CIT move forward on this matter.

*NOTED.*

**Agenda Item 10: AOB**

Mr John Higgins queried when the MTU submission would be ready for review. Dr Barry O'Connor responded that it is planned to have the MTU submission available for review by CIT and IT Tralee Governing Bodies on Friday 26 October 2018. CIT Governors will be able to review the submission in the Council Room, CIT Bishopstown between 9.00am to 5.00pm on Friday 26 October 2018, the reason for this review method is because the HEA wanted a high level of confidentiality to be maintained prior to the review by the International Panel. A Special Governing Body meeting will also take place on Tuesday 30 October for CIT Governing Body to sign off.

*NOTED.*

**Actions:**

- Chair to recommend the Sub-Committee's approval to amendment of section 3.1.1 to Governing Body
- Dr Niall Smith to forward copy of CIT Research Strategy Presentation
- Mr Paul Gallagher to have final draft of Masterplan for next Strategic Development Sub-Committee meeting

The next meeting is scheduled for Monday, 7 January 2019 at 3.00pm.

The meeting concluded at 5.10pm.

*NOTED.*

*Before the Chairman left the meeting he wished all a very Happy Christmas and best wishes for 2019. He acknowledged the Civic Reception held last evening and the great recognition for our fellow Governor, Mr Ted Owens.*

*He thanked Mr Bernard Allen for chairing the remainder of the meeting.*

**1812.12      AUDIT & RISK SUB-COMMITTEE:**

*In the absence of the Chairman, Mr Bernard Allen took this report.*

**12.1      Signed Minutes of the special Audit & Risk Sub-Committee meeting held on Tuesday 18 September 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 4 October 2018 Governing Body meeting.*

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

*Governing Body APPROVED the minutes.*

**12.2      Signed Minutes of the Audit & Risk Sub-Committee meeting held on Wednesday 17 October 2018 were circulated with the Agenda.**

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

**Conflicts of Interest**

**1.      Minutes of 14 June 2018**  
The minutes were approved.

*NOTED.*

**2.      Internal Audit**

**Review of Human Resources Function**

Ms. Glesson (PwC) delivered the report.

*Mr Allen stated the ARSC were disappointed and expressed concern at the level of non-completion of Garda Vetting by staff. There will be an update to the ARSC at their February meeting.*

**The Committee notes the report.**

**Internal Audit Plan 2019**

Mr. McGarry (PwC) delivered an overview of the work completed to date and of the areas proposed for 2019. Following discussions and input from senior management, the following areas have been identified for consideration:

- Compliance with the Code of Governance for the Institutes

- of Technology
- Review of Procedures and Guidelines for the Design and Validation of New Programmes
- Sport Management Review
- Review of Governance in relation to Capital Development
- Review of Student Admissions & Registration
- IT Systems Security and Controls Review

The committee are advised that a separate review of the sports area is being carried out. It is also noted that the number of new programme validations is low at present. While Capital Development is viewed as an important area by the committee, there are not enough projects at present to prioritise a review. Some discussion took place in relation the IT Systems Security and Controls, and it is proposed that a GDPR focused review would be beneficial in the context of ensuring compliance with the Regulation, and in conjunction with ongoing work at a sectoral level. The scope of the Student Admissions & Registration Review could focus on specific areas of concern.

The committee also recommended that the Student Services area, in particular the Counselling Service would be included in the plan for 2020.

*NOTED.*

### **Internal Financial Controls**

PwC reported that the Institute was at the upper end of performance in relation to Internal Financial Control Reviews. A number of good practices were identified particularly in relation to the structure of the Internal Control Framework and documented policies and procedures over the areas audited and in the area of procurement procedures where there was strong evidence to suggest procedures are updated regularly to keep pace with changing requirements.

***The Committee notes the report and is satisfied with the Internal Financial Controls review.***

*Mr Allen stated the above is a positive outcome. PwC reported that the Institute was at the upper end of performance in relation to Internal Control Reviews.*

## **3. Governance**

### **Code of Conduct for Governing Body Members**

The Code of Conduct for Governing Members has been revised to incorporate additional requirement as set out in the Code of Governance for Institutes of Technology.

***The Committee recommends the revised Code of Conduct to Governing Body for approval.***

*The revised Code of Conduct for Governing Body members had*

*been circulated with the Agenda. Mr Allen sought the approval of Governing Body for the revised Code.*

*Governing Body gave their APPROVAL.*

**Audit and Risk Sub-Committee Annual Report for year ended 31 August 2018.**

The members having reviewed the report are satisfied that it reflects the work carried out by the committee during the year.

**The Committee approves the report which will be issued to Governing Body.**

*The Audit and Risk Sub-Committee Annual Report for year ended 31 August 2018 had been circulated with the Agenda.*

*After some discussion the approval of the Audit & Risk Sub-Committee Annual Report was deferred. It was agreed that it would be amended to reflect a commentary on the areas identified by PwC and that it would be brought to the ARSC meeting in February for approval.*

**4. Matters Arising**

**TUSLA**

As suggested at the last meeting, the Institute has met with Tusla for guidance on implementation of Children First 2017.

**Academy of Popular Music**

The Institute has confirmed that APM are being charged for their use of facilities at CIT Cork School of Music.

*Mr Allen referred Governors to the above which had been an ongoing issue.*

**5. Correspondence**

**HEA Rolling Governance Review**

The HEA advise that the next rolling review will deal with employee remuneration and benefits and commenced in September 2018. The Institute was not chosen as part of the sample HEIs to be included.

*NOTED.*

**HEA re President's Retirement Function**

*Mr Allen referred Governors to the above and he hoped that concluded the matter with the HEA.*

**6. Finance/Budgets**

**Revenue Audit**

Ms. Crowley advised the committee that CIT undertook an extensive internal review of all potential tax compliance issues and made a prompted qualifying disclosure in relation to PAYE/PRSI for the year ended 31 December 2015 and an unprompted qualifying disclosure in relation to 2014, 2016 and 2017. Ms Crowley provided a full analysis of the issues identified and the committee are satisfied with the outcome of the review.

*NOTED.*

**Financial Statements year ending 31 August 2017**

The Financial Statements have not yet been approved due to the pensions note. It is expected that the statements for year ended 31 August 2017 will be presented to the Governing Body meeting.

*NOTED.*

**7. Any Other Business**

**Legal**

A briefing from the Legal Officer to the Audit and Risk Sub Committee was circulated. The members agreed to review the document and address it at the next meeting.

*NOTED.*

**Staff Issue Communication**

*Mr Allen referred to the above. He advised that the Chairman and himself have received a number of communications also.*

**Mazars Report**

**8. Next meeting**

Meeting Agenda 2018/2019

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

The meeting was closed.

*NOTED.*

*Ms Maura Fitzgibbon noted that unfortunately that due to work commitments she will only be able to attend the 11 April 2019 meeting as per the schedule above. She asked if the timetable could be revisited.*

*Mr Gallagher stated that he will get Ms Carmel Hayes to liaise with the ARSC with a view to seeking alternative dates.*

*Mr Allen sought the approval of Governing Body for the above signed minutes.*

*Governing Body gave their APPROVAL for the signed Minutes of the Audit & Risk Sub-Committee meeting held on 17 October 2018.*

**12.3 Draft Minutes of the Audit & Risk Sub-Committee meeting held on Thursday 22 November 2018 were circulated with the Agenda.**

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

**Conflicts of Interest**

Mr. Gallagher declared a directorship in CIT Innovation DAC

Dr. O'Connor declared a directorship in CIT Foundation CLG

**1. Minutes of 17 October 2018**

The minutes were approved.

*NOTED.*

**Minutes of 18 September 2018**

The minutes were approved.

*NOTED.*

**2. Correspondence**

**HEA Mazars Report**

*NOTED.*

**HEA Governance GAP Analysis**

The HEA requested additional information in relation to governance and compliance and the Institute has provided the necessary responses and information.

*NOTED.*

**3. Internal Audit**

**Internal Audit Plan**



The committee are advised that the Institute is awaiting the revised final plan from PwC as discussed at the last meeting.

*NOTED.*

**CIT Subsidiaries Internal Controls Review**

Ms. Brenda Nelson (Deloitte) joined the meeting.

**COSMOS Education CLG**

The areas reviewed were:

- internal controls for revenue, debtors, travel & subsistence and risk management
- human resources (recruitment and employment contract terms and conditions)
- Outstanding items from previous reviews

There were two low level findings, one in relation to contracts of employment and one relating to travel & subsistence. Both recommendations have been accepted and are being implemented with immediate effect.

*NOTED.*

**CIT Student Services CLG**

*NOTED.*

**CIT Innovation DAC**

*NOTED.*

**CIT Infinite DAC**

*NOTED.*

**CIT Foundation CLG**

*NOTED.*

**CIT Consortium Projects DAC**

There were no transactions during the period.

*NOTED.*

The committee thanked Ms. Nelson and Deloitte for the work undertaken and are satisfied with the findings.

Ms. Nelson left the meeting.

#### **4. Governance**

##### **Annual Governance Statement and Statement of Internal Control**

The draft statements were presented to the committee. Both statements have been revised and updated to reflect the requirements of the Code of Governance 2018 and the HEA templates. It is expected that final versions will be presented at the next meeting post the Comptroller and Auditor General's audit.

*NOTED.*

##### **GDPR**

The committee received a report on data breaches that have arisen since the introduction of the General Data Protection Regulation in May 2018. Ms. Hayes advised that awareness of data protection issues is improving and staff have been open about reporting possible breaches.

The online training module has been rolled out to 1100 staff and to date 53% have completed the training. A report per area will be presented to the next meeting of the Institute Executive Board.

*NOTED.*

#### **5. Finance/Budgets**

##### **Comptroller and Auditor General Letter of Engagement**

The 2018 audit is due to commence on 28 November. It is anticipated that this process will be completed in a timely manner and the Senior Auditor may be in a position to attend the next meeting in February 2019.

*NOTED.*

##### **Revenue Audit**

A letter from the Office of the Revenue Commissioners indicating acceptance of the issues highlighted by the Institute was presented. The committee note that the audit has been concluded.

*NOTED.*

#### **6. Risk Management**

Mr. Barry Coughlan, Legal Officer joined the meeting.

##### **Legal Advice**

The members noted the advice received.

##### **Update on Staff Issue Review**

### **Legal Update**

The committee are advised that cost recovery processes are ongoing in relation to both the Quigley case and the Judicial Review (NMCI).

*NOTED.*

Mr. Coughlan left the meeting.

### **7. Next meeting**

➤ Thurs 21 Feb 2019

The meeting was closed.

*NOTED.*

### **12.4 Signed Minutes of the Audit & Risk Sub-Committee meeting held on Thursday 14 June 2018 were tabled at the meeting.**

*The President explained that the above signed Minutes had not received the approval of Governing Body previously. They were tabled today for Governing Body approval.*

*He referred to the signed Minutes of the Audit & Risk Sub-Committee meeting which had been discussed at the 5 July 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.*

### **1812.14 USE OF THE INSTITUTE SEAL:**

1. Log Book No. 225 Seal used on 12 October 2018 -  
Joint Conferring Parchments – NUI /UCC,  
CIT/QQI
  - (i) Degree of Master of Architecture
  - (ii) Professional Masters of Education  
(Art & Design)
  - (iii) Bachelor of Science (Hons) in  
Architecture
  - (iv) Bachelor of Science (Hons) in  
Biomedical Science
  
2. Log Book No. 226 Seal used on 16 October 2018 –  
CIT/Cork County Board Licence to Occupy  
relating to ground and first floor offices of  
Administration Block at CIT Athletics  
Track.

3. Log Book No. 227 Seal used on 4 December 2018 –  
CIT/Tyco Ireland Ltd
- (i) Licence to occupy relating to Data Centre Room at Ground Floor, Melbourn Building
  - (ii) Deed of Renunciation of Licence to Occupy

*The President referred to the above usages of the Institute Seal which were noted by Governing Body.*

*The President thanked all for their attendance and wished everyone a Happy Christmas. The meeting concluded at 6.30 pm.*

*The next ordinary meeting of the Governing Body was fixed for Thursday 7 February 2019 commencing at 3.00 pm in the Council Room, 2<sup>nd</sup> Floor, Administration Building.*

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

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