



**TUS**

Technological University of the Shannon:  
Midlands Midwest  
Ollscoil Techniciúicthe na Sionainne:  
Eolaíocht, Teicneolaíocht agus Saol

www.tus.ie

**Minutes of the meeting of the Governing Body of Technological University of the Shannon:  
Midlands Midwest**

**Monday 8<sup>th</sup> May 2023 at 10:00am**

**via MS Teams & in person – Midlands Campus**

- Members:**
- Ms. Josephine Feehily – Chair (in person)
  - Prof. Vincent Cunnane (in person)
  - Mr. John Doyle (in person)
  - Ms. Anne Meagher (in person)
  - Ms. Colette Ryan (in person)
  - Mr. Tony Mahon (in person)
  - Mr. Martin Quinn (Teams)
  - Mr. John Griffin (Teams)
  - Ms. Marguerite Doyle (in person)
  - Mr Shahboz Babaev (in person)
  - Mr. Noel Gavin (Teams)
  - Ms. Anne Cusack (in person)
  - Ms. Catherine Collins (in person)
  - Ms. Brigid Delamere (in person)
  - Mr. James Ring (in person)
  - Mr James Hadnett (Teams)
  - Mr George O’Callaghan (in person)
  - Mr Niall Naughton (in person)
  - Mr Kevin McLoughin (in person)
- In Attendance:**
- Mr. Bill Delaney, Governing Body Secretary (in person)
  - Ms. Martina Moran, Recording Secretary (in person)
  - Dr. Terry Twomey (in person), Dr. Brendan Murphy (in person),
  - Dr. Aoife Lane (Teams), Dr. Carole Glynn (Teams), Susan Halvey (Teams),
  - June O’Byrne Prior (Teams), Jenna Barra (Teams) – item 9 and 10
  - Ms. Marian Duggan, VP People, Culture and EDI – Item 15 and 16 (Teams)

**4. Apologies:** There were no apologies.

**SECTION A: STANDING ITEMS**

- 2. Approval of the Agenda**  
The agenda was approved.

3. **Expressions of Sympathy**



5. **Declaration of Conflicts of Interest**

There was no declaration of conflicts of interest.

6. **Correspondence**

There was no correspondence.

The secretary will issue correspondence to the Minister regarding the transitional arrangements for Governing Body.

7. **Minutes of Governing Body meeting of 17<sup>th</sup> April 2023.**

The minutes were approved.

**Proposed by C. Collins and seconded by C. Ryan.**

8. **Matters Arising**

There were no matters arising.

9 **Academic Council Review (AQR) – with representatives from Academic Council**

Academic Affairs & Registrar Dr. Terry Twomey and Head of Quality Dr. Brendan Murphy and representatives from Academic Council joined the meeting for this item.

Dr. Twomey and Dr. Murphy gave a presentation entitled 'Academic Council Report to Governing Body', which gave a background to TUS Academic Governance, meeting management, byelaws, subcommittees, working groups, Quality Assurance and its lifecycle and the context of the Annual Quality Report (AQR).

The following points encapsulate the discussion which followed the presentation:

- *Academic Programmes and associated resource issues:*  
The process for all programmes, resources, academic content, regional relevance, market place, programme life cycle, etc were outlined. In answer to a question regarding the use of a 'traffic light' system to identify programmes which are experiencing CAO related difficulties, while TUS currently have not engaged in this formal approach, and courses can go up and down in terms of CAO applicants, it may be worth a consideration by TUS in the future.
- *Quality of staff teaching:*  
It was noted that while staff have 'Academic Freedom' it is within a context and opinions must be based on research. Staff are actively engaged in attending additional training courses i.e. Special Purpose Awards and various workshops. Students via their Class Reps would also have a very interactive role in the teaching experience.
- *Quality Assurance Life Cycle:*  
The process of Internal reviews (which are driven by external bodies) Programmatic reviews, Service Unit Reviews, Annual Monitoring (AQR annually) and External Reviews were outlined. (The schedule of Reviews are laid out in the AQR document, Part B.)
- *Standards and delivery for International students*  
There is a Collaborative Provision Policy (Control and Check) for incoming

International students, and due diligence is conducted at the initial phase prior to the signing of Memorandum of Understanding/Agreement with collaborative parties.

- *Section 2.10 Equality, Diversity and Inclusion (page 100)*  
The Chair of EDI was requested that EDI sub-committee would look at this section
- *CINNTE*  
TUS are currently engaged with the institutional review process, CINNTE (- a two phase external review which takes place over a two year period every 7 years).
- *Apprenticeships*  
SOLAS are the statutory awarding body for Apprenticeships and TUS are the education provider for SOLAS.
- *Annual Review of Academic Council to Governing Body*  
To ensure that reporting structures are strong enough it was queried if an annual review of Academic Council is enough, the President as Chair of Academic Council will consider the frequency and reporting arrangements from Academic Council to Governing Body.
- *Previously 3 options in fulfilment of Governing Body functions under Section 17 (2) (b) of the TU Act (2018) were proposed, 20/6/22.*  
Option 1 – Governing Body Review Meeting with Academic Council  
Option 2 – Review the Annual Quality Review of Academic Council  
Option 3 – Review of the Academic Council Report within the TUS Annual Report  
It was proposed that all the above options would be considered in fulfilment of Section 17 (2) (g).
- *Research Regulations*  
The Research Regulations will be an agenda item at the June Governing Body meeting.
- *AQR Report:*  
As access to the links contained in the report do not function with the Decision Time platform, therefore, the Report will be e-mailed to Governing Body members.  
Designated Awarding Body (DAB) was outlined – TUS are the awarding body, with responsibility for setting standards. These standards are aligned with NFQ award descriptors. This enables autonomy to TUS to enter into Joint Awards.  
Three AQR observations were noted:  
This is the inaugural TUS AQR which profiles a consolidated unitary organisation and its progress; a cross organisational involvement was acknowledged and a TUS commitment to a Quality Culture  
AQR Report will be submitted at the scheduled meeting with QQI on 20/6/23

*Dr. Twomey, Dr. Murphy and representatives of Academic Council were thanked for their contribution to this item.*

Action	By whom	By when
Revisit the GB/Academic Council relationship in the context of the TU and HEA Act requirements including: <ul style="list-style-type: none"> <li>• 3 options previously presented by Dr. Twomey</li> <li>• The frequency of formal meetings</li> </ul>	President	September '23

• Options, including perhaps an action log, for regular reporting to GB		
Research Regulations	VP Academic Affairs & Registrar	GB 19/6/23
AQR Report to be emailed to Governing Body members	Secretariat	Immediate effect

## 9 Action Log

The President gave an update on the following items:

- Item 34: Complete (This item is completed)
- Item 45: Complete (This item is completed)
- Item 54: Will be presented to GB on 19-6-23
- Item 72: 'The Graduate Outcomes Survey Class of 2021' document gives a high level overall view of TUS Graduate Survey. (This item is completed)
- Item 74: It is the intention to have nominees for Chairs of subsidiaries for approval at the next GNC meeting. A report from CSS will be presented to Governing Body for the meeting of 29/5/23.

Governing Body agreed that all items completed including the above are now closed and can be removed from the Action Log.

## 10 Risk Management

Risk will be an agenda item at the Joint ARC and Finance & Physical Development Committee scheduled to take place on 15/5/23.

The President noted a possible Data Breach with a RUN EU partner in Portugal, this possible breach has no impact on TUS.

## 11 TUS Key Strategic Priorities Progress Report and President's Update

The President noted that there is no change on the Key Strategic Priorities. The following update on the President's Report was noted:

- The President attended a Cycle 1, RUN EU meeting in Hungary from 25/4/23 – 27/4/23
- The President, VP Finance & Corporate Governance & Finance Manager met with the HEA, in which the outcome of the Governing Body Budget considerations and deficit budget were presented. The HEA requested that TUS would issue a letter outlining the rationale of the deficit budget and TUS concerns. This letter was sent to the HEA on 4/5/23, and will be an agenda item at the next Joint meeting of ARC and Finance & Physical Development Committee and onwards to the subsequent Governing Body meeting. The following issues were also noted at the HEA meeting: 'purpose-built student accommodation' and stipend rates for postgrads. The President thanked Governing Body for giving their agreement to present a deficit budget to the HEA.
- The issue around Professor role(s) is an ongoing process and is a strategic risk for TUS and should be included on the Risk Register.
- TUS and Tipperary Education and Training Board (ETB) signed a MOU committing to a stronger and deepening collaboration across a range of joint undertakings in the region. Two initial working groups will focus on the Connect Campus (Thurles) and Kickham Barracks (Clonmel) capital projects as well as academic programme collaboration opportunities.
- A very successful Open Day event took place in TUS Midlands.

- TUS staff took part in 'Darkness into Light' on 6/5/23 in aid of Pieta House.
- TUS (Athlone, Moylish and Thurles campuses) hosted over 750 students from across the Midlands and Midwest for SciFest 2023, Ireland's second-level STEM fair programme. TUS crowned the regional winners who will now go on to compete in the SciFest national final in November.
- The BEd in Technology, Engineering & Graphics programme with DCU was formally launched on the Athlone campus on 28/4/23.

Action	By whom	By when
Professorial Role(s) – to be included on Risk Register as a Strategic Risk	Governing Body Secretary	ASAP

## **SECTION B: ITEMS FOR DISCUSSION/APPROVAL**

### **12 ARC Report 19-4-23**

A. Cusack briefed Governing Body on the ARC Report of 19/4/23.

#### **14.1 Internal Audit (Deloitte) Cyber Security Audit Update (Draft)**

An incorrect reference was noted on the front page of the Deloitte 'Cyber Security Maturity Assessment Draft summary Outcome April 2023', this error will be flagged with Deloitte. The proposed strategy was broken down into 3 phases: "do now"; "do next"; "do later"; a question would be to "do now" rather than "do next", this question will be reverted to when the final Report from Deloitte is received. The Deloitte summary outcome was noted.

It was queried if the services of regional consulting companies could be engaged as an alternative to the use of large consulting companies, this will be reviewed at a later stage, and may be considered positively as there is now no requirement to go to Public Tender if the contract value is less than €50,000.

ARC is currently looking for an additional committee member with a Cyber Security background and two potential candidates have been identified, once confirmation is received the nomination will be progressed through GNC.

#### **14.2 Review of Policies**

##### ***Data Protection Policy***

##### ***Data Retention Policy***

On the recommendation of ARC, Governing Body agreed both the Data Protection and Data Retention policies.

It was noted there was a very substantial discussion on Data awareness and the roles of Data Controllers and Data Owners at the ARC meeting of 19/4/23 with the Data Compliance Officer. Both a training programme and Data Badge initiative will be rolled out in due course.

### **13 EDI Sub-Committee meeting report 7-11-22**

The VP People, Culture and EDI joined the meeting for this item and item 16.

The Chair of EDI was requested if membership of the EDI Sub-committee was progressed to

submit the nomination(s) to the Chair of GNC before the scheduled meeting of 16-5-23.

**14 TUS Recruitment, Selection and Appointment Policy**

The VP People, Culture and EDI briefed Governing Body on this policy. The policy has gone through significant internal consultations both with VP and Dean Council's and Unions. The policy is a combination of AIT and LIT policies and have taking into account best practise in both institutions.

After some discussion the following points were noted:

*Section 4.3 Shortlisting; Section 4.5 Selection Boards; Appendix 2 - Virtual Interviews*  
Procedures: Clarity and language need to be 'tightened' & 'tidied up' in these areas particularly in relation to the Selection Board, the role of the Chair, the gender requirement, how conflicts are managed and the virtual interviews. The existence of detailed procedures underpinning the policy needs to be noted in the policy.

The TUS Recruitment, Selection and Appointment Policy was approved in principle subject to the above changes, and a final copy will be sent to Governing Body for noting. It was also requested that an amended copy of the policy (to include tracked changes) be emailed to Governing Body.

**SECTION C: ITEMS FOR INFORMATION/NOTING**

**15 Staff Appointments**

Noted.

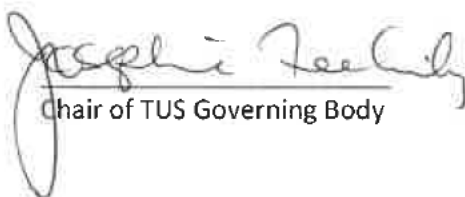
**SECTION D**

**16 AOB**

A copy of TUS Strategic Plan 2023-2026 and card with a QR Code Card (which includes an Irish version) was circulated at the meeting. "Through Our Eyes" Art Catalogue which is an exhibition of student creativity was also circulated at the meeting. This art exhibition was recently on display in Athlone Town Library.

The next meeting will take place on Monday 29<sup>th</sup> May at 10:00am on the Midwest Campus.

There being no further business the meeting concluded at 1:15pm.

Signed:   
Chair of TUS Governing Body

Date: 29/5/23