

MINUTES OF 2ND MEETING OF THE *TRANSFORM-EDU* PROJECT [FINAL]

Held on Thursday February 15, 2019 at 14:00 Hrs in Room 2048, TU Dublin City Campus, Aungier Street

Present:

- [WP1] Philip Owende; Cormac Doran;
- [WP3.1] Cormac McMahon, Andy Maguire;
- [WP3.2] Aiden Carthy, Ashley O'Donoghue;
- [WP3.3] Phil Mulvaney (Taking Minutes), Catherine Lynch;
- [WP3.4] Ronan Keaskin;
- [WP4.1] Paul Dervan;
- [WP5] Brian Bowe;
- [WP6] Sandra Thompson.

Apologies:

- [WP2] Jen Harvey;
- [WP3.1] Miriam O'Donoghue;
- [WP3.2] Suzzane Duggan;
- [WP3.4] Suzzane Duggan, Martha Burton;
- [WP4.2] Larry McNutt;
- [WP4.3] Kevin O'Rourke, Daniel McSweeney;
- [WP5] Sinead O'Neill;

In attendance:

Paul Jackson (**Convenor**, HEA Enhancing Student Retention across TU Dublin Project)
David Irwin (**TU Project Team**, project integration with PDR Process)

1. Adoption of Agenda and Minutes

- The agenda was adopted by meeting.

2. Adoption of Minutes and Matters Arising

- The minutes of the meeting of January 24, 2019 were adopted as true record.
- Project team members were requested to attempt at responding/providing feedback to all circulated minutes in advance of meetings. This is to enable pending matters to be expedited.

3. Budget allocations and arrangements for access (+controls)

- Coordinator noted that the budgets were circulated. It was intended that the WP coordinators on the different campuses to be assigned as signatories/budget holders. Considering that HEA will disburse funding via a single account TU Dublin – the City Campus, the possible allocation of budget holders will require further clarification at next meeting. Noted that should not delay planned recruitment processes in the project.
- PD queried the process of back-filling and how it works. AC offered to outline the process in operation on the City Campus in an email.
- There were some queries about individual budgets and it was agreed that the Coordinator would examine these issues individually and look for a solution outside the meeting.
- It was queried whether there was scope to redefine the budget with the HEA ; there were different views on this.
- It was explained that the project includes 5 postgraduate student positions.

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- It was queried if this money could be used to support a student progressing/transferring to a PhD. The answer to this was No. It was also stated that research projects (for Masters students) should be scoped for a L10 (Structured PhD) but that supervisors clarify in the contract that the research will only be funded to Masters level (MPhil). For purpose of discussion, it was noted that all students in the Graduate Research School start on the PhD track.

4. Outline of Project Integration & Arrangement for Project Management (Coordinator)

- PM suggested that an overview of the TLR project be provided at the next meeting to identify the scope of the project within a TU context, including the links with the TU curriculum workgroup/PDR and Co-CREATE projects. The Coordinator explained that a document by JH was just uploaded to the google drive and this identified complementarities between the TU Curriculum work and the Transform Edu Project – synergies that relate to the co-create and integrated curriculum approaches. DI expressed the view that the Transform Edu project was not the new curriculum model -that it will support transformative learning and have differential application across programmes and departments across the TU. It was noted that it is still at a formative stage.
- CD offered to give an overview of the Transform Edu project at the next meeting and PD offered to provide an overview to interested parties on the Tallaght campus.
- PD queried the adoption of a process going forward for the implementation and piloting of projects. Should we start on a small scale or on one campus and then roll out to other campuses – or initiate across campuses? This led to a discussion about the scale and scope of the project. The complementarity of this project with others was emphasized and the diverse application across programmes/Schools/Departments. It was suggested that the project will develop toolkits and competencies to be used flexibly across the TU - that some schools would buy into it/or different elements of the project. It was noted that curriculum transformation is not a uniform process. There is diversity and this is acknowledged – nothing is being ‘imposed’.
- The QA-QE system will have the flexibility to deal with the project deliverables e.g. the awarding of credits for learning undertaken outside the formal curriculum.

5. Workpackage/ Workstream status and reports

- Each lead to outline work-plan and any issue that need to be addressed collectively.
- Work Package and Workstream Leaders gave brief outlines of their work-plans and any issues. There was discussion of resource/budget issues. It was agreed that these could be looked at independently with the support of the Project Coordinator. AM circulated an update on WP3.1 the Sustainability agenda.
- DI noted that some money allocated to QA & Enhancement could be used to support the work of *WP5: Developing Student-Centred QA-QE processes and Procedures for Transformative Learning*. This was welcomed.

6. AOB:

- Exploring Visiting Professor/Fellow roles for project (JH to introduce). Although Jen could not attend the meeting, the issue was discussed and it was agreed that, where possible, Visiting Professors/Fellows could be invited to support/get involved with the project as appropriate
- *Engaging Students Events & Pre-amble meeting with Prof Mick Healey.*
- The team were reminded of that Prof Healey will deliver a seminar on “*Engaging students to work in partnership with staff in higher education*” on Wednesday 27th Feb, Blanchardstown Campus. This is a *Co-CREATE* and *Transform EDU* collaborative event
- An invitation was extended to those present to meet with Prof. Healy on Tuesday February 26, 2019 @ 19:30 Hrs. Ashling Hotel, beside Heuston Station.

There being no other business, the meeting ended at 16:05 Hrs.

Date for next meeting: Friday March 1, 2019 @ Tallaght Campus (Embryo Training Room, Top Floor, Synergy Centre)

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