

## MINUTES OF 3RD MEETING OF THE *TRANSFORM-EDU* PROJECT [FINAL]

Held on Friday March 1, 2019 at 14:00 Hrs in Embryo Training Room, Synergy Centre, Tallaght Campus

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### Present:

- [WP1] Philip Owende, Cormac Doran;
- [WP2] Jen Harvey;
- [WP3.1] Cormac McMahon, Miriam O'Donoghue;
- [WP3.2] Aiden Carthy, Ashley O'Donoghue; Suzzane Duggan
- [WP3.3] Phil Mulvaney;
- [WP3.4] Cormac Doran, Suzzane Duggan, Martha Burton;
- [WP4.1] Paul Dervan;
- [WP4.2] Jen Harvey;
- [WP4.3] Kevin O'Rourke;
- [WP5] Philip Owende
- [WP6] Sandra Thompson.

### Apologies:

- [WP2] Fiona Malone;
- [WP3.1] Andy Maguire;
- [WP3.2] Ashley O'Donoghue, Barry Ryan (Co-opted as Co-CREATE Project Coordinator)
- [WP3.3] Catherine Lynch
- [WP3.4] Ronan Keaskin, Noel O'Connor;
- [WP4.1] Ashley O'Donoghue, Eoin Campbell;
- [WP4.2] Larry McNutt, Geraldine Roche;
- [WP4.3] Daniel McSweeney, Eoin Campbell;
- [WP5] Brian Bowe, Sinead O'Neill;
- [WP6] Rachel O'Connor.

David Irwin (**TU Project Team**, project integration with PDR Process)

### In attendance:

- Paul Jackson (**Convenor**, HEA Enhancing Student Retention across TU Dublin Project)

### 1. Adoption of Agenda and Minutes

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- The agenda was adopted by meeting.

### 2. Adoption of Minutes of Meeting of February 15, 2019

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- The minutes of the meeting of February 15, 2019 were adopted as true record.

### 3. Matters Arising from Minutes of Meeting of February 15, 2019

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- Identified issues in relation to Project Coordination and updates on budget allocations and sub-account allocations to be discussed under the relevant substantive agenda items. Cooption of additional contributors to be considered under AOB.

### 4. WP1 Project Summary, Project Organisation/Management

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- The Project Coordinator outlined the transfer of day-to-day project administration the Programme Director (Dr Cormac Doran);

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- Per the submission document:
  - (a) Project co-ordinator maintains overall responsibility for the project covering all financial dealings, offer advice and guidelines for WP leaders on budget allocations and compiles financial reports from WP/Workstream cost statements, and ensure financial aspects remain on budget.
  - (b) Programme Director will be in-charge of coordinating the WP activities and each WP leader will report to the project director on a regular basis. He will closely monitor progress and produce regularly updated schedules to ensure that objectives of each technical WPs/Workstream are met and that the project remains on target and in compliance with the agreed HEA conditions for the project.
- Noted that Guidelines for Project Governance is under preparation with the assistance of the TU Project Team (Olivia Edge). Once completed, it will be presented to and discussed with the entire project team to discuss aspects such as risks under individual WPs.
- Noted that there was need to look at membership of WPs, to ensure that co-opted members are active in the project.
- Noted that robustness is required at the WP level, i.e., any emerging issues first to attempt for resolution WP level, and subsequently escalated if deemed necessary.
- Suggested that the Project to consider organising facilitated activities to bring different groups together ensure unity of purpose and to consider risks to the project. Going forward, Programme Director to give an overall picture and also work with WP leaders to make sure that all are working well
- Significance absence from meeting was noted. It was suggested that the way to sell the meeting might make a difference. Cormac to explore any other means of improving attendance at meetings and to consider possibility of linking to meetings remotely (skype/teleconference facility)
- Project Management (Governance/Reporting) document to be circulated as soon as it is ready

## 5. Budget allocations and arrangements for access (+controls)

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- Plan for allocating individual budget accounts under each WP/Workstream Coordinator was outlined.
- Reported that the Coordinator is liaising with the TU Financial Accountant regarding the accounts setup to facilitate the WPs Coordinator access at designated Campuses.
- Noted that there was need to outline the recruitment processes to be used in project, and agreed that Dr Aiden Carthy as Workstream 3.2 coordinator is ahead in this and will share templates/example used on shared drive for the project.

## 6. Workpackage/Workstream status and reports

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- *WP2;*
  - Co-Create and Transform-EDU Projects have agreed to collaborate. The synergy will be shared in a way to ensure that that deliverable to each project are met as specific in their individual proposals.
  - WP2 is addressing winning hearts and minds, and have come up with a series of events. For example, a workshop is planned for October 2019 (Ewan McIntosh presiding) to look at bigger picture curriculum piece. The event is planned to be concurrent on three campuses.

*Action:* Exact timing is yet to be confirmed but possibly in revision week or reading week. M O'Donoghue to find out and advice on the most appropriate timing for Tallaght Campus.

  - A draft WP2 Events Diary for CoCREATE and Transform-EDU project was presented.
  - Suggested that there was need to open communication channel to share events with staff not in project. Cormac to address requirement in consultation with Jen (City Campus) and Martha (Tallaght Campus)
  - Cormac to incorporate a calendar for the project.

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- *Workstream 3.1;*
    - Team met last week and have a draft work plan circulated to members to spar initial conversation as Workstream level.
    - Team has identified a possible ambassador for project (Mary Witney).
    - Noted that evaluation tool Sustainability Tracking Assessment & Rating System (STARS) is pervasive internationally and is suggested for testing in the project.
    - Renewable Energy Week has been identified as a point to initiate 'easy wins' in respect of awareness. Team is considering running 'Sustainability Literacy Test' to build awareness as first project event.
  
  - *Workstream 3.2;*
    - Planning for workshops to be delivered to students is in progress, currently addressing contents of such workshops.
    - Content for Year 1 and Year 2 students have already been designed, both for delivery in Semester 1, Academic Year 2019-2020.
    - Workshop on employability skills are at planning stage, and the Postdoc to be recruited will be involved in the training.
    - Workstream Coordinator has met the project team and agreed on what they can offer, pending agreement on the specific logistics.
    - Workstream inquired if Transform-EDU project will undertake a branding exercise. Meeting was informed that a project template to be used for communication has been circulated. Noted that, outside of the University and respective campuses, communication is still restrictive and TU Dublin is still being done. Agreed that Cormac to develop a 'project style sheet' to guide external communication.
  
  - *Workstream 3.3;*
    - Reported that the Workstream Coordinator is facing difficulty in communicating with the current contributors as they seem immensely stretched in their own job roles.
    - Noted that the Workstream has large scope, and coordinator is currently addressing the resourcing strategy for project
    - Noted the urgent need for buy-in from stakeholders from the three campuses. The Workstream requires concerted effort and replication on three campuses, but difficulty is in getting input from the currently assigned contributors
  
  - *Workstream 3.4*
    - Current main task involves gathering data and next year to put in a calendar of events.
    - Noted the need for appropriate forum to invite community partners e.g. in CEngagement. to let stakeholders know what we are doing.
    - Noted that the Tallaght Campus (as former ITT) tried things that may not have didn't work since there was no critical mass. Might be worth gathering that and test for the bigger entity TU Dublin. Google forum was suggested with appropriate prompt questions
  
  - *Workstream 4.1;*
    - Coordinator has met with counterparts in the Workstream and is working closely with WP6.
    - Project work plan has been developed, and good progress has been achieved in preparation of STRL pilots per project proposal document. For example: on March 11, the TLR pilot will go live and student will be able to access their records; on March 19, e-portfolio component will go live; Workstream will carry out a demo on week commencing 19<sup>th</sup> march, invitation to be sent out; Detailed design for end of March that will feed to costings; on June 19<sup>th</sup>, evaluation to of preliminary feedback to begin.
    - There are planned focus groups with students and staff
    - Deployment of STRL engine on July 19<sup>th</sup> to enable implementation in September 2019.

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- There have been initial concerns expressed by a union representing academic staff in respect of potential workload impact which have been addressed.
  - It was expressed that, as it stands, student have enough within the current curricula and may have no time for anything outside of the curriculum.
  - Highlighted that the Workstream's critical paths have integrated competencies related to TU Dublin Graduate Attributes which will require resolution.
  - A need to seek external review to validate STLR approach was suggested, and Workstream coordinator will develop a paper to address it.
- *Workstream 4.2;*
    - Progress to be reported at next meeting
  - *Workstream 4.3*
    - Coordinator reported on ongoing consultations, e.g., working with Workstream 4.1 on dashboard and de-Portfolio, and also Student Retention project team which requires analytics dashboard.
    - Workstream to see if we can rationalise the resource to make project complementary
    - To speak to Danny and Eoin
    - Suggested that badges could form part of transformative learning and e-Portfolio provides a framework to work with.
    - Reported that the proposed deliverables for Transform-EDU will be distinct from the other affiliated projects.
  - *WP5;*
    - Guidance principles have been agreed.
    - Consultation process for the Unitary QA-QE system is in progress with clarification sought from the President's TU Steering Group
    - Work plan is in development
    - Suggested that WPs/Work streams in the project to assess possible synergy and contribution to WP5
  - *WP6;*
    - Ongoing STLR pilot in Blanchardstown Campus has been mapped to Transform-EDU Project (mapping presented for consideration at the meeting)
    - Workstream coordinator is arranging to meet with other WP/Workstream leaders to agree on deliverables relevant to WP6

## **7. AOB:**

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- There was a query regarding the process for co-option of additional WP/Workstream contributors. Getting other persons onboard
  - Agreed that, where deemed necessary, each Campus to nominate and forward appropriate names to Programme Director

There being no other business, the meeting ended at 16:10 Hrs.

### **Date for next meeting:**

- Friday March 29, 2019 @ 14:00 Hrs in Block F Boardroom Blanchardstown Campus.
- Agreed that subsequent general meetings for the project to review progress to be scheduled on the last Friday of each month starting March 29, 2019 (allowing for any recess and Bank Holidays per the Academic Calendar).

### **Attached:**

Updated list of Transform-EDU Project Team (as on 08-03-2019).

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