

## MINUTES OF 4TH MEETING OF THE *TRANSFORM-EDU* PROJECT [FINAL]

Held on Friday March 29, 2019 at 14:00 Hrs in Block F Boardroom, Blanchardstown Campus

---

### Present:

- [WP1] Philip Owende, Cormac Doran;
- [WP2] Jen Harvey, Barry Ryan (Co-opted as Co-CREATE Project Coordinator);
- [WP3.1] Cormac McMahon, Andy Maguire;
- [WP3.2] Aiden Carthy;
- [WP3.3] Phil Mulvaney, Catherine Lynch;
- [WP3.4] Cormac Doran, Ronan Keaskin, Martha Burton;
- [WP4.1] Paul Dervan;
- [WP4.2] Jen Harvey;
- [WP4.3] Kevin O'Rourke, Daniel McSweeney;
- [WP5] Philip Owende
- [WP6] Sandra Thompson.

### Apologies:

- [WP2] Fiona Malone;
- [WP3.1] Miriam O'Donoghue;
- [WP3.2] Ashley O'Donoghue, Suzzane Duggan
- [WP3.4] Suzzane Duggan, Noel O'Connor;
- [WP4.1] Ashley O'Donoghue, Eoin Campbell;
- [WP4.2] Larry McNutt, Geraldine Roche;
- [WP4.3] Eoin Campbell;
- [WP5] Brian Bowe, Sinead O'Neill;
- [WP6] Rachel O'Connor.

### 1. Adoption of Agenda and Minutes

---

- The agenda was adopted by meeting.

### 2. Adoption of Minutes of Meeting of March 1, 2019

---

- The minutes of the meeting of March 1, 2019 were adopted as true record.

### 3. Matters Arising from Minutes of Meeting of March 1, 2019

---

- Paul....high level requirements are scoped
- Workstream 3.4 to set up Google Forum for purpose of inviting interested stakeholders for overview of project and progress.
- Other minor comments also were considered and incorporated for the final draft.

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

---

- The Project Governance Project Statement (Draft) that has been under preparation was outlined to the meeting. Highlighted that it specifies reporting arrangements and problem escalation, through the management structure (Project Director + Project Coordinator), and a Quality Assurance Group (TU Dublin Registrars), and to Project Sponsor (Principal Blanchardstown Campus).

---

Transformative Student-Centred Learning Record (*Transform-EDU*) Project is supported by:

- Participants were requested to consider the same in detail and forward comments within a week to enable finalisation and adoption by the project.
- Noted that project budgets have now been allocated by Campus and should be accessible drawdown. Where there are issues, the PIs to inform the coordinator accordingly to enable resolution.

## 5. Workpackage (WP)/Workstream status and reports

- WP2 (Per submitted outline report, see WP2 documents on shared Drive);
  - Winning Hearts and Minds Calendar of events outlined;
  - Outlined the need for and importance of consistent and meaningful engagement (student, senior management and wider stakeholder forums). Support from Senior management remains key to success
  - Research development element including recruitment of MPhil student and exploration of visiting professorship/ Fulbright Scholar linked to project is desirable.
  - As part of stakeholder engagement, the WP intends to bring external facilitator to handle specific structured series of workshops to decide on prototypes to follow by pilot project. Suggested that initial consultation will be on curriculum framework, and other WPs to contribute to the cost involved.
  - It was suggested that, as an institution, we have moved beyond primaries of curriculum and we know the general direction. Therefore, now need to link what the project towards developing the graduate and graduate attributes, but clarified that the consultation process is geared to getting people involved rather than continue working as a small group of WP/Workstream leaders.
  - Noted that the consultations will be intended to bring bodies of knowledge together in a consultative forum, from the general feeling that wider consultation has not happened. Suggested that No Tosh is good at consolidating work towards a common goal.
  - Highlighted the importance of running exploratory events and reflection in parallel with adoption of any tangible outcomes was important progress.
- *Workstream 3.1;*
  - Workstream team met with Eddie Conlon who has been working on the mapping of sustainability to the curriculum.
  - Reported that the Workstream has idea on how the first deliverable will be met. Reported that the team has identified the necessary assistance to crawl Akari for keywords. Also considering using the programmatic review from module leaders. Masters student project will design the necessary analytical framework. STAR/Staunch....the student to come up with framework.
  - Reported the need to identify flagship projects in the TU, and for this, group considers value in interdisciplinary type projects. Possible areas for project extraction are such as the Dublin Energy lab, and current community based projects.
  - Specification for the Masters project is in development and will be forwarded for advertisement in due course.
  - Reported change of Tallaght Campus contributor to Chris Keogh (Senior Technician) who will be meeting the Workstream coordinator for briefing.
  - Workstream is considering sending some students to sustainability summer school as part of it stakeholder engagement and strategy framework. The summer school is through an alliance with University of Technology of Troyes and TU Dublin Transport and Mobility programme. Reported that planning for the summer school event still in progress, initially 10 students were to participate but this will be reduced considering low numbers from other participating institutions.
  - Workstream is planning for a Fulbright application as this has potential to provide appropriate ambassador for the project.
- *Workstream 3.2;*
  - Workstream now has Year 1 and Year 2 modules ready for offering from Sept 2019.

- 
- For now, the commitment is to offer one module per campus in order to iron-out any issues prior to considering wider extensions. The rate-limiting factor is in the limited budget for buying out hours for delivery.
  - Workstream coordinator has met with team and three career officers to consider how/when to run employability workshops
  - The requisition for hiring the Postdoctoral Fellow Workstream has been submitted to HR
  - Noted that confusion could arise with the use of term 'Module' to describe the subjects/units to be delivered to students by this Workstream under the Transform-EDU project. The Workstream team was requested to suggest a suitable alternative.
  
  - *Workstream 3.3;*
    - Reported that Dr Catherine Lynch and Dr Pat O'Connor have formally joined the Workstream.
    - Best part of module has been developed on Moodle, and access to be arranged for all Workstream contributors. Focus on Civic engagement/active citizenship, but broadening issue beyond voluntary activity to civic engagement in society, i.e., what students will be bringing and gaining from initiatives
    - Reported that actual examination will be required.
    - Suggested that there was need to do a presentation to 1<sup>st</sup> year students on TU grad attributes, linking to the Transform-EDU project.
  
  - *Workstream 3.4*
    - Reported that City Campus has provided information on the current co and extracurricular activities. In addition, a limited survey has been done by the Tallaght campus.  
(note: the limiting factor for Tallaght Campus is getting people to reply to the survey. It has been a challenge to get people to engage with the project. There may be opportunity to compare approach when the Blanchardstown Campus survey is rolled.
    - Reported that Workstream initiative for Blanchardstown Campus is awaiting ethical approval prior to gathering of data.
  
  - *Workstream 4.1 (Per submitted outline report, see Workstream 4.1 documents on shared Drive)*
    - Workstream deliverables per Transform-EDU project submission was highlighted.
    - Update on progress reported that:
      - (i) Skeletal assessment rubric templates, TL record, and e-Portfolio functionality are live, and external consultant to the Workstream provided a high-level demonstration in Moodle;
      - (ii) A draft Pilot Evaluation document has been prepared for submission to an external reviewer.
      - (iii) Four scoping workshops were held in March 2019, for high-level requirements specification feeding into a preliminary costing model for the technology elements and services to support Transform-EDU project.
      - (iv) Exploratory meeting was held with counterparts/stakeholders in Tallaght campus on TL and concept of TL record.
  
  - *Workstream 4.2;*
    - Workstream coordinator, Dr Larry McNutt to report at the next meeting.
  
  - *Workstream 4.3*
    - Noted that:
      - Noted that the allocated project budget was lower than would be desired for the Workstream.
      - Reported that useful insight has been gained with progress under Workstream 4.1
      - Reported that slow but good progress has been achieved for the Workstream
      - Suggested that, in the process of this Workstream, there is need to consult with a range of employers (by focus groups or online poll) to collate views on what they would wish for in articulation of competences gained in academic programmes, over and above the typical CVs

- 
- **WP5;**
    - Set of QA-QE principles have been developed, agreed and will be posted to the shared Drive for consideration by stakeholders.
    - The working group considering the New QA-QE system for TU has been constituted and is working towards developing the initial Quality Manual by September 2019.
    - Overview of table of contents for the manual and work-plan was provided and will be reported in more detail at the next coordinators meeting.
  - **WP6;**
    - Workstream deliverables per Transform-EDU project submission was highlighted under Workstream 4.1 submission to the meeting.
    - draft implementation plan has been developed and will be communicated to the project team.

## 6. General Discussion of feedback

- Noted that, although there is clear value to each WP and Workstreams in the project, transformative learning and indeed project as it stands still seems a step into the unknown. Therefore, it was agreed that it is important develop and common understanding of what successful Transform-EDU project will/should look like.
- Reported that WPs/Workstreams should progress in line with the objectives, milestones, and deliverables specifies per the HEA Project submission document. However, where deemed necessary, there is provision for WPs and Workstreams to justify changes via *Project Change Request* protocol provided for in the Project Governance Statement.

## 7. AOB:

- (a) Feedback from the HEA on the Transform-EDU submission was communicated to the project team.
- (b) A two-page page project summary was circulated
- (c) A suggestion was put forward to switch the monthly meeting to Friday morning from Friday afternoon. Considering that some WP/Workstream coordinators were not present, Transform-EDU Project Director to collate preference before decision is made.
- (d) Agreed that a virtual link to be provided every meeting, possibly using Skype for Business platform.

### Date for next meeting:

Having 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); Next meeting is scheduled for Friday May 10, 2019 @ 10:00 Hrs in Room 5039 Aungier Street, City Campus.

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

### Attached:

- Project Governance Statement (uploaded to Good Drive)
- Updated Project Budget allocation by Campus including Budget Codes (uploaded to Google Drive)