

## MINUTES OF 5TH MEETING OF THE *TRANSFORM-EDU* PROJECT [FINAL]

Held on Friday May 10, 2019 at 10:00 Hrs in LTTC Room 5037, City Campus

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### Present:

- [WP1] Cormac Doran (Chair), Philip Owende (Taking Minutes);
- [WP2] Jen Harvey, Barry Ryan;
- [WP3.1] Cormac McMahan, Andy Maguire;
- [WP3.2] Aiden Carthy;
- [WP3.4] Cormac Doran, Martha Burton, Noel O'Connor;
- [WP4.1] Paul Dervan;
- [WP4.2] Jen Harvey;
- [WP5] Brian Bowe, Philip Owende;
- [WP6] Rachel O'Connor.

### Apologies:

- [WP2] Fiona Malone;
- [WP3.3] Phil Mulvaney;
- [WP3.4] Ronan Keaskin;
- [WP4.2] Larry McNutt;
- [WP4.3] Kevin O'Rourke, Daniel McSweeney;
- [WP6] Sandra Thompson.

### In Attendance:

- Mike Murphy (Registrar City Campus and Transform-EDU QAG);
- 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 March 29, 2019

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- The minutes of the meeting of March 29, 2019 were adopted as true record.

### 3. Matters Arising from Minutes of Meeting of March 29, 2019

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- Correction that Miriam O'Donoghue replaced Eoin Campbell contributor to WP 4.1.

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

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#### (a) Letter from HEA

- Noted that the Coordinator received a letter from the HEA requiring all funded projects to liaise and collaborate with the National Forum for the Enhancement of Teaching and Learning (NFT&L) as key systems level infrastructure.
- The project will act on letter starting with formal communication to NFT&L of the scheduled project activities and deliverables completed.

#### (b) Progress Reporting to HEA

- Noted that the initial progress report back to the HEA is due at end of June 2019.
- To facilitate this, the coordinator intends to schedule meetings with each WP leaders by May 31<sup>st</sup> to agree on process to collate information for the same.
- Coordinator to liaise with the HEA on expected format of reporting (if any)

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(c) Confirmation of any new contributors to WPs

- WP5 to include QA staff from City Campus Nicole O’Neill and Jan Cairns
- Noted that getting contributors for WP2 has been challenging (Jen to highlight details to be used by the coordinator to request for commitment through the Registrars).

(d) Introduction/Reminder of the centralised record of project expenses.

- See Link: <https://bit.ly/2JiNwCX>
- WP/Workstream Coordinators to report on any difficulty in accessing the record.

(e) The meeting noted that;

- (i) A substantive issue in Transform-EDU is that, it will have deliverables intended to be applied across TU, therefore, the relevance and possible impacts to the different mechanisms across the three campuses need to be considered, e.g., piloting of Mahara for e-portfolio with Moodle in Workstream 4.1 while City Campus has shifted VLE to Bright-space which has integrated e-portfolio.
- (ii) There is a loose understanding of what Transform-EDU is about, therefore require a further information sessions or publicity drive.
- (iii) As we move forward, we should recognise that we are unitary and not overemphasise the campus dilemma.
- (iv) Focus to shift to how the TU can leverage on the project and link with other ongoing initiatives in T&L as a useful TU strategy anchor.
- (v) On technologies applied in project, it was suggested that deliverable from the project should be platform independent, once appropriate principles are applied. Agreed that there should be no problem in using specific vendors/technologies in pilots as long as principles that will be used in any potential rollout are discussed and agreed.

(f) Learning Teaching and Assessment Strategy Meeting (City Campus, 09/05/2019)

- The coordinator was invited to attend the LTAS meeting at which a number of concerns were highlighted.
- Noted that (Excerpt from minutes of the LTAS Meeting):  
*“As a future determinant of success, the importance of engaging all stakeholders within proposed project processes was discussed at the meeting as were ways in which the team might raise awareness around related project activities and encourage more staff and student involvement. Key within this discussion, was the recognised need to reflect the collaborative nature of the project within workpackage leadership roles and in any materials used to promote the project.  
Recommended Action: P. Owende to contact Heads of Learning Development or equiv. to discuss ways in which the project team might enhance engagement with Transform-EDU at a College level.”*

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

- WP2 (JHarvey, Per submitted outline report, see WP2 documents on shared Drive);
  - (i) As contribution to WP1 (coordination) TU Dublin PMO guidelines and templates have been adopted by WP2. Forms have been made available for possible adoption by other WPs and Workstreams in Transform-EDU.
  - (ii) Conducting of stakeholder awareness events in progress, three completed others scheduled (per report)
  - (iii) WP2 is in the process of developing a consultative format to Identify stakeholder interests & concerns, and attend to specific stakeholder requirements. Process aimed at enabling ownership and acceptance of project outputs for implementation.
  - (iv) For purposes of identification of employability gaps and redress strategy, curriculum audit of employability across TU Dublin, and development of comprehensive sustainability attributes mapping; progress has been made in recruitment of an MPhil student to address: What are the

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current, and desired, educational practices within the TU Dublin Curriculum that develop transformative learning and employability? Project to be based in Blanchardstown Campus, and supervised by B Ryan and F Darby.

- (v) WP2 will track how Transform-EDU and Co-CREATE projects are impacting stakeholders towards sustainable communities of practice (Total of 211 staff attended eight 'Winning Hearts and Minds' sessions\* – providing foundation for COP development)
  - (vi) Development of institutional and discipline-specific employment guidelines is underway
  - (vii) Contribution to dissemination activities (WP1 and WP7) via the Co-CREATE project website <https://cocreatetudublin.wordpress.com/> and Twitter Handle @CTUDublin.
  - (viii) Noted that senior leadership support for project is an ongoing concern (What level of commitment is being offered by the senior leadership team?) It was suggested that the 6 month initial project report, when ready, to be tabled at the Monthly meeting of the President, Principals and Registrars in June 2019.
- *Workstream 3.1 (Cormac McMahon, Per submitted outline report, see documents on shared Drive);*
    - (i) Scope of work for the MPhil Scholar has been developed and is ready to advertise. Study will map sustainability at course and programme level to enable evaluation framework.
    - (ii) Currently embedding suitability agenda via focused activities such as green campus initiative + STLR initiatives at the Blanchardstown Campus. Via collaboration with Lucerne University of Applied Sciences and Arts (School of Engineering and Architecture), a Summer School on sustainability has been organised for selected student as initial phase of development networks and learning experience. (MM to share brief on the Polytechnic alliance).
    - (iii) Proposed that Workstream 3.1 to scope the possibility of TU to embrace sustainability goals and have each department to commit to elements of same, and Workstream to develop profile across campus as starting point. Noted that there are sustainability challenges at the TU door step that Workstream 3.1 can initiate mechanisms to solve. Suggested that there is already a template in architecture that can be used to front sustainability agenda across the TU based on "measurement—intervention—measurement again" to quantify impacts.
  - *Workstream 3.2 (Aiden Carthy, Per submitted outline report, see documents on shared Drive);*
    - (i) Reported that the Postdoc position has been approved and recruitment in progress
    - (ii) Workstream EI training modules ready to be delivered
    - (iii) Currently liaising with National Learning Networks.
  - *Workstream 3.3 (Phil Mulvaney, Per submitted outline report, see documents on shared Drive);*
    - (i) The module has been developed as well as a Moodle site for the module, and access to the site and resources is being arranged for all Workstream contributors.
    - (ii) The scope of volunteering has been broadened to include active participation in TU Dublin clubs and societies and the civic engagement activities.
    - (iii) Consultation on the draft module has taken place with some internal and external stakeholders. While this is envisaged as a second year module and is directly linked into the development of graduates who are 'civically engaged', the Workstream Lead noted that it would be important to do an overall presentation on the TU Dublin Graduates for first year students; this could delivered as part of a first year induction programme or module - such as the Critical Skills Development module in Tallaght
    - (iv) A draft research proposal is in development – with support from South Dublin County Council Community Development section.
    - (v) Dr Catherine Lynch and Dr Pat O'Connor have now formally joined this Workstream.
  - *Workstream 3.4 (Cormac Doran, Per submitted outline report, see documents on shared Drive);*
    - (i) Reported that the Workstream is waiting for ethical clearance to proposed TL study events.

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- (ii) Noted that, as the Workstream deals with integration of cross-disciplinary TL events, there is a new design centre under development at Broombridge, as part of 'TU Centre for Cross-discipline initiatives' (dubbed 'New Concept for Educational Space', and the first in Ireland). Noted that the development provides opportunity for expanded involvement and needs to be explored.
  - (iii) Suggested to explore how this Workstream can benefit/use the space; suggested that Workstream coordinator to liaise with Orna Hanly/Gerry Farrell to seek for a walk around to see and explore any possibilities.
- *Workstream 4.1 (Paul Dervan, Per submitted summary report in shared Drive);*
    - (i) Reported that two Workstream meetings were held since the combined project meeting of March 29, 2019.
    - (ii) Reported the progress/outcomes of the STLR pilot with 180 BBS student at Blanchardstown Campus, with Rubric templates, TL recording, e-portfolio deployment, and preliminary costings having been completed and reported. The report is currently under internal evaluation (delayed but now in progress) and with planned external evaluation pending (PD to submit report elements to coordinator to proceed with necessary arrangements for external evaluation).
    - (iii) Reported that an STLR 'Engine' budget of estimated cost of ca. €68k had been submitted for consideration. The Workstream highlights that failure to secure the necessary funding will influence any scaling initiatives across campuses.
    - (iv) Agreed that the estimated cost was not accounted for in the STLR budget, therefore consideration was deferred to next meeting pending further discussions.  
However, the suggested order of the proposed procurement in respect of Transform-EDU project implementation was queried in a couple of respects, *vide*: variations in the VLE across the TU campuses; whether the STLR had been specified, adequately interrogated and piloted to warrant scaling across campuses; the proposal for procurement of TLR Engine was premature; need to consider further trials in smaller scales, and to look at the options available for the different programme teams through the pilots; are there lessons to be learnt from the Civic engagement work stream?
    - (v) Suggested that a plausible approach is in Workstream 4.1 dealing with piloting and specification, then linking outcomes to Workstream 4.3 (Digital Campus Supports for TLR) and WP 6 for Implementation & Sustaining TLR.
    - (vi) Agreed that there was need for a working group of the coordinators of Workstream 4.1 (PDervan), Workstream 4.3 (KO'Rourke, and WP6 (SThompson) to develop the coordinated approach to technology/process validation, implementation and secondary sustainability assessment.
  - *Workstream 4.2 (Larry McNutt to send summary report to shared Drive);*  
Full progress to be reported at next meeting.
  - *Workstream 4.3 (Kevin O'Rourke to send summary report to shared Drive);*  
Full progress to be reported at next meeting
  - *Workstream 5 (Brian Bowe, Per submitted summary report in shared Drive);*
    - (i) Proposed Nicole O'Neill and Jan Cairns as additional contributors to Workstream 5. Both are already members of the TU QA-QE Project Team.
    - (ii) Workstream has developed a work schedule comprising 13 tasks towards the development of student-centred QA-QE processes and procedures.
    - (iii) Tasks comprise (already reported and accepted by Registrars): a Terminology/Glossary; QA Principles and Scope; suite of Programme Documentation; Programme/Course Approval process; Programme/Course Management; Assessment and Awards; QA Policy; Reviews; Governance; Collaborative/Linked Provisions; Information Systems Requirements; Coordination, Reporting and Drafting Documentation; Identified training and other support needs.

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- (iv) Reported that the QA-QE Team (Project Workstream) currently meets every two weeks and considers any outcomes from other work packages.
  - (v) Noted that process is also to be informed by principles of Equality, Diversity and Inclusivity.
  - (vi) Reported that all documents produced will be drafts for approval by the relevant Academic Boards and the TU Academic Council.
- *Workstream 6 (Sandra Thompson, Per submitted summary report in shared Drive);*
    - (i) Project implementation plans covering contribution from individual WPs and Workstreams were proposed but discussion deferred to next meeting.  
Coordinators note (Overall Transform-EDU expects a two-stage diffusion model):  
Stage 1 Pilot and Review— considers artefacts, procedures, and guidelines developed by the systematic linking of WP1 through WP5;  
Stage 2 Pilot and Review— provide hands-on staff development opportunities, collaborative teaching and learning opportunities and support to staff willing to consider change to and adoption of the TLR.
- 6. AOB:**
- There are five postgraduate scholarship in Transform-EDU project, and it would be ideal, but it may not be feasible to synchronise the recruitment processes for all. Therefore, individual WPs/Workstreams to proceed when ready with requirement.
  - Noted the need to follow up on the Visiting Professorship/Scholar position for the project. Initially, a Fulbright Scholar option was considered  
Action: Cormac/Jen/Philip to discuss requirement and recommend on feasible route to achieve this via formal TU processes for visiting scholars.

**Date for next meeting:** June 28, 2019 at 10 am in the Synergy Centre, Tallaght Campus (Room TBC).

There being no other business, the meeting ended at 12:20 Hrs.

**Attachment:**

None