

MINUTES OF 6TH MEETING OF THE *TRANSFORM-EDU* PROJECT [FINAL]

Held on Friday June 14, 2019 at 10:00 Hrs in Embryo Room, Synergy Building, Tallaght Campus

Present:

- [WP1] Philip Owende (Chair/Taking Minutes);
- [WP2] Barry Ryan, Miriam O'Donoghue;
- [WS3.1] Cormac McMahon, Andy Maguire;
- [WS3.2] Aiden Carthy;
- [WS3.4] Martha Burton, Noel O'Connor;
- [WS4.1] Paul Dervan, Miriam O'Donoghue;
- [WS4.3] Kevin O'Rourke;
- [WP5] Brian Bowe, Philip Owende;
- [WP6] Sandra Thompson, Miriam O'Donoghue.

Apologies:

- [WP1] Cormac Doran;
- [WP2] Jen Harvey;
- [WP3.3] Phil Mulvaney, Pat O'Connor;
- [WP4.2] Larry McNutt.

1. Adoption of Agenda

- The agenda was adopted by meeting

2. Minutes of meeting of May 10th, 2019

- The minutes of the meeting of May 10, 2019 were adopted as true record.

3. Matters arising

- Previous meeting noted the loose understanding of what Transform-EDU is about and agreed that further information sessions or publicity drives were necessary. As starting point, the project is developing its website, which should be ready in 1-2 weeks.

4. WP1 Project Organisation/Management

- Initial 6 Month report to the HEA is due in July and will cover January to June 2019.
- To facilitate the initial reporting, all WP/WS to report on:
 - (a) progress against milestones and deliverables per original HEA submission, noting any changes accommodated since the submission.
 - (b) Update of expenditures recorded on the shared Excel File at: <https://bit.ly/2JiNwCX>
 - (c) (Where Applicable) the WP/WS to report on progress with the recruitment of research student.

5. Work Package/Workstream status and reports

- *WP2 (Barry Ryan on behalf of Jen Harvey, Per submitted outline report, see WP2 documents on shared Drive);*
 - (i) Reported that a formal request for additional support for stakeholder consultations events was lodged and additional funding to the value of €5,000 approved.
 - (ii) Recruitment of external consultants to oversee the stakeholder consultation process was completed and No Tosh was elected (See selection criteria on shared Drive).

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- (iii) Based on the funding now available, consultation/development of Curriculum Framework is to be achieved within a tighter timeframe. Transform-EDU/Co-CREATE team and key stakeholder to be established in July and a consultation process commencing in Sept 2019, leading to a cross campus stakeholder consultation in Oct/Nov 2019.
 - (iv) The postgraduate (MPhil) student recruitment is in progress. Project working title is, “*What are the current, and desired, educational practices within the TU Dublin Curriculum that develop transformative learning and employability?*” The project has now been approved by the Research & Postgrad Studies Committee of Blanchardstown Campus, and also obtained ethical approval from the ethics committee of City Campus. However, it was noted that response is still very low, hence; it was queried whether the working title may be discouraging potential applicants. It was agreed that recruitment of research scholars to this and other scholarships in Transform-EDU project require more effort such as wider circulation of the scholarship advertisements and possibly using other mechanisms, e.g., videos linked to TU communication channels. Prof Brian Bowe volunteered to send the adverts to previous trainees under identified research groups in City Campus.
 - (v) Agreed to pursue the visiting Professor/Fellow post for Transform-EDU Project.
- *Workstream 3.1 (Cormac McMahon, Per submitted outline report, see documents on shared Drive);*
 - (i) Five TU Dublin students to attend the Polytechnic Alliance Sustainability and Mobility Summer School 2019, which takes place at Lucerne University of Applied Sciences and Arts in July 7-14, 2019. The summer school will cover [various strands of sustainability science projects](#), with contextual focus to TU Dublin’s MSc in Sustainable Transport and Mobility. Attendance of the Workstream 3.1 coordinator and Sayonara Bittencourt, Blanchardstown Campus student are sponsored by the Transform-EDU Project Workstream 3.1.
 - (ii) Sayonara, who is a Creative Digital Media student will record the process and outcomes of the summer school. A technical report will also be written by Cormac MacMahon for possible publication in the Engineers Ireland journal.
 - (iii) Recruitment advertisement for a postgraduate student position within Workstream 3.1 was placed on the TU Dublin Blanchardstown website on May 16, 2019.
 - (iv) Workstream 3.1 team met with Philippe Lemarchand who has been developing the sustainability data analytics capability reporting. Synergies with Workstream 3.1 have been noted, but Workstream will consider how best same approach could be deployed to optimise the outcomes for Transform-EDU.
 - (v) Noted that, the School of Architecture has initiated a process for embedding SDG through its five-year programme. Jennifer Boyer, Assistant HoS TU Dublin School of Architecture presented the outcomes of the event at an AEC forum on June 13, 2019. It is envisaged that this approach could be replicated in other schools and faculties.
 - (vi) Reported that a small number of staff have piloted the Sustainability Literacy Test (SULITEST). Also, proposal has been mooted to run sustainability student orientation workshops in academic year 2019-20. Attempt to be made to ensure that the student engagement covers all types of student cohorts, i.e., FT/PT, Apprentice, postgraduates etc.
 - (vii) WP 2 coordinator shared resource link at <https://www.sustainabilityexchange.ac.uk>
 - *Workstream 3.2 (Aiden Carthy, Per submitted outline report, see documents on shared Drive);*
 - (i) Reported that two modules in Mindfulness and in Emotional Intelligence coaching have been developed and are ready for delivery from September 2019 (delivery schedule was proposed in the submitted report).
 - (ii) Additional Interpersonal Skills module has also been designed and is pending ethical approval.
 - (iii) The postdoctoral position for this Workstream has been specified and ready for recruitment. It is hoped that interviews will take place in July/August and that the researcher will be in place in September 2019.
 - (iv) Graphic contents for the publicity material for the Workstream modules are in design. When ready, such will be shared with other WPs/WSs. For consistent approach to communicating progress,

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procedures and outputs across the Transform-EDU project, there will be a consultation session on the same prior to their use.

- (v) It was queried whether the outcomes from this workstream could be extended to secondary schools as part of transition to 3rd level education formation. Agreed that, the immediate focus should be on project deliverables as originally specified, but the association with the National Forum for the Enhancement of Teaching and Learning in Higher Education could be used to assess opportunities for replication and application across the HE system and possibly secondary school
- *Workstream 3.3 (Phil Mulvaney, Per submitted outline report, see documents on shared Drive);*
Phil to report at next meeting
- *Workstream 3.4 (Cormac Doran to upload summary report to shared Drive);*
Coordinators apologies registered, to present full progress report at the next meeting.
 - (i) Reported that TU Dublin's Broombridge facilities includes areas for cross-disciplinary educational uses.
 - (ii) It was proposed that the Project Director to consider scheduling of the next project meeting at Broombridge so that project team can familiarises themselves with the plans for the site (Cormac to liaise with Gerry Farrell/Orna Hanley for a suitable date).
 - (iii) Suggested that it is time for the University offering in the CAO handbook to look address possible necessity of cross-disciplinary programmes and also look at how the current programmes address SDG elements and Civic engagement etc.
- *Workstream 4.1 (Paul Dervan, Per submitted summary report in shared Drive);*
 - (i) STLR Pilot completed in Blanchardstown Campus and currently preparing the evaluation report with target submission date of Wednesday June 19, 2019.
 - (ii) In respect of the TL 'Engine', two meeting have taken place between Sandra, Kevin and Paul to develop an understanding of what level of spend will be appropriate having regard to the scale of the planned pilot in January 2020, and the features required to support it. Further engagement and exploration of options will be required.
 - (iii) Arrangement have been made for a visit to DCU in June to discuss alternative approach to the deployment of their chosen e-Portfolio system used by 14,000 students and staff
- *Workstream 4.2 (Larry McNutt to upload summary report to shared Drive);*
The coordinators apology was registered, to present full progress report at the next meeting.
- *Workstream 4.3 (Kevin O'Rourke, Per submitted summary report in shared Drive)*
 - (i) Proposed that the personnel funding allocation for the workpackage be combined with funding from [DALTAI](#) and the HEA Student Retention Project to engage a Data Analytics Project Lead and a Data Analytics Technical Lead. Roles to give direction to the Dashboard initiative and the data required to ensure that actions in WP4.3 are delivered.
 - (ii) The Dashboard functionality in Office 365 (Microsoft Power BI) to be used to provide the initial/pilot platform for data visualisation. Software training is planned for 2019-20 academic year.
 - (iii) Currently Working with WP4.1 and WP6 to identify whether the digital badging functionality available within existing VLEs and ePortfolios can be exploited for the Transformative Learning Record.
 - (iv) Noted that the current emphases on graduate work readiness requires that Transform-EDU project to address how e-portfolio can contribute to efforts. A 'For-Life' approach to associated with alumni was suggested.

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- *WP5 (Brian Bowe, Per submitted summary report in shared Drive);*
 - (i) The drafting of chapters of Quality Systems for TU Dublin continues (Quality Manual/Handbook & Marks & Standards).
 - (ii) The complete draft of Quality Handbook is expected to be ready for internal consultations by September 1, 2019.
 - (iii) Draft Marks & Standards is expected to be available for consultation by January 1, 2020.
 - (iv) The hiring of an admin support to the WP is in progress and a Staff Requisition has been raised but submission is pending.
 - (v) Noted that contexts of Sustainable Development Goals have not been considered in the QA procedures, yet they could be the surest way of getting staff to engage.
 - *WP6 (Sandra Thompson, Per submitted outline report, see documents on shared Drive);*
 - (i) Presented the WP6 Implementation plan (Go Live) drawing from STLR-ised developments in WP2/WS3.1/WS3.2/WS3.3/WS3.4
 - (ii) Suggested that process could involve collecting digital badging feeding into records
 - (iii) Implementation plan is yet to draw up associated Risks and Controls
 - (iv) Noted that the unitary QA procedures for the University courses are under development. When completed, the procedures will be used to mainstream what MUST be done in WP6. However, in this development stage, it is feasible from each WP to envisage and recommend what should go into the QA process. A more pragmatic approach would be to wait to the end of the HEA project and then identify any QA imperatives.

6. Branding Transformative Learning within TU Dublin

- Suggested that the project should adopt a single brand of what project stands for, or a uniform communication on transformative learning as we want it understood by the wider TU stakeholders.
- Queried whether we consider developing a Transform-EDU App.

7. AOB

Date for next meeting: TBD and communicated by the Transform-EDU Project Director.

- Suggested that the next meeting be held at Broombridge as part of orientation with the facilities there in respect of Workstream 3.4 (Integration of Cross-disciplinary TL Events).
- Cormac Doran as Project Director, to liaise with Orna Hanley (Head of School of Architecture, TU Dublin City Campus) to facilitate once date is decided.