

MINUTES OF 7TH MEETING OF THE *TRANSFORM-EDU* PROJECT

Held on Friday September 27, 2019 at 14:00 Hrs in Aungier Street Room 1-077/78, City Campus

Present:

- [WP1] Cormac Doran (Chair), Philip Owende (Taking Minutes);
- [WP2] Jen Harvey, Barry Ryan;
- [WS3.1] Cormac McMahon, Andy Maguire;
- [WS3.2] Aiden Carthy;
- [WP3.3] Pat O'Connor;
- [WS3.4] Martha Burton, Noel O'Connor, Cormac Doran, Ronan Keaskin;
- [WS4.3] Kevin O'Rourke;
- [WP5] Brian Bowe, Philip Owende;

Apologies:

- [WP2] Miriam O'Donoghue;
- [WP3.3] Phil Mulvaney;
- [WS4.1] Paul Dervan, Miriam O'Donoghue;
- [WP4.2] Larry McNutt/Margaret Kinsella.
- [WP6] Sandra Thompson, Miriam O'Donoghue.

In Attendance:

Paul Jackson, Coordinator, HEA Project on Student Retentions across TU Dublin
Philippe Lemarchand, Engineering SD Goals project

1. Adoption of Agenda

- The agenda was adopted by meeting

2. Minutes of meeting of June 7, 2019

- The minutes of the meeting of June 7, 2019 adopted as true record.

3. Matters arising

- Arising from a previous unfulfilled action to holding a Transform-EDU project meeting at TU Dublin Broombridge, as part of orientation in respect of Workstream 3.4 (Integration of Cross-disciplinary TL Events), Noel to arrange with CDoran and agree date for the same.

4. WP1 Project Organisation/Management

- Noted delays in Delay in transferring funds to Work Packages in the City Campus and Tallaght Campus.
- Coordinator explained that the process is being agreed and should be resolved very shortly. Coordinators from City Campus to liaise with Mairead Cullen/Noel Gallagher, and Tallaght Campus with Irene Cooney.

5. Work Package/Workstream status and reports

- *Workstream 2 (Jen Harvey, Per submitted outline report, see documents on shared Drive);*
 - (i) Officially started work programmes on Winning Hearts and Minds.
 - (ii) No Tosh selected as external consultants to overseeing the stakeholder consultation process. A design team comprising Teaching Fellows and key stakeholder representatives established and consultation process commenced and expected to lead to a cross-campus stakeholder consultation in Oct/Nov 2019.

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- (iii) Reported that postgrad student recruitment and interview still pending.
 - (iv) Seeking NFT&L leverage funding for assessment feedback.
 - (v) Fellowship WPs are underway for all three campuses.
 - (vi) Under 2.1 MO was assisting in collating institutional data covering policies, strategies and regulations.
 - (vii) BB (WP5) to liaise with JH (WP2) on relevant policies in the new quality framework. JH to send the request for list.
 - (viii) Outlined the forthcoming CoCREATE-Transform-EDU Seminar with Professor Tina Overton, Leeds University entitled Embedding Sustainability into the Curriculum – an award winning collaborative approach to sustainability across all aspects of the University curriculum. Date set for November 26, 2019.
 - (ix) Suggested that CD as Transform-EDU Project Director to set up Google Calendar of project related events.
- *Workstream 3.1 (Cormac McMahon, Per submitted outline report, see documents on shared Drive);*
 - (i) Reported that Five students attended the Polytechnic Alliance Sustainability summer camp, in Lucerne in July 2019. The students participated in project teams with students from Coventry, Purdue, Darmstadt and Lucerne on projects related to the circular economy, on the design of sustainable urban living in Mumbai and on sustainable transport and mobility for three Grangegorman Campus. The school was co-sponsored by Transform-EDU and Campus Life.
 - (ii) The Workstream is preparing an article on item (i) for the Engineers Ireland journal and the EI Conference on Engineering Education.
 - (iii) The MPhil studentship in the Workstream was advertised and returned five applicants. Candidates were interviewed in early November (?) and a provisional offer has been made to one applicant. However, there were some follow-up actions with respect to international fees and fees required to progress this.
 - (iv) Workstream arranged for Philippe Lemarchand to present preliminary results on analysing TU Dublin's curriculum against the SDG's and STARS as part of the planned activities in the Workstream. Philippe attended the session for this. It is anticipated that the new MPhil student will also focus their research on extending this work. The scope of the work will focus on acquiring a full curriculum data set for TU Dublin, enhancing the analytic method, analysing the validity of the analytic method and engaging with staff.
 - (v) Suggested that ways of upskilling staff on Sustainability Goals and baseline for our organisation is required.
 - *Workstream 3.2 (Aiden Carthy, Per submitted outline report, see documents on shared Drive);*
 - (i) This position of a postdoctoral scholar in the Workstream was advertised and one candidate interviewed but was unsuitable for the role. It will be re-advertised in late October and greater efforts will be undertaken to attract a suitable candidate.
 - (ii) Reported that significant progress has been made and the Workstream is currently piloting Mindfulness and EI Coaching with a cohort students in Year 2 of Study, as follows: EI Coaching at City Campus (Aungier Street) and Tallaght Campus; Mindfulness at Blanchardstown Campus. It is anticipated that mindfulness will also be offered at the Tallaght Campus in the later part of Semester I of this academic year.
 - (iii) ESTEeM mentoring project: Contact has been made with Leslie Shoemaker who has developed the ESTEeM mentoring project for female computing and engineering students at TU Dublin. There is considerable synergy between the work that Leslie is conducting and the Workstream 3.2 of Transform-EDU project. Reported that Leslie has collected two years worth of data for her project, so there is the potential for collaboration with respect to publications or further research, and a meeting has been arranged for October to explore possibilities for collaboration.

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- *Workstream 3.3 (Phil Mulvaney, Per submitted contents in the 6 Month report to the HEA, see documents on shared Drive, which includes research project summary);*

The Workstream has developed a module on Active Citizenship. The aim of this module is to encourage students to get actively involved in their communities to achieve personal development and to further the achievement of a civic goal. Students undertaking this module will be expected to:

- (a) Demonstrate understanding of the benefits and challenges of active citizenship to organisations and society.
- (b) Explore their values and motivations in order to determine what role they can play to benefit society
- (c) Reflect on how their citizenship activities may benefit their personal development
- (d) Deliver a poster presentation detailing their and their volunteering organisation's citizenship activities
- (e) Write a report (or create a video or a web demonstration) on how their citizenship activities have contributed to their personal development and to the development of their communities

The second key component of this Workpackage is to undertake research on the community development sector and to support linkages between the University and local development organisations. This will complement the aims of the Active Citizenship module outlined above. Postgraduate student recruitment completed started in September 2019. The postgraduate student is based in the Tallaght Campus

- *Workstream 3.4 (Cormac Doran, Per submitted summary report in shared Drive);*
Data gathering from the 3 campuses has been completed. University wide calendar for 20/21 academic year to be completed by February w4.
- *Workstream 4.1 (Paul Dervan, Per submitted summary report in shared Drive);*
 - (i) Reported that, Emotional Intelligence (EI) coaching and mindfulness events to be STLR tagged.
 - (ii) Report on the evaluation of the pilot implementation of the Transformative Learning Record concept with 180 students in the School of Business in Blanchardstown Campus was completed and submitted to Transform-EDU Project Coordinator in June. Overall, the feedback from students, staff and industry were deemed positive.
 - (iii) Project meeting was held to consider approaches to ePortfolio deployment. Agreed that, the approach to deployment was of more importance than the technical platform to be used, and that the collaborative framework at www.eportfoliohub.ie provided a comprehensive guide to what, why and how of ePortfolio design.
 - (iv) The Workstream also consulted with Microsoft's education team and LinkedIn for possible ePortfolio solutions. Both did not yield outcomes that could be applied to the project aims.
 - (v) Drawing from DCU (Dr Mark Glynn, Head of Teaching and Learning) experience with ePortfolios, the Workstream has highlighted key educational benefits of its use and also key learning that should guide the Transform-EDU's approach.
 - (vi) The misinterpretation that Transform-EDU project is the STLR project is yet to be resolved. Noted the need to define the project boundaries and overall contribution of Workstream 4.1 to the objectives and deliverables as specified for Transform-EDU need clarification and agreement. Suggested that there was need to consider a higher-level meeting to agree/resolve the need for project convergence with outputs from this Workstream, WP2 and WP5.
- *Workstream 4.2 (Olivia Edge to upload summary report to shared Drive);*
The workstream is in the process of developing a baseline for implementation of UDL for Learning. Key developments for the reporting are:
 - (i) Olivia Edge has been appointed the coordinator for this Workstream.

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- (ii) Current tasks have involved overseeing how the outputs will be operationalised in the overall TU context.
 - (iii) The Workstream has now set the underpinning Problem Statement.
 - (iv) The workstream team has agreed to focus on five key objectives, namely: UDL Policy, Operating Model; QE Framework; Consolidated Resources; Championed/Prioritised Implementation. The workstream has also developed the Terms of Reference for each objective, and is currently establishing the appropriate deliverables and establishing the resource requirements for the same.
 - (v) It is agreed to expedite the recruitment of the postgraduate student for Q1 of 2020.
- *Workstream 4.3 (Kevin O'Rourke, Per submitted summary report in shared Drive)*
 - (i) Funding from this workpage (€23K in Y1) is being combined with funding from DALTAI and the Student Retention Project for employment of a Data Analytics Project Lead and a Data Analytics Technical Lead. These roles, which currently being filled, will give direction to the Dashboard initiative and the data required to ensure that actions in WP4.3 are delivered.
 - (ii) Work with WP4.1 and WP6 coordinators is ongoing and broad agreement around ePortfolio tools and the framework devised in eportfoliohub.ie. Training for academic staff and other supporting events are being planned for the coming academic year.
 - (iii) Meetings with Microsoft and LinkedIn have been held over the summer and negotiations regarding training and licensing are currently under way. The dashboard functionality provided by Microsoft Power BI will provide an initial/pilot platform, but other offerings will also be investigated in the coming months.
- *WP5 (Brian Bowe, Per submitted summary report in shared Drive);*
 - (i) Significant progress made with the different QA-QE Handbook sections including policies and terminologies, indexing.
 - (ii) Progress already presented to the President's Group.
 - (iii) Also dealing with Committee Structures.
 - (iv) Noted that effective implementation of new QA-QE procedures will depend on how proposal will be adaptable to the TU Dublin Information System and pending Organisation Design.
 - (v) It is expected that all other WPs and Workstreams will contribute to how the QA-QE process is realigned.
 - (vi) ToR for the proposed Academic Quality Office is under development, with focus on agility and efficient monitoring of programmes, including learner experience.
- *WP6 (Sandra Thompson, Per submitted outline report, see documents on shared Drive);*
Activities for the reporting periods are:
 - (i) Compiling risk analysis for each task identified on the implementation plan.
 - (ii) WP is working with early adaptors on all campuses to develop opportunities of transformative learning.
 - (iii) Trial and testing possible transformative learning events and activities on Tallaght campus and Kevin Street.
 - (iv) When the event listing is received from all campuses work will begin on developing a "roadmap" of transformative learning opportunities for students during pilot 1.
 - (v) Encourage all project team members to bring any opportunities to the attention of WP 6 coordinator and contributors
 - (vi) Request the project coordinator and project director to consider funding a IT "plug in" to enable the expansion of the Blanchardstown campus IT transformative learning platform into all campuses learning management systems. Please note only early consideration to be given, evaluation of the Blanchardstown IT TL platform will have to be conducted, specification and cost estimation of the "plug-in" will be drafted and presented to the team in due course.

6. Templates and Branding

- Noted that WPs and Workstreams are still communicating content without project ID and Branding and does not reflect well on project.
- Project director to communicate guidelines to ensure uniformity in future communications and information exchange related to Transform EDU Project.

7. AOB

- Report on two events planned for City Campus that are important for the project and those available to consider attending, re; Assessment and Feedback, and; Seminar with Professor Tina Overton, Leeds University, Embedding Sustainability into the Curriculum.
- Need to consider COST Action Presentation—Funding for Networks

Date for next meeting: November 29, 2019 in Room B013 LINC Centre Blanchardstown Campus.