

MINUTES OF 8TH MEETING OF THE *TRANSFORM-EDU* PROJECT

Held on Friday November 29, 2019 at 14:00 Hrs in Room B013, the LINC Blanchardstown Campus

Present:

- [WP1] Philip Owende (Chair and Taking Minutes);
- [WP2] Jen Harvey, Miriam O'Donoghue;
- [WS3.1] Cormac McMahon, Andy Maguire;
- [WS3.2] Aiden Carthy;
- [WP3.3] Pat O'Connor;
- [WS4.1] Paul Dervan;
- [WP4.2] Margaret Kinsella.
- [WS4.3] Kevin O'Rourke;
- [WP5] Brian Bowe, Philip Owende;
- [WP6] Sandra Thompson, Miriam O'Donoghue.

Apologies:

- [WP1] Cormac Doran;
- [WP3.3] Phil Mulvaney, Catherine Lynch;
- [WS3.4] Martha Burton, Noel O'Connor;
- [WP4.2] Larry McNutt.

1. Adoption of Agenda

- The agenda was adopted by meeting

2. Minutes of meeting of September 27, 2019

- The minutes of the meeting of September 27, 2019 adopted as true record.

3. Matters arising

- Matter carried forward from last meeting:
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 that, for consistency, elements of the project that involve data collection should formulate and use agreed common template to validate comparison of the respective study scenarios (where necessary).
- Noted possible misunderstanding that Transform-EDU project had blanket Ethical Approval for its sub-projects. It was clarified that student-driven elements of the project require Ethical Clearance as condition for project approval, and this had been strictly observed.
- It was clarified that, where necessary, each WP and Workstream with investigative element must seek appropriate ethical clearance. It was discussed and agreed that A Carthy to work with J Harvey towards a possible broad-based ethical clearance for all other works outside of the student-driven research elements as may be deemed appropriate, and to consider possible generic protocols that may allow for listing the range of data related process and methods.

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5. Work Package/Workstream status and reports

- *Workstream 2 (Jen Harvey, Per submitted summary on OneDrive);*
 - (i) Presentations as part of stakeholder consultation has been completed on all Colleges/campuses. Steering team for the consultation process, comprising 35 TU Dublin Staff and students set up on 27 September.
 - (ii) Cross-campus consultation facilitated by NoTosh consultants undertaken in Oct/Nov 2019. A design team comprising Teaching Fellows and key stakeholder representatives was established on 26 September. Consultation sessions with 150 attendees and facilitated by NoTosh were held in the City, Tallaght and Blanchardstown campuses in period October 29 to 30, 2019, and identified emergent themes. Work was complemented by a series of promotional /consultation activities facilitated by the design team members. Project Nests created on the three campuses as a focus for ideas exchange and stakeholder engagement as well as a digital project text.
 - (iii) MPhil student recruitment in progress for purposes of identification of employability gaps and redress strategy, and curriculum audit.
- *Workstream 3.1 (Cormac McMahon, Per submitted summary on OneDrive);*
 - (i) Provisional offer has been made for the MPhil scholarship supporting the workstream. Study to focus on developing an embedded sustainability for education protocol for TU Dublin. Dr Philippe Lemarchand and Dr Philip Owende have been officially co-opted as additional project supervisors. It is anticipated that the student will commence in January 2020.
 - (ii) Workstream is involved in the organisation of the 2020 Int. Sustainability Summer School to be hosted by TU Dublin. Accommodation has been identified, the summer school has been costed and a full brochure will be circulated to Polytechnic Alliance partners shortly.
 - (iii) The Workstream is proactively exploring opportunity to broaden activity and footprint through collaboration with the Dublin School of Architecture (DSA). The work undertaken by DSA to date sets unique pedagogical approach to embedding sustainability to the curriculum, and which could be useful for other disciplines/schools in respect of pathway to comprehensive learner awareness and subsequently in-depth handling of sustainability principles in coursework.
- *Workstream 3.2 (Aiden Carthy, Per submitted summary on OneDrive);*
 - (i) Pilot modules in EI coaching delivered at City Campus (Aungier Street) and Tallaght Campus, and Mindfulness at Blanchardstown Campus. Feedback collected and currently being analysed and to form basis for any changes to module delivery in the follow-on sessions.
 - (ii) Further analyses to be conducted after Mindfulness sessions to be delivered in Semester 2, 2020. semester.
 - (iii) The workstream postdoctoral position was re-advertised but received a single application which is considered rather disappointing. Noted that five applicants had commenced the Online application process online but ended in just one submission. To report on progress and possible alternative approaches at the next meeting.
- *Workstream 3.3 (Phil Mulvaney, Per submitted summary on OneDrive);*
 - (i) Research project has commenced and is progressing, with the engagement of external stakeholders. An Ethics Application was submitted to the Research Ethics Committee.
 - (ii) A series of lectures for the module on Active Citizenship is being developed.
 - (iii) A representative of the South Dublin Volunteer has agreed to develop and deliver a short lecture on the landscape for volunteering
- *Workstream 3.4 (Cormac Doran, Per submitted summary on OneDrive);*
 - (i) Data on interdisciplinary events across the 3 campuses has been collected per project plan.
 - (ii) The Workstream plans to meet in mid-February 2020 to populate and format a calendar for the 2020/21 academic year.

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- *Workstream 4.1 (Paul Dervan, Per submitted summary on OneDrive);*
 - (i) Pilot implementation report on Transformative Learning Record concept with 180 School of Business students in Blanchardstown Campus completed and reported in June 2019. Pilot subsequently extended to all 1,000 School of Business students at Blanchardstown Campus.
 - (ii) Noted that TLR testing (a Transform-EDU milestone) remains at risk pending agreement on how the IT platform required to support implementation (across three campuses) will be funded.
 - (iii) Approach to ePortfolio deployment to adopt framework developed by working group including the TU Dublin campuses (www.eportfoliohub.ie). Noted current position of City Campus with Brightspace, Blanchardstown with Mahara (on a trial basis) and Tallaght campus to explore other options as appropriate.
 - (iv) ePortfolio framework also considered experience from DCU in their adoption of Open Source Mahara as sole platform (detailed observations outlined in the shared folder). Notable learning from DCU include: the need for a dedicated trainer to support academics; the use of Open Source accords opportunities for collaboration.
 - *Workstream 4.2 (Margaret Kinsella succeeding Olivia Edge in Workstream, Per submitted summary on OneDrive);*
Workstream developed and agreed upon a baseline and assignments to the following deliverables in respect of UDL for Learning:
 - (i) UDL Policy to be completed by March 2020 (Assigned to L McNutt);
 - (ii) Development of Proposal for Operating Model by December 2020 (Assigned to P Owende).
 - (iii) QE Framework (Assigned to P Owende);
 - (iv) Consolidation of UDL Resources (Assigned to G Roche);
 - (v) Champion/Prioritise Implementation (Assigned to M Kinsella).

All the above require expeditious recruitment of the Postgraduate student, preferably in Q1 of 2020.

- *Workstream 4.3 (Kevin O'Rourke, Per submitted summary on OneDrive)*
 - (i) Noted that the Workstream funding (€23K in Y1) will contribute to the employment of a Data Analytics Project Lead and a Data Analytics Technical Lead. These will give direction to the Dashboard initiative and the data required to ensure that actions in WP4.3 are delivered.
 - (ii) The dashboard functionality provided by Microsoft Power BI previously identified as a possible solution will require additional licensing to be deployed in the manner originally proposed. Funding for this will be sought in the coming months, but other offerings will also be investigated. Negotiations regarding training and licensing with Microsoft and LinkedIn continue.
- *WP5 (Brian Bowe, Per submitted summary on OneDrive);*
Update covering progress since May 29 include:
 - (i) Specification for the appointment of the administrator has been completed, requisition to be processed through appropriate recruitment channel.
 - (ii) Project Team agreed that WP5 to be aligned to the ongoing QQI Cinné Review (Institutional Review of TU Dublin) and work will progress in December to achieve this.
 - (iii) Consultation process for the new Quality Framework is being developed and will go out for consultation to all TU Dublin staff in January/February 2020. Feedback will be via online survey which will also elicit levels of staff engagement with existing quality frameworks and perceptions of the effectiveness of the procedures within these frameworks. Survey questionnaire to be developed and agreed through December 2019- January 2020 timeline.
 - (iv) For consistency across all procedures while cognisant of the current differences in academic and reporting structures, the Project Team has proposed a new academic system on the assumption that Academic Council will have (possibly among others) three sub-committees to govern and oversee quality assurance and enhancement policies and procedures, including: University Quality

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- Board; Quality Assurance & Enhancement Committee; Academic Regulations, Policies and Procedures Committee. The ToRs for these committees have been drafted. The proposed structure will involve, the programme committees reporting to discipline programme boards, which in turn report to the University Programme Board. The Project Team are aware that this model may be replaced with a new model when the new structures are developed and implemented.
- (v) The Project Team has started to draft the assessment regulations (Marks & Standards) and will require decisions in relation to: Calculation of grades/classification (e.g. GPA); rules for compensation (where applicable); progression carrying credits (where applicable); Exemptions; Thresholds; Remark/recheck processes; Appeals processes; Academic integrity.

- *WP6 (Sandra Thompson, Per submitted summary on OneDrive);*
 - (i) Reported that programmes/modules/projects with opportunities for demonstrating transformative learning have been identified across all three campuses.
 - (ii) Specific details of the programmes/modules/projects to be shared shortly.
 - (iii) The workstream will be holding focused briefing sessions (staff and students) in January on each campus and intended to brief the early adaptors. Objective is to establish presence and to provide and guidelines and attend to any queries.
 - (iv) It is necessary for project to discuss/develop brand awareness. Therefore, it is proposed to aim at generating appropriate cross-campus identifiers.

6. AOB

- None recorded

Date for next meeting: Friday February 7, 2020 at Synergy Centre Tallaght Campus.

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