

Minutes of the Governing Body Meeting – September 4, 2019

- Present:** David Holohan (Chairperson – Attendance by Phone), Dr Fionnuala Anderson, Eimear Boyd, Marie Carroll, Kieron Connolly, Dr Annie Doona, Anthony Dunne, Maeve McConnon, John McDonnell, Áine O’Sullivan, Joachim Pietsch, Cllr Barry Saul
- Apologies:** Celine Blacow, Fiona McLoughlin, Sorcha Nic Cormaic, Jim Pipe, Aoife Ruane, Tom Taylor, Cllr Barry Ward
- In Attendance:** Bernard Mullarkey, Elizabeth Stunell

The meeting was chaired by Marie Carroll.

The Chairperson welcomed Eimear Boyd – Student Member – to the meeting. The Chairperson also congratulated Anthony Dunne on his reappointment as Student Member of the Governing Body.

1. Adoption of Agenda

The Agenda was adopted as circulated.

Proposed: Dr Fionnuala Anderson
Seconded: Maeve McConnon

2. Conflicts of Interest

No conflicts of interest were reported regarding items for discussion on the agenda for this meeting.

3. Adoption of Minutes of Meeting of June 12th 2019 (including Internal Publication)

The Minutes of the Meeting of June 12th 2019 were approved (including approval for internal publication).

Proposed: John McDonnell
Seconded: Maeve McConnon

4. Matters Arising

- **Senior Academic Leadership Initiative** – briefings are being organised by the HEA in relation to posts to be offered through the Senior Academic Leadership Initiatives. The President noted that although IADT will make a strong application for allocation of posts to IADT, IADT’s gender and diversity balances are good and therefore it is unlikely that IADT will be allocated posts available through this initiative.

- **Technological Universities** – the President updated the Governing Body regarding Technological Universities. It was noted that the Panel Visit to consider the application by Cork Institute of Technology and Tralee Institute of Technology to be designated as a Technological University, has taken place, and that the application was unsuccessful. The President outlined the grounds on which the application was refused. It is understood that Cork and Tralee Institutes of Technology have been offered six months in which to address the issues raised by the panel. It is understood that none of the other consortia considering application to become a Technological University are ready to submit a formal application.
- **Audit and Risk Committee** – the Secretary/Financial Controller noted that Sam Dunwoody has accepted appointment as an external member of IADT's Audit and Risk Committee, and will be attending the September 4th meeting of the Committee.
- **Audit and Risk Training** – members of the Governing Body were reminded that the requested training on Audit and Risk for members of the Audit and Risk Committee will take place following the Governing Body meeting, and that members of the Governing Body are invited to attend.
- **Digital Media Building** – a planning application for the Digital Media Building was lodged with Dun Laoghaire-Rathdown County Council on July 3rd last. It was further noted that no 'Observations' have been submitted by external parties which was welcomed by the Governing Body. However a request for additional and detailed information on a number of points – most of which are not in relation to the building itself – has been received from Dun Laoghaire-Rathdown County Council, and the requested information is being collated at present. The Secretary/Financial Controller also updated the Governing Body regarding the planning application status for other buildings included within IADT's Bundle.

5. Correspondence

None.

6. Technical Approvals

6.1 Bank Accounts

The Governing Body approved the following bank account activity:

Proposed: Anthony Dunne

Seconded: Áine O'Sullivan

6.2 Property Rentals

The Governing Body approved the following Media Cube Licences:

- Mediastreet
- Zendra Healthcare

Proposed: Dr Fionnuala Anderson

Seconded: Kieron Connelly

6.2 HR Appointments

1. Completed Interview Board Recommendations

The President has received the following recommendations. Subject to the satisfactory completion of the verification processes the President is prepared to recommend the appointment from the panel of the nominated candidate with effect from the date of their taking up duty in the particular post. Such sanction to appoint is conditional on the President being satisfied, following review, that the necessary funding arrangements and compliance with Employment Control Ceilings are in place to support appointments on a case by case basis.

04/19 Careers Officer (Permanent Wholetime)

05/19 Librarian (Permanent Wholetime)

06/19 Senior Library Assistant (Permanent Wholetime)

07/19 ICT E-Learning & Educational Technologist (Permanent Whole Time)

10/19 Student Recruitment and Student Liaison Officer

Permission is sought from Governing Body for the President, subject to the satisfactory completion of the verification processes, to offer appointments on foot of the competitions which were advertised in in the Irish Times on Friday 21st June 2019. The closing date for all of these competitions was 5pm on Friday 12th July 2019 and interviews took place in July and August 2019.

11/19 Pro-Rata Assistant Lecturer in Management & Marketing (1 year fixed Term)

12/19 Pro-Rata Assistant Lecturer in Sociology (1 year Fixed Term)

13/19 Pro-Rata Assistant Lecturer in Electronics and CMT – Job share Interviews to take place in October

15/19 Pro-Rata Assistant Lecturer in Art (1 year)

Permission is sought from Governing Body for the President, subject to the satisfactory completion of the verification processes, to offer appointments on foot of the competitions, which will be advertised on the 4th September 2019. The closing date for all of these competitions will be 12 noon on Wednesday 18th September 2019 and interviews will take place in early October 2019 – a date has yet to be determined

16/19 Assistant Caretaker

2. Progression

The following staff have applied for Progression from AL to L, Progression Panels have still to be established and further to the President's approval the recommendations of the progression panel we will be seeking ratification from Governing Body for the following staff making application:

3. Superannuation Awards.

The award of a Lump Sum and Pension from the relevant dates below is recommended in accordance with the provisions of the Education Sector Superannuation Scheme to:

Proposed: Áine O'Sullivan
Seconded: Anthony Dunne

7. Governing Body Committees and Academic Council

7.1 Minutes of the Academic Council Meetings of 13th May 2019

The Minutes of the Academic Council meeting of 13th May 2019 were noted by the Governing Body. An update regarding matters considered by Academic Council during this period was given by the President. The President noted discussion regarding the amount of information that is collected from students via surveys. A number of surveys carried out each year are national and mandatory for the Institute to operate for example the Irish Survey of Student Engagement. However work is underway to reduce the level of other information that is requested from students via survey.

8. Governing Body Resolutions

8.1 The Governing Body approves the IADT Research Policy (10/2019)

The President gave an overview of the IADT Staff Research Policy to the Governing Body. The appointment of Jennifer Brennan to THEA to focus the Sector's approach to research was noted by the President, as was the emphasis on research which has been included in the criteria for designation as a Technological University.

The staff Research Policy has been developed in line with national and European guidelines regarding what constitutes research. The Policy also outlines IADT's Research Themes. Some concern was expressed as to whether a requirement that staff research supported by IADT must adhere to IADT's research themes, however the President noted that the research themes have been designed to be broad enough to encompass any research topic likely to be undertaken by staff members of IADT. It was also noted that the Staff Research Policy will be reviewed in mid-2020, and should any issues be identified with the Research Policy, they will be addressed as part of this review.

Resolution 10/2019 was adopted by the Governing Body.

Proposed: Maeve McConnon
Seconded: John McDonnell

9. President's Briefing

9.1 President's Briefing

Circulation of a briefing by the President was noted by the Governing Body – a number of key events and achievements from within the briefing were highlighted:

- **Royal Television Society Awards** – a number of IADT’s students were successful at the recent Royal Television Society Student Television Awards winning a number of categories.
- **Anna Guerin** – the Governing Body congratulated Masters in Business in Digital Entrepreneurship graduate Anna Guerin on being selected to exhibit her fashion collection ‘The Dualist’ as part of the Brown Thomas Create 2019.
- **Galway Film Fleadh** – a number of IADT’s graduates were successful in winning categories at the 2019 Galway Film Fleadh.
- **Markievicz Award** – the Governing Body congratulated MA in Art Research Collaboration graduate Isadora Epstein on her recent success as one of the winners of the Markievicz Awards which were awarded for the first time earlier this year. The Markievicz Awards are administered by the Arts Council on behalf of the Department of Culture, Heritage and the Gaeltacht.
- **Source Graduate Photography Showcase Review** – IADT photography graduate Hugh Quigley was selected as one of 18 photography graduates to feature in the annual Source Graduate Photography Showcase Review.
- **Taster Days and Open Days** – as part of IADT’s ongoing student recruitment initiatives, a number of Taster Days will take place from October 29th to 31st next. In addition a number of Open Days have been put in place.
- **Certificate in Production Management for Animation** – IADT recently launched a Certificate in Production Management for Animation, which will be offered through the Springboard+ initiative, and aims to meet needs identified by the Animation industry.
- **Creative Arts Summer School** – the second annual Creative Arts Summer School took place at the end of June during which participants were able to spend a day enjoying the creative courses on offer at IADT, UCD, TCD, MIE and NCAD. The participants also received a certificate marking their completion of the Summer School.
- **Information Sessions and Induction** – an induction session specifically for students coming to IADT through the HEAR and DARE schemes was held on 3rd September. In addition an information session for the parents of those students was held on the same day to enable parents to ask any questions they may have regarding the supports available at IADT.
- **Erasmus Students** – IADT will welcome a number of Erasmus Students to the Institute this year, and an induction and welcome event for incoming Erasmus students will be held in the coming week.
- **Learning Cities** – on 23rd of July the Co-Chairs of the Dublin Learning City project, Denise McMorrow (IADT) and Trevor Purtill, met with the Lord Mayor of Dublin, Paul McAuliffe, to mark the City of Dublin’s acceptance into the UNESCO Global Network of Learning Cities. The Lord Mayor received a certificate of membership signed by David Atchoarena, Director of the UNESCO Institute for Lifelong Learning. The Dublin Learning City project is a collaboration between Dublin City Council, City of Dublin ETB, IADT, MIE, UCD, TCD and NCAD.
- **First Year Matters** – IADT’s first year induction programme First Year Matters will commence shortly providing important information sessions and fun events to help first year students make the transition from school to third level education. The induction programme will run over the first 4 weeks of term. In addition, 2019 saw the first Final Year Matters initiative to assist upcoming graduates in their transition from third-level education to the world of work.
- **Sea Fever** – the World Premiere of Neasa Hardiman's Sci Fi Thriller ‘Sea Fever’ will take place at the Toronto International Film Festival. Sea Fever was

produced by Fantastic Films which includes a number of IADT graduates and Governing Body member John McDonnell.

- **SOLAS** – the President noted that Andrew Brownlee has been appointed as CEO of SOLAS. It is hoped that his appointment will lead to better synergies between the University and Institutes of Technology sectors.
- **HEA CEO** – Dr Alan Wall has been appointed as CEO of the HEA. The Governing Body wished Dr Wall well in his role. The President has written to Dr Wall congratulating him on his new role.

Student Recruitment and Numbers Update – a full overview of IADT's student numbers and profile will be given to the Governing Body once the registration and student census processes have been completed. The President gave a brief progress update on the CAO 2019 process to the Governing Body. Recruitment to a number of IADT's programmes in specialist areas is strong. However recruitment to a number of programmes is a cause for concern. A general downward trend in a number of discipline areas including Art-based programmes was noted. An issue regarding a decline in the teaching of Art at Leaving Certificate level was also noted. The President has been contacted by the Director of NCAD to request a meeting with both IADT and TU Dublin to discuss a consolidated approach to the promotion of art and design programmes to mutual benefit – the President has agreed to this meeting.

The President also noted a significant lowering of points by Universities for their general Arts programmes which has had a knock-on effect on IADT's student recruitment to programmes including the BA (Hons) in English, Media and Cultural Studies. A focused campaign highlighting the differences and added benefits of IADT's programmes will need to be undertaken in future recruitment initiatives.

A number of further factors affecting recruitment to programmes were noted including a more buoyant employment market which has led to a reduction in the number of mature students attending third level. A number of other higher education institutes have also developed and now offer programmes in areas such as film and animation which were niche markets for IADT. The Secretary/Financial Controller again outlined to the Governing Body that should IADT fail to increase student numbers by at least the average level increase across the sector, IADT will not be able to maintain budget share. The increasing importance of self-generated income was also noted as was the potential need to prioritise resources into growth areas.

9.2 IADT: Financial Update

Circulation of the Management Report for June and July 2019 along with the supporting briefing from the Secretary/Financial Controller was noted by the Governing Body. A briefing regarding a number of key figures within the report was also given by the Secretary/Financial Controller. Due to a number of timing factors in relation to expenditure, the projected negative variance for the year has been reduced to €150K.

Timings in relation to the completion of recruitment competitions and the appointee taking up their posts, has contributed to a positive variance in the staff pay forecast. However a 1.75% pay restoration for staff as per the Sustainability Agreement came into effect on September 1st last.

Non-pay expenditure is ahead of projections at present however this is due to timing issues. A detailed review of expenditure was also carried out at the end of June to ensure that IADT retains careful and tight control over expenditure.

9.3 Athena SWAN Update

As previously noted IADT submitted an application for Bronze Level Athena SWAN Accreditation last April. IADT's application is being assessed by the Athena SWAN Accreditation Panel and the outcome of the application will be known by November of this year. The high failure rate for first time applications was again noted to the Governing Body, however extensive feedback is provided by the Accreditation Panel to assist the applicant institution in making a successful application for accreditation at a future attempt.

The President also reminded the Governing Body of the HEA's requirements that all Institutes of Technology must have applied for Athena SWAN accreditation no later than the end of 2019 (IADT has met this requirement), and that each Institute of Technology must achieve Athena SWAN Bronze Level accreditation within 18 months of application – implications for eligibility to apply for research funding should Institutes fail to meet this requirement were noted.

10. Presentation – Outcome of Red C Poll

The Chairperson welcomed Geoff Tucker – Red C, and Ruth Barry – Marketing Manager, to the meeting. It was noted that earlier this year, Red C was engaged to carry out a survey within IADT's catchment area, to determine the level of knowledge of IADT and the programmes on offer at IADT. A presentation regarding the results of this survey was given to the Governing Body.

11. Equality, Diversity and Inclusion Implications

No issues in relation to Equality, Diversity and Inclusion were identified in relation to agenda items discussed at this meeting.

The next meeting of the Governing Body will take place on October 2nd 2019.

Signed: _____

David Holohan
Chairperson

Date: _____