

Minutes of the Governing Body Meeting – April 1, 2020

Present: David Holohan (Chairperson), David Smith (President), Dr Fionnuala Anderson, Celine Blacow, Marie Carroll, Kieron Connolly, John McDonnell, Fiona McLoughlin, Sorcha Nic Cormaic, Áine O’Sullivan, Joachim Pietsch, Aoife Ruane, Cllr Barry Saul, Tom Taylor

Apologies: Eimear Boyd, Anthony Dunne, Maeve McConnon, Jim Pipe, Cllr Barry Ward

In Attendance: Bernard Mullarkey, Elizabeth Stunell

This meeting took place using the MS Teams Platform – IADT Governing Body Group. Attendance for the meeting was monitored throughout the meeting by the Secretary to the Governing Body and the recording Secretary to the Governing Body. Subsequent to the meeting, it was noted that Eimear Boyd and Anthony Dunne had tried to join the meeting, but were unable to do so due to technical difficulties.

Suspension of Standing Orders:

It was noted that as IADT’s campus is currently closed and due to measures introduced by Government to deal with the COVID-19 crisis, a corporeal meeting of the Governing Body is not possible at this time. It was therefore proposed that the Governing Body suspend Standing Orders for this meeting. This proposal was agreed by the Governing Body:

Proposed: Chairperson
Seconded: Sorcha Nic Cormaic

The Governing Body noted that David Smith has commenced his term of office as President of IADT as of April 1st 2020. The President noted the positive legacy left by Dr Annie Doona and noted his aspirations for his leadership of IADT into the future.

1. Adoption of Agenda

The Agenda was adopted as circulated.

Proposed: Chairperson
Seconded: Marie Carroll

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 March 4th 2020 (including Internal Publication)

The Minutes of the Meeting of March 4th 2020 were approved (including approval for internal publication).

Proposed: John McDonnell

Seconded: Marie Carroll

4. Matters Arising

- **Election of Student Representatives to the Governing Body** – the Secretary/Financial Controller noted that nomination papers in respect of two student members to the Governing Body have been received, however due to the campus being closed at short notice, the nomination papers received did not have the required 20 registered student signatures on the nomination form. In the interests of ensuring continuity of student members on the Governing Body, the Secretary/Financial Controller in his capacity as Returning Officer has accepted the nomination papers, with the nominating signatures to be provided as soon as the campus re-opens to students. No objections were raised by Governing Body members in relation to this decision. The names of the nominated Student Representatives will be forwarded to the DDLETB for approval and onward forwarding to the Minister for Education and Skills for appointment. The Student Representatives nominated are Rachel Ryan and Somhairla Brennan. The nominations were noted by the Governing Body.

5. Correspondence

No correspondence.

6. Technical Approvals

6.1 Bank Accounts

No changes to IADT's bank accounts.

6.2 Property Rentals

The Governing Body was notified that a number of companies in the Media Cube have requested 'rent holidays' due to the current COVID-19 crisis. These are being granted where requested. The likelihood that a number of Media Cube companies will fold during the COVID-19 crisis was noted. The Governing Body was notified regarding the potential loss of income from rentals due to the above factors. A number of previously approved Media Cube Licenses will now not be implemented as per the approved dates, and a number of clients will move into and out of the Media Cube on different dates to those specified in their License Agreements and previously approved by Governing Body. These will be accommodated by IADT and any necessary notifications brought to the Governing Body.

6.3 HR Appointments

Due to the measures implemented to manage the spread of COVID-19, recruitment processes for a number of posts have been paused. This includes the recruitment process for the Head of Faculty of Film, Art and Creative Technologies. Contingency measures have been put in place to manage this vacancy with the Heads of Department within the Faculty taking on additional operational responsibility for the present. The Head of Faculty of Enterprise and Humanities is also providing Executive leadership for the Faculty.

7. Governing Body Committees and Academic Council

7.1 Minutes of the Audit and Risk Committee meeting of 11th December 2019

The Minutes of the Audit and Risk Committee meeting of 11th December 2019 were noted by the Governing Body. An update regarding matters considered by the Audit and Risk Committee during this period was given by members of the Committee. It has been agreed that following each meeting of the Audit and Risk Committee, a detailed summary of matters discussed at each meeting will be prepared and circulated to the Governing Body. Circulation of the report prepared in relation to the meeting of 26th March was noted.

During the meeting, the Audit and Risk Committee met with the Internal Auditors (via conference call) and discussed the findings of the recent internal audit. The need for IADT to maintain a formal mechanism of managing risk was noted as a 'Grade 1' finding. It was outlined that managers within the Institute effectively manage risks on an ongoing basis, however the need for this to be formally documented was outlined. The overall findings of the Internal Audit were noted as positive, and the engagement of staff with the internal audit process was acknowledged by the Audit and Risk Committee.

8. Governing Body Resolutions

8.1 The Governing Body Nominates Conor Logan, Finance Manager, to be the Secretary to the Governing Body in circumstances where Bernard Mullarkey is incapacitated and unable to act as the Secretary during the current Covid-19 crisis (7/2020)

A resolution was placed before the Governing Body, that in the event that the Secretary/Financial Controller was unable to fulfil his role as Secretary to the Governing Body during the COVID-19 crisis, the Finance Manager – Conor Logan – would fulfil this role on his behalf. It was noted that as part of IADT's contingency planning for COVID-19, members of the Executive have nominated members of their Management Team to fulfil various aspects of their duties in similar circumstances. Resolution 7/2020 was adopted by the Governing Body.

Proposed: Chairperson
Seconded: Sorcha Nic Cormaic

8.2 The Governing Body approved the revised Bank Mandate to reflect the appointment of David Smith as President of IADT (8/2020)

David Smith has taken up his role as President of IADT effective 1st April 2020, and therefore a number of changes to the authorised signatories on IADT's Bank Accounts is required. Resolution 8/2020 was approved by the Governing Body

Proposed: Chairperson
Seconded: Sorcha Nic Cormaic

8.3 The Governing Body approves the recommendations of the Academic Council taken on 24th March 2020, in respect of the provisions and changes required to assessment methods during the Covid-19 crisis and the delegation of authority of Academic Council to the President and Executive for similar decisions until the crisis

has passed or for a maximum period until Wednesday 2nd September 2020 (9/2020)

It was noted to the Governing Body that due to the closure of the campus during the COVID-19 emergency, contingency plans have been developed and put in place to support continued learning for students, and to implement methodologies to facilitate students to undertake end of year assessments and examinations remotely. The changes made to methodologies require the approval of Academic Council. A number of recommendations were approved by the Academic Council at its meeting of March 24th last. However, on-line methodologies for online assessment of award year students to enable them to graduate on schedule are still being developed, and a further meeting of Academic Council would therefore be required to ratify the use of these methodologies for award year students. Difficulties in convening meetings of the Academic Council – 20+ members – through on-line methodologies, and the need to call Academic Council meetings at short notice were noted. At its meeting of March 24th, the Academic Council agreed for a temporary delegation of its authority to the Executive, for a period up to June 1st.

Following consideration of the likely timelines and in order to work around academic holidays, a resolution was placed before the Governing Body to ratify this delegation of authority by Academic Council, to include the academic staff summer holidays with the delegation expiring on September 2nd 2020. However, following representation from the academic staff members of the Governing Body, it was agreed to revert to the original date of June 1st as proposed by Academic Council. The resolution was amended as follows:

The Governing Body approves the recommendations of the Academic Council taken on 24th March 2020, in respect of the provisions and changes required to assessment methods during the Covid-19 crisis and the delegation of authority of Academic Council to the President and Executive for similar decisions until the crisis has passed or for a maximum period until Monday 1st June 2020 (9/2020)

It was noted that should it not be possible to conclude all necessary processes ahead of June 1st, it will be necessary to call a further meeting of the full Academic Council on that date to extend the delegation. The Governing Body was assured that all necessary work is being undertaken to ensure the integrity and quality of the learning outcomes for students. Resolution 9/2020 was approved by the Governing Body

Proposed: Fiona McLoughlin
Seconded: Joachim Pietsch

9. President's Briefing
9.1 President's Briefing

Update on COVID-19 and Contingency Plans in place at IADT

The President updated the Governing Body on contingency plans in place at IADT during the period of campus closure.

Institute and National

- The post of Head of Faculty of Film, Art and Creative Technologies is currently vacant and due to difficulties in completing recruitment processes, is likely to remain vacant in the short term. It has not been possible to appoint an interim Head of Faculty as the recruitment process was too far advanced prior to national lock-down measures being implemented. Heads of Department within the Faculty have taken on additional operational responsibilities, while the Head of Faculty of Enterprise and Humanities is providing Executive leadership to the Faculty whilst the Head of Faculty post remains vacant.
- A number of staff have volunteered for temporary reassignment to the HSE to provide support during the current crisis. IADT has also been requested to identify staff with spare capacity to be temporarily reassigned to the HSE. Any possible staff resources will be made available to the HSE, however, the primary role of staff is to provide continuity of services to students.

Plans for Students

- Although the possibility of a campus closure had been predicted, the closure was implemented at very short notice on 12th March. Inadequate time had been available to put the necessary contingency plans in place ahead of the closure. However, the work of academic staff and all staff providing support to the academic staff in implementing online course delivery was commended by the President.
- Work to support students by providing enhanced on-line facilities and access is ongoing. Measures include the availability of enhanced on-line library resources (including the launch of a new Library website with enhanced functionality) and access to specialist software for example the Adobe Creative Suite.
- Erasmus – all Erasmus mobilities have been cancelled. The vast majority of Erasmus students – both inward and outward – have returned home, however a small number of Erasmus students have decided to remain in their country of study. This situation is being monitored at present.

Contingency Plans for Examinations/Assessments

- It is widely anticipated that the Institute will remain closed to students for the remainder of the current academic year. Work is well underway to implement on-line assessment and examination methodologies to allow students to both progress and graduate on schedule.
- It is intended that all assessments for progression year students will take place through on-line methodologies, and should be completed broadly on schedule with only minor delays if any.
- In relation to Award Year students, end of year assessments/examinations for students in the Faculty of Enterprise and Humanities and the Department of Technology and Psychology are also expected to remain broadly on schedule.
- It was noted that assessments for award year students in the Department of Design and Visual Art and Department of Film and Media are being worked through at present.
- However, as it is likely that students will not be permitted to return to campus for some time yet, it will not be possible to provide the appropriate supports for the annual Graduate Exhibition to take place. A final decision regarding the Graduate Exhibition will need to be taken in the coming days and necessary communication regarding same issued to staff and students. As Graduate Exhibition forms a significant element of our award year record of achievements – and some instances informs assessment – its cancellation would be hugely regrettable.

Alternative modes of assessment which will ensure the integrity and quality of the learning outcomes are being developed and will be put in place should it be necessary to cancel the Graduate Exhibition. Alternative modes of “exhibition” are also being explored including an online Graduate Showcase and the potential of an Autumn exhibition to support the class of 2020. The President is also in discussion with senior academics within other Institutions delivering practice-based programmes, and it is hoped that a level of consistency of approach can be achieved within the Higher Education Sector.

Impact for coming Academic Year

- The likely impacts of COVID-19 for the coming academic year are being calculated at present. Issues regarding student recruitment for the coming year were noted as there will almost certainly be a delay to the start of the academic year.
- Portfolio Assessments – a number of IADT’s programmes require the submission of a portfolio as an integral part of the entry mechanism. However, the campus closure was implemented prior to the portfolio submission week held on campus annually. An on-line platform is being developed at present to allow applicants to submit their work for assessment. It is hoped to roll out this platform in the coming week.
- The rollout of the on-line portfolio submission platform is necessary to provide a mechanism for portfolio assessment for restricted entry courses. However, it is anticipated that the move to digital submission may not be an easy transition for all applicants. The rollout of the digital portfolio platform has necessitated a financial outlay however it is hoped to have longer term benefits from this investment in the future.

9.2 IADT: Financial Update

- Recruitment of students into first year of programmes will be challenging.
- Work is being undertaken at sector level to model the potential financial implications of COVID-19 on third level institutions. It is anticipated that universities will see a significant drop in income from international students, and concern has been expressed within the IoT sector that the Universities will seek to offset a significant part of these losses by increasing the number of places offered at undergraduate level therefore reducing the pool of applicants available for the Institutes of Technology. Measures introduced in the UK to maintain stability across the Higher Education sector were noted.
- Financial implications of a delayed first year intake for the 2020/2021 academic year are being modelled at present. Although no announcement regarding the State Exams – Leaving Certificate – has been made, it is widely anticipated that the Leaving Certificate will be postponed until later in the summer with a knock-on effect on the CAO and student recruitment processes.
- Confirmation has been received from the HEA that the budget allocation issued to Higher Education Institutions earlier this year will be honoured for 2020. The HEA has also acknowledged that Institutions may face cash flow issues later this year particularly in relation to any delay in the start of the new academic year, and also in terms of losses of rental income. It is expected that there will be serious financial challenges in 2021.
- The work of THEA and in particular representations being made by the CEO of THEA at national level on behalf of the Institutes of Technology was noted to the Governing Body.

- A National Steering Group for the Education Sector has been established and comprises representatives from THEA, the IUA, SOLAS, HEA and the Department of Education and Skills.
- The HEA has advised that bids to funding initiatives such as the Human Capital Initiative (HCI) should be submitted on schedule, however it is as yet unclear if this funding will need to be redirected to meet higher priority needs within the sector. IADT is involved in a number of bids for HCI funding.

In conclusion the President noted that all staff have responded very positively to the challenges of the current situation. On-line delivery has been put in place to support student learning. The necessary preparations are being made for end of year examinations and assessments and it is intended to conclude the current academic year on schedule. It is hoped that a return to on-campus student activity will be possible for September. It is expected that the start of the academic year will be delayed for incoming first year students.

10. Equality, Diversity and Inclusion Implications

No specific equality, diversity and inclusion implications were noted in relation to items discussed at this meeting.

The next meeting of the Governing Body will take place on May 6th 2020.

Signed: _____
David Holohan
Chairperson

Date: _____