

Minutes of the Governing Body Meeting – March 4, 2020

- Present:** David Holohan (Chairperson), Dr Annie Doona, Dr Fionnuala Anderson, Eimear Boyd, Marie Carroll, Anthony Dunne, Maeve McConnon, John McDonnell, Fiona McLoughlin, Sorcha Nic Cormaic (by phone), Áine O’Sullivan, Joachim Pietsch, Jim Pipe, Aoife Ruane, Cllr Barry Ward
- Apologies:** Celine Blacow, Kieron Connolly, Cllr Barry Saul, Tom Taylor
- In Attendance:** Bernard Mullarkey, Dr Andrew Power (Item 8.2 and 9.1), David Smith, Elizabeth Stunell

1. Adoption of Agenda

The Agenda was adopted as circulated.

Proposed: Chairperson
Seconded: John McDonnell

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 February 5th 2020 (including Internal Publication)

The Minutes of the Meeting of February 5th 2020 were approved (including approval for internal publication).

Proposed: Joachim Pietsch
Seconded: Jim pipe

4. Matters Arising

- **Gender Statistics regarding the Recruitment of a President for IADT** – the Chairperson has responded to the HEA regarding the requested gender statistics in relation to the recruitment of a President for IADT. The Chairperson’s response was acknowledged by the HEA.
- **Digital Media Building** – following the decision by Dun Laoghaire-Rathdown County Council to refuse planning permission for the Digital Media Building, an appeal has been lodged with An Bord Pleanála.
- **IADT Soccer Team** – IADT’s Soccer Team has reached the final of the Bob Eustace Cup and will play a team from TU Dublin on March 4th. The Governing Body wished the team well in the final.

5. Correspondence

- **Briefing on Audit and Risk** – correspondence has been received from the Office of the Comptroller and Auditor General regarding a briefing for members of Audit and Risk Committees of state bodies within third level institutions. Members of the Governing Body may also be invited to attend. Information on the briefing will be circulated nearer to the time.
- **Recurrent Grant Allocation 2020** – correspondence has been received from the HEA outlining the provisional budget allocation for 2020. A full update regarding IADT's 2020 Recurrent Grant allocation will be given by the Secretary/Financial Controller as part of the Financial Update.

6. Technical Approvals

6.1 Bank Accounts

No changes to IADT's bank accounts.

6.2 Property Rentals

The Governing Body approved the following Media Cube Licences:

- The Convex Lens
- Glocal Advertising Cloud t/a GladCloud
- Feedback Analytics Ltd t/a CX Index

Proposed: Maeve McConnon

Seconded: Marie Carroll

6.3 HR Appointments

External Competitions

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 following interviews, which will take place in March 2020.

- Research Assistant (H2020 Project) (Fixed Term Part Time) – 4th March
- Dublin Learning City Communications & Outreach Coordinator (18 Month Fixed Term Whole Time) – 5th March
- Head of Faculty of Film, Art & Creative Technologies (Permanent Whole Time) – Date TBC

Completed Competitions

Permission is also sought from Governing Body for the President, subject to the satisfactory completion of the verification processes, to offer appointments on foot of the following interviews, which took place on 11th February 2020.

Head of Department of Design & Visual Arts

Head of Department of Technology & Applied Psychology

Proposed: Chairperson

Seconded: Dr Fionnuala Anderson

7. Governing Body Committees and Academic Council

7.1 Minutes of the Academic Council meeting of 13th January 2020

The Minutes of the Academic Council meeting of 13th January 2020 were noted by the Governing Body. An update regarding matters considered by the Academic Council during this period was given by the President. During discussions by Academic Council, the need for the Estates and Facilities Office to have closer contact with the student body was noted and it was therefore agreed that the Estates Manager will be a member of the Student Experience Committee – a sub-committee of Academic Council. It was also noted that IADT lecturers Fiona Snow and Dr Sharon McGreevy have been successful in their funding application to the National Forum for the Enhancement of Teaching and Learning. The Academic Council also received a briefing on the implications of IADT being a Designated Awarding Body.

8. Governing Body Resolutions

8.1 The Governing Body Approves the Regulations for the Election of Student Members of Governing Body (5/2020)

Circulation of the Regulations for the Election of Student Members of the Governing Body were noted, and Resolution 5/2020 was adopted by the Governing Body.

Proposed: Dr Fionnuala Anderson
Seconded: Marie Carroll

8.2 The Governing Body Approves the IADT Plagiarism Policy (6/2020)

Dr Andrew Power – Registrar – was in attendance for this item. Circulation of the Plagiarism Policy was noted by the Governing Body, and a briefing on updates to the policy since last approval was given by the Registrar. It was noted that a large amount of 'code' is available on an open access bases for students to use and to learn by adapting and experimenting with the code. It was noted that students are advised of the need to fully attribute works used or quoted by them within their assignment or thesis work. However, it was agreed that specific reference to the use and attribution of open source coding within the Plagiarism Policy was be included. The Governing Body approved the Plagiarism Policy subject to this amendment, noting that the amendment will be reviewed and approved by Joachim Pietsch on behalf of the Governing Body.

Subject to the above inclusion, Resolution 6/2020 was adopted by the Governing Body.

Proposed: Joachim Pietsch
Seconded: John McDonnell

9. President's Briefing

9.1 President's Briefing

Presentation on Initial CAO Application Numbers

A presentation regarding initial CAO applications was given by the Registrar. It was noted that a number of CAO applicants do not list programme choices at this stage and therefore, the figures presented for non-restricted programmes are fluid at this time. A number IADT's Restricted Entry (i.e. require portfolio) programmes have

recruited well. However, a number of programmes are a cause for concern. It was noted that the number of CAO applicants for entry in September 2020 has remained the same as for 2019, however there are a number of new programmes on offer along with a substantial increase in the number of places being offered in programmes such as the BA in Arts at UCD (which was offered at AQA points in 2019). This has resulted in there being a greater number of places available within Higher Education. A number of changes to the way in which NCAD have offered their programmes along with additional places available in these programmes were outlined to the Governing Body.

It was outlined that approx. 50% of first year intake come to IADT directly from the Leaving Certificate, with the remaining coming from the Further Education portfolio courses and direct entry from programmes in other Higher education and further Education colleges.

A number of programmes developed recently have been designed to meet the specific needs of industry for example in the UX area. The need to ensure that industry is aware of these programmes and provides supports where possible was highlighted.

In relation to the portfolio requirements for restricted entry programmes, the barriers that many applicants experience in preparing a portfolio for these programmes was outlined. IADT recently introduced Project Days as an alternative to portfolio assessment, and these Project Days are proving to be very successful.

The recently developed undergraduate honours degree in UX was noted as a programme designed to meet the specific needs of industry. The programme has only recently been launched and is a restricted entry programme. It is expected that the programme will attract applicants who would be considering a wide range of disciplines including design, architecture and engineering. The programme was validated by a Programme Validation Panel on 3rd March.

The need to revise IADT's offering in a number of discipline areas to reflect the current market was noted. A number of institutions have recently closed programmes in the area of photography due to a fall in demand. In order to retain photography as a discipline at IADT, consideration is being given to integrating the current BA (Hons) in Photography as a stream within another programme – this is being considered as part of Programmatic Review. The Registrar provided an overview of national trends for applications to disciplines to the Governing Body.

IADT suite of postgraduate programmes continue to be developed and streamlined to meet the needs of industry. In addition, a number of tailored professional development programmes are developed to meet specific needs within specific companies.

A query was raised as to whether institutions forming part of TU Dublin, had seen a notable increase in application numbers due to their designation as a Technological University. It was reported that no significant identifiable increase in student numbers had been identified in relation to TU-designated institutions. It was further noted that due to the high cost of living, proximity to a third-level institution appears to have a significant influence on applicant's choice. Concern was expressed regarding the shortening length of waiting lists for certain programmes. An update

regarding how CAO offer waiting lists work was given by the Registrar. The Registrar also outlined the importance of applicants putting IADT programmes as their 1st and 2nd preference.

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:

- **ICAD Emerging Directors Awards 2020** – a number of IADT students and alumni have been nominated for the ICAD Emerging Directors awards 2020. The awards are organised by The Institute of Creative Advertising & Design, and the nominees were noted by the Governing Body.
- **Dublin International Film Festival** – the Governing Body congratulated 2nd year Film and TV students on their win at the Virgin Media Dublin International Film Festival 2020. Clara's Room directed by Pippa Moloney, and produced by Cait Bird won the First Frames award at the festival. As part of the prize, Clara's Room will screen on Virgin Media One.
- **Irish Survey of Student Engagement** – the annual Irish Survey of Student Engagement is currently underway, and will conclude on the 22nd March. Issues with the survey – most notably the length of the survey – have been reported to the HEA. However, the importance of the data collected through the survey in capturing student views on a range of issues is also noted and every effort is made to encourage students to complete the survey.
- **IADT Summer Courses** – IADT's Summer courses are now being advertised and are available to book online – courses offered include Animation Portfolio preparation, Digital Photography – Beginners and Intermediate levels, Drawing Skills Workshop, and a range of Portfolio Preparation courses.
- **Shamrock Hill** – five Design for Stage + Screen graduates collaborated across writing, directing, costume, set & make-up design to present a new play Shamrock Hill. The play was staged on February 29th last, at Smock Alley Theatre.
- **Young Women in Film & TV 2020** – the 3rd Young Women in Film & TV workshop will take place on March 6th and 7th next. The workshop is open to female Transition Year, 5th and 6th year students who attend school in the Dún Laoghaire-Rathdown County Council catchment area, and who have a genuine interest in a career in Film & TV. The initiative is co-funded by Dún Laoghaire-Rathdown County Council Arts Office and has been developed and designed by the National Film School, in partnership with Young Irish Film Makers.
- **International Women's Day at IADT** – a series of events will be held on campus to celebrate International Women's Day. These events include the IWD Quiz with questions being set by the President on a range of topics including women in history, science, film, entertainment and a picture round. An overview of the events was given to the Governing Body. The President and a number of IADT's staff have also been invited to be a panel member and to speak at a number of external events being held to mark International Women's Day.
- **Compact & Strategic Dialogue** - IADT's Executive team will meet with the HEA on March 24th next in relation to both the annual Budget and Accountability meeting, and to discuss IADT's progress report on delivering actions agreed as part of the Compact with the HEA. A full report on the meeting will be given by the President at the next Governing Body meeting.
- **COVID-19 (Coronavirus) Update** – IADT has established a working group to monitor and advise the President on matters related to the current COVID-19 outbreak. This group is being managed by the Secretary/Financial Controller. In

response to the increasing international spread of the virus, IADT has taken the decision to suspend all international travel for staff members travelling on Institute Business and for the purposes of attending conferences. This suspension will remain in place until March 31st and will be kept under review with the possibility of extending the travel suspension beyond this date if it is considered necessary. A travel suspension for programme-related study has also been put in place for students. Regular briefings on the COVID-19 outbreak are being provided to the Executive, and necessary measures recommended in the interests of staff and student health are being implemented. A number of these recommended measures such as the identification of isolation rooms on campus, are being put in place by the Executive. The Governing Body was also informed that contingency planning is underway in the event that IADT receives a directive to close the campus due to the potential spread of COVID-19.

9.2 IADT: Financial Update

IADT has received confirmation of the draft budget allocation from the HEA for 2020. IADT has received an increase in budget of €580K. This is the 7th highest level of increase in the sector. The Secretary/Financial Controller gave an overview of the overall budget allocation and distribution of the Higher Education Budget for the third level education sector. Although the increase in IADT's budget was welcomed, it was noted that increases in salaries due to recent pay awards, will account of in excess of €300K of this additional allocation.

An overview of the distribution of the proportion of budget allocated on the basis of research activity in the third level sector was given. IADT achieved an increased share of this budget for 2020.

The Secretary/Financial controller also gave a breakdown of the funding received by the various consortia of Institutes of Technology bidding to become Technological Universities, and to TU Dublin. It was reported that IADT did not lose budget share due to remaining outside of TU consortia. The Governing Body were again reminded that in order for IADT to maintain budget allocation, it will be necessary to increase student numbers by at least the average student numbers increase within the sector.

However, limitations imposed by the current age and condition of buildings and ECF allocation were also noted. Notwithstanding the recent planning application refusal by Dun Laoghaire-Rathdown County Council, it was noted that timelines for the delivery of PPP buildings had already slipped meaning that should the appeal in relation to the Digital Media Building be successful, the building will not be in place on campus until at least 2023. Due to the delay in delivering the new building, the projected student numbers submitted to the HEA in previous years will now be revised in line with current timelines.

9.3 Athena SWAN Update

IADT's Equality, Diversity and Inclusion Manager Claire McGing, has now taken up her post at IADT. It has been agreed that IADT will re-submit for Athena SWAN Bronze level accreditation in November of this year, and the EDI Manager has commenced work on this re-submission.

10. Equality, Diversity and Inclusion Implications

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

Dr Annie Doona, President, will be retiring on March 31st, and as this is the final scheduled Governing Body meeting of her tenure, the President thanked the Governing Body for their help and support during her time as President, and wished all well for the future. The Governing Body thanked Dr Doona for her work and service to IADT and wished her well for her future.

The next meeting of the Governing Body will take place on April 1st 2020.

Signed: _____
David Holohan
Chairperson

Date: _____