

Minutes of the Governing Body Meeting – May 6, 2020

Present: David Holohan (Chairperson), David Smith (President), Dr Fionnuala Anderson, Celine Blacow, Marie Carroll, Anthony Dunne, Maeve McConnon, John McDonnell, Fiona McLoughlin, Áine O’Sullivan, Joachim Pietsch, Aoife Ruane

Apologies: Eimear Boyd, Kieron Connolly, Sorcha Nic Cormaic, Jim Pipe, Cllr Barry Saul, Tom Taylor

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.

Suspension of Standing Orders:

It was noted that as IADT’s campus remains 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: John McDonnell

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 April 1st 2020 (including Internal Publication)

The Minutes of the Meeting of April 1st 2020 were approved (including approval for internal publication).

Proposed: Marie Carroll
Seconded: John McDonnell

4. Matters Arising

- **Governing Body Membership** – the Secretary/Financial Controller noted that Cllr Barry Ward has been elected to the Seanad. As such, his membership of the Governing Body has been terminated. The Secretary/Financial Controller will contact the Dublin and Dun Laoghaire Education and Training Board in relation to a new nominee to 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

No property rentals for approval.

6.3 HR Appointments

No appointments for approval.

7. Governing Body Committees and Academic Council

No updates since last meeting.

8. Governing Body Resolutions

8.1 The Governing Body Approves the Programmes and Budgets Document as submitted to the HEA (10/2020)

Circulation of the Programmes and Budgets document was noted. The Secretary/Financial Controller noted that the document is completed to a prescribed template and outlines the proposed Programmes and Budgets for IADT. A projected deficit of €200K has been included within projections. It was however noted to the Governing Body that the Programmes and Budgets Document was prepared pre COVID-19, and that a different financial situation is now forecast. The HEA has requested that the pre-COVID-19 Programmes and Budgets information is submitted. Potential financial impacts of the COVID-19 emergency have been prepared by the Secretary/Financial Controller and are presented to the Governing Body under Resolution 8.2. information on the potential financial impacts for the Institute has also been requested by the HEA. A query was raised regarding the Digital Media Building. It is understood that PPP projects identified for funding remain on track and there have been no indications of any intention to cancel these projects. Resolution 10/2020 was adopted by the Governing Body.

Proposed: Chairperson

Seconded: Dr Fionnuala Anderson

8.2 The Governing Body accepts the assessment of the likely impact of the shut-down on the Institutes Finances (11/2020)

An assessment of the potential financial impacts on the IoT sector has been carried out by the Secretary/Financial Controllers Group. A number of common assumptions were developed as part of this process, which include a delayed start to the next academic year, and a collapse in income from international students and facilities rentals. As a sector, the Institutes of

Technology are projecting a potential financial impact in the region of €105m. However, a number of factors remain fluid for example lack of clarity regarding the Leaving Certificate as it is widely anticipated that the Leaving Certificate may yet be cancelled. Other expenditure factored into the financial impacts relates to additional software and library resources which will be required to support the likely requirement to operate remote working and remote study through blended learning in the coming year. A similar exercise in projecting financial impacts of COVID-19 has been undertaken by the University sector, and it was noted that a number of the assumptions made are common to both sectors. Resolution 11/2020 was approved by the Governing Body

Proposed: Joachim Pietsch
Seconded: Chairperson

8.3 The Governing Body Approves the Financial Statements to the year ended 31st August 2019 and authorises their signing (12/2020)

The C&AG has completed the audit of IADT's Financial Statements to the Year Ended 31st August 2019, and has given clearance for the Financial Statements to be formally approved by the Governing Body and signed by the Chairperson and President of IADT. The Secretary/Financial Controller highlighted a number of points within the Financial Statements and provided information on these to the Governing Body. The C&AG has indicated satisfaction with IADT's System of Internal Controls, and has not identified any weaknesses within these. Once signed the Financial Statements to the year ended 31st August 2019 will be laid before the Oireachtas. Due to COVID-19, the C&AG has authorised the Financial Statements to be signed digitally on this occasion. Resolution 12/2020 was approved by the Governing Body.

Proposed: Chairperson
Seconded: Joachim Pietsch

8.4 The Governing Body Approves the revised Policy for the Prevention and Detection of Fraud (13/2020)

Circulation of the Prevention and Detection of Fraud Policy was noted by the Governing Body. A briefing on the updates to the policy was given by the Secretary/Financial Controller. Resolution 13/2020 was approved by the Governing Body.

Proposed: Marie Carroll
Seconded: Anthony Dunne

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

- **Requests for Information** – in relation to the national context, significant numbers of information returns are being requested by both the HEA and the Department of Education and Skills – the pressure being placed on the Executive and Management Team of IADT to respond to these continued requests was outlined.
- **Leaving Certificate** – an announcement in relation to the Leaving Certificate is expected shortly. In the absence of the issue of a Leaving Certificate Timetable, there is growing expectation that the Leaving Certificate examinations will be cancelled, and that an alternative form of calculated grades will be put in place.
- **Funding** – it has been confirmed that funding for HCI and Springboard initiatives is a priority for Government and funding for these initiatives will be kept in place.
- **PPP Projects** – at present funding for PPP projects remains in place and projects are proceeding on schedule. IADT is awaiting the outcome of the planning appeal to An Bord Pleanála.
- **Temporary Reassignment to the HSE** – a number of IADT staff have been identified that could be temporarily reassigned to the HSE to assist with contact tracing during the national emergency. IADT's staff have been positive towards this. As yet, no staff have been reassigned.
- **Carriglea Building** – IADT's Carriglea Building has been handed over (on a temporary basis) to An Garda Síochána. The building is being used by An Garda Síochána to enable report writing activities to be undertaken under physical distancing conditions.
- **Technological Universities** – The existing Transformation/TURN funding for Technological Universities and TU Consortia has been committed for this year. It is hoped that the second phase of funding or additional funding streams will be directed to support (potentially on a bid basis) all HEs for the development and implementation of necessary technology-enabled learning solutions to support online delivery, however no confirmation on future sectoral funding has been issued.
- **Erasmus Funding** – IADT has been awarded almost all of the Erasmus funding that was applied for to the HEA. This was welcomed by the Governing Body.

Plans for Students

- **Academic Support** – the President noted that IADT's campus was forced to close approx. 8 weeks ago and since then the work undertaken by IADT's staff and their commitment to supporting and providing learning and supports to students has been overwhelming positive. Continuity of learning has been provided however the challenges in many instances have been significant. Approx. 10-15% of programme content had yet to be delivered at the point of closure, and this content was rapidly converted for online delivery. Staff members adjusted to remote working and remote delivery with little if any preparation, and have done so very effectively.
In addition, it was noted that a small number of students lack adequate technical facilities to make best use of the online learning provided. IADT has where possible, provided additional technological support to both staff and students. The President also outlined an initiative by DELL to allocate a number of laptops and desktop PCs (on a bid basis) to support disadvantaged students. The Registrar has coordinated a submission to this initiative on behalf of IADT.
- **Portfolio Submission Platform** – an online portfolio submission platform was developed at short notice to facilitate applicants in submitting a portfolio for assessment to IADT's restricted entry programmes. The work of Faculty staff, the Admissions Office and Marketing Office in delivering the online platform and in supporting applicants in its use was commended by the President. Over 700 applicants submitted their portfolio through the online platform, and when combined with applicants who had already received a score from Project Days, IADT has approx. 1100 live applications for restricted entry programmes. This is in line with non-COVID-19 year application statistics. The positive engagement from IADT's staff, as well as applicants and their teachers was welcomed by the President. The online platform provides options that can be explored in future years. In addition, the Executive is giving strategic consideration to continuing to offer programmes on a 'restricted entry' basis.

- **Student Recruitment** – recruitment to IADT’s postgraduate programmes has commenced. In addition, options to provide online alternatives for Open Days for all programmes – undergraduate and postgraduate – are being considered.
- **Programmatic Review** – Programmatic Review for the Faculty of Enterprise and Humanities has taken place and was undertaken entirely using online platforms. The Faculty’s Programmatic Review was successful and the Programmatic Review Panel congratulated the Faculty on the quality of the documentation presented. Preparations are well underway for Programmatic Review for the three Departments within the Faculty of Film, Art and Creative Technologies. The Governing Body acknowledged the achievement of staff within the Faculty of Enterprise and Humanities in adapting quickly and completing the Programmatic Review process online.

Contingency Plans for Examinations/Assessments

- **Examinations and Assessments** – students have commenced taking their examinations and submitting their assessments through online platforms. Online solutions have been provided for the assessment of all students including students due to graduate this year. So far, no issues have been reported and the system appears to be functioning well. It was noted that undertaking examinations and assessments through online platforms represents a significant change for students. In relation to graduating students on IADT’s practice-based programmes, it was considered important to ensure that assessment methodologies were put in place to ensure that students on these programmes have the opportunity to graduate along with their peers from other disciplines. With the very regrettable decision that needed to be made to cancel the Graduate Exhibition, the Department of Film and Media and the Department of Design and Visual Arts undertook significant work to identify alternative and appropriate assessments to provide students with the opportunity to graduate. It is hoped to hold showcase events later in the year to celebrate the work of these students. In addition, it is hoped to provide students with an opportunity to hold an interim online showcase of their work.
- **No Detriment Policy** – work undertaken by other third level institutions to put in place a ‘No Detriment Policy’ was noted. However, this was discussed by IADT’s Executive and it was agreed that due to the alternative modes of assessment that have been put in place, the accommodations made available to students, and the availability of deferrals without academic penalty, IADT will not be putting a No Detriment Policy in place.

Impact for coming Academic Year

- **Return to Campus** – an announcement is expected by Government on May 8th, outlining the timeline and protocols for a return to campus. It is likely that there will be very limited staff activity on campus over the summer and that there will be no student activity on campus prior to September. The Executive and Functional Area Managers have commenced planning for how various spaces and offices will operate in the coming year. It is expected that strict physical distancing guidelines will be issued and that these will need to be incorporated in the maximum numbers of staff and students allowed to be in any campus location at one time. The need for national protocols to guide plans for reopening was noted. However, planning on IADT’s own scenarios is well underway. Business continuity plans are being put in place within each functional area and meetings of the COVID-19 Emergency Group are reconvening to assist in this process.
- **Staff Wellbeing** – the President reported to the Governing Body that no staff members have as yet been confirmed as positive for COVID-19. This was welcomed by the Governing Body. One postgraduate student was confirmed as having COVID-19, but is understood to be recovering well. The Governing Body wished the student well in their recovery.

9.2 IADT: Financial Update

Financial matters were discussed as part of Item 8.

The Governing Body requested that the President convey the appreciation of the Governing Body to staff members of IADT for their work and dedication to providing services to IADT's students and their fellow staff. The President of the Student Union also put on record the work of staff in putting the necessary processes in place for students following the emergency shutdown. The President noted to the Governing Body the support that IADT has received from the Student Union noting the value of being able to consult with the Student Union on plans for alternative assessments and examinations, and the positive approach of the Student Union to the alternatives put in place.

10. Equality, Diversity and Inclusion Implications

- **Technical Deficits** – deficits in technology for both staff and students were noted by the Governing Body. IADT is making all reasonable efforts to address this wherever possible.
- **Athena SWAN** – in relation to IADT's application for Athena SWAN Bronze Level Accreditation, the EDI Manager has commenced work in IADT's reapplication. In response to the COVID emergency, the deadline of April 2021 has now been moved to June 2021 by the Equality Challenge Unit.
- **Strategic Academic Leadership Initiative** – it is understood that the call for submissions for the next round of posts to be funded through the Strategic Academic Leadership Initiative will be issued in December.

The next meeting of the Governing Body will take place on June 16th 2020.

Signed: _____

David Holohan
Chairperson

Date: _____