

**CONFIDENTIAL**  
**MATTERS TO BE REPORTED OF THE MEETING OF AN BORD C.N.E.D., HELD ON TUESDAY 23 JUNE,**  
**2020 AT 11.00 AM ON ZOOM**

---

**PRESENT**

(Via Zoom): Professor Sarah Glennie, Director  
Darragh Hogan  
Christine O'Donovan  
Sinéad Ryan  
Rachel Tuffy  
Dr Declan Long  
Jane McDaid  
Dr Richard Thorn, Chairperson  
Mark Carroll, Non-Academic Observer  
Frederick Goltz  
Gráinne Murphy

**APOLOGIES:** Sonia O'Dwyer

**IN ATTENDANCE:** Dr Siún Hanrahan, Interim Head of Academic Affairs & Research  
Gerry McCoy, Secretary  
Amy O'Hanlon

--§--

It was agreed by An Bord to record these meetings on Zoom and that the recordings would be deleted following the approval of the minutes.

**1. MEETING OF AN BORD WITHOUT EXECUTIVE: (AGENDA ITEM 1):**

An Bord did meet without executive members present at this meeting.

**2. DECLARATION OF CONFLICT OF INTEREST: (AGENDA ITEM 2):**

No conflicts of interest.

**3. MINUTES: (AGENDA ITEM 3):**

**3.a. Minutes of the meeting of An Bord held on 19 May 2020:**

Copies of the minutes of the meeting of An Bord held on 19 May 2020 were circulated in advance of the meeting, deemed read, noted and by An Bord.

It was **PROPOSED** by Gráinne Murphy, **SECONDED** by Darragh Hogan and **AGREED** by An Bord to **APPROVE** the minutes of the meeting of An Bord held on 19 May 2020.  
The Zoom recording of the meeting held on 19 May 2020 will be deleted.

**3.b. Matters to be Reported from the meeting of An Bord held on 19 May 2020:**

Copies of the Matters to be Reported from the meeting of An Bord held on 19 May 2020 were circulated in advance of the meeting, deemed read and noted.

It was **PROPOSED** by Grainne Murphy, **SECONDED** by Darragh Hogan and **AGREED** by An Bord to **APPROVE** the Matters to be Reported of An Bord held on 19 May 2020.

**3.c. Matters arising from the meeting of An Bord held on 19 May 2020:**

There were no matters arising.

#### 4. EXECUTIVE REPORT: (AGENDA ITEM 4):

##### 4.a. Executive Report:

A copy of the Executive Report was circulated in advance of the meeting, deemed read and noted by An Bord.

The following items were noted:

- **Teaching and Learning**

The graduating studio based students are working towards their final assessment at the end of June. As outlined at the previous meeting of An Bord, this assessment will be remote following the framework for alternative assessment approved by Academic Council. The digital platform for the graduating students will be launched in September with revisions and updates during the graduate showcase programme taking place over the autumn and early 2021. We are working towards the 12 month design MA programmes returning to limited campus access in order to complete their final projects in July subject to the outcome of the risk assessment for this Department. This will be scheduled against priority needs and managed on a timetabled basis. Plans are continuing to facilitate the CEAD summer school in a later time frame of August and a Maker's Month during September and for a public programme of graduate work on campus and virtually to start in September.

- **Examination and Assessment**

Assessment for graduating studio based students will take place from June 29th - July 3rd.

- **Student Welfare/Communications**

The student counsellor, doctor, and teaching and learning supports have remained active since closure and continued on a reduced level through June to support the graduating students. Daily communications have continued with students from the Head of Academic Affairs. A series of meetings were held with continuing students at the end of May to outline the plans for the next academic year as known until this point. This was followed up with a film and email. The engagement at the meetings was good and students were relieved to have confirmation that some learning will take place on campus and they emphasised the need for clear and consistent timetables to assist their planning. A more detailed update on the start date for teaching and learning models for each group is scheduled for the start of July.

<https://www.ncad.ie/about/covid-19-coronavirus-resources/messgae-form-the-director/>

- **Staff Welfare/Communications**

A number of staff meetings have been held virtually with over 170 attending the full staff meeting and over 80 a second meeting for all professional services and support staff. A further staff meeting is scheduled for June 24. Regular staff emails are continuing and a micro-site has been established for staff and students with information on the COVID crisis and College response:

<https://www.ncad.ie/about/covid-19-coronavirus-resources>

- **HEA/DES Engagement**

On the invitation of the HEA, NCAD submitted a number of key questions that we would like addressed by Department protocols. A draft document from the DES was circulated to which we gave feedback. As yet no protocols or guidance on reopening has been issued by the DES.

- **Planning for 2020/21 Academic Year**

As outlined at the previous meeting of An Bord CMT has established four working groups to drive planning for the next academic year; Teaching and Learning, Operations, Digital and Engagement. An update on the operational and academic plan for the next academic year was given in a separate report and at the meeting.

- **Student/Staff Achievements**

Six UG students from Product Design have been nominated for the international RSA Student Design Awards (NCAD won one category last year).

A number of NCAD staff and students were awarded grants by the Thomas Dammann Junior Memorial Trust;

- Katie Blackwood (NCAD NIVAL) - €3000 for a digitization research project in NIVAL
- Brendan Dowling - €3000 PhD candidate in the School of Visual Culture to undertake research in Switzerland;
- Andrew Kiernan - €1000 for mounting a joint exhibition between NCAD/Hochschule fur Grafik und Buchkunst, Leipzig;
- David E Maher - €2000 for a research project in the Netherlands

These awards represented 25% of the total successful applicants, more than those affiliated with any other institution.

Henry Martin, a PhD candidate in the School of Visual Culture has been awarded a Fulbright fellowship at the Archives of American Art, Smithsonian Institution.

Due to the timing of Create in Brown Thomas and because students will not have finished physical collections the format of selection for 2020 has changed. Shelly Corkery and her team will shortlist four students in July online using the students degree submission. The fashion team will help in the selection. The 4 students will be given priority at the start of the Makers Month to complete their collections. They will physically present the work to Shelly and her team in September.

The winning students collection will be exhibited at Create in Brown Thomas from 22nd September - 20th October. The winning student will be awarded a paid internship with JW Anderson in London plus expenses.

Create is 10 years old this year and as a celebration of this, the NCAD students who have won the award in previous years have been invited to make a special piece to exhibit. These graduates are: Aideen Gaynor (2016), Laoise Carey (2017), Colin Burke (2017), Ala Sinkevich (2018) Heather Gilroy (2019).

#### **4.b. Operational Plan Update: Teaching & Learning 2020/21 Update:**

Copies of the documents were shared in advance of the meeting, deemed read and noted by An Bord.

Sarah Glennie updated An Bord on the Operational Plan for 2020/21 following the set up of four working groups in May:

##### **1. Teaching & Learning**

After consideration by the T&L and Operations working group, the campus will open at the beginning of September for CPD for academic staff to aid in the adjustment to blended learning and a period of preparation for the college as a whole. Teaching begins two weeks later than normal, on Monday 5th October 2020. These dates will be presented to the Academic Council for approval at their meeting on Thursday 26 June. The campus will reopen abiding by the 2 metre social distancing rule as set by the government and approved by An Bord. NCAD aims to communicate with students as soon as we possibly can regarding the return date and how their academic year will look allowing them to plan.

Teaching & learning will be a blended experience for students in the next academic year.

This proposal includes:

- second year on campus Monday and Tuesday.
- Pivot day on Wednesday, for Visual Culture / Critical Culture teaching and additional studio access based on student needs.
- Thursday and Friday for final year students.

The 1st Year student timetable is being finalised at present and the postgrad delivery will follow a similar model to the above. Campus experience will become part of the T&L agenda in July.

It was noted that the Design Bureau programme take up has increased for the 2020-21 academic year due to the 1st trimester suspension of the Erasmus programme. We are finalising the Design Bureau programme now for Trimester 1. As the Design Bureau schedule is defined, we will communicate with these students.

##### **2. Operations Working Group**

The Operations Working Group has been working with Vision Safety over the last number of weeks to finalise the Risk Assessments in reopening areas in the studios, cafe, library, workshops, and lecture rooms. The group has also begun monitoring the physical access to the campus and the physical layout of the spaces based on 2 metre social distancing. They will report back this week. An Implementation Plan will then be drawn up by the Operations Working Group. NCAD will continue to monitor government guidelines in relation to social distancing and respond as appropriate in the different learning contexts.

##### **3. Digital Working Group**

The Digital Working Group will address NCAD's Digital Framework needed for the next academic year and the policies to support the digital teaching and learning. NCAD hopes to direct an element of the funding received under the Teaching and Learning Enhancement Fund to support this subject to approval from the Teaching and Learning Forum.

##### **4. Engagement Working Group**

Communication will be ongoing throughout the summer with students, staff, incoming students and stakeholders. We will launch the first year online exhibition next week and will hold public webinars over the summer.

High level risks are included in the plan. Additional risks to those listed include:

- Potential impact to staff on reopening regarding childcare; vulnerable staff in a high risk category or share a household with someone in the high risk category;
- Impact of appropriate ventilation on campus and possible mitigation measures.

Ongoing risk assessments within TSD which took place in advance of the lockdown and any recommendations will begin once the above plan is in motion. The Operations team hope to receive the final report in the coming weeks.

## **5. RISK: (AGENDA ITEM 5):**

### **5.a. Risk Register Review and Update:**

A copy of the Risk Register Review and Update was tabled at the meeting, deemed read and noted by An Bord.

Following a review by the Audit and Risk Committee this morning, there are no changes to the Risk Register from the paperwork provided at the May 2020 meeting.

The additional risks identified by Sarah Glennie in item 4.b.4. will be added to the Risk Register following a review.

TSD issues - Gerry McCoy gave a general update to An Bord regarding staff consultation and reporting ongoing Health and Safety issues in TSD. Gerry McCoy confirmed an independent review is ongoing. The final findings will be reported shortly and will be discussed with the TSD group following the review.

### **5.b. Update on external An Bord review:**

The Terms of Reference are currently being developed by Gerry McCoy with the aim to have a remote audit under way towards the end of July. We will be in contact with members of An Bord to begin the process.

## **6. MATTERS OF STRATEGIC IMPORTANCE: (AGENDA ITEM 6):**

### **6.a. MoA UCD:**

NCAD's MoA with UCD expires at the end of August 2020. Sarah Glennie has spoken to Mark Rogers at UCD.

It was proposed by An Bord that due to the need to create a sense of certainty for NCAD in the current HEI landscape, NCAD will request a 5 year MoA with the addition of a 3 year break clause subject to An Bord's strategic review of NCAD at that time.

This item was proposed by Darragh Hogan, seconded by Gráinne Murphy and **APPROVED** by An Bord. A new MoA with UCD will be presented to An Bord at the July meeting.

### **6.b. Strategic Plan Update:**

Sarah Glennie gave a presentation on the Strategic Plan update and this presentation will be added to the Documentation folder following the meeting. It was noted that this is in the context that all energies have been directed to respond to COVID-19. However the strategy has informed all plans within the working groups discussed in item 4b. In a number of strategic goals, we have actually moved forward to phase 2 or 3.

Sarah Glennie will provide An Bord with a strategy update at the December 2020 meeting.

## **7. BOARD 3 YEAR OBJECTIVES: (AGENDA ITEM 7):**

**7a. Obj 1 - Financial**

**7a.i. Management accounts to May 2020:**

Copies of the Management accounts documents were circulated in advance of the meeting, deemed read and noted by An Bord. The documentation included information on the COVID-19 costs and Gerry McCoy will report on any COVID-19 savings at the next meeting of An Bord.

Gerry McCoy will present an outline budget in July 2020 on our best estimations for 2020-21 academic year for approval and with a further update at the September 2020 meeting. This timeline was approved by An Bord.

**7a.ii. Procurement Update:**

Gerry McCoy did not outline any issues of concern and the item was deemed noted.

**7a.iii. Bad Debts W/O:**

The Bad Debts were noted.

**8. ANY OTHER BUSINESS: (AGENDA ITEM 8):**

**8.a. NCAD Annual Reports**

**8.a.i. 2016-2017 Draft Annual Report review:**

A copy of the 2016-2017 Draft Annual Report was circulated in advance of the meeting, deemed read and APPROVED by An Bord. This report will be added to the NCAD website.

**8.a.ii. 2017-2018 Draft Annual Report review:**

A copy of the 2017-2018 Draft Annual Report was circulated in advance of the meeting, deemed read and APPROVED by An Bord. This report will be added to the NCAD website.

**8.b. Student Equipment Review:**

Since March 2020, some students have had challenges gaining access to laptops and software. We wish to seek some philanthropic support for laptops for students in need. The digital group will identify the specifications. An Bord will provide the details of any potential philanthropic organisations to Sarah Glennie. Jane McDaid has also offered her support to move this forward.

**8.c. Schedule of Meetings of An Bord 2020:**

21st July 2020 - 11am - 1pm - approved by An Bord. We will include a proposal for an in person meeting as an agenda item at the July meeting.

**8.d. Proposed dates for 2020-2021 Academic Calendar for Approval:**

Sarah Glennie, Gerry McCoy and Amy O'Hanlon will review the dates of the meetings below to ensure that these correspond with the needs for approval of information by An Bord.

15th September 2020  
20th October 2020  
1st December 2020  
26th January 2021

2nd March 2021  
13th April 2021  
25th May 2021  
22th June 2021

9. **AGREED ACTION POINTS: (AGENDA ITEM 9):**

- **Item 5.a.: Risk Register Review and Update:** The additional risks identified by Sarah Glennie in item 4.b.4. will be added to the Risk Register following a review.
- **Item 5.b.: Update on external An Bord review:** We will be in contact with members of An Bord to begin the process of the remote audit.
- **Item 6.a.: MoA UCD:** NCAD will request a 5 year MoA with the addition of a 3 year break clause subject to An Bord's strategic review of NCAD at that time. A new MoA with UCD will be presented to An Bord at the July meeting.
- **Item 6.b.: Strategic Plan Update:** Sarah Glennie to add her to the Documentation folder following the meeting.
- **Item 6.b.: Strategic Plan Update:** Sarah Glennie will provide An Bord with a strategy update at the December 2020 meeting.
- **Item 7a.i.: Management accounts:** Gerry McCoy will present an outline 2020-21 budget in July 2020 on our best estimations for the academic year for approval and with a further update at the September 2020 meeting.
- **Item 8.d.: Proposed dates for 2020-2021 Academic Calendar for Approval:** Sarah Glennie, Gerry McCoy and Amy O'Hanlon will review the dates of An Bord meetings to ensure that these correspond with the needs for approval of information by An Bord.

The meeting concluded at 1.08 p.m.

---

Chairperson of An Bord

---

Dated