Trinity Education Project Structure for 2017/18

Trinity Education Project Steering Committee
Provost (Chair), Vice-Provost/CAO (Project Sponsor), Registrar, Bursar, Fedelma McNamara (Project Manager), Fellows’ Representative, SU Education Officer, Sub-Group Chairs & Leads

Terms of reference

- Project Governance
- Articulation of Project Vision, Mission, and Values
- Ensuring coordination with other Trinity College initiatives, e.g., research excellence strategy, global relations strategy, estates masterplan, .........
- Budget
- Risk Register
- Appointment of Sub-Group Chairs and Leads
- Approval of Sub-Group membership
- Approval of Sub-Group workplans
- Monitoring of workplans
- Approval of documentation from Sub-Group before submission to College committees
- Approval of external communication materials
Trinity Education Project Structure for 2017/18

Trinity Education Project Steering Committee
Provost (Chair), Vice-Provost/CAO (Project Sponsor), Registrar, Bursar, Fedelma McNamara (Project Manager), Fellows’ Representative, SU Education Officer, Sub-Group Chairs & Leads

#1 TEP Public Affairs, Marketing and Internal Communications
VP/CAO & Communications Officer

#2 Technology & Business Processes Re-engineering, Mainstreaming and Planning/Management of Transition and Systems
Director of IT Services & Director of Student Services

#3 Trinity Electives & Approved Modules
Provost & Senior Lecturer

#4 Pedagogy
Senior Lecturer & Senior Academic Developer

#5 Internships & Careers, Student Exchanges/Mobility & Co-Curriculum Activities (Employability)
Dean of Students & Academic Secretary

#6 Progression & Awards, Fixed Timetable, Learning Spaces Design
Associate Dean UG Science Education & ASD Manager
#1 TEP Public Affairs, Marketing and Internal Communications

VP/CAO (Chair), Communications Officer, Lead, Director of Marketing, SU Communications Officer, Student Recruitment Officer (once appointed), Dr Caitriona Leahy (Fellow), Leona Coady, Dr Laurent Muzellec, Dr Ciarán Simms, Dr Áine Kelly, Project Manager

Terms of reference

- **Public affairs**
  - Synchronised with marketing plan; initial decisions needed around launch
  - Positioning of Trinity’s new curriculum in relation to national educational innovation

- **Marketing (domestic, EU, non-EU) of the new curriculum**
  - Development of brand identity for new curriculum
  - Marketing events and development and production of marketing materials
  - Development and implementation of marketing plan

- **Internal Communication and consultation with the wider TCD community in relation to the implementation**
  - Monthly newsletter
  - Creation of teaching resource repository and development of internal website
  - Regular lunchtime meetings with key stakeholders
  - Engagement with FEC’s and other groups
  - Engagement with SU,
  - Engagement with LERU
Terms of reference

- Review decisions arising from other Trinity Education Project Streams that have Systems and Business Process change elements. Direct a review of requirements to evaluate impacts, identify risks, pre-requisites and interdependencies
- Ensure coordination with the other Trinity College IT & BBR initiatives (CORE HR, FIS Transition, SITS Continuous improvement program
- Formation of delivery project teams for approved and funded IT & BPR programs of work
- Review and approve key TEP IT & BPR project artefacts and the transition/mainstreaming plans
- Monitor Systems and related Business Process Change budget
- Analyse the data and reporting requirements required for the successful implementation of TEP
- Highlight necessary organizational changes required resulting from any changes to Technology and related Business Processes
- Summarise and report progress to TEP Steering Committee
Terms of reference

- To generate interest in and guide the development of a suite of Trinity Electives aligned to the Council approved academic and operational principles and thereby ensure the availability of an appropriate number and range of Trinity Electives for students in the relevant programmes
- To ensure that the Council approved governance structures are in place so as to enable the approval, implementation and monitoring of the Trinity Electives
- To support the development of a suite of Approved Modules for students in the relevant programmes with the agreed parameters
- To identify a robust ‘matching process’ that ensures that the Approved Modules align to the agreed TEP principles (breadth; enriching study of core subject/s) and takes account of student flows
- To identify appropriate oversight for Approved Modules
#4 Pedagogy

**Senior Lecturer (Chair), Senior Academic Developer (Lead), Dr Kevin Kelly, Prof Derek Sullivan, Dr Christine Morris, Prof Carol O’Sullivan, Dr Rachael Walsh, Prof Mark Bell, SU Education Officer, Siobhan Dunne, Project Manager**

## Terms of reference

- To identify, develop and disseminate best practice and innovation in relation to the practice of teaching, learning and assessment as it pertains to the implementation of the curriculum and assessment principles of TEP;

- To provide Schools and programmes with resources and guidelines on curriculum development and reform in response to the TEP curriculum principles, including matters relating to the capstone project, elective and approved modules; graduate attributes; assessment framework; blended learning;

- To provide guidance to students in understanding the philosophy of the Trinity Education, the expectations and responsibilities which it places on them as learners, and how they can optimize their learning experience;

- To develop relevant policies and procedures in relation to teaching, learning, assessment, the use of digital resources for staff and students
#5 Internships & Careers, Student Exchanges/Mobility & Co-Curriculum Activities (Employability)

Dean of Students (Chair), Academic Secretary (Lead), Dr Mike Brady, Dr Frank Wellmer, Jennifer Pepper, Leonard Hobbs, Dr Mark Sweetnam, Dr John Gormley, SU President, Project Manager

Terms of reference

- To define employability/career readiness in terms of student development of graduate attributes through academic programme outcomes, co-and extra-curricular activities
- To develop a College-wide internship policy and identify internship opportunities within each programme
- To develop a College-wide Exchange/Mobility Policy and identify exchange/mobility opportunities within each programme
- To develop a College-wide policy for the facilitation of co-and extra-curricular activities
- To develop a framework for Alumni engagement for the development of transferrable skills, development of professional skills, development of external networks
- To identify and develop student spaces for reflection (link to Sub-group #6)
- To design an operational model for students to engage with the process during their time in Trinity and determine training requirements and costs
- Define IT System required to deliver agreed operational model
#6 Progression & Awards, Fixed Timetable, Learning Spaces Design

Associate Dean UG Science Education (Chair), Manager, ASD (Lead), Dr John Walsh, Senior Tutor, Frank O’Rourke, Dr Michael Wycherley, Dr Agnella Craig, Peter Hynes, Dr John Rochford, Dr Mike Brady, SU Education Officer, Prof Stephen Matterson, Project Officer

Terms of reference

- To develop all policies, practices and procedures that deliver the Council-approved decision on progression and awards;
- To develop the policies, practices and procedures that deliver a fixed timetable
- To ensure that all decisions made during 2016/17 and beyond in relation to progression & awards are embedded at an institutional and programme level
- To develop, in consultation with the College community, a fixed timetable structure
- To make recommendations on the appropriate structures for implementation of a fixed timetable
- To consider learning spaces as part of the new timetabling strategy
- To link to the developing Estates strategy via the Bursar