

FACULTY OF ARCHITECTURE, COMPUTING & HUMANITIES

FACULTY BOARD

CONFIRMED Minutes of the First Meeting of the Faculty Board in the 2016-17 academic session, held on 20th October 2016 at 10am in SWS 10_B004, Greenwich Campus

Present:

June Balshaw, HoD HPSS Lucy Brown, Subject Lead for Film & TV Judith Burnett, PVC - Chair Nic Clear, HoD A&L Lee Devlin, FOO Sandra Dunster, Principal Lecturer in History Cos Ierotheou, Director of Learning & Teaching Shaun Lundy, HoD BEN Lachlan MacKinnon, HoD, Computing & Information Systems	Mary McAlinden, HoD, Mathematical Sciences Tony Mann, Director/Senior Lead Maths Stephen Naylor, Quality Manager Mayur Patel, Director Internationalisation & Partnerships Nadarajah Ramesh, Programme Leader Rep Maths Gregory Sporton, HoD CPDA In Attendance – Sharron Denham, Secretary
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Apologies for Absence:

Liz Bacon, DPVC Alessandro Benati, Director, CAROLE Christopher Bailey, Director of Enterprise Noel-Ann Bradshaw, Senior Lead, Employability Sandra Clarke, HoD Phil Clipsham, Head of the Enterprise Innovations Centre Amanda Davidson, Bexley College Corine Delage, Director of Student Experience Ed Galea, Director of Research	Steven Haines, Prof of International Law David Isaac, Senior Lead Research Mentoring Andrew Kao, Lecturer Applied Maths Nickie Hirst, Senior Lead, Creative Enterprise & Design Zoe Pettit, HoD LLT Tracey Reynolds, Chair of Faculty Research Ethics Committee Neil Spiller, DPVC Peter Vlachos, Principal Lecturer in Marketing
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FB/16.1 Minutes of the Previous Meeting

The minutes of the previous meeting held on 29th June 2016 were subject to a few minor changes before being **agreed** as an accurate record.

FB/16.2 Matters arising from the Minutes

- FB/15.12 Timetabling** - FOO gave an update that many issues have been resolved regarding timetabling with a report being prepared to go to the next SMT in November. Changes are to be signed off by the FOO which will bring the Faculty in line with the rest of the University.
- FB/15.20** Ongoing – Response to course evaluations are being responded to well however timing issues are a concern. It was noted that it was not in AQU remit to look at this and PMR set the deadline when things need to take place. Potentially this can have an impact on our NSS results if the student's voice has not been heard. JB/FOO to look into this.
- FB/15.21** Personal Tutoring Policy has been taken to Council - **COMPLETED**
- FB/15.29** CI confirmed that the retention group discussing exam regulations has now concluded and a new group been established, chaired by Susan Lea. This will take forward all recommendations. **COMPLETED**
- FB/15.31** A full report on QR funds allocated to R&E and bidding over the last few months is to be presented at the next Faculty Board in January.
- FB/15.37** Discontinuation for the MA Public Policy and Practice has been put in but is not showing up as an authorised programme. Agreed it can now go through as a new programme, reinstated, renewed and with a new name. **COMPLETED**
- FB/15.38** Student Experience Report has now been completed. **COMPLETED**

FB/16.3 Chair's Report

The Chair presented for information the report on the Faculty objectives as set out at the start of the academic year 2016-17, and discussed in the Faculty Staff Meeting. The Board noted in particular the potential changes on the horizon as a result of the UK vote to leave the EU, and the requirement to work hard on the quality of learning and teaching (to be assessed via the new TEF) and research and enterprise (to be assessed via the new REF). The report set out plans for a number of areas in addition, including those relating to the administrative services and technical facilities, student experience including the personal tutoring approach, employability, the centres including

CAROLE, the Greenwich Maths Centre, Greenwich Bright and the Law Clinic and key work plans of the various Departments

FB/16.4 FOO Update

16.4.1 Recruitment and Registrations

Despite a challenging recruitment environment, the University as a whole has broadly met its recruitment targets for this year with new home FT UG students - at present the University is forecast to recruit 3800 Home/EU UG students at 1st December 2016 against a target of 3772.

At the Faculty level, the picture is mixed with only Maths and Law having met and exceeded their target. The extended degree programmes have recruited particularly well with the Faculty currently forecast to have approximately 110 students across all programmes. The projected tariff is only marginally down this year at 329 points (2015: 331). To note that we await a January intake in two areas.

Table 1 New Home FT UG students by Dept (Registrations against Targets)

	Target - 1st December 2016	Current Registrations
ALS	101	80
BEN	63	31
CIS	420	398
CPDA	288	245
HPSS	125	116
LAW	190	203
LLT	160	139
MSC	99	113
	1446	1325

This will represent a good outturn considering the applications for the current cycle where down markedly in the earlier part of the main cycle, at times by up to 20% and will represent approximately 95% of recruitment against last year's actual number of 1400 students. Moving forward we will be working with newly appointed colleagues in the Communication & Recruitment directorate to improve our programme marketing as well as enhance recruitment activities such as Open Days and outreach events.

The current recruitment for new home FT PG students is particularly encouraging, partly as a consequence of the introduction of the new PG loans from September 2016. Table 2 represents the current Faculty position against our agreed targets.

Table 2 New Home FT PG students by Dept (Registrations against Targets)

	Target - 1st December 2016	Current Registrations
ALS	64	74
BEN	6	11
CIS	14	32
CPDA	5	22
HPSS	0	1
LAW	14	28
LLT	4	10
MSC	4	14
	111	192

Overseas recruitment remains challenging and we will be working with the new Head of International Recruitment to develop our offer and improve our programme marketing overseas.

16.4.2 Degree Apprenticeships

The University is currently looking to launch a suite of Degree Apprenticeships to commence in September 2017. The initiative is being coordinated centrally with a Steering Group chaired by the Deputy Vice-Chancellor and the Faculty is exploring apprenticeships in the construction, legal and computing disciplines. A fuller update will be provided to the next meeting of Faculty Board which will include confirmation of those programmes under development.

16.4.3 IT Developments

As agreed previously by the Faculty, Teachmat will no longer be developed and we will shortly be commencing an exercise in mapping out what the Faculty IT requirements might be in the medium to long term with the intention of producing a development plan for approval with an indication of resourcing required to deliver any agreed work streams/projects identified.

The intention is to hold a workshop(s) with key staff from the Faculty along with colleagues in ILS so we can identify what IT functionality we might require going forward which cannot now be supported by Teachmat. We will also be reflecting on the next stage of IT integration with ILS following the current integration work being undertaken by our Technical teams and colleagues in Information & Library Services. We hope to complete this exercise by the new year and have prepared IT project proposals for consideration by the IT Strategy Board when it meets in January/February.

FB/16.5 Learning, Teaching and Quality

A number of LQSC items were discussed and were summarised by the DLT. It was announced that the Extenuating Circumstances system is intended to go live on 24th October after being formally signed off Friday 21st. ILS will be communicating to both students and the Faculties. An update was given regarding the responses made by departments to external examiner reports for the 2015-16 year. HoDs reminded to provide their responses in a timely manner. The appointment of new external examiners need to be in post as soon as possible to ensure continuity of externality of programmes and courses. HoDs were reminded to complete this exercise and this will also enable a timely induction of all new external examiners in the Spring of 2017. HoDs were reminded that departments need to be compliant with the minimum requirements for Moodle content and to remind staff to complete this for their courses and programmes.

An update was provided on the assessment deadline date exercise. Information has been provided to HoDs where this needs to be completed and departments were reminded that this was a compulsory activity. Next year the expectation is that all information should be in place at start of the academic year for both on and off campus course assessments. Retention was discussed and possible reasons why students have not progressed. The DLT and FOO to follow up once data has been received from PAS.

ACTION - CI and FOO to explore removal of non-engaging students before the census point in December

It was noted that there were no conflicts of interest to report.

FB/16.6 BME Paper Action Plan for the Academic Year

Chair reminded that the Chairs Report sets out a short account of the BME Paper and that a table of actions are being progressed and looked at. Director of Student Experience will give an update at the next Board in January on these actions. It was noted also that the University expressed interest in the paper and has applied for some money. As a result of the work carried out over the summer by task and finish group, retention outcome has been agreed for each Faculty and can employ a resource in student success and retention.

ACTION – CD to give an update on the BME Action Plan for the Academic Year 2016-17 at Jan Faculty Board

FB/16.7 Paper for Information Only – Paper 5

FB/16.8 New Programme Proposals and Discontinuation forms

- DPP1 BSc (Hons) Software Engineering 3+0 (SEGi) – Paper 6
- DPP1 BSc (Hons) Computing with Multimedia 3+0 (SEGi) – Paper 7
- DPP1 PGCert Information Systems Management (SBCS) – Paper 8
- DPP1 BSc (Hons) Computing (FPT – Hanoi) – Paper 9
- DPP1 BSc (Hons) Computing (FPT – Ho Chi Minh) – Paper 10
- DPP1 PGCert Information Systems Management (SEGi KL) – Paper 11
- DPP1 MSc Computer Science (EDULINK) – Paper 12
- DPP1 MSc Computer Systems and Networking Engineering (PIBT) – Paper 13
- DPP1 PGCert Information Systems Management (ZCAS) – Paper 14

Agreed by Board and sent to AQU.

ACTION - Confirmation that the BEN Extended Degree DPP1 has been recorded and sent to AQU/APC

Chair announced to the Board that Prof Alessandro Benati is leaving the University and moving to Portsmouth University. On behalf of the Faculty and the Faculty Board would like to thank him for his contribution to CAROLE over the last few years as well as his contribution in the previous school structure and lead researching in putting together RAE and REF units.

FB/16.9 Date and Time of Next Meeting

Date of next meeting is scheduled for **25th January 2017 at 10am**

For last page only:

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 Approved on: 25th January 2017
 To be held until: 31st July 2022