

FACULTY OF ARCHITECTURE, COMPUTING & HUMANITIES

FACULTY BOARD

Minutes of the third meeting of the Faculty Board in the 2015-16 academic session, held on 4th May 2016 at 1pm in 11_B004 Greenwich Campus

Present:

Stuart Allen, HoD BEN Liz Bacon, DPVC Chris Bailey, Faculty Director of Enterprise Noel-Ann Bradshaw, Senior Lead Employability Judith Burnett, PVC - Chair Sandra Clarke, HoD Law Nic Clear HoD A&L Phil Clipsham, Head of the Enterprise Innovations Centre Corine Delage, Director of Student Experience Sandra Dunster, Principal Lecturer in History David Isaac, Faculty Research Mentoring Lead Andrew Kao, Lecturer Applied Mathematics Cos Ierotheou, Director of Learning and Teaching Tony Mann, Director, Maths Centre	Lachlan MacKinnon, HoD CIS Mary McAlinden, HoD Mathematical Sciences Steve Naylor, Quality Manager AQU Zoe Pettit HoD LLT Nadarajah Ramesh, Programme Leader Rep Maths Neil Spiller, DPVC Peter Vlachos, Principal Lecturer In attendance Sharron Denham, Faculty Secretariat
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Apologies for Absence:

June Balshaw, HoD HPSS Alessandro Benati, Director, Centre for Applied Research and Outreach in Language Education (CAROLE) Amanda Davidson, Partner Rep – Bexley College Lee Devlin, FOO Matt Elliot, Bird College Ed Galea, Director of Research	Stephen Haines, Prof. of International Law Nickie Hirst, Senior Lead, Creative Enterprise & Design David Maguire, VC Mark Mulville, Programme Leader Rep Mayur Patel, Director Internationalisation & Partnerships Gregory Sporton, HoD CPDA
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FB/15.26 Minutes of the Previous Meeting

The minutes of the previous meeting held on 13th January 2016 were **agreed** as an accurate record.

FB/15.27 Matters arising from the Minutes

FB/15.12 Timetabling Review Responses to be circulated by LD are ongoing.

FB/15.13 CI to provide a summary of portfolio changes (appears later in minutes please see Appendix 1).

FB/15.20 CD stated that Term 1 course evaluations were received well with course leaders corresponding well and recording. Answers are to be seen by JB, all HoDs, CD and CI. JB thanked Committee for good response.

FB/15.21 Personal Tutoring Policy has yet to be approved by Academic Council

FB/15.28 Chair's Report

An overview was given on the portfolio review, with Susan Lee, LD, PVC and then with academics in a series of meeting to discuss recruitment, student progression, quality of performance and outcomes. 4 out of 8 meetings have been completed with good progress made. Departments will be asked to make recommendations themselves to the Programme Teams, Faculty, and University.

With the end of year coming it was noted that there was a number of external facing events being organised by Departments with students showing their work and engaging with the public. Chair asked for a document to be produced to capture these and for it to be sent out to the SMT to facilitate.

ACTION – SD to prepare a document of events to circulate to SMT.

ACTION – SD to liaise with Secretariat to produce same document on a monthly basis.

FB/15.29 Recruitment, Admissions & Registration

Chair updated on behalf of the FOO, that home student f/t u/g confirmed applications are down 15% on last year, with a number of taster events held to try and boost admissions. It was noted that open days are not being productive and there must be an improved service around this.

It was stressed that Clearing operations will work closely with HoDs and admissions staff, and that there is a new extended degree route possible for some departments. A group will be formed to manage the extended degree and are cognisant of the need to do this. There are some challenges around retention although some improvement it appears to have stabilised. The University has set up a Central Retention Task and Finish Group to be chaired by LD (NB CI is on Panel). Extended degrees now have applications

coming in which will be managed. CI to look at exam regulations changing within retention and discuss within the Group.

ACTION – CI to draw exam regulations to the attention of the retention group

FB/15.30 Learning Teaching & Quality

- a) CI updated on the summary of portfolio activity for the Faculty and asked to provide a list of portfolio reviews at the next Board.

Summary of Portfolio Activity below for information:-

<U:\FACH\Admin\Secretariat\19. Faculty Board\Term 15-16\ACH FACULTY BOARD 4-5-16\Papers\ACH Portfolio Activity Apr 2016.docx>

- b) No conflict of interest to report.
- c) External Examiners Extension of Tenure paper going to APC 4/5/2016 - Noted.

ACTION – CI to provide a list of portfolio reviews to be brought to the next Board June 2016.

FB/15.31 Update on R&E Strategy

- NS advised that the GREAT2016 deadline of 1st May has passed. There have been a few problems with staff understanding the submission protocols and GALA access.
- The FACH Working Group to co-ordinate the assessment of GREAT2016 has been formed and agreed with DPVC (R&E). This comprises of Prof Neil Spiller (Chair), Prof Chris Bailey (Deputy Chair), Sarah Liska, Prof Tracey Reynolds, Prof Andrew King and Prof Darrick Joliffe.
- QR funds have been distributed by the University, a total of £742,000 up 2% on last year. NS to meet JB to establish distribution to research group, etc.
- HEIF to be announced shortly by DVC (R&E).
- Prof Andrew King will take over Grand Challenges co-ordination and also establish researcher mentoring events and programmes.
- The joint FACH/FB networking event, themed Smart Cities was a success and more will be arranged by GRE with other themes.

ACTION - Meeting between NS & JB to establish the amount of QR funds to be distributed between which research groups – update at June Board.

FB/15.32 Greenwich Bright

Update from Phil Clipsham on behalf of Phil and Nickie setting out key aims for 2015/16 establishing the concept and back office processes. Developing projects with external and internal clients to give students work experience. Making full use of the space at Mitre Passage and creating projects for students across the Faculty. GBright have undertaken 78 projects since July 2015 with 24 completed and 54 ongoing. 52 students have had paid employment through GB with another 10 expected to join in the coming weeks. Areas of work include software development, application design and development, film production, graphic design and computer security. There are a number of projects currently in development using students from LLT, HPSS, Maths and BEN. GB are also supporting and providing mentoring to entrepreneurial students, currently supporting 5 different student start-ups.

£23,000 has been brought into support a project with London Digital Security Centre as part of the Mayor of London's Office. Have agreed in principal working with General Dynamic IT to establish work placements, student mentoring and development projects. Event scheduled for 13th June for university staff to encourage engagement and identifying how an enterprise Centre would work within Maritime campus as well as establishing an Enterprise Conference for the Faculty and the University.

FB/15.33 BME Student Experience Research Project Report

Director of Student Experience presented slides with information collated in a recent study around the experience of black minority within the Faculty and the University. Presented useful data to underpin the change in the University and the processes that we might want to look at in order to understand the data collated.

[FINAL5. FBACH_4MAY_PAPER3_BME students experience project- FACH-March 2016.pdf](#)

FB/15.34 Date and Time of Next Meeting

Date of next meeting is scheduled for **29th June 2016**

For last page only:

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CONFIRMED

FACULTY OF ARCHITECTURE, COMPUTING & HUMANITIES

ACTION SHEET for the Faculty Board in the 2015-16 Academic Session

MINUTE <i>Minute No.</i>	ACTION <i>Brief/concise description of action to be taken</i>	RESPONSIBILITY <i>Name</i>	Progress
FB/15.12	Timetabling Review Responses to be circulated	FOO	Ongoing
FB/15.13	Confirm which programmes will be going ahead for next year	FOO	Closed
FB/15.20	CD and HoDs to monitor whether course leaders have been responding to students course evaluations and HoDs to ensure course leaders are encouraging their students to take part in course evaluations.	CD and HoD's	Ongoing with report to June Board 2016
FB/15.21	CD to liaise with HoDs so that their departmental personal tutoring implementation plans for next year are presented to the June 2016 Faculty Board.	CD & HOD's	June Board 2016
FB/15.28	SD to prepare a document of events to circulate to SMT	SD	Completed
	SD to liaise with Secretariat to produce same document on a monthly basis: to have established system by Board June 2016	SD	June Board 2016
FB/15.29	CI to draw attention to the exam regulations to the retention group	CI	June Board 2016

FB/15.30	A list of portfolio reviews are to be brought to the next Board with confirmation of re-instatement or suspension.	CI	June Board 2016
FB/15.31	A report from the meeting to be had to establish the amount of QR funds to be distributed between which research groups.	NS & JB	June Board 2016