

FACULTY OF ARCHITECTURE, COMPUTING & HUMANITIES

FACULTY BOARD

Minutes of the Second Meeting of the Faculty Board in the 2016-17 academic session, held on 25th January 2017 at 10am in QA075, Greenwich Campus

Present:

Liz Bacon, DPVC (IP) Christopher Bailey, Director of Enterprise June Balshaw, HoD HPSS Sandra Clarke, HoD, LAC Nic Clear, HoD A&L Phil Clipsham, Head of the Enterprise Innovations Centre Corine Delage, Director of Student Experience Lee Devlin, FOO Sandra Dunster, Principal Lecturer in History Nickie Hirst, Senior Lead, Innovation in Creative Enterprise & Design	Cos Ierotheou, Director of Learning & Teaching Shaun Lundy, HoD BEN Stephen Naylor, Quality Manager, AQU Thomas Owen, Student Representative Mayur Patel, Director Partnerships International Zoe Pettit, HoD LLT Simon Smith, Bird College Gregory Sporton, HoD CPDA Neil Spiller, DPVC (Chair) Mark Young, Student Representative In Attendance – Fiona Thirlwell, Secretary
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Apologies for Absence:

Lucy Brown, Subject Lead for Film & TV Judith Burnett, PVC Noel-Ann Bradshaw, Senior Lead Employability Steven Haines, Prof of International Law David Isaac, Senior Lead Research Mentoring Mary McAlinden, HoD, Mathematical Sciences	Lachlan MacKinnon, HoD, CIS Nadarajah Ramesh, Programme Leader Rep Maths Tony Mann, Director/Senior Lead Maths Centre Tracey Reynolds, Chair of Faculty Research Ethics Committee Peter Vlachos, Principal Lecturer in Marketing
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FB/16.10 Minutes of the Previous Meeting

The minutes of the previous meeting held on 20th October 2016 were subject to one minor change to the apologies list before being **agreed** as an accurate record.

FB/16.11 Matters arising from the Minutes

FB/15.12 Timetabling

Late changes to the Term 2 timetabling are currently being processed, a clarification of the timetabling change procedure will be circulated shortly. Some significant issues remain for BEN which the Faculty Timetabling Coordinator and FOO are working with the Department and the Faculty of Business to resolve.

ACTION: FOO to update at next meeting

FB/15.20 Course Evaluations

The Director of Student Experience has been monitoring the upload to Moodle of staff responses to Term 1 surveys. Some feedback has yet to be added to the relevant Moodle pages and the DSE will follow up on this. A report on outcomes of the survey were presented to the meeting under item FB/16.14

ACTION: DSE to follow up on missing feedback

FB/15.31 Report on QR funds – COMPLETED

FB/16.5 Withdrawal of non-engaging students

The FOO reported that further clarification is required on removing non-engaging students prior to HESA deadline to ensure that our processes and procedures are effective going forwards. A query was raised regarding criteria for withdrawal prior to 1 December, the meeting agreed that clearer guidance is required to cover the various reasons for withdrawal being necessary.

ACTIONS: FOO/DLT/DSE to raise at next meeting of the University Retention Group. FOO to update the next meeting

FB/16.6 BME Action Plan

The Action Plan was presented for discussed under item FB/16.17.

FB/16.12 Chair's Report

The paper was noted.

FB/16.13 FOO Update

FB/16.13.1 Recruitment 2017

FB/16.13.1.1 *Applications* for 2017 entry are currently up by around 9% compared with the same point in the last recruitment cycle. Whilst some issues had been experienced due to applications being held in Central Recruitment and Admissions awaiting processing of decisions, progress is being made to find a resolution.

FB/16.13.1.2 *Draft International Plan* Heads of Department were thanked for contributions that had been submitted in response to the international plan consultation, the FOO will be feeding comments back to the IO on behalf of the Faculty.

FB/16.13.1.3 *Advertising plans* are in place with Faculty campaigns now active across various platforms.

FB/16.13.2 Budgets and Resourcing

The Faculty remains on target to meet budget commitments for the current financial year. Meetings with Finance and Heads of Department are currently in progress with focus on forecasting to end of the current year and on drawing up a 3 year student numbers forecast.

FB/16.13.3 Health & Safety

The FOO report highlighted key ongoing activities of the Health and Safety Group.

FB/16.13.4 Benchmarking Exercise

The University will be undertaking a benchmarking exercise to evaluate cost of staffing in its key functional areas. Meetings are currently being arranged with Heads of Department and further information and guidance will be circulated shortly. In response to a query regarding data, it was acknowledged that staffing data are complex, and the importance of ensuring that the data being used are correct and reliable was stressed.

FB/16.13.5 Degree Apprenticeships (DA)

The Faculty's first DA proposal from the Department of Built Environment was considered at the recent meeting of APC. The proposal had been favourably received and the Department is now progressing with preparations for an approval event. No further DA programmes are expected to be proposed for

Sept 2017 although opportunities for potential DAs in CIS, LAW and CPDA are currently being explored.

FB/16.13.6 HR policies update

Briefings are being planned to inform academic colleagues about the new Career Pathways project, the Balanced Academic Workload model and Appraisal changes. Academic colleagues are to be encouraged to attend one of the briefing events when offered.

FB/16.14 Course Evaluations

The DSE presented an overview report outlining outcomes of the term 1 course evaluation surveys for each department. It was noted that Faculty satisfaction ratings were improved overall and colleagues were encouraged to review the dashboard of results.

The aim for the next evaluation round is continue to increase participation and engagement in general and to increase the participation rate for departments, where the minimum 40% had not been reached in particular. It was noted that non-credit bearing, distance learning and extended courses were included in the surveys and these data skew the results negatively.

In discussion it was acknowledged that the data can be misleading especially as the surveys contained a range of questions which students found difficult to answer because of the timing of the survey (e.g. question about timely feedback on coursework)

FB/16.15 Report on QR Funds

A summary overview had been provided in the paper presented at recent committees. Information regarding QR funds should be released shortly and the process for allocating funds for the next academic year will then be progressed. All colleagues are to be encouraged to actively engage with the GREAT exercise and ensure their publications are entered into GALA promptly.

FB/16.16 Learning, Teaching and Quality update from the DLT

FB/16.16.1 The TEF submission

It was reported that the University had provided a strong response in its submission. Scrutiny will now move to subject level, PaS are currently working on a dashboard for subject level information to support teams in preparing for this when it comes along.

FB/16.16.2 Assessment deadlines

Thanks were extended to colleagues who have input their assessment deadlines into Banner. The DLT will be following up in cases where

deadlines are missing. Colleagues were asked to ensure staff are encouraged to enter their deadlines promptly with priority being given to on-campus students.

FB/16.16.3 Approval and review events

The make-up of panels has been slightly amended, any of the Faculty Board members could be asked to be a panel member. Colleagues were encouraged to volunteer to participate in future panels and to promote the opportunity to other academic colleagues.

FB/16.16.4 Academic portfolio project

The DVC (Academic) had presented a paper to the recent meeting of Council which included a number of recommendations. The paper is being disseminated to all staff shortly.

FB/16.16.5 Funds for portfolio development

The Faculty had submitted 4 bids for consideration 2 of which were successful. The DLT recommended that planning starts early for next session to ensure strong cases are prepared for submission to the next funding round.

FB/16.16.6 Deadline for changes to programmes and courses

Colleagues were reminded that the final submission deadline for proposed 2017-session changes to be considered by the Faculty Scrutiny Group is 9 February.

FB/16.17 BME Action Plan

The DSE presented the BME Action Plan to the meeting. Three key actions were highlighted:

- To ensure ethnicity data are considered at programme reviews. Whilst this is to be discussed at University level the meeting agreed that further consideration should be given at Faculty level as to how this might be achieved.
ACTION: DLT, DSE and AQU to consider
- To embed multiculturalism and inclusive curricula more widely and consistently. It is hoped that this might be progressed if the joint bid for funding submitted with Kingston University is successful.
- To make unconscious bias training available to all staff. The DPVC (IP) reported that an online course is being developed and it is hoped this will be rolled out in the next few months.

FB/16.18 Update on Portfolio of Programmes

The DLT provided a short update noting that there had been 4 new programmes approved; 27 programmes discontinued; 2 programmes suspended; and 1 programme reinstated.

FB/16.19 For information purposes only

It was reported that Professor Neil Spiller has been appointed as Chair of the Faculty Research Degrees Committee.

The meeting received the following committee minutes for information:

- Faculty Research Degrees Committee 15 June 2016
- Faculty Student Experience Committee 28 September 2016
- Faculty Student Experience Committee 9 November 2016

FB/16.20 AOB

The Chair emphasised the importance of ensuring that HESA data are checked carefully for R&E orientated staff, in preparation for REF in the event that all teaching and research staff are entered in the next round. The matter is to be considered at UREC.

FB/16.21 Date and Time of Next Meeting

Date of next meeting is scheduled for **29th March 2017 at 10am in QA075**

For last page only:

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Approved on 29MAR2017

To be held until

FACULTY OF ARCHITECTURE, COMPUTING & HUMANITIES

ACTION SHEET for the Faculty Board in the 2016-17 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	<u>Timetabling</u> – Clarification of procedure for requesting timetable changes to be circulated. Term 2 timetabling issues for BEN to be resolved	FOO	Update March
FB/15.20	<u>Course Evaluations</u> DSE to follow up on missing feedback	DSE	Update March
FB/16.5	<u>Withdrawal of non-engaging students</u> Request for clearer guidance on criteria for withdrawing students prior to HESA deadline to be taken for consideration at the University Retention Group	FOO/DLT/DSE FOO to update next meeting	Update March
FB/16.17	<u>BME Action Plan</u> Identify options for ensuring ethnicity data are considered at programme reviews.	DSE/ DLT to liaise with AQU	Update March