

FACULTY OF ARCHITECTURE, COMPUTING & HUMANITIES

FACULTY BOARD

Minutes of the Fourth Meeting of the Faculty Board in the 2016-17 academic session, held on 21st June 2017 at 10am in QA075, Greenwich Campus

Present:

<p>Liz Bacon, DPVC – Acting Chair June Balshaw, HoD HPSS Noel-Ann Bradshaw, Senior Lead Employability Sandra Clarke, HoD, LAC Corine Delage, Director of Student Experience Lee Devlin, FOO Sandra Dunster – Principal Lecturer in History, HPSS Nickie Hirst, Senior Lead, Innovation in Creative Enterprise & Design Cos Ierotheou, Director of Learning & Teaching</p>	<p>David Isaac, Senior Lead Research Mentoring Andrew Kao, Senior Lecturer, Maths Lachlan MacKinnon, HoD, CIS Mary McAlinden, HoD, Mathematical Sciences Zoe Pettit, HoD LLT Simon Smith, Bird College Neil Spiller, DPVC Gregory Sporton, HoD CPDA Peter Vlachos, Principal Lecturer in Marketing</p> <p>In Attendance – Sharron Denham, Secretary</p>
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Apologies for Absence:

<p>Christopher Bailey, Director of Enterprise Lucy Brown, Subject Lead for Film & TV Nic Clear, HoD A&L Amanda Davidson, Bexley College Phil Clipsham, Head of the Enterprise Innovations Centre Steven Haines, Prof of International Law Shaun Lundy, HoD BEN Tony Mann, Director/Senior Lead Maths Centre</p>	<p>Stephen Naylor, Quality Manager, AQU Thomas Owen, Student Representative Mayur Patel, Director Partnerships International Nadarajah Ramesh, Programme Leader Rep Maths Tracey Reynolds, Chair of Faculty Research Ethics Committee Mark Young, Student Representative</p>
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FB/16.34 Minutes of the Previous Meeting

The minutes of the previous meeting held on 29th March 2017 were **agreed** as an accurate record.

FB/16.35 Matters arising from the Minutes

FB/15.12 Timetabling

All issues resolved for BEN. Working with Dept colleagues on clarification of next year's timetable. Update to come. **CLOSED**

FB/16.17 BME Action Plan

Liaised with AQU around wording agreed for guidance to look at relevant data and to highlight any issues. All agreed. **CLOSED**

FB/16.30 LB & FOO reviewed ToRs for FB to ensure agenda coverage was appropriate and agreed it was. **CLOSED**

FB/16.36 Chair's Report

Career pathways have been announced and will be implemented for recruitment purposes from 1st August. Further guidance and job specifications will be available shortly. The focus going forward will be to recruit at lower academic grades.

Online Degrees are part of a new strategic plan and two companies will present partnering opportunities on 22nd June.

FB/16.37 FOO Update

16.37.1 Recruitment

- FT UG Home/EU – up 7.5% apps and conversion approx 5% ahead of last year
- FT UG Overseas – apps down 2.6% but conversion up by 2% - marginally ahead of last year
- FT PG Home – apps down 20%, conversion marginally behind last year. Focus next year.
- FT PGT – apps down similar amount – conversion behind last year.

Planning for Clearing well advanced and fuller detail of arrangements will be issued to SMT by the end of June. Will have work to do.

16.37.2 Budget

More challenging next year. We're awaiting finalised budget templates to be issued which will outline our forecast position for next year and through to 2019/20. Focus will need to be on maximising our recruitment, not just through Clearing but also through the next main cycles.

16.37.3 Health & Safety

Safety Statement submitted by the required deadline of beginning of May. This is currently being evaluated by Safety Unit and they will report back over summer. Any actions arising will be considered and a fuller report issued to the first Faculty Board of the new Academic Year.

16.37.4 Timetabling

Finalisation of timetables is imminent with the Timetabling Co-ordinator reporting it will be issued for final approval by the end of next week. This year there were numerous timetable change requests at the start of the academic year and also mid-term, many of which could have been prevented if timetables were checked at an earlier stage. In an effort to reduce the number of late change requests, we are asking all teaching staff in the Faculty to confirm they have checked their timetable for the next academic year.

16.37.4 Calendar of Meetings

Secretariat are in the process of finalising and is expected to be completed by the end of this month, passed by SMT and then issued to allow diaries to be populated.

FB/16.38 Research & Enterprise Update

- The QR funding for the Faculty is shortly to be confirmed and the Faculty will set in process its formulaic and competitive bid protocols. The Faculty will endeavour to move quickly to allow for funding certainty and continuity for research groups.
- The GRE restructure is reaching its conclusion.

Action: Invite Prof. Peter Griffiths to the next Faculty Board

- The Board was advised on the importance of the GREAT cycles of assessment of Research Group deliverables. Going forward REF 2014 funding will be based more on the GREAT exercises than the performance in REF 2014.
- A discussion arose regarding the cost for staff of buying out BAW points to do research when not funded by a research contract e.g. using REF income. All HoDs present at the time of the discussion (Not maths) charge the cost of paying for a visiting lecturer. However responsibilities within this vary. It was agreed that the new PVC would be asked to consult over a consistent policy or staff buyout time.

Action: PVC (Mark O'Thomas) to agree policy for BAW point buyout of unfunded research

FB/16.39 Student Experience Update

- A more systematic culture of you said we did to be enhanced. This is improving. DSE has measured programme reps participation in PCM and this will be monitored. Departments who are using UNITU and/or the programme rep feedback sheet see good participation of reps.
- Enhance personal tutoring management system and its usage: partially achieved. Although the majority of PT are using the system (just over 50%) this is not yet at the 75% aimed for. Next year it will be compulsory for PT to use the system. It will also link to the AMS.
- Further enhanced opportunities for social activities: ongoing progress. Some departments have substantially increased the number of social events for students (CPDA). This contributes to the overall change of culture in ACH. It is now a standard agenda item for PCM. There has been more events for PG students.
- Course Evaluations: The only Faculty to reach the 40% participation rate. Overall scores have improved and some departments have made large improvements. ACH generally slightly above UoG average satisfaction. This is now well embedded with course leaders responding to results and seeing the benefit of feedback.
- NSS: ACH met the minimum response rate level of 75% overall. Better engagement generally with SU shout-outs successful in some areas.
- Student Led Teaching Awards: ACH had the highest level of nominations from students (142 out of 275). Very impressive words in the nomination texts.

- First week
- Flying Start Extended Degree
- Student Peer Mentoring Scheme being explored at university level to help with retention

FB/16.40 Learning Teaching & Quality Update

- It was noted that updated Regulations for taught awards were agreed by Academic Council in May and the revised presentation of procedures, policies and guidelines were presented to the June meeting of Academic Council.
- Thanks was given to staff for their efforts in the recent peer observation producing an annual return of over 80%. The HPSS Department trialled a variant asking staff to reflect on their own performance and this went very well and all HoDs were asked to consider this approach within their depts.
- DLT presented document for discussion around percentage of FTE staff with a teaching qualification within the Faculty. The Faculty target was 100% by summer of 2017 however there is a backlog of staff waiting to take the PGCE who were unable to do so this year due to capacity. Some depts. show a slight decrease in the percentage completion due to staff changes however, all HoDs need to submit to the DLT a revised completion plan.
- DLT presented document for discussion around percentage of FTE staff with a teaching qualification within the Faculty. The Faculty target was 100% by summer of 2017 however there is a backlog of staff waiting to take the PGCE who were unable to do so this year due to capacity. Some depts. show a slight decrease in the percentage completion due to staff changes however, all HoDs need to submit to the DLT a revised completion plan.

Action: All HoDs to submit a revised completion plan of percentage of FTE staff with a teaching qualification within the Faculty by September 2017.

FB/16.41 New programme Proposals/Discontinuation Forms

Maritime History DPP3 – Paper 10 was presented and supported. HoDs were asked to put staff in touch with TA if there may be a possibility of joint collaboration.

FB/16.42 For information purposes only

The meeting received the following papers/committee minutes for information:

- *Summary of Programme Proposals & Discontinuation form: **Paper 3***
- *15MAR17_ACH_SEC_MINUTES_CONFIRMED: **Paper 4***
- *23 May 2017_FIPC_MINUTES_FINAL: **Paper 5***
- *ACH FLQSC Minutes Confirmed April 2017 Final: **Paper 6***
- *FRDACH Confirmed Minutes 11 February 2017: **Paper 7***
- *FRDACH Confirmed Minutes 12 April 2017: **Paper 8***
- *DPP1 MMath Financial Mathematics - P13414: **Paper 9***

FB/16.43 Update on Collaborations

Director of Internationalisation & Partnerships was unable to be present. No major issues were raised and an update will be provided at the next meeting.

FB/16.44 AOB

MA Maritime History DPP3 was agreed.

Thanks were given to LB for Acting in the absence of a PVC over the past few months and it was noted that the Faculty has appointed Mark O'Thomas as PVC who will join the University in September.

FB/16.45 Date and Time of Next Meeting

Date of next meeting is scheduled for **19th October 2017 at 10am in QA075**

Post-Meeting Note

Following agreement from the DVC for the lateness of the paperwork and further discussions with CI, MP, LM and LD, LB took chair's action on 22nd June 2017 in order to sign off the NPP1, NPP2 and visit report for the LSEC FDS Computing which needed to be completed in time for the last APC of the year.

CONFIRMED

For last page only:

Secretary: Sharron Denham
Tel: 0208 331 9130
Email: s.denham@greenwich.ac.uk

Approved on

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/16.38	Invite Prof. Peter Griffiths to the next Faculty Board	NS	Autumn 2017
	PVC (Mark O'Thomas) to agree policy for BAW point buyout of unfunded research	MO'T	Autumn 2017
FB/16.40	All HoDs to submit a revised completion plan of percentage of FTE staff with a teaching qualification within the Faculty by September 2017.	HoDs	Autumn 2017