

FACULTY OF ARCHITECTURE, COMPUTING & HUMANITIES

FACULTY BOARD

Minutes of the FIRST Meeting of the Faculty Board in the 2017-18 academic session, held on 19th October 2017 at 10am in QA075, Greenwich Campus

Present:

Nic Clear	HoD A&L
Lee Devlin	FOO
Sandra Dunster	Principal Lecturer in History, HPSS
Cos Ierotheou	Director of Learning & Teaching
Shaun Lundy	HoD BEN
Tony Mann	Director/Senior Lead Maths Centre
Stephen Naylor	Quality Manager AQU
Mark O'Thomas	PVC
Zoe Pettitt	HoD, LLT
Nadarajah Ramesh	Programme Leader rep Maths
Neil Spiller	DPVC
Gregory Sporton	HoD CPDA

Apologies for Absence:

Liz Bacon	DPVC
Chris Bailey	Director of Enterprise
Noel-Ann Bradshaw	Senior Lead Employability
Lucy Brown	Subject Lead for Film & TV
Sandra Clarke	HoD, LAC
Corine Delage	Director of Student Experience
Steven Haines	Prof of Int'l Law
Andrew Kao	Senior Lecturer Maths
Lachlan Mackinnon	HoD CIS
Mary McAlinden	HoD, Mathematical Sciences
Simon Smith	Bird College
Ramita Tejpal	Lecturer
Peter Vlachos	Principal Lecturer in Marketing

In Attendance: Sharron Denham – Committee Secretary

ACHFB/17.1 Minutes of the Previous Meeting

The minutes of the previous meeting held on 21st June 2017 were **agreed** as an accurate record.

ACHFB/17.2 Matters arising from the Minutes

FB/16.38 NS to invite Peter Griffiths to the next Faculty Board scheduled for 24th January 2018. Invited to Jan Board - **Closed**

MO'T to obtain clarity on policy for BAW point buyout of unfunded research from VGC reporting back to HoDs by next Board.
Update January 2018

FB/16.40 CI still awaiting a few more Dept updates for completion plan of percentage of FTE staff with a teaching qualification within the Faculty. *Update January 2018*

ACHFB/17.3 Chair's Report

PVC recognised that meetings with departments and teams throughout the past couple of months have been beneficial for visibility within the Faculty. A more scoped idea for the future of the Faculty will be determined in January 2018. PVC acknowledged the good things that have been happening over the past couple of months within the departments and has been looking at committee structures and reviewing terms of references. It was noted that the SMT is now a smaller group of people to promote thorough discussions/decisions, with an open invitation welcomed.

Research & Enterprise R&E ToRs and research groups to have an understanding between the Group and Centre to outside of the University. ECR Group is to be re-energised and a Professorial Group to be created with cross group meetings and inter disciplinary groups. PVC is keen to develop a new research group, a personal research plan for active researchers which will feed into appraisals. Employability is to be looked at as a resource and operate in a more cohesive way. It was noted also that the SLT grouping is not needed which will create a flatter model going forward.

Recruitment of University UG's in particular, to create a project around developing the Faculty website, which would give an opportunity for our staff to promote their skills and expertise within a mobile application.

Action : GS to give CPDA UG's the opportunity to work on a mobile application for a Faculty Website.

PVC thanked A&L & BEN HoDs for their hard work within the Faculty and wished them all the best for the future in their new roles outside of the University.

ACHFB/17.4 FOO Update

- Recruitment was under target with a headcount of 190 down this year mainly in UG. Next year's University recruitment has a requirement to find £2.5 million of in-year budget savings, the bulk of each will sit with ACH as we are the larger Faculty and have the bigger budget with our share over £0.5 million. The potential impact should be understood and is anticipated to fund this from non-pay costs and staffing. It was noted that last year there were vacancy factor gaps with a saving of £400k. Budgets are to be looked at and are open for discussion. There is a pause on administration recruitment of staff due to the structure of the Faculty.
- Modelling is being undertaken by Robert Mayor and Ann Poulson around tariff, affecting confirmation of recruitment and clearing. Discussions are ongoing and are working on a revised paper ready for future discussion with Department HoDs.
- The Safety Statement has been submitted and has met all criteria with final analysis to be provided at the next SMT in summary form.
- Data Protection changes are coming into force next May and surveys are to be completed by all staff.

ACHFB/17.5 Update – NSS Improvement Plan

Paper was tabled from Director of Student Experience. The main issue is to ensure the plan is put forward at staff meetings and noted in the minutes. It was suggested that Course Leaders cross check other Course handbooks against the Faculty Template which has proved effective in the past to verify all elements are visible.

Action : HoDs to put this cross-checking into place.

It was noted that many systems crashed in the first 2 weeks of term, with the resilience of infrastructure being so poor, students lose confidence in our ability to provide and feel let down by the University. For Year 1 students this is their first experience and this would reflect in their third year for the NSS.

Action : Paul Butler to be invited to talk at the March FB ahead of the 2018-19 academic year to see what can put in place for IT during Week One.

ACHFB/17.6 New programme Proposals/Discontinuation Forms

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

Proposals & Discontinuation Requests

DPP2-Programme-Suspension-BA PDM – **Paper 4**

DPP2-Programme-Suspension-MSc SBDE – **Paper 5**

DPP2-Programme-Suspension-MSc CME – **Paper 6**

DPP2-Programme-Suspension-MSc PM – **Paper 7**

DPP2-Programme-Suspension-MSc REDI – **Paper 8**

Academic Project (Dissertation) – **Paper 9**

NPP1-New-Programme-Proposal-2016-GenSexCrim – **Paper 12**

NPP2-New-Programme-Proposal-2016-FINAL GEnSexCrim – **Paper 13**

NPP6a-MSc Criminology, Sexualities & Gender – **Paper 14**

SEC May Minutes – **Paper 15**

FREC May Minutes – **Paper 16**

FLQSC June Minutes – **Paper 17**

FIPC May Minutes – **Paper 18**

FB/16.44 AOB

PVC to speak to DSE around membership of the Faculty Student Experience Committee to ensure the right constituency in the group.

FB/16.45 Date and Time of Next Meeting

Date of next meeting is scheduled for **24th January 2018 at 10am in QA075**

For last page only:

Secretary: Sharron Denham

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Approved on

To be held until