

FACULTY OF LIBERAL ARTS & SCIENCES

FACULTY BOARD

CONFIRMED Minutes of the First Meeting of the Faculty Board in the 2019-2020 academic session, held on 29th October 2019 at 10:00am in Stockwell Street 11:3003, Greenwich Campus

Present:

Alexandra Fanghanel	Senior lecturer in Criminology, Law
Catie Gardner	Faculty Officer
Cecile Laval – deputising for Zoe Pettit	Deputy Head, School of HSS
Chris Bailey	Director of Research & Enterprise
Corine Delage	Director of Student Experience
Cos Ierotheou	Director of Learning & Teaching
Darnell White-Russell	Faculty Officer
Darrick Jolliffe	Head, School of Law
Ed Wall	Academic Leader Landscape, Design
John Morton	Head of Employability
Lee Devlin	Faculty Operating Officer
Louise Owusu-Kwarteng	Associate Prof. in Applied Sociology, HSS
Marc Cavazza	Head, School of CMS
Maria Korolkova	Programme Leader, Media Comms, Design
Mark O'Thomas	Pro Vice Chancellor, FLAS
Nadarajah Ramesh	Programme Leader Rep, Maths, CAM
Richard Wild	Principal Lecturer, Criminology, Law
Simon Smith	Assistant Principal, Bird College
Steve Kennedy	Head, School of Design
Tony Mann	Director/Senior Lead Maths Dept, CMS
Zoe Campbell	Faculty Officer

Apologies:

Esther Olorunsomo	Representation Co-ordinator, Students Union
James McLaughlin	Lecturer in Drama, HSS
Jono Smith	Vice President Student Activities, SU
Mayur Patel	Director of Internationalisation & Partnerships
Natasha Oxley	Lecturer in Drama, HSS
Peter Vlachos	Principal Lecturer in Marketing,
Steven Haines	Professor of International Law, Law
Suzanne Louail	Faculty Head of Research & Enterprise Support

Yulia Tasheva	Faculty Officer
Zoe Pettit	Head, School of HSS

In attendance: Sharron Denham, Faculty Executive Officer, Faculty Office

Chair noted apologies and welcomed the Group.

FLAS_FB/19.1 **Minutes of Previous Meeting**

The minutes of the previous meeting held on 8th May 2019 were **agreed** as an accurate record.

FLAS_FB/19.2 **Actions from Previous Meeting**

Two actions carried over from last academic year were agreed and noted on Action Sheet.

FLAS_FB/19.3 **Confirmation of Membership & Terms of Reference**

Chair made introductions running through membership and confirmed the business conducted at Faculty Board was detailed and understood via the ToRs. It was decided that Director of Internationalisation & Partnerships should be present, and membership adjusted accordingly. For surmising purposes external/internals attend LQSC with minutes of meeting taken to Faculty Board for noting purposes and it was suggested to put a standing item on the Agenda for this.

Action: Secretary to update Agenda and Membership going forward.

FLAS_FB/19.4 **Update from Simon Smith, Assistant Principal at Bird College on student numbers and engagement**

Bird College had a full house for recruitment in Year 1, with 1150 applications, auditioned 975 and offered 218 places, 137 joined in Y1, 148 in Y2. Bird College also took on 11 new students from the Dance School Millennium who had already completed 2 years so this amounts to 121 in Y3, 416 on BA spread over 3 years. 70 declared disabilities which represents 18% learning difficulties which has seen a wider range in the last couple of years. Mainly, white British almost 90% which could be challenging for equality and diversity, with 75% female also providing challenges.

They have a better range of diversity however this is gradually starting to improve by being pro-active. Chair updated the Group about the collaboration with Columbia College, Chicago which would be interested in exchanging students from its Musical Theatre programme with Bird College. This would be a great partnership to build with Bird and it was suggested looking at the framework of such with maybe a placement to go to the States for a year or so.

Action: Chair & Assistant Principal to have a discussion with Columbia to look at organising this placement.

Bird updated that there is a big push for retention, and it was noted that Y2/Y3 are at maximum and BA are 97%. There are plans to expand Bird College next academic year this will be completed with work being started next Spring.

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Chair/PVC Update

The Chair discussed the continued uncertainty around Brexit and forthcoming election, with information in the Queen's Speech indicating 'better value for students and sustainable funding for HE'. Being mindful that if a similar government comes to power again, the value for money argument is ever more present. A new funding body for research on research and technology modelled on US Defence Advanced Research Projects Agency (DARPA).

The appointment of the new VC, Jane Harrington, due to start beginning December is welcomed and in view of where we are with NSS, recruitment and being financially sound, this is a good start. It was noted that the university being invited to take part in the new NSS Pilot for next which this may lead to changes with the NSS.

It was noted that there are still challenges around the estate, including Bathway and the need for long-term strategic planning which has been a concern in terms of upkeep and health & safety. Discussions were made around having a common admin week across the University which we already do, however there may be some variance in other Faculties.

As a Faculty, the PVC was aware of how much time has been taken up with Portfolio Reviews and welcomed comments around the process which would be fed back to the Centre.

The international engagement agreement with Columbia is now signed with students already electing to exchange next year, which opens opportunities for Bird College to participate. The RSA event was well-attended and with a second one planned for January students are now being sponsored to become RSA Fellows. Faculty Research

are holding a TEDx event early-December and with the launch of Faculty Research blog, this is a good way to advertise events from our Research Office.

The Teaching Fellows project aims to move HPLs away from short term contracts to offer them tenure and recognising their specific skills which may not have been noticed. The Business Faculty has already been through this process and we need to learn from their experience as we take it forward.

PVC briefly touched on the following: -

- Development of a cultural policy for the University, first steps to bring together different elements under the Galleries Group (book Festival/Bathway & SL Gallery at SWS).
- Strategic plan for our international exchange partners
- To consolidate our staff base as vacancy factor is still high in Faculty
- To rationalise our international TNE provision

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FOO Update

Financial Planning for next Academic year

Although the main cycle for recruitment was challenging the faculty have met and exceeded recruitment targets overall. Registration is now closed and are in the process of withdrawing those students who have not completed fully. Deadline of 29th November set to submit final student numbers to OFS which will give a better handle of what impact this has had for the faculty and will frame discussions for target setting and financial planning for next year.

Recruitment for 2020/21

We are already underway for 2020/21 with admission criteria agreed and by Christmas there should be a better idea of timeframe and basis for next year. Recent Open Day has developed learning points which will be reflected on finalising conversion activity as part of this cycle. It was noted that at SMT next week we will receive a document to allow us to see entry criteria to produce prospectus early in the year.

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DLT Update

Assessment Feedback Policy

Schools have been tasked to put forward their changes for portfolios for module changes at levels 6/7 for implementation in 2020-21 and next year the exercise will be extended to include module changes at levels 3/4/5. Any modules that are delivered

both on and off campus with partners should include a discussion about the proposed changes and the timeframe for implementation.

Peer Supported Development

Peers have been engaged with the developmental approach to supportive learning through observation. Following on from the pilot in 2018-19, all faculty staff have been paired up with colleagues in a different School within the faculty. One potential positive outcome will be identify and disseminate any evidence of good practice.

Staff Teaching Qualifications

Although there is less reliance on HPL's the Faculty sits well with 70% FT teaching staff having a recognised teaching qualification. With the inclusion of HPL staff, this reduces significantly to and with feedback from Schools, we await to see how these qualifications can work in HE.

External Examiner System

As there has not been an external examiner system institutionally for a few years now, the Faculty will be working with colleagues in GLT to provide a joined up offering to enable external examiners and Schools to work more efficiently in processing moderated work and authoring/responding to external examiner reports. Talks are being held with administrators to look at the finer details and the best way to roll this out. There is also a need to strengthen the process for the appointment of external examiners and their right to work in the UK.

Mark entry in Banner 9

The introduction of Banner 9 changes the way grades are entered and for most it will be straight forward however GLT are to provide additional training, and Schools will continue the current practice to input for marks through mark collection forms for external partners.

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Employability Update

The Graduate Outcomes Survey (which surveys graduates 15 months after graduation) is ongoing, with the July 2018 graduates surveyed on their activities in the first week of September 2019; results should be available in May, for the entire year's worth of surveys (there are 4 iterations). The response rate for Greenwich from FT UK domiciled UG students (the key population for league tables) is slightly below sector average; we'll monitor this.

Central Employability and Careers Service-organised fairs have been going on this term - Recruitment Fair 16 Oct (v busy and successful), Placement Fair (focusing on year-long placements) 13 Nov, Teaching & Education Fair 21 Nov - this is of central interest to FLAS.

FLAS hosted an event on Working in the Book Trade on 24 October with CEOs of major publishers and the ex- Chair of Blackwell's Bookshops. The Faculty has a link with the Royal Society of Arts developing, led by Mark O'Thomas.

School activities - all schools are very active:-

LAC: Criminology Advisory Forum is in establishment, mirroring the pre-existing Law Advisory forum. The Law School recently ran a very successful peer mentoring event with alumni, and have lots of other events taking place, which are advertised to all students via the Opportunity Knocks emails.

DES: There is a rolling placement in development, where students will gain experience then train up their inheritors. The School will also have an enterprise focus in the new year, alongside a lot of module-related activities.

CAM: Mentoring is still strong, with the Oracle scheme ongoing and a new IQ4 digital mentoring scheme recently established. Next week is Skills Week which will offer students lots of chances to think about their own skills development and Employability.

HSS: HSS have run 3 events involving the Civil Service, including a panel event where speakers included the Director of Prisons Policy. The Humanities and Social Sciences School Fair will take place on 18 November, focusing on careers of interest to HSS students.

This academic year is the first full year of the Greenwich Employability Passport. All feedback on the scheme is gratefully appreciated; this year has seen good takeup from FLAS, with especial thanks to DES and CAM for promoting the scheme in Welcome Week. JM is working on tutorial lesson plans to circulate to staff as suggested ways to explain the scheme and encourage participation.

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Partnership Update

Director of Internationalisation and Partnerships sent apologies.

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DSE Update

DSE began by congratulating all Schools for the return of their programme reps on time, thus enabling Student Union to extend training invitations for programme committee meetings etc. In terms of personal tutors all students have now been allocated on Banner, with only 1% still not there due to new students registering on time. Again, thanks were made to Schools with personal tutors encouraged to send a welcome letter to their tutees, as suggested earlier in the year, now made available via the system.

New development pilot studies are likely to be rolled out in 2021 to students who are direct entries will be part of the NSS cohort, along with direct entry from other degrees, and Schools asked to think about putting things in place for this year.

In terms of enabling the Greenwich Students Union to have more interaction with academic life at a more local level, it was suggested to invite Henry Setter and his team to perhaps attend some programme committee meetings to promote discussions within Schools. This would be useful to see what activities are being planned and to collaborate helping academics with projects etc.

Learning Analytic is to be relaunched this year with a series of staff development workshops rolled out, 5 in total, to training around 60 colleagues (last year 80 as some have left the University). Training will include all PTs and DSE will invite those, who have not been able to attend, to drop in sessions.

The University has invested in mental health training to all colleagues in various formats which are certified and will help to become confident and gain skills to see and listen to signs of mental health. 57 colleagues within the Faculty have book or been trained so far which is a good start and DSE encouraged Heads to ensure all sessions are booked, as they may not be the funds to do this again in the future.

Module evaluations are to start on 25th Nov across Faculty for T1 modules and DSE will update on development, which will run until around mid-December.

Studiosity supporting student's academic writing skills has proven successful with all students in Schools of HSS and Design participating in pilot studies championed by David Watson, School of Design.

There is an ongoing initiative planned, as a result of the student union asking that all Facilities' are planning T3 activities, which will hopefully be successful.

DSE updated the Group of a further report on how Fitness to Study is to be used in the Faculty/University to ensure it is applied successfully as well as looking at the impact of.

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Research & Enterprise Update

Director of R&E updated the Group on the following: -

RAE & HEIF Allocations

The university has recently allocated both RAE and HEIF funding for this year

	QR	HEIF	Fellows
FLAS	600.00	72.50	3
FBUS	320.00	37.00	2
FEH	200.00	43.00	2
FES - E	130.00	40.00	2
FES - S	130.00	40.00	2
FES - NRI	630.00	80.00	0

Research Groups have been informed about Formulaic allocations (£429,435). There will again be (i) Competitive fund (£30,000), (ii) Conference travel fund (£80,000), (iii) PGR fund (£10,000), (iv) Visiting Professors fund (£10,000), (v) Office of U/G research fund (£20,000), and (vi) ECR fund (£20,000). For HEIF funding, we are liaising with the new Head of Enterprise before deciding how best to invest these funds.

GRE Celebration of Research & Enterprise Excellence

Faculty submitted six nominations for these awards. The Awards ceremony will be held on 27th November.

Concordat to support career development of researchers.

New concordat has recently been published. The university will be a signatory to this.

GREAT 2019 & Provisional REF 2021 Timeline

GREAT 2019 submissions are still being reviewed. Based on Faculty submission to GREAT, and data from GRE, the current position for faculty UoAs is:

UoA10 – Mathematical Sciences	9 staff; 7 PhD's; £0.5m income
UoA11 – Computer Science and Informatics	15 staff; 16 PhD's; £1m income
UoA12 – Engineering	47 staff; 49 PhD's; £8.2m income
UoA13 – Architecture, Built Environment & Planning	10 staff; 7 PhD's; £0 income
UoA18 – Law	19 staff; 4 PhD's; £0.2m income
UoA20 – Social Work & Social Policy	7 staff; 4 PhD's; £0.7m income
UoA27 – English Language and Literature	21 staff; 9 PhD's; £0.06m income
UoA28 – History	7 staff; 5 PhD's; £0.18m income
UoA32 – Art & Design, History, Practice and Theory	16 staff; 11 PhD's; £0.1m income

Final decision on the above UoA's will be made after the GREAT 2019 results are known and in consultation with the University REF Strategic Working Group.

For the Faculty – UoA panels are complete. Next Faculty REF Working Group is 5th November.

Provisional REF 2021 timeline is attached.

PGR Strategy - Update

PGR strategy working group has met four times. Deliverable will be a 2-3-page strategy for presentation to next FREC meeting, then SMT.

Revenue, Contracting and Bidding.

Faculty is falling short on both revenue and contracting based on 10% and 20% growth respectively. Similar scenario in all four faculties with exception being NRI. Overall, the faculty is sustaining its revenue and contracting.

Our plan is to put together a working group to develop a bidding strategy for the faculty. Updates to this will be discussed at next FREC meeting with aim of submitting strategy to SMT early in the new year.

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Papers for Information Purposes

P. 2/M1/19/FLAS SEC Minutes 22/5/19

P. 3/M1/19/FLAS FRDC Minutes 7/4/19

Unavailable:

FLAS FIPC

FLAS FREC

FLAS LQSC

FLAS Research & Ethics

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Papers for consideration by the Board

P. 4/M1/19/Terms of Reference

P. 5/M1/19/Membership 2019-20

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AOB

- KB has confirmed that NSS is to be launched in the week of 28th Jan 2020.

- The Powerhouse building, previously Cooper Building, opening is scheduled for 15th Nov.

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