

FACULTY OF LIBERAL ARTS & SCIENCES

FACULTY BOARD

CONFIRMED Minutes of the **FIRST** Meeting of the Faculty Board in the 2018-19 academic session, held on 17th October 2018 at 10am in QA075, Greenwich Campus

Present:

Chris Bailey	Faculty Director of Enterprise
Zoe Campbell	Faculty Officer
Marc Cavazza	Head – School of CAM
Claire Chalmers	Head of UK Student Recruitment,
Freya Cray	Faculty Officer
Corine Delage	Faculty Director of Student Experience
Lee Devlin	Faculty Operating Officer
Steven Haines	Prof of Int'l Law
Bethany Howell	Faculty Officer
Steve Kennedy	Head – School of Design
Tony Mann	Director/Senior Lead Maths Dept
James McLaughlin	Lecturer in Drama
John Morton	Senior Employability Lead
Mark O'Thomas	Faculty Pro Vice Chancellor
Natasha Oxley	Senior Lecturer in Drama - HUM
Louise Owusu-Kwarteng	Senior Lecturer in Sociology - HUM
Zoe Pettit	Head – School of HUM
Nadarajah Ramesh	Programme Leader Rep Maths
Ena Softic	Faculty Officer
Simon Smith	Bird College
Peter Vlachos	Principal Lecturer in Marketing

Apologies for Absence:

Lucy Brown	Subject Lead for Film & TV
Alexandra Fanghanel	Senior Lecturer in Criminology - LAW
Cos Ierotheou	Faculty Director of Learning & Teaching
Suzanne Louail	Faculty Director of Research Office
Darrick Jolliffe	Head – School of Law
Steve Naylor	Quality Manager AQU
Ramita Teipal	Dean of HE for London SE College
Andrew Kao	Senior Lecturer Maths

In Attendance: Sharron Denham – Committee Secretary
Kate Dawson – Student Union deputising for Arushka Theagarajah

Chair noted apologies and introduced Jon Sibson, PVC Faculty of Business.

FLAS_FB/18.1 Presentation

PVC, Business Faculty gave a brief update on the Graduate Outcomes Survey: Communications Plan. JS outlined how a LinkedIn profile of a specified strength of 20 passport points forms part of the award of 200 points. A recommendation from the University can move students to a higher search point for employers.

Head of UK Student Recruitment Claire Chalmers updated the Group on the FLAS Schools Engagement Strategy with the education support unit, primarily targeting 18 year olds in Post 16. The support team produced a promotional document which details all support available, a summary of which can be viewed on the Website. The extended qualification scholarship, which is currently targeted to progressions schools, is to be extended to other schools within the vicinity of the University and the South East that have a large 6th Form.

It was discussed with the Group how best to build these links with suggestions of Faculty Liaison Officer to form a relationship with the Head of School 6th Form who would be the main contact. This way, work can be joined up with the school governors so as not to duplicate visits and would provide a much more bespoke service with the progression schools.

Action : PVC/FOO to put forward a marketing lead to participate on the working group which can be disseminated back to the Faculty with progress and updates.

FLAS_FB/18.2 Minutes of the Previous Meeting

The minutes of the previous meeting held on 13th June 2018 were **agreed** as an accurate record.

FLAS_FB/18.3**Matters arising from the Minutes**

ACH_FB/16.38 MO'T to obtain clarity on policy for BAW point buyout of unfunded research from VCG reporting back to HoDs by next Board. March 2018 *UCU are to hold a meeting with AC4 line management to be administered and a meeting with PVC and HoDs to be held to resolve this. COMPLETED AND CLOSED*

ACH_FB/17.3 GS to give CPDA UG's the opportunity to work on a mobile application for a Faculty Website. *This has not progressed however is to be raised at a later date. CLOSED*

FLAS_FB/18.4**Chair's Report**

Agreement of the Membership for 2019-20 was agreed by the Group

Chair updated the Board that the restructuring exercise moving from 8 schools to 4 is complete and appointments include new heads of school of Design and Humanities and Social Sciences, Chair congratulated heads on their promotions.

Faculty All Staff talks will commence in January along with core issues being addressed to develop relationships with students and the international agenda. UG Research & Enterprise taken forward with relevant colleagues in the Faculty being contacted. At a productive meeting with the SMT and Student Union, they are to look at development a lecture series which will working the Amnesty International and their student group. Both North and South Groups have now been formed with meetings scheduled. Colleagues from the School of Design and Drama (in HSS) were visited by Columbia College, Chicago with plans to bring staff back in the spring to begin subject orientated talks with return trips agreed. April Moore is to visit York University in Toronto to discuss the setting up of partnerships. The School of Design has plans to develop a collaborative doctorate in Design with Art Centre Pasadena. Prof Mayur Patel is working on a partnership with an international commitment to bring together the Erasmus work with both north and south partnerships which will be led by Maria Arche.

Chair reminded the Board that our Staff Survey to be rolled out on 29th October 2018 and will be updated on results at the next Meeting in February.

FLAS_FB/18.5**FOO Update**

Prior to the summer, recruitment data shows we are ahead compared to last year with student intake up for PG, and are looking to have met our targets for this year with no variation required on budget and resourcing. There have been significant changes in the Faculties Administration roles and although light in R&E and Recruitment/Marketing this should be complete by Christmas with the new Marketing Manager to start.

Work will begin with Heads of Schools towards the next admission cycle and how to manage the process, communicating to the admissions team. There are some changes with the admissions strategy to be communicated and with changes to structures this will bring systems into line. HR will reflect the new organisation structure with no disruption to the student related system, ensuring that hand-ins are not affected and maybe deferred to January. SMT to be advised.

FLAS_FB/18.6

DSE - Schools Engagement Strategy

Data analytics for all staff is to be launched with communication made regarding the tool and support given to students who will have access to a study goal. This is a mobile app which will be launched around November 2018. Presentations are already being held for staff and there is a Lunch & Learn presentation scheduled. This is a very useful tool to prioritise the support between staff and students.

The Students' Union has appointed an academic communities student co-ordinator to enhance plans with social life, student societies and Student Union partnership events. DSE urged Schools to start planning some of these events with money facilitated from the Faculty and SU to use. Programme reps have now been nominated and FLAS were the first to invite to training which starts next week.

Greenwich Student Survey (GSS) & NSS Surveys are due to start on the 20th – 30th Jan.

Course Evaluations are to take place in early November. The attendance policy has now been in place since January 2018 with attendance being monitored at the moment. DSE advised the group that a new retention officer has now been appointed and emails advising students of non-attendance will be sent out shortly with staff updated via email.

A Wellbeing strategy is to be drafted by Student Academic Services which will help support staff/students around the subject of mental health to increase knowledge and know how best to help and support. Draft strategy to be discussed and reviewed at SEC Committee.

FLAS_FB/18.7

Employability Update

Final DLHE results (survey of graduate job & further study/job/unemployed) are confirmed with an overall score of 70.2 and the Faculty sitting at 66.7 ranking 3rd in front of Business with improvements seen in HPSS, LLT and CPDA. Communications to be sent to Employability Coordinators, SMT and Heads as well as being available in Business Objects.

The new Greenwich Employability Passport is to be launched on 22nd October with colleagues emailed, although the system has experienced some teething problems, it will be ready to go ahead on Monday. Training has been carried out by Personal Tutors and they have been briefed for any potential questions. Meeting has been scheduled for 31st October for all Employability leads and officers with updates at next Faculty Board in February.

Employability Lead reminded the group that the Graduation Recruitment fair is today between 1pm and 4pm and should be a successful event.

FLAS_FB/18.8 Research & Enterprise Update

Director of R&E announced that after the 2017 round of appraisals there are roughly over 80 staff on career pathway for R&E which could increase. This is much higher than the 2014 round, which totalled 20 staff. Funds used to form formulaic have been completed although research fellowships across the university have had 36 proposals submitted, funding for 12 with the Faculty submitting 15. Some money is likely to be received back. With 130 active PhD students many maybe included in the next REF.

FLAS_FB/18.9 Papers for Information

Schools and Colleges Engagement Strategy 2018-2022 **18/P.3**

Communications Plan – Schools and College Engagement Strategy **18/P.4**

Schools and Colleges Engagement Strategy Working Group **18/P.5**

FLAS_FB/18.10 Paper for Consideration by the Board

None to date.

FLAS_FB/18.11 AOB

It was noted that Banner and Oracle which updates student records is currently down and that Banner will unfortunately be at risk next week due to updating of the system. The Help Desk is available for students who experience problems, FOO to look at this.

FLAS_FB/18.12

Date and Time of Next Meeting

The next meeting date is **Wednesday 6th February 2019 in QA075, Greenwich Campus at 10am**

For last page only:

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Approved on 6/2/2019

To be held until 6/2/2024