

## **FACULTY OF LIBERAL ARTS & SCIENCES - FACULTY BOARD**

**CONFIRMED** Minutes of the Third Meeting of the Faculty Board in the 2019-2020 academic session, held on 3<sup>rd</sup> June 2020 at 10:00am via Microsoft Teams.

### **Present:**

|                              |  |
|------------------------------|--|
| <b>Alexandra Fanghanel</b>   | <b>Senior Lecturer in Criminology, Law</b>                 |
| <b>Catie Gardner</b>         | <b>Faculty Officer</b>                                     |
| <b>Corine Delage</b>         | <b>Director of Student Experience</b>                      |
| <b>Cos Ierotheou</b>         | <b>Director of Learning &amp; Teaching</b>                 |
| <b>Darnell White-Russell</b> | <b>Faculty Officer</b>                                     |
| <b>Ed Wall</b>               | <b>Academic Leader Landscape, Design/PGR Lead</b>          |
| <b>Esther Olorunsomo</b>     | <b>Representation Co-ordinator, Students Union</b>         |
| <b>James McLaughlin</b>      | <b>Lecturer in Drama, HSS</b>                              |
| <b>John Morton</b>           | <b>Faculty Employability Lead</b>                          |
| <b>Jono Smith</b>            | <b>GSU Office</b>  |
| <b>Lee Devlin</b>            | <b>Faculty Operating Officer</b>                           |
| <b>Louise Owusu-Kwarteng</b> | <b>Associate Prof. in Applied Sociology, HSS</b>           |
| <b>Marc Cavazza</b>          | <b>Head, School of CAM</b>                                 |
| <b>Maria Korolkova</b>       | <b>Programme Leader, Design/PGR Lead</b>                   |
| <b>Mark O'Thomas</b>         | <b>Pro Vice Chancellor, FLAS</b>                           |
| <b>Mayur Patel</b>           | <b>Director of Internationalisation &amp; Partnerships</b> |
| <b>Nadarajah Ramesh</b>      | <b>Programme Leader Rep, Maths, CAM</b>                    |
| <b>Natasha Oxley</b>         | <b>Lecturer in Drama, HSS</b>                              |
| <b>Peter Vlachos</b>         | <b>Principal Lecturer in Marketing,</b>                    |
| <b>Richard Wild</b>          | <b>Principal Lecturer, Criminology, Law</b>                |
| <b>Simon Smith</b>           | <b>Assistant Principal, Bird College</b>                   |
| <b>Steve Kennedy</b>         | <b>Head, School of Design</b>                              |
| <b>Suzanne Louail</b>        | <b>Faculty Head of Research &amp; Enterprise Support</b>   |
| <b>Yulia Tasheva</b>         | <b>Faculty Officer</b>                                     |
| <b>Zoe Campbell</b>          | <b>Faculty Officer</b>                                     |
| <b>Zoe Pettit</b>            | <b>Head, School of HSS</b>                                 |

### **Apologies:**

|                         |  |
|-------------------------|--|
| <b>Chris Bailey</b>     | <b>Director of Research &amp; Enterprise</b> |
| <b>Darrick Jolliffe</b> | <b>Head, School of Law &amp; Criminology</b> |
| <b>Steven Haines</b>    | <b>Professor of International Law, Law</b>   |
| <b>Tony Mann</b>        | <b>Director/Senior Lead Maths Dept, CMS</b>  |

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

Chair noted apologies and welcomed the Group.

FLAS\_FB\_M3/19.29 **Minutes of Previous Meeting**

The minutes of the previous meeting held on 6<sup>th</sup> February 2020 were **agreed** as an accurate record.

FLAS\_FB\_M2/19.30 **Actions from Previous Meeting**

One Action carried over to be completed at next meeting.

FLAS\_FB\_M3/19.31 **Equality & Diversity**

Group welcomed Donovan Synmoie, GLT to update the Group on the review and refresh of the BAME Attainment Gap.

The Project was passed from PAS to the newly formed GLT in August last year with the co-ordination of the project passed to Donovan when the former Lead left in February of this year. The brief for this project is to support GLT's management of learning and teaching-related projects and to help University-level projects transit into the BAU. Currently there is a recruitment freeze however, there are plans for an additional two Project Officers to be hired when finances permit.

The Review is currently looking at: -

- Engagement within Faculties to include Inclusivity Champions.
- Reporting lines and links into other work.
- Training and support for inclusion work.
- Relations with other stakeholders/allies, including the SU.

It was highlighted that a proposal to change name from 'BAME Achievement' to 'Awarding' will recognise the way in which debates have moved onwards to encompass the institutional dimensions of the problem and not the students' lack which is premised on the assumption of some kind of 'deficit'.

FLAS\_FB\_M3/19.32 **PVC Update**

It was noted that in this present climate staff/students on campus should be aware of Health & Safety guidelines when it is agreed a return to work in our labs, which we are now hoping may open, with student numbers closely monitored.

Discussions have been ongoing around concerns for next year's budget and the Finance Committee's response to us lodging a deficit budget, although it was noted that most Universities in the sector will be in the same position. Chief Finance Officer

and VC are to take questions from staff regarding this at the upcoming University Planning Ahead sessions, which have now been scheduled.

An update on the Corona virus planning was given and the scope of the task and finish groups.

FLAS\_FB\_M3/19.33 **FOO Update**

We are experiencing challenges around uncertainty of recruitment and are still reviewing data from Planning and Statistics, which had it not been due to this situation, our recruitment was strong. Over the next few weeks, it will become much clearer and it was noted that students will be looking to what different institutions are offering along the blended learning approach.

FOO updated from the Space T&F Group and recognised, as PVC had raised, the way we use the campus is going to be driven significantly by Govt guidance and whether we can/cannot use teaching spaces in light of document issued by VC last week which mapped out some aspirational ideas to extend contact with students F2F. There is concern that we clarify this use of space issue sooner rather than later, which drives the timetable and drives considerations around staff coming onto campus. Occupancy of some teaching spaces may drop to 20% from the norm and smaller group consideration can raise a few logistical challenges which need to be thought through properly. Timetable and impact on staff attendance are not yet fully joined up, even moving into Sept/Oct staff may have flexible work issues, caring responsibilities etc. More will be known in the next couple of weeks.

Next year reflects the need to make in-year substantial savings with measures in place to get through this current uncertainty. Discussions are to be held next week with Schools and Senior Leaders around the granular of the budget.

Open Day email is to be released shortly and meetings are scheduled with Director of Recruitment & Comms to map out a full year's activity to help plan for School level and Events to avoid any clashes. There is a lot of work on the forthcoming Open Day going on in all areas.

FLAS\_FB\_M3/19.34 **Health & Safety**

The recent Health & Safety Audit was in general well received for the Faculty with no great concerns coming to light. There are 4 areas to review along with a draft action plan in place to focus on next year and moving back onto campus. It was suggested H&S Plan and full report to be circulated to SMT.

FLAS\_FB\_M3/19.35 **DLT Update**

The Group were advised that programmes are being tweaked to ensure that they work better on-line moving towards the start of Term 1. With the Task & Finish Group looking at Learning & Teaching in these uncertain times many factors are to be taken

into consideration, including space, social distancing, and scenario planning around these areas. Currently Group includes 50 or so members with smaller sub-groups working through and looking at personal tutoring, assessments, and other issues. Key part is to focus on delivery with work carried out now in preparation, will develop commencement of Term 1.

The adaption to on-line exams has been completed quickly, with thanks to the Faculty Office Admin team and Schools, in addition to using the internet, which we will learn from going forward.

First session of the new assessment moderation systems coming in next year was held, the first of 3 planned sessions. Positive feedback was received with good questions raised around how staff will use it. Straightforward to use, a welcome change which will help staff manage upcoming assessments. Second session hoped to be held in September around moderation marking.

#### FLAS\_FB\_32/19.36 **Partnership Update**

VC is keen to get staff involved in making decisions in the institution and has devolved a lot of tasks to Groups. It is important that we do have a whole range of partners around the world who are also dealing with COVID in their countries. Director of Internationalisation & Partnerships has had several meetings with partners discussing their situations in various parts of the world who are at different stages of the virus.

Some of these partners already have teaching F2F and requests for staff travel again however there are others that are just starting to be hit i.e. Bangladesh. Many partners have been planning on-line delivery with 20% impact hit on students' numbers now. On a positive note, some partners have been asking for additional programmes who want to start now after 2-year discussions. Will keep Group updated on this.

#### FLAS\_FB\_M3/19.37 **Employability Update**

The University has recently circulated, internally, the results of the first iteration of the Graduate Outcomes survey which surveys the occupations of graduates 15 months after their graduation. The results are for internal use only and must not be discussed externally whatsoever.

Headline results are that the University's graduates are now 95% in employment or further study – up from 90 in the previous survey (though this, it should be noted, surveyed graduates 6 months after graduation). The number of students either in graduate-level jobs (as defined by the survey) and further study has slightly declined, from 70 to 67.6. We do not have comparative data on any other institution yet, so it is not clear if this is following a general trend.

The Faculty is the second-best performer out of the 4 faculties at Greenwich in both categories – employment or further study rate has progressed from 88.1 to 94.76%; our graduate-level job and further study rate is 66.6, just down from 67.3.

As such there is still more work to be done, but in terms of performance within the institution this is positive news. The current cohort which is being surveyed will have their activities coded according to a more up to date list of 'graduate-level jobs' which might help our performance in the future too.

Otherwise in Employability, our team of Officers are working on ways to deliver activities etc on a semi-virtual campus in the coming year, and will meet soon to discuss this further; we're also preparing colleagues who run placement modules and sandwich years for the possible changes and problems these might face, including on health and safety. They will be emailed soon via programme leaders, with contact details of students who they might email and possibly hold a meeting within the progression week. Students who have planned to take placements will need to have a back-up in mind unless they are certain their placement will be possible in the coming year.

Colleagues are also working on mailouts for some schools and improved virtual mentoring. Humanities and Social Sciences have an event involving alumni taking place on 15 June.

The Employability and Careers Service are offering a good virtual and remote service as things stand, and students have been recently emailed about this and the online resources we subscribe to called 'Abintegro'.

The Alumni team at the University have also been holding some virtual events involving alumni in interesting careers.

#### FLAS\_FB\_M3/19.38 **DSE Update**

Involved with several Task & Finish Groups with a lot of work going on behind the scenes, encouraging students in their progression rather than to defer. Pre-registration content has been put out to our new students via Moodle meaning direct students can access this information without having to register. Welcome Week is scheduled to begin on 14<sup>th</sup> September and there is much talk about how that is to be co-ordinated. A view being to try to co-ordinate same things happening at the same time, however we should resist to meet with our existing timetables for this mainly for the reason being most of our Welcome Week is arranged around individual members of staff. To try and change this would not be appropriate as is finely balanced and it was agreed to stick with the existing timetable.

Welcome Week will be followed by 2 student skills weeks which is compulsory for Levels 3 and 4 and optional for Levels 5, 6 & 7. DSE has asked Schools to think about how they want to work these. A timetable is expected shortly of what is to be delivered bearing in mind L7 may well have students who have been out of education for a while and sensible to incorporate some orientation material to work on-line for

them. Schools were asked to decide and revert to himself. Over the next few weeks framework will be firmed up with content and delivery.

FLAS\_FB\_M3/19.39 **R&E Update**

R&E Task & Finish Group are looking at access to research labs and have met twice regarding this. Two draft documents will be coming out of this Group the first being, Code of Practice for staff and PhD students needing to access labs and secondly, the request for approval form. Priority is given around external funding projects and access to labs, within the Faculty FOO and Head of Research & Enterprise are working through this document adding in key aspects required.

REF submission dates have been rescheduled for next year not November with the census dates remaining the same. Faculty are involved in confirming the SRR for high priority UOA's. Call out now for Sabbaticals and VC Scholarships with deadline this coming week, currently 400m Sabbaticals and 12 Scholarships. These will be taken forward and reviewed in line with the agreed process.

HEIF and REF Funding for next year has not been received from Research England and the feeling is there will not be too much freedom we have had in previous years and will focus on covering staff salaries, however this will be discussed with Javier and Peter.

Currently undertaking a review of Groups within the Faculty and will form our revisions to Faculty Research Strategy over the summer. Research in general is very active, with bid preparation and proposal at submission, higher in general. Recent successes to note was a proposal from Olgar EU which is worth £300,000 and some COVID related research managed by the Royal Society.

FLAS\_FB\_M3/19.40 **Update from Bird College, Principal**

Principal updated Group that the 6 audition dates scheduled after lockdown of a total of 300 applicants was moved on-line through self-tape submissions. At present, assessments are up to date and are anticipating a full house in September however, what that looks like is not known. There are smaller groups extending their timetable over different days, online for first term and will take direction from GRE and Public Health England going forward.

Last week should have been Reading Week, which did continue and have had 2 weeks of assessments now for Years 1 & 2 which finishes this coming week. Fortunately, apart from a few deferrals, all Y3 assessments were done before lockdown and sent to Quality Office as requested.

This week several dance schools decided to follow the Black out Tuesday programme and cancelled all regular classes yesterday however kept assessments going. It was noted that internal agency for Bird have been working hard with concerned Y3 students.

FLAS\_FB\_M3/19.41 **Papers for Information Purposes**

Minutes

P.3/M3/19/FLAS FSEC

P.4/M3/19/FLAS FRDC

P.5/M3/19/FLAS FIPC

P.6/M3/19/FLAS FREC

P.7/M3/19/FLAS LQSC

*(Research & Ethics Minutes – Not available*

*P.8/M3/19/External Examiners*

FLAS\_FB\_M3/19.42 **AOB**

External Examiners paper tabled for information by DLT confirms applications and attached CVs are taken to Faculty Board and University LQSC for noting only, as have already been through approval at Faculty LQSC.

FLAS\_FB\_M3/19.43 **Date of next meeting TBC before start of next academic year 2020-21**