

## **FACULTY OF ARCHITECTURE, COMPUTING & HUMANITIES**

### **FACULTY BOARD**

**DRAFT Minutes of the **FOURTH** Meeting of the Faculty Board in the 2017-18 academic session, held on 13<sup>th</sup> June 2018 at 10am in SWS 11\_3003, Stockwell Street, Greenwich.**

#### **Present:**

Liz Bacon	DPVC
Chris Bailey	Director of Enterprise
Sandra Clarke	HoD, LAC
Tony Cleford	HoD, ALS
Corine Delage	Director of Student Experience
Steven Haines	Prof of Int'l Law
Cos Ierotheou	Director of Learning & Teaching
Steven Haines	Prof of Int'l Law
Lucy Hattersley	Enterprise Development Manager, EDS
Suzanne Louail	Head of Research & Enterprise Support
Steve Naylor	Quality Manager AQU
Mark O'Thomas	PVC
Zoe Pettit	HoD, LLT
Nadarajah Ramesh	Programme Leader Rep Maths
Simon Smith	Bird College
Gregory Sporton	HoD, CPDA
David Thomas	HoD BEN
Peter Vlachos	Principal Lecturer in Marketing

#### **Apologies for Absence:**

June Balshaw	HoD, HPSS
Lucy Brown	Subject Lead for Film & TV
Marc Cavazza	HoD, CIS
Lee Devlin	FOO
Sandra Dunster	Principal Lecturer in History, HPSS
Tony Mann	Director/Senior Lead Maths Dept
John Morton	Senior Employability Lead
Mary McAlinden	HoD, Mathematical Sciences
Neil Spiller	DPVC

Andrew Kao	Senior Lecturer Maths
Tracy Reynolds	Professor of Social Sciences, HPSS

**In Attendance:** Sharron Denham – Committee Secretary

Chair noted apologies and introduced new attendees to the Committee from the Research & Enterprise Team

### **ACHFB/17.33      Minutes of the Previous Meeting**

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

### **ACHFB/17.34      Matters arising from the Minutes**

**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 *Update: 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.*

**Action: PVC to update at next Board**

**FB/16.40**      CI confirmed that all Depts. have now responded to the completion plan for % of FTE staff with a teaching qualification within the Faculty. *Update: Board have been updated and Action Closed.*

**ACHFB/17.3**      GS to give CPDA UG's the opportunity to work on a mobile application for a Faculty Website. *Update: A Web Meeting is scheduled and an update at next Board.*

**Action: LD to update at next Board.**

### **ACHFB/17.35      Chair's Report**

Chair updated the Board that recruitment and clearing remain in focus for discussion at VCG and holding onto the previous tariff and what role it will play in the proceedings. It was noted also, that there will be an impact financially and that other Universities are struggling also with UEL closing English and History and we may make late gains there.

The restructure of AC4 grading still remains to be resolved and it is hoped that this will be sooner rather than later.

We are continuing to progress with posts around the administration area of the Faculty restructure, with updates being circulated this week for the new roles now in place. August will be a transitional phase however work is already going on in terms of systems with FOO looking at how we move to classify and put in place leading up to the month of September.

Work around the Research Strategy is continuing with a Faculty paper to be circulated to HoDs before the next SMT (24/7/18) for further comments and suggestions. We are looking to have a robust strategy to be looked at in September. Broader KPIs are written into this plan along with research support, development and configurations around other research groups in the Faculty fitting in. This is a starting point for individual researchers and their plans with the aim to bring in next year as a pilot for every staff member who is research active to have a plan. This encourages a research environment throughout the student's career and how we can support this.

A view to develop new posts with research fellows and negotiation meetings are being held with Javier and the effects it would have around our QA funding. Although we may not get these research fellows, we may end up with a scaled down number from the proposed 15/20.

The appointment of Academic Staff Regulations are now in discussion at VCG with the proposals to formulate how each post is recruited to, including new teaching-only posts of Teaching Fellows. Sandra Clarke is part of the working group for these regulations and will take back any comments from the Board.

This Strategy outlines:-

- Where we need to get to
- What structures may help facilitate this, including the development of Individual Research Plans.
- The role of UoA co-ordinators in planning for the REF cycle.
- Formation of role of groups/centres.
- How funding will work for which kinds of activity
- Where PGR fits in
- The ECRs role in the research environment
- The establishment of an Office for Undergraduate Research

**Action: PVC to circulate Faculty Research Paper for comments ahead of the next SMT.**

**ACHFB/17.36      FOO Update**

1. Recruitment & Clearing

Our Home UG recruitment position for 18/19 remains challenging. Applications are down across the Faculty by 14.4% with acceptances down 14.2% compared to the same point last year. Only 2 departments are ahead in acceptances (HPSS/LAC) with live offers also ahead of where they were last year in these 2 departments. Home PGT applications are down 5% on last year and acceptances tracking at 4.7% behind – most notably in ALS, CIS and LLT. I will be discussing with the Heads what more comms could be done to boost conversion.

Overseas UG applications are down 23% compared to last year with acceptances tracking 29% behind. Much of the reduction in applications is in LIT where numbers have been hit by recruitment to the International Pathway College and was expected. Overseas PGT applications are up 12.9% with acceptances up by 3.4% however conversion in CIS is down markedly and so again, some further work is needed with comms out to secure acceptances in CIS.

Our Faculty level recruitment targets for Home UG were broadly mapped as the same as the current year and so Confirmation and Clearing will both be critical this year. Overall we stated we would only marginally increase our headcount across all recruitment by circa 40 students – none of which were at Home UG level.

2. Budget Update: Current FY

In summary, we are marginally behind the required budget surplus of £602k. At present this is forecast to be £413k after all central costs are applied and the key headlines are as follows:

- Overall Income is marginally up by £140k against budget – a mixed picture at a more detailed level
- Overall expenditure is down by £317k
- Central Costs rose by £528k

We have some opportunity to make an application for additional funding for equipment purchases prior to 31<sup>st</sup> July and on this basis we will be submitting a list of requirements this week to the Director of Finance. If colleagues can

think of any specific items they may need for next year that may not have been factored into budgets then please let me know. Otherwise, I expect most of the requirements will be around new student computers.

3. Budget Update: 18/19 FY

It is expected that the Faculty will realise all the £950k savings required by the University as part of the reorganisation through voluntary severances. We have already submitted an initial draft budget submission which includes our student recruitment targets.

Later this week we will be receiving a more detailed budget template that we will be required to review, refine and submit shortly after which will reflect more fully the finalised budget including staff cost reductions as well as additional income. This will be tabled for information to the next meeting of Faculty Board but in the meantime will be discussed further with SMT as needed. I will also discuss with relevant colleagues the staffing profile which I am aware Heads are keen to understand so the process for replacing relevant staff can commence where necessary.

4. Administrative Reorganisation

As colleagues will be aware, we are part way through the reorganisation process for the administrative functions. We have been through Phases 2 and 3A as outlined in the Implementation Plan and we expect to move to Phase 3B from 25<sup>th</sup> June which is when all posts across the University will go out for remaining staff who continue to be at risk. Some key administrative appointments have already been made and where necessary for planning purposes we are looking to start some of these staff in advance of the official start of the new Faculty. I do not envisage all of the posts will be filled by permanent staff in time for the start of the next academic session but I would expect us to be well advanced in the recruitment process. Meetings will be arranged with relevant Heads as soon as possible to discuss the administrative support and what this currently looks like as well as begin to consider office locations where we envisage changes. These meetings will either be later this week or early next.

5. Systems Changes – New Faculty

I met with colleagues from Professional Services last week to discuss what changes need to be made to the Banner and Oracle Systems in the coming weeks to ready ourselves for the start of the next academic session. Most of the changes seem straightforward but the PMO are evaluating systems impacts and will highlight any particularly challenging areas which will be discussed further with the Faculty. Most of the changes in Banner will just require a change to the 3 character codes for the current departments (except for Law

which remains unchanged) and it is expected that with source codes changed in Banner, most of the systems dependant on this will update also. Any changes are likely to be made for next academic session before the end of July as there is a change freeze on systems over August in readiness for Confirmation and Clearing.

Changes to HR systems are also under discussion and we will be working with HRIS colleagues to map out the new structure into the Oracle system so that relevant changes to the establishment can be affected which will hopefully update accordingly onto the Portal Org Charts in time for the start of the new Academic Session. A similar exercise is also being undertake with Finance/Parabilis systems.

A fuller report about system/process changes will be tabled at the next meeting of SMT which will outline further details about timescales.

#### **ACHFB/17.37      Student Experience Update (Course Evaluations)**

DSE informed the Board that course evaluation reports were available on the PAS dashboard, which provided more detail and tabled a paper detailing the highest and lowest scored in Term 2 along with priority areas for the Faculty.

DSE updated the Board that the Faculty had highest response rate in the University, as well as encouraging students to take part the overall satisfaction was higher. 6 Departments had an overall satisfaction higher than the University average. Groupings are below the University average in Term 1 courses.

It was reported that managing workload now is 98% being matched with tutors being proactive with messages/reminders on Moodle etc. with improvements in PT's involvement. It was noted also that reports generated from the EC system would be a good indicator of this.

DSE's detailed report can be found [PAPERS\PAPERS\PAPER 37 FACH-course evaluations results 2017-18 brief analysis- correction.pdf](#)

#### **ACHFB/17.38      Employability**

- 1) Final DLHE results (survey of graduate job & further study/job/unemployed) are still pending – once they are available, communications will be sent to Employability Coordinators, SMT and HoDs, and they'll be available on Business Objects too. The signs are positive for the Faculty.

- 2) The new Greenwich Employability Passport is going ahead, with a cross-University launch in September. Staff will be sent notes on this once they're ready, and there will be training for Personal Tutors and other users in Admin Week, and possibly before that too. Department Employability Coordinators have been asked to mention this at away-day meetings. Selected staff in ACH have been involved in product testing and briefings and feedback is largely positive, with the interface more straightforward and user-friendly than the ACE scheme and other schemes at the University (e.g. Business School Passport). It's important that there is staff buy-in, especially from Personal Tutors, to this scheme.
- 3) Next ACH Employability Coordinators' meeting is June 25, 2-5. It will include a briefing by David Morris on the new 'Longitudinal Education Outcomes' data produced by the Dept for Education.

#### **ACHFB/17.39      Guardian League Tables**

There is a general drop in the rankings for the subject areas where the faculty has a presence. While there is a reasonable amount of similarity between the "student satisfied with programme" and "student satisfied with teaching" rankings, suggesting that an improvement in satisfaction with the teaching would lead to an improvement in satisfaction with the programme.

The measures being used by the Guardian University table does not include any measure for research. The measures used are as follows:

- Course satisfaction: overall satisfaction (Q27) score in NSS.
- Teaching quality: Qs 1-3 in NSS
- Feedback: Qs 8-11 in NSS.
- Staff-student ratio: SSR submitted to HESA.
- Spend per student: calculated from HESA financial returns
- Average entry tariff: taken from UCAS averages.
- Value-added score: calculated by comparing entry tariff and qualification with % good honours.
- Career after six months: from DLHE.
- Continuation rate: HESA continuation data from first to second year (*New for 2019*).

Guardian League Tables Paper 39 ACHFB can be found [here](#).

#### **ACHFB/17.40      Papers for Information**

Papers for Information Purposes

SEC Minutes – **P.40 ACHFB**

FREC Minutes – **P. 41 ACHFB**

FLQSC Minutes – **P.42 ACHFB**

FIPC Minutes – Not available

FRDC Minutes – **P.43 ACHFB**

**ACHFB/17.41      Paper for Consideration by the Board**

None.

**ACHFB.17.42      AOB**

The Board were reminded that the Degree End of Year Shows start tonight in Stockwell Street and the Book Festival starts this coming Friday continuing over the weekend.

Training sessions for Panopto have now been scheduled although the Policy has not yet been finalised however, once available will be circulated along with a Q&A section for any issues/concerns that may arise. DLT has been consulted within the Learning & Standards Committee and staff, which has been fed onto principals who are putting the policy together. If staff are considering to 'opt out' a HoDs sign-off is required which ideally should be known before the start of the academic year. The Business Faculty representative stated that they have been using Panopto but has had a marked impact on attendance.

**ACHFB/17.32      Date and Time of Next Meeting**

The next meeting date to be confirmed once University calendar has been approved.

***For last page only:***

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Approved on 17/10/2018

To be held until 17/10/2023