

**ACH Faculty Board

Minutes of the second meeting of the Architecture, Computing and Humanities Faculty Board in the 2013-14 academic session, on Tuesday 21st January 2014 at 10.00am, Room 063, Queen Anne Court, Greenwich Campus.**

**Present:**

Judith Burnett, PVC, ACH (Chair)

Liz Bacon, DPVC

Alessandro Benati, Director of proposed Languages Centre ex Director of Research and Enterprise, LHSS
Sandra Clarke, HoD
Nic Clear, HoD
Phil Clipsham, HoD
William Davies, Programme Leader Rep. (from LHSS)
Corinne Delage, Senior Director Student Experience, ex DLQ ADC
Sarah Greer, DPVC

Nickie Hirst, Senior Lead, Innovation in Creative Enterprise and Design, ex-HoD ADC

Cos Ierotheou, Senior Lead, Innovation in Learning and Achievement, ex-DLQ CMS
David Isaac, ex-Director of Research and Enterprise, ADC
Brent Johnston, ACH Student Rep.
Sarah Morgan, Collaborative Partner Rep. Hadlow College
Richard Morin, FOO, ACH

Zoe Pettit, HoD ex- DLQ LHSS
Nadarajah Ramesh, Programme Leader Rep, (from CMS)
Neil Spiller, DPVC

**13.2.1 Apologies for Absence**

Stuart Allen, HoDChris Bailey, Director of Enterprise ex-CMS

 June Balshaw, HoD, ex-Director of LHSS
Chris Bellamy, Director of GMI
Matt Elliot, Collaborative Partner Rep. Bird College
Ed Galea, Director of Research, ex-CMS
Steven Haines, Chair of the ACH Faculty Professoriate
Keith Jones, ex-Director of Resources, ADC
Lachlan Mackinnon, HoD
Tony Mann, Director of proposed Maths Centre, ex-Director of Resources CMS
Mark Mulville, Programme Leader Rep. (from ADC)

 Kevin Parrott, HoD

The PVC welcomed the group to the second meeting of the Faculty Board.

**13.2.2 Minutes of the Previous Meeting**Minutes were agreed subject to updating the following:

* 13.1.4 to be revised.
* 13.1.8.3 to be removed.

**13.2.3 Matters Arising from the Minutes**Actions from the board were reviewed and updated.

**13.2.4** **Chairs Report**

* ACH Restructure
The PVC noted that since the last meeting the restructure which had taken place had been substantial and had gone well. The PVC thanked the group for their work and goodwill during this challenging time. It was noted that consultation was effective and staff engaged constructively. Implementation has begun with several roles having now been filled, with the last few roles currently being shortlisted.
* The Departments will formally become the new structure W.E.F 1st February, meanwhile all appointed members of staff to HoD and Senior Lead positions had become active. It was acknowledged that there would be a period of transition, while members of the management teams moved out of their old roles into the new roles. Some initial discussions and meetings of the newly appointed staff are underway, and the first Faculty Senior Management Team meeting will aim to meet before the end of February. Meanwhile, the Interim Faculty Senior Leadership Team will become established permanently as the Senior Leadership Team, with the addition of Corine Delage in her role as Senior Lead Director for Student Experience.
* The existing membership of Faculty Board and Committees as set out at the start of year will largely continue until the end of the year to ensure continuity. Meanwhile new members may be added into memberships to reflect the changes to structures and responsibilities. Further, individuals may be invited to attend meetings on an *ad hoc* basis to sit in, so that the new teams can understand the agenda and begin to progress on tasks. The intention underlying this was to ensure that the transition from one set of structures to another continued in a smooth, open and transparent manner. At the June Board meeting, the new memberships of all Committees will be confirmed for the following year.
* It was noted that the service departments of the University, (i.e the Offices) had begun to look at and amend the structures of the records, budgets and systems which feed into or define the Faculty’s operations. This involves changing them from a system based on Schools to one based on Departments and Faculties, as well as changing the content (for example descriptions of job titles and postholders). Over the next six months, it is reasonable to expect both that some changes will be made, and that the progress will be uneven. Thus, some reports which come to the Board may be presented in the format associated with Schools, while others may be in the format associated with Departments and Faculties. Gradually, these will all be synchronised.
* The PVC updated the Board that the next stage in the implementation of the new Faculty is a review of processes and structures in three key areas. The following three Research Review Groups have been requested, and will have substantially completed their tasks by Easter, allowing the new teams to implement changes as required.

**(i)** Research and Enterprise Review Group
The ToR were reviewed and noted. There is a two tier approach, a major review committee and three sub committees including admin and support, research and enterprise.

**(ii)** International Partnerships and Collaboration Review Group
The ToR were reviewed and noted. It was suggested that the focus is to move forward and structure provision, working out similarities in processes. It was noted that the International Partnerships Co-ordinator and Head of Management Information Services are in the group to assist on International and Finance matters. HoDs have been asked to nominate staff members for the group.

**(iii)** Technical Review Group
It was noted that the ToR had been agreed and work was underway. The first meeting is to be held on the 31st January.

In addition we are now exploring our administrative support arrangements.

**13.2.5 UKBA Audit**It was announced that the audit had been a success. It had been identified by the Manager of the International Student Compliance and Advice Service that the current attendance monitoring system is effective. The UKBA suggested that the individual school systems worked with the University wide system. The move towards Faculties and the on-going work to develop attendance monitoring has led to some improvements, and the audit results on the whole were well received by the Board.

**13.2.6 Portfolio Planning**It was explained that it was proposed that the MArch would replace the current diploma which is funded at undergraduate level. The majority of competitors have introduced an MArch Masters programme. At recent Open Days many prospective students have asked if the diploma is inferior and therefore having the diploma in operation puts the institution at a disadvantage. It was confirmed that the MArch is a 240 credit programme and the structure is substantially unable to change due to RIBA regulations regarding content etc. The programme would remain of two years duration in full time mode. It was noted that this award is beneficial to compete with other institutions.

The PVC noted the requirements of the University in implementing the MArch award, this was discussed and it was noted that the Board therefore requests of the University to change its awards to allow for the award of the March.

The board supported the proposal and agreed to the change of award being proposed to Academic Council.

**13.2.7 External Examiners**The PVC noted that she is pleased to note progress since contracts have been renewed, fulfilled and the External Examiners have been responded to in a timely manner. Progression has been satisfactory.

**Action: Senior Lead Innovation in Learning and Achievement to work with AQU to produce a report on which external examiners will be starting when the current tenures are complete for the next board; and confirming to the HoDs therefore which ones need to be renewed or replaced.**

**13.2.8 Partnerships and Collaboration**

It was noted that as the Review Group are yet to meet, there were no further comments at this time.

**13.2.9 PSRB matters**The PVC noted good progress had been made with assembling a Faculty record of PSRBs. It was suggested that the presentation which is now available is a welcome change and is clear and useful.

**Action: Board members are to send any further updates to the Secretary for amendment.**

**13.2.10 Recruitment, Progression and Achievement**

It was noted that a report had been requested in the last Faculty Board. This had been prepared grouped on the basis of the three Schools comprising the Faculty.

* + **ADC**Good retention was noted between UG and PG in certain programmes, the intake of these programmes differ due to being a specialist area. It was noted that the majority of the intake are international students. It was suggested that the majority of students wish to gain work experience before studying for a masters.
	+ **CMS**It was noted that there is a scattering of students across programmes. It was suggested that the reporting of this item was very complex and is human resource intensive. Investigating if this could be easily reported centrally would be useful.
	+ **LHSS**It was noted that undergraduate recruitment to postgraduate programmes is not highly successful as more work is required in marketing the masters programmes to undergraduate students. It was noted that a peak in April allows extra work to take place now for next year.

 **Action: FOO to work with PAS and create a standard report for UG students progressing to PG programmes to be presented at the next Board.**

It was suggested that communication with undergraduates could now be Faculty wide and students could have the opportunity to study postgraduate programmes in alternative subject areas where appropriate. The Faculty recruitment and marketing group can investigate this further. (Note the application flow, which is on a different cycle to UG).

**Action: The Faculty Recruitment and Marketing Group should investigate Faculty wide advertising of postgraduate programmes to undergraduate students (studying different subject areas). FOO to report at the next Board.**

It was suggested that although staff engage in terms of advising students of postgraduate programmes the fees are not always competitive.

**Action: FOO to arrange for a check of fees for postgraduate studies with competitors to be carried out.**

It was advised by the Student Representatives that the fees remain a big issue as financial help is not always available. Students have to work to pay their fees which prevents them from wishing to study further. It was noted that there is a working group which is trying to introduce a scheme which may aid current final year students with their fees if they wish to study at postgraduate level. It was further noted that the University had won a HEFCE grant to support postgraduate mobility from successful undergraduates.

**Action: FOO to update the next Faculty Board regarding financial assistance available to postgraduates.**

It was raised that students have commented that the website is not particularly helpful as it provides little information on postgraduate study.

**Action: Faculty Recruitment and Marketing Group to investigate postgraduate information on the GRE website. FOO to update at the next Board.**

**13.2.11 Research, Enterprise and Consultancy**The UoA data was circulated and explained.

The PVC noted UoA 16 reflected the assessment prior to external viewing of the portfolio, after which numbers may have risen. The income is highly important and the Research and Enterprise Review Group will review fund codes.

At the last University Executive it was announced that the GPA was 1.0, consequently research incomes will be similar, even though more people have been submitted.

The PVC noted visible progress and thanked the Faculty, Deans and Directors of Research for their contribution both in terms of overall research activity and more recently in the preparation of the REF return.

**13.2.12 Recruitment and Marketing**It was announced that the marketing strategy is currently being developed, working closely with the marketing department. Progress has been made and building on the schools plans presents a good opportunity. Applications are up and in comparison to competitors the University is doing well. UCAS have processed applications quicker and the Institution is in a good position which was welcomed.

A question was raised regarding a target in the marketing document which suggests the need to recruit 1500 *additional* students or in total.

**Action: FOO to clarify in the marketing plan on page 2 that the overall aim is a total of 1500 first year students.**

Discussion took place regarding the importance of the UCAS tariff in clearing. It was confirmed that there is some tension between achieving a strong tariff score and achieving a good sized intake, however it was noted that good progress had been made last Summer. The general strategy of the Faculty is to pull forward the recruitment cycle allowing a better result earlier in the year, i.e. decreasing our dependence on clearing, and further, to continue to raise the tariff in areas particularly with strong demand and where it makes sense to do so.

It was raised that there was a Guardian statistic missing from the Faculties marketing plan. This was the ‘The Guardian’ University league tables 2013 in which the ADC shares the top place for best in UK “Student with feedback” category in Art and Design. [University guide 2014: league table for art and design | Education | theguardian.com](http://www.theguardian.com/education/table/2013/jun/04/university-guide-art-design)
**Action: FOO to update marketing plan to include joint top place for best in UK “Student with feedback” category in Art and Design.**

**13.2.13 Health and Safety**The three H&S representatives are now working in their roles. The new Faculty Head of Support will assist in organising H&S across the Faculty. There have been meetings, and positively few concerns have been raised. A concern has been raised regarding lone working which is being investigated by Facilities Management.

**13.2.14 Faculty committees**

* Faculty Student Experience Committee minutes from 04/12/13 were noted.
* Faculty Research and Enterprise Committee minutes from 13/12/13 were noted.
* Faculty Quality and Standards Committee from 04/12/13 were noted.

It was noted that the minutes from the first FQASC need to be circulated.

 **Action: Secretary to circulate minutes from the first FQASC.**

It was noted that before anything appears in a public forum, the minutes should be approved by the board or committee. It was suggested that all Faculty Committees should be using approved templates for minutes and meeting resources.

It was suggested that a glossary would be a useful resource for this Faculty during this time of change.

 **Action: Secretary to create a glossary at the end of the minutes.**

**Action: FOO to ensure that all Faculty committees use approved templates by the University Secretariat.**

**13.2.15 Any Other Business**

 No Items Raised

**13.2.16** **Date and Time of Next Meeting**

 11th April, Queen Anne 075, 10.00am.

*Secretary: Stephen Higgins*

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***ToR Terms of Reference***

***UKBA United Kingdom Border Agency (now UKVI United Kingdom Visas and Immigration)***

***M.Arch Master of Architecture***

***RIBA Royal Institute of British Architects***

***GPA Grade Point Average***

***RAE Research and Enterprise***

***UoA Unit of Assessment***

***UCAS Universities and Colleges Admission Service***

***FM Facilities Management***

***GLH Global Learning Hours***

***W.E.F With effect from***