

**ACH Faculty Board

Minutes of the first meeting of the Architecture, Computing and Humanities Faculty Board in the 2013-14 academic session, on Friday 11th October 2013 at 10.00am,**

**Room 005, Cooper Building, Greenwich Campus.**

**Present:**

Judith Burnett, PVC ACH (Chair)

Liz Bacon, Dean of CMS

Chris Bailey, Director of Enterprise, CMS

June Balshaw, HoD, DoR, LHSS
Alessandro Benati, Director of Research
and Enterprise, LHSS
Sandra Clarke, HoD, LHSS
Phil Clipsham, HoD, CMS
William Davies, Programme Leader Rep, LHSS
Corinne Delage, DLQ, ADC
Sarah Greer, Dean of LHSS

Steven Haines, Chair of the Faculty Professoriate

Nickie Hurst, HoD, ADC
Cos Ierotheou, DLQ, CMS
David Isaac, Director of Research and Enterprise, ADC
Sarah Morgan, Collaborative Partner Rep. Hadlow College
Richard Morin, FOO, ACH

Kevin Parrott, HoD, CMS

Zoe Pettit, HoD, DLQ, LHSS
Nadarajah Ramesh, Programme Leader Rep, CMS
Neil Spiller, Dean of ADC

**In Attendance:**David Waterworth, Curator of Stephen Lawrence Gallery.

**13.1.1 Apologies for Absence**
Stuart Allen, HoD ADC
Chris Bellamy, Director of GMI
Nic Clear, HoD, ADC
Matt Elliot, Collaborative Partner Rep.Bird College
Ed Galea, Director of Research CMS
Keith Jones, Director of Resources, ADC
Lachlan Mackinnon, HoD CMS
Tony Mann, Director of Resources CMS
Mark Mulville, Programme Leader Rep, ADC

The PVC welcomed the group to the inaugural meeting of the Faculty Board. Members introduced themselves.

It was explained that the Faculty Boards replace the School Boards. The Faculty Board meetings will formally take reports, which then feed to Academic Council. Information gathering, decision making and monitoring will be taking place within the first year. It is desirable to explore ideas ahead of the meeting especially where items are complex, lengthy or controversial. Members should present items in a brief and clear manner with matters resolved and clarified where possible. To increase sustainability members are asked to actively use the Faculty intranet pages on the Portal, which is being continually improved to give transparency across the Faculty and an open culture. The PVC thanked the members for producing reports for this session. It was explained that reports had been produced using U/G data.

ToR were noted. The PVC asked for members to review them for comment. Dean of LHSS reported an issue raised by the ACH Quality Manager, regarding whether the ToR for the Faculty crossed with the AQS, which was discussed. The Board approved the ToR.

The membership list of the Board was reviewed. An issue was raised regarding student representatives and the discussion of confidential matters. It was confirmed that it is important to gain student feedback and ideas to be able to move forward. Each item to come to the Board is open to scrutiny and that student representatives were party to all conversations as fully enfranchised citizens. Membership was agreed.

**13.1.2 Chairs Report**The PVC notified the Board that the Border Agency will be carrying out an audit. An audit took place 18 months ago and we were given areas of improvement, largely relating to OSA. It is expected that attendance monitoring may be the focus and guidance notes are being finalised, in addition to a training event in November. It was pointed out that partner colleges defaulting could compromise both institutions. Extreme caution should be taken with procedures and we must look after our international students.

**Action: FOO to assemble a ‘tiger’ group to prepare for the UKBA visit.**

**13.1.2.1 Strategic Vision**The PVC explained how the vision was produced and the history of the vision, and went on to thank the Faculty for their engagement and the warmth of their welcome. A question was raised regarding the meeting of the professoriate. Dates will be finalised by the chair of the Faculty Professoriate.

**Action: Chair of Faculty Professoriate to convene 2 meetings and a dinner of the Professoriate - to be diarised and publicised.**

**13.1.2.2 Report on the first six months**The PVC introduced the report, noted work tracks and the implementation of the vision. It was noted that the Faculty is large and complex, hence the need for the senior leadership team, which in turn requires underpinning in Departments and with a network of roles. It was confirmed that Leadership of the FACH is in the hands of the PVC, FOO and the Deans as the Senior Leadership Team, and some things from central services can be checked with the PVC or FOO before implementation in situations of doubt.

**13.1.2.3 Next six months**The PVC explained that Structures are now being explored and are beginning to be documented, these will be communicated to the group during the multiphase process. The process includes consultation and debate.

**13.1.3 Governance Structure**The FOO confirmed that the majority of Governance is now in place. Staff can check the Faculty structure documents available on the intranet.

**13.1.4** **Portfolio Planning**It was noted that it is important to take ownership of our teaching and provision. A key factor to influence this year is retention. The items which require intervention affect the KPIs. Portfolio planning is hugely important although viability is significant as the portfolio moves and grows continuously. It was suggested that there is a far too high threshold on programmes; if APC meets objectives in the strategy it needs to be free from business constraints. PVC asked for a report for post graduate study progression and survival rate for the January Board.

**Action: Deans to produce a report of PG progression from in house UG programmes for the next meeting.**

**13.1.5 Partnerships and Collaboration**UK provision was noted and discussed. The Faculty has the potential to grow internationally and a working group may be required to discuss and create a strategy as each discipline requires a different approach. This might be done by Department; Dean CMS will lead as the Senior Lead for Internationalisation. It was asked how the Faculty can outreach to partners to offer their staff PhD opportunities. This was discussed and viewed as a positive development, and should be included I the strategy. The NRI model was also discussed. It was noted that a bursary for a PhD, which may be a barrier to progression, is very costly although sometimes part funding is available within the Institution.

**Action: Dean of CMS to investigate if a Partnerships and Collaboration working group is required**

**13.1.6 PSRB Matters**The PVC asked the members to review the PSRB listing for accuracy and to include an additional column indicating the last and next accreditation visits which had taken place/were due, it was noted that the data circulated was out of date.

**Action: Secretary to circulate correct PSRB. Secretary to arrange for revised listing to go to Faculty Academic Quality Committee. Secretary to arrange upload of list to Faculty intranet.**

**Action: Board members to review PSRB and add information in additional column.**

**13.1.7 Student Experience**The PVC noted the new University governance structure for managing student experience. She noted the items on the paper, e.g. student voice, student journey, supporting student experience and data and resources. It was noted that these are areas which may be audited under the QA quality code. It was noted that DLQ ADC is the Faculty senior lead for Student Experience. A meeting of the FSEC has been scheduled to occur before Christmas and DoR LHSS would be chair.

**Action: DoR LHSS (Chair of FSEC) to produce report following FSEC meeting.**

**13.1.8 Recruitment, Progression and Achievement**The PVC thanked staff for their contribution; reports submitted for this item were of high quality and had been produced in a timely manner. It was noted that with ADC there is a drop in landscape, but with a new member of staff engaging with the issue hopefully progress will be made. The progression and achievement of the student body that had been self-identified as BME, was raised by Design futures HoD, and it was agreed that this is highly important. The PVC asked for a Faculty working group to be established and it was agreed that DLQ ADC would lead. The group will produce a report for the January Board. It was suggested that entry tariffs should be analysed in the data.

**Action: Working group to produce a report including recommendations on BME student experience for the next Board.**

Reports were then taken from Schools on aspects of student data as follows:

**13.1.8.1 ADC**
A restructure last year had occurred and diploma post grad figures were announced. It was suggested that the programme content, the teaching and the experience have all been updated. It was noted that the reason for the low progression rate for post graduate students is partly due to longstanding students with ECs. Overall there was a 325 UCAS point average. The differences in progression will be interesting to see and there was some optimism about this.

**13.1.8.2 CMS**
CMS had a target of recruiting 82 additional students, which has been met. The efforts of staff, especially the Admissions Coordinator, have been key to the success. It was considered that the progression data may not be accurate as data differs. The key point is the difference in progression statistics which require consistency; it is not clear what the data captures. It was noted that the data does not capture reassessments.

**13.1.8.3** **LHSS**
LHSS recruited well, retention has improved and there is a steady increase in student numbers. Unsuccessful programmes have been phased out. Classifications look positive, with trends rising. Law is bottom of 2:1 and firsts in the UK and is always a struggle. It was noted that with the new cohort, the raising of UCAS points has helped and there is a difference in the first year and final years. When annual PMRs are received it will give a better indication.

The PVC noted the good honours classifications which are a positive benchmark and highly important for our students.

**Action: Deans and the FOO, with other members of staff as appropriate, to continue to work on spread sheets of accurate admissions data to use as a template.**

**13.1.8.4 GMI**
Report was taken in Director GMI’s absence. The PVC thanked Director GMI and noted an issue with visas in 12-13 which had adversely affected recruitment.

**Action: Deans to create a comparable Recruitment report for PG data for the next Board.**

**Action: The PVC requested that DLQs to commentate in the SMRDs to lead to task orientated action points.**

**13.1.9 Research, Enterprise and Consultancy**
A report was given, including an update on the REF. It was noted that there is plenty of opportunity for research synergies across the Faculties and within ACH. There was also room for the exchange and development of skills relating to putting together research and going for bids, putting on events etc., which crossed disciplinary interests and specific lines of enquiry. Recent Faculty successes include the China Maritime Centre, Alessandro Benati’s recent book release and Neil Spiller’s book, which is released on 17th October.

The PVC asked for the UOAs to be listed for the next Board**.**

**Action: Dean of ADC as Senior Lead for Faculty Research to provide list of UOAs for the next Board, with an update and further information about what the next steps are for the Faculty R&E strategy.**

**13.1.10 Learning and Quality**It was noted a challenge lies in the change involved in working with a new Academic Quality Unit. There is a need to pin down how the Faculty works with them, who does what, and what will happen. Staff are working with the Quality Manager and there is a complex transition to move into a single structure. Specific advice will be drawn up to give to staff. The university are working towards a central system of course evaluation; more information will be given as it is available.

The PVC thanked Dean LHSS who is leading on L&Q for the Faculty for the report and suggested we need to increase the member of staff for GOLD, employability and technology advanced teaching.

Dean of CMS suggested lots of work is happening behind the scenes and an update will be available soon.

It was raised that there is an issue with GOLD and HR. This was discussed. The PVC suggested that it is dealt in a common way.

**Action: PVC to investigate GOLD situation with HoDs and Senior leads.**

**13.1.11 External Examiners**
Papers were taken for information. Updates will be taken in January with any actions taken since.

**Action: DLQs to produce updated report on EE for the next Board.**

**13.1.12 Stockwell Street**Formal consultation is taking place for the relocation of ADC. Parking has been raised as an issue. A condition of the planning permission included not raising the amount of traffic in Greenwich, so extra parking could not be provided. The consultation period ends in October. Marketing is harmonised and lots of good ideas have been shared. The FOO thanked all involved. Further information is up on the Faculty intranet portal pages.

 The Curator of the Stephen Lawrence Gallery David Waterworth announced the move for the gallery to the new building which gives great opportunity. The gallery is seen as an asset to the University and is funded by the VCs office. Stockwell Street is a creative building and will be alive with creative activity. It was noted that some CMS students used the gallery for a show which was a huge success. Marketing discussions have been complex; an external consultant has been drafted in to aid.

**Action: FOO to update on marketing plans for Stockwell Street at next Board.**

**13.1.13 Recruitment and Marketing**

FOO thanked staff for the participation in the marketing meetings and explained there is an action plan which covers a range of activities. There is a detailed advertising plan tailored from the output of the recruitment group.

PVC received report positively and thanked the team for their hard work.

**Action: FOO to update on marketing plans for the Faculty at the next Board.**

**13.1.14 Health and Safety**

The FOO is Chair of the H&S Committee and the H&S manager is yet to be appointed. Instead of H&S representatives representing the school, they will represent a specialist area. The representatives have met and are happy with the action plan. When administration has been reviewed, it will be clearer where the positions sit. The Board agreed.

**Action: FOO to update on Health and Safety at next Board.**

**13.1.15 Any other Business**

 No items raised.

**13.1.16** **Date and Time of Next Meeting**21st January 2014, QA063, Greenwich Campus.

*Secretary: Stephen Higgins*

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**ACTION SHEET for the first meeting of the ACH Faculty Board in the 2013-14 academic session, on Thursday 11th October 2013 at 10.00am, Room 005, Cooper Building, Greenwich Campus.**

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| --- | --- | --- | --- | --- |
| **MINUTE** | **ACTION** | **RESPONSIBILITY** | **Deadline** | **Progress** |
| 13.1.2 | Assemble a ‘tiger’ group | FOO | 12/10/13 | **Complete** |
| 13.1.2.1 | Convene 2 meetings and a dinner of the Professoriate - to be diarised and publicised | Chair of Faculty Professoriate | 07/01/14 |  |
| 13.1.4 | Produce a report of PG progression from in house UG programmes for the next meeting | Deans | 07/01/14 |  |
| 13.1.5 | Investigate if a Partnerships and Collaboration working group is required | Dean CMS | 07/01/14 |  |
| 13.1.6 | Secretary to circulate correct PSRB. Secretary to arrange for revised listing to go to Faculty Academic Quality Committee. Secretary to arrange upload of list to Faculty intranet | Secretary to FBACH | 07/01/14 |  |
| 13.1.6 | Members to review PSRB and add information in additional column | All Board members | 07/01/14 |  |
| 13.1.7 | Produce report following FSEC meeting | DoR LHSS (Chair of FSEC) | 07/01/14 |  |
| 13.1.8 | Produce a report including recommendations on BME student experience for the next Board | BME Working Group | 07/01/14 |  |
| 13.1.8.3 | Continue to work on spread sheets of accurate admissions data to use as a template | DeansFOO | 07/01/14 |  |
| 13.1.8.4 | Create a comparable Recruitment report for PG data for the next Board | Deans | 07/01/14 |  |
| 13.1.8.4 | Commentate in the SMRDs to lead to task orientated action points | DLQs | On-going |  |
| 13.1.9 | Provide list of UOAs for the next Board with an update, and further information about what the next steps are for the Faculty R&E strategy | Dean of ADC | 07/01/14 |  |
| 13.1.10 | Investigate GOLD situation with HoDs and Senior leads | PVC | On-going |  |
| 13.1.11 | Produce updated report on EE for the next Board | DLQs | 07/01/14 |  |
| 13.1.12 | Report on update on marketing plans for Stockwell Street at next Board | FOO | 07/01/14 |  |
| 13.1.13 | Report on update on marketing plans for the Faculty at next Board | FOO | 07/01/14 |  |
| 13.1.14 | Update on health and safety at the next Board | FOO | 07/01/14 |  |