**Faculty of Architecture, Computing and Humanities**

**Faculty Board**

**Minutes of the First meeting of the Faculty Board in the 2014-15 academic session, held on 15th October 2014, at 10:00am, in Room QA063, Greenwich.**

**Present:**

Judith Burnett (JB), PVC (Chair)

Richard Morin (RM), FOO

Sarah Greer (SG), DPVC

Liz Bacon (LB), DPVC

Corine Delage (CD), Director of Student Experience

Cos Ierotheou (CI), Director of Learning and Teaching

Christopher Bailey (CB), Director of Enterprise

David Isaac (DI), Faculty Mentoring Officer

William Davies (WD), Programme Leader Rep Law

Noel-Anne Bradshaw ( NB), Senior Lead Employability

Steven Haines (SH), Professor of International Law

Matt Elliot (ME), Bird College

Mary Kiernan (MK), Deputy HoD of Computing & Information Systems

Nadarajah Ramesh (NR), Programme Leader Rep Maths

Andrew Kao (AK), Lecturer in Applied Mathematics

Edward Oaks (EO, SUUG),

Tony Mann (TM), Director of Mathematics Centre

Zoe Pettit (ZP), HoD of Language, Literature and Theatre

Peter Vlachos (PV), Principal Lecturer in Marketing, (FBUS)

Gregory Sporton, HoD Creative Professions and Digital Arts

Sharron Denham, Secretariat

Kaya John, Secretariat

**Apologies:**

Neil Spiller, DPVC

Nic Clear, HoD of Architecture and Landscape

Ed Galea, Director of Research

Christopher Bellamy, Director of GMI

Stuart Allan, HoD of Built Environment

Nicola Hirst, Senior Lead, Creative Enterprise and Design

 Phil Clipsham, Faculty Head

 of Enterprise

Lachlan MacKinnon, HoD of Computing and Information Systems

Kevin Parrott, HoD of Mathematical Sciences

Sandra Clarke, HoD of Law

June Balshaw, HoD of History, Politics and Social Sciences

Alessandro Benati, Director of Languages Centre

Keith Jones, HoD

Mark Mulville, Programme Leader Rep Built Environment

**FB/14.1 Apologies for absence**

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

**FB/14.2 Minutes of the Previous Meeting**

Changes were made to section 13.4.5.1 so that paragraph 10 read ‘HoDs may not have been involved in the REF leadership group at the time, it is further noted that the HoDs roles include a greater responsibility for leadership of research and enterprise that was previously the case

Changes were made to section 13.4.6.1 so that is read ‘this 2 year programme would be primarily, but not exclusively, aimed at Canadian students’. ‘It would not be marketed towards UK students, although they may still take it’ was removed.

In section 13.4.9 under 9.2, the final sentence was amended to read ‘External examiners reports should be made available to students as agreed previously’.

**ACTION: CI to confirm who can access the External Examiner Reports amongst the students? How do they access them now or is there a change to be introduced and when?**

Following the amendments detailed above, the minutes of the previous meeting held on (date) were **agreed** as an accurate record.

**FB/14.3 Matters arising from the Minutes**

**3.1 13.4.7 Recruitment and Marketing**

 Clearing teams all successfully managed the clearing process.

**FB/14.4 Chair’s report (JB)**

Since the last Board meeting there has been a successful recruitment and admissions cycle with admissions only just short of the ambitious stretch target. The Faculty has made a significant step change in both its overall recruitment position in aggregate, and has, further, achieved an average UCAS entry tariff of 330+. This is a major achievement.

For the next cycle the faculty should aspire to being less dependent on clearing to reach the desired number of students, put far more effort into the main cycle and continue to build our academic standards and league table position

The welcome and induction of new students had gone well. It was noted that students had registered much sooner this year, had access to a much wider number and range of events, and feedback, while early and emerging, is filtering through that a strong engagement with the student body has been achieved.

The Chair highlighted the opening of Stockwell Street (SWS) as a further achievement since the last meeting of the Board. The Chair thanked all staff who assisted with the move. The new building is an exciting working and learning environment, offering a variety of work spaces including the library, multiple studios and a new café. Staff were encouraged to utilise the new space as much as possible. This could include outreach work and opening up the space to external stakeholders as well as fully exploiting the opportunities for just great student and staff experience.

The Chair thanked the Faculty for their sensible and committed contribution to ensuring such a successful start to the academic year. It was noted by the Chair that these achievements had occurred as the outcome of a previous year+ work, planning, and change which included the context of a major organisational change with regards to the structure and operation of the Faculty. The Chair wished the Faculty the very best of luck with the year ahead, including the staff based in Stockwell Street, and the Built Environment staff who have moved from Avery Hill to Greenwich Maritime.

Looking forwards, the PVC specified the following priorities;

1. Employability: There will be a focus on ensuring employability is improved across the Faculty through partnerships between faculties, services and the students union. Elements such as the Fast Forward Scheme, GWizards and the Language Centre; increased enterprise activity, the provision of skills workshops, and greater engagement with GET and REED will be able to help improve graduate outcomes.
2. QAA/HER - A Faculty management taskforce has been formed, having met earlier in the month. Activities had included for example that the Chair may ask members of the Board to be available to talk with the QAA/HER representatives during their visit. The current focus is on the SED. The Chair thanked in advance those who will be assisting with the preparation and noted the opportunity which the HER presents for working on the quality of our student experience.
3. Consolidation - A third priority of the Faculty is to ensure that the restructuring continues to be a success, embedding deeply, ensuring that all processes, procedures and so are gradually clarified, and business processes are clear and supported, with employees being able to settle into their new roles/departments.
4. Student Experience - The Faculty will prioritise improving student experience. This will be helped by developing enrichment, social and culture opportunities, employability and developing student capacity. Particular attention will be paid to improving retention, building our academic standards and offering stretching and enriching opportunities to students.
5. Recruitment and Marketing – Recruitment operations have improved over the last few years, we need to continue to move away from clearing, pull forwards our operations and continue to build up our outreach work . This will also guard against or allow us to take advantage of external unknowns, including the May 2015 General Election and changes in student number arrangements, which may ultimately affect the Faculty It was noted that the Faculty will therefore focus more on developing the brand of the university through outreach and academic research than previously done. This will be further helped by the newly appointed events and communications officer.
6. The priorities for the next calendar year include a focus on research & enterprise, for example building on the launch of the language centre, launching the Maths centre, getting the innovation centre on the Maritime Centre going, and looking at developing REF-able research as well as the research communities more widely. It was noted that we await the REF outcomes in December, The PVC will engage as a very high priority with Research and Enterprise after Christmas.

**FB/14.5 Report on Internationalisation and Partnerships (LB)**

A review into international partnerships was completed last year.  Following the review a committee has been established and met for the first time in early October.  Priorities are now to streamline back-end processes and to further synchronise finance with recruitment to ensure each centre is profitable.

The Global Greenwich initiative was noted as having been successfully launched and the Faculty plans will undergo minor revisions to ensure they are in line with university strategy.  A current focus is on the Erasmus audit, due for 18th November.  Each department has been asked to provide an international plan.

**FB/14.6 Report on Teaching, Quality and Enhancement (SG)**

FAQSC and its sub-committee have met regularly over the past academic year.  The faculty is now providing input to the LTAS and AFP implementation plans for the university.

**ACTION : CI to confirm now that the AFP has been rolled out to the Departments, confirmation is needed to how it is being implemented within the Departments.**

CI, CD and SG have been undertaking work to establish a Faculty wide procedure for extenuating circumstances. This is now complete.

A key priority is preparing for the QAA / HER in April 2015.

We are also increasing GOLD membership, and all HoDs confirmed that this will be prioritised in staff appraisals.

A Faculty TEL Committee has been formed, chaired by LB.  At the first meeting the importance of ensuring all faculties can agree on a consistent name and remit for each committee was highlighted.

**FB/14.7 Report on Research and Enterprise (R&E) (NS)**

The innovation centre is an exciting opportunity to develop business and social enterprises and, potentially, consultancies or CPD work.

A pilot has been set up for a mentoring scheme. This is going to be rolled-out with HoDs as the next stage will be arranging the pairings.

It was noted that the Grand Challenges have been gaining traction; Sustainability may develop into the City strand. Staff were thanked for their support of the initiative.

**FB/14.8 Report on Student Experience (CD)**

It was noted that the faculty had a good start to the academic year. CD thanked all who took part in achieving a good first week; the rise in attendance was attributed to the team effort.  The registration rate and its operation had improved and this contributed to a better student experience. The new arrivals survey showed some promising results, but also highlighted that there is room for improvement.  As an example, the campus tours were not well attended, however students noted how friendly staff were the vast majority said they had made friends by the end of first week. As most students named the welcome letter from the department/programme leader as the most useful form of information, efforts will be made to ensure they are in a clear format with correct and consistent information.

There will also be a focus on ensuring students are aware of who and what the role of their personal tutor is.  We now have the allocation of personal tutors on Banner Web for about 99% of our students. Thank you to departmental teams for achieving that early on in the year. Again, there is scope for trying to do that earlier next year.

An extenuating circumstances system is being put in place and will be led by CD and CI.

CD expressed her thanks for those who helped organise the list of student representatives. As a faculty we have managed to gather an impressive list of student reps for almost all programmes and this has been sent to the SU. There will be a welcome reception for student reps and student society leaders at 5pm on 30th October. The faculty is allocating £200 to the SU account for each of our Academic Student Society that has automatic membership.

The University is developing an electronic system for course evaluation to be deployed in time for the end of term 1. This will be linked to Moodle and course leaders should receive the results for their courses. It is therefore important to ensure that names of course leaders are correct on Banner. The University is also developing an attendance monitoring system that we hope we can implement in our faculty as a pilot project in term 2. In the meantime it is crucial to continue to monitor students’ attendance in the usual ways in each department and to contact those who are not attending regularly with a view to supporting them.

**FB/14.9 Report on Administration, Technical Support, Finance and Health & Safety (RM)**

It was highlighted that the new admin team is more or less complete. There will be a feedback exercise so that staff can input on how they have found working with the new admin team. So far all is working well. The space moves will be completed by the end of November; a plan will be circulated.

 One project will be to ensure the intranet is used to its full capability, with it serving as a place for all current forms and guidance notes.

 The health and Safety team are very experienced, but it was stressed that this remains everyone’s responsibility.

The appointment of an events and communications officer has meant that the faculty can in-house certain projects.

**FB/14.10 Current application status and entry requirements, targets and tariffs for 2015/16 (RM)**

It was highlighted that the aim is to have a main cycle that is not reliant on clearing. Targets and tariffs are currently being finalised; they will be circulated upon completion. So far the numbers are looking correct.

 It was also highlighted that given that the admissions team do not make offers until late October, the numbers imply they are building up to a high volume.

**FB/14.11 Peer Observation (CI)**

CI thanked all who have contributed. HoDs were asked to roll out the scheme for the 14-15 year. It was noted that the expectation is that all observations will be completed by the end of the second term. The HoDs will then present a summary to the Senior Management Team. These will then be summarised for the Board at the end of the year. The HoDs were asked to roll out the scheme for the 4-15 years.

**FB/14.12 Portfolio Development**

The agenda provided the Board with information on approved developments.

**FB/14.13 Any other business**

 It was proposed that a list of ECRs across the faculty be compiled.

CB identified that the R&E REF results will be out in two months.  It should be noted that Ref 2019 will only accept papers that are open access. This policy applies to outputs accepted for publication after 1st April 2016. Further details can be found at: <http://www.hefce.ac.uk/whatwedo/rsrch/rinfrastruct/oa/policy/>. Depending on the route used to achieve open access – Gold or Green – this could incur significant costs. The faculty and university R&E committees together with GRE are drawing up a strategy for this.

SH highlighted PHD regulations. There will be a meeting on 28th October after which SH will feed back to JB.

**FB/14.14 Date and Time of Next Meeting**

The next meeting will be held on 14th January 2015 at 10:00 in QA063. HoDs were invited to each give a brief verbal report.

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