

**ACH Faculty Board

Minutes of the third meeting of the Architecture, Computing and Humanities Faculty Board in the 2013-14 academic session, on Friday 11th April 2014 at 10.00am,**

**Room 075, Queen Anne Court, Greenwich Campus.**

**Present:**

Judith Burnett, PVC, ACH (Chair)
Liz Bacon, DPVC
Neil Spiller, DPVC
Sarah Greer, DPVC
Stuart Allen, HoD BE

Nickie Hirst, Senior Lead, Innovation in Creative Industries and Design
Lachlan Mackinnon, HoD CIS
Zoe Pettit, HoD LLT
Corinne Delage, Senior Director Student Experience
Alessandro Benati, Director Languages Centre

Nadarajah Ramesh, Programme Leader Rep, Department of Mathematical Sciences

Sarah Morgan, Collaborative Partner Rep. Hadlow College

**In Attendance:**

Fiona Thirlwell, Head of Faculty Administration

**13.3.1 Apologies for Absence**Chris Bailey, Director of Enterprise ex-CMS

June Balshaw, HoD HPSS
Sandra Clarke, HoD Law
Phil Clipsham, Senior Lead, Business Engagement

William Davies, Programme Leader Rep, Department of Law
Ed Galea, Director of Research, ex-CMS
Steven Haines, Chair of the ACH Faculty Professoriate

David Isaac, ex-Director of Research and Enterprise, ADC
Keith Jones, ex-Director of Resources, ADC

Tony Mann, Director Maths Centre
Richard Morin, FOO

Kevin Parrott, HoD, Mathematical Sciences

*The PVC welcomed the group to the third meeting of the Faculty Board.*

**13.3.2 Minutes of the Previous Meeting**Minutes were agreed as an accurate record.

**13.3.3 Matters Arising from the Minutes**Actions from the previous meeting were reviewed and updated.

**13.3.4** **Chairs Report**

**4.1 First 100 Days**
The PVC updated the group on the progression of the start of the new Faculty structure. The Faculty teams have done incredibly well over the past months with all staff engaging fully with the journey. Events have taken place during the period of restructure including away days, workshops, conferences including specific events in line with Employability and Student Experience. The PVC thanked all Faculty staff for their goodwill and co-operation. Following Easter there will be greater development of the roles for Senior Leads, other work tracks will be further developed include the QAA visit next year and the direction of the Student Experience.

**4.2/4.3 Administration Review: Consultation and Implementation**
The Head of Faculty Administration updated the group on the current status of the Faculties restructure of the administration teams. The consultation was launched on the 1st April and implementation began w/c 7th April when slotting staff into positions started. The leadership team are working hard to begin confirming roles w/c 14th April which will be followed by interviews for alternative roles. It is planned that implementation will be complete and staff in place for the 1st June, any posts remaining unfilled will then be advertised externally.

**13.3.5 Review Groups**

**5.1 Technical Review Group**
In the absence of the Chair of the group it was noted that meetings have already taken place, findings will be reported on his return and delivered after Easter. It was suggested that the group has proved highly useful and will produce a good strategy going forward.

**5.2 Research and Enterprise Review Group**
The Chair of the group noted that meetings of the two subgroups have taken place and there was an away day at the end of March where workshops took place. The report is to be delivered following Easter. VC scholarships were discussed amongst other issues.

It was confirmed that Horizon 2020 was a great success and there has been lots of support within GRE and its consultants.

It was confirmed that the nominated ECR champion is David Isaac. A meeting for Grand Challenge leaders is scheduled to take place at the end of April.

**5.3 Internationalisation and Partnership Review Group**
The Chair of the group noted that three meetings have taken place and the aim is to deliver the report by Easter. It was suggested that the group had struggled with gaining sufficient data to understand the Faculties current position, which is an on-going challenge and therefore the report requires further information and working up. The University Internationalisation Strategy was planned for release w/c 7th April but this has been delayed, it is imperative that the strategies are harmonised. Therefore, the current draft report will be discussed by the FSLT and FSMT for endorsement and following this, a committee or sub-group will be introduced to support the review and ensure that it is implemented.

**13.3.6 The Two Centres**The PVC announced that the Faculty has made a commitment to create and operate two new Centres, these are the Maths Centre and the Language Centre. Work has taken place with the Directors and HoDs to create a final Strategic paper. These papers had been circulated and discussed.

The Director of the proposed Language Centre noted discussions and documents included a presentation shown at a previous Faculty away day, at a Faculty Staff Meeting, and within the FSMT. Since then a steering group for the centre had assembled and another meeting is planned. It is proposed that there will be an executive group (of local managers and staff who will run the Centre) and an Advisory Group (including external members) to support the work of the centre. Since the proposal was released there has been numerous ideas for projects, these include working with the Army; establishing a language hub in Greenwich schools; and other efforts with the local community therefore outreach work had already begun. The launch of the centre is planned for October, along with the Maths centre. There are a number of matters to finalise including the physical location.

It was noted that there is an abundance of projects which can take place; the team are looking forward to finding out where they will be located. The challenges the group face are deciding which projects take priority and successfully recruiting colleagues to lead them.

It was noted that marketing, branding and the website are yet to be fully developed although work had begun and progress made.

It was noted that the two centres are a welcome change to the Faculty and have been long awaited.

It was noted that the centres should be linked to the Internationalisation Strategy and this should be explicit in the future direction of both Centres.

**The Board endorsed the proposal of the Maths Centre.**

**The Board endorsed the proposal of the Language Centre.**

The PVC thanked the staff involved in the production of the Centres.

**13.3.7 Portfolio Planning**

**7.1 PG Strategy**

The PVC suggested that increased efforts are required for enhancing and marketing postgraduate programmes. A postgraduate strategy is required and the PVC will lead the FSMT to develop this following Easter. It was noted that there are positive initiatives which have been introduced such as the Fast Forward Scheme.

It was suggested that a portfolio cutting exercise had already previously taken place in the Schools and therefore portfolio planning needs to be carefully managed and the challenges of the postgraduate market need to be successfully addressed. A view expressed was that a suitable offering needs to be in place as a limited offering may deter prospective students. However, the PVC suggested she is optimistic that the increased efforts will have a highly positive outcome and that there is an opportunity to review strategically the portfolio in terms of positioning and marketing.

Discussion took place regarding the Fast Forward scheme. It was noted that the funding from HEFCE was a £1,000,000 grant to enable students to receive a largely discounted rate on our postgraduate programmes. It was suggested that as many of the applicants are alumni, increased marketing needs to take place for our final year students. It was suggested that it would be useful for the deadline to be extended if this is a possibility. The PVC asked the Board to ensure increased efforts are made in marketing the scheme to our students.

**7.2 Changes of programme titles (NPP3)**The AQU have confirmed that the NPP3 is to be endorsed either by the FSMT and the Faculty Board or should go directly to the Faculty Board.

Discussion took place regarding the circulated NPP3 for endorsement.

**The NPP3 for MA/MSc Film Production was endorsed by the Board.**

**13.3.8 Recruitment, Progression and Achievement**

**BME Report**The Senior Director of Student Experience circulated the BME report and suggested that the reports current state is seen as ToR for the recommended action that a working group is convened to assist in delivering the recommendations, it was noted that this may require time allocation. One possible outcome is a Faculty conference on the aspect of BME progression, this would be to raise awareness and would be part of planned staff development.

It was noted that this is an exercise which is of national significance, as the University draw from a significantly ethnic community good standards are required. Discussion is to take place with HoDs to ask for nominations for academics for the group.

The PVC thanked the group and Senior Lead for their contribution, and asked that the working group be convened by the Senior Director Student Experience.

**Action: Senior Director Student Experience to convene the BME Working Group.**

**The Board endorsed the paper.**

**13.3.9 Recruitment and Marketing**

It was noted that a target setting exercise is currently taking place and templates are being completed by the staff, this is partly linked to finance and will be used as part of the budget setting.

The PVC suggested that the current position on the Faculties recruitment is good, applications and acceptances are up which is an improvement on the last 2 years. Some areas are stronger than others but at this stage things are as good as they can be given the wider context.

The Faculty Recruitment and Marketing Group are continuing to meet and move forward. Discussions are currently taking place regarding clearing and summer cover. Relationships have developed with the University’s Marketing Office and it is good to see efforts in advertising programmes which have not necessarily been advertised before.

It was noted that there was a presentation with HEFCE at which it was suggested that there has been an increase in applications but an 80% reduction in applications for part time study nationwide, this was discussed with concern.

**13.3.10 Health and Safety**In the FOOs absence the PVC updated the group. It was noted that there have been risk assessments undertaken for the Stockwell Street development and there are further assessments to take place, some of this will be done by the academics within the Faculty with the FOO.

Issues regarding workshops were discussed, it was confirmed that this has been included in the Technical Review. Discussion took place regarding missing equipment in Avery Hill. It was suggested that some departments have to outsource some projects including robotics, although this is generally student project work they are not physically allowed to complete it. It was suggested that this is partly due to not having technical support staff available as there are issues and requirements in each area.

It was suggested that both the HoD for Computing and Information Systems and the Senior Lead in Innovation in Creative Industries and Design take this forward with the Technical Review Group.

**Action: HoD CIS and Senior Lead in Innovation in Creative Industries to raise issues regarding Stockwell St risk assessments with the Technical Review Group.**

**Faculty committees**

**13.3.11 Faculty Quality and Standards Committee**

The following minutes were noted by the Board.

* 14th November 2013
* 29th January 2014

**13.3.12 Faculty Research Degree Committee**

 The following minutes were noted by the Board.

* + - 25th September 2013
		- 27th November 2013
		- 29th January 2014

**13.3.13 Faculty Student Experience Committee**

The following minutes were noted by the Board.

* 15th January 2014

**13.3.14 Any Other Business**

No items raised.

**13.3.15** **Date and Time of Next Meeting**

 18th June, Hamilton House HH103, 10.00am.

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