

Faculty Executive Board
Minutes of Meeting held on 13th July 2011

Present: Professor John Derrick (JD), Ms Liz Robinson (LR), Mr John Cocking (JAC), Professor Phil Wright (PCW), Professor John David (JPD), Professor Rob Dwyer-Joyce (RDJ), Professor Visakan Kadirkamanathan (VK), Dr Malcolm Butler (MAB), Professor Harm Askes (HA), Professor Geraint Jewell (GWJ) Dr Andrea Bath (AB), Professor Mark Rainforth (MR), Dr Stephen Beck (SB), Professor Allan Matthews (AM), Dr Heather Sugden (HS), James Mumford

In attendance – Ms Steph Allen

Opening

1. Apologies

Professor Mike Hounslow (MJH), Miss Jenny Miller (JM), Professor Sheila MacNeil (SM).

2. Minutes of FEB Meetings held on 29th June 2011.

The minutes were approved.

3. Matters arising/Outstanding actions

The Board considered and reported on all outstanding actions. See action list for details.

4. FPVC Report and UEB Feedback

A statement to staff and a press release have been issued to communicate that the University Council has given the Engineering Graduate School full approval. With regard to the Engineering Commons, progress is currently paused whilst options for a larger development on the site are considered. HoDs should reassure staff that the pause has not been caused by financial constraints and that the building is firmly in the University's capital pipeline.

It was agreed that pictures and floor plans of the Engineering graduate School should be made available on the website and the link should be communicated to staff – Action.

Also see UEB minutes <http://www.shef.ac.uk/ueb/minutes.html>

5. Report from FDR&I

BAE Systems

David Attwood from BAE Systems is due to visit the University on 21st July. He will meet with MJH and GWJ. GWJ is also arranging departmental visits.

EPSRC

EPSRC are visiting the University on 20th and 21st July they have a plan of what they wish to look at and have not yet been convinced to look at any other activities within the Faculty.

Income Capture Officer

Interviews have taken place for a new Income Capture Officer to replace David Jones. There were a number of strong candidates and an offer was made to one of them. That individual has accepted and will be appointed subject to satisfactory references.

REF

The University is beginning to gear up for the REF with the first meeting of the REF Coordinating Group having already taken place. The final submission date will be 29th November 2013 and the top level panel guidelines will be issued by the end of July 2011. . In October 2011 a stocktake on publications will take place so that an understanding of where the University stands with regard to profiles, the number of papers and progress of assessment can be gained. The grading of papers will

be done using MyPublications. During the Autumn of 2011 all impact statements should be reviewed and in January 2013 departments must have declared which panel they wish to submit to. GWJ will begin discussions with departments about which panel they should submit to – Action.

6. Report from FDL&T

Work relating to Management Teaching, the Global Engineering Challenge and bigger modules is all progressing well.

There have been some issues relating to clashed between Management modules and core Engineering modules but these are being ironed out and should cause no further issues.

Civil & Structural Engineering

It was noted that Rachel Horn has been appointed as the new Deputy HoD for CSE. Rachel will be primarily responsible for learning and teaching matters in the Department.

Assistant Faculty Director of Learning and Teaching

Dianne Rossiter has resigned from her position of Assistant Faculty Director of Learning and Teaching. A replacement will be appointed in due course following the normal appointment process. SB will circulate the job description to HoDs – Action.

7. Report from FDO

Space needs

Consideration is currently being given to space within the Portobello building along with one or two others. More information will be communicated once it is available.

New buildings – staffing requirements

At a recent half away day for the engineering Departmental Administrators/Managers and Laboratory Superintendents the staffing and operations of the new engineering buildings were considered. There is still much work to be done but the process of addressing various issues has begun.

For Decision

8. Articulation arrangement (CBE with HCMUT, Vietnam)

The Board considered a proposal to develop an articulation arrangement with Hochiminh City University of Technology (HCMUT) whereby students complete a 2-year undergraduate study of Bachelor of Chemical Engineering programme at HCMUT. CBE would then consider up to a maximum of 20 of those students who successfully complete the programme for direct entry to Level 2 at Sheffield. The paper outlined scholarship plans for those students who transfer. The agreement would run initially until 31 August 2014 with students first transferring to Sheffield in September 2012. CBE currently have two other articulation arrangements in place with other institutions and these are running well.

It was agreed that a list of all such agreements in the Faculty would be useful for HoDs so that they can see which arrangements are working well for other departments and exploit good relationships with institutions for the benefit of their own department.

AB will circulate a list of all articulation agreements in the Faculty to HoDs. AB and Sue Armstrong should then work with departmental RAF representatives to coordinate between departments – Action.

The Board approved the proposal.

9. Industrial Doctorate in Machining Science

The Board received a proposal for an Industrial Doctorate in Machining Science which they were asked to approve in principle. The AMRC and MAT were awarded an Industrial Doctorate Centre by

EPSRC to the Value of £1m in order to set this up. The programme will accept overseas students but EPSRC funds cannot be used to support them.

The Board approved the proposal in principle.

10. Electronic Voting System Proposal

Following the demonstration at the June FEB Lunch meeting a formal proposal for the introduction of a Faculty electronic voting system was received by the Board. The introduction of the system has the support of Faculty Learning and Teaching Committee and would allow the Faculty to conduct a more interactive and engaging method of teaching. The system would involve the distribution of clickers to each student in the Faculty.

Following the demonstration at the FEB Lunch meeting, there was some concern that the clickers would go unused by departments. In response to this Trish Murray asked departments to suggest potential uses for them. Departments responded well. However, in light of concerns it was suggested that the full amount of money should be set aside for the clickers but that in the first year of use clickers should only be purchased for first year students as a trial. If it is felt that they can then be used for other cohorts, the money will be available to purchase additional clickers at any point.

The Board considered the level of use in departments as well as how to assess the usefulness of the clickers to students. It was agreed that feedback could be gained through the normal student evaluation questionnaire at the end of the year.

The need to ensure that great care is taken during the implementation phase was highlighted. Staff should not be made to feel that the use of clickers is mandatory and they should be trained during the summer months by Trish Murray. It was agreed that a full implantation plan should be produced which lists departmental champions (nominated by HoDs) for the scheme – Action.

The Board agreed that clickers would be purchased for first year students only for the time being subject to confirmation of the cost with the Faculty Finance Manager and following approval from the Chair (Malcolm Butler).

11. Update on delivering the University Proposition for 2012

The Board discussed the update on delivering the University Proposition 2012. The paper outlined four key areas for action identified at UEB along with proposals for delivering them. It was suggested that the Faculty should ensure that students have the same personal tutor throughout their time at the University. It was agreed that the implications of any new proposal should be clearly communicated to departments.

It was also agreed that Appendix 1 & 2 would be send to HoDs for editing and final approval. HoDs should decide which of the actions (if any) should remain as actions and which should be transferred to a new Appendix 3 'Good Ideas'- Action.

12. Technical Staffing (and trainee) proposal

The Board received a proposal for technical skills staffing. The paper considered the Faculty's technical needs/shortfalls for the next ten years, taking into account growth, demographics and loss of experience due to natural wastage.

It was proposed that in order to address technical staffing, three trainees should be appointed for the next three years commencing 2011/12. They should then be trained at Faculty level by a faculty Trainee Technician Programme Manager who will also work with departmental technical managers. The Faculty level Trainee Manager would be an existing member of staff who would give up some of their time, which would be back-filled to their department. The pipeline of new technical staff will allow departments the opportunity to their reshape technical support. It was acknowledged that there is

also a need to ensure that current technical support is as efficient as possible with the right skill mix. This should be done through a review of the current internal skills – Action.

It was suggested that the cost of the trainees could be driven out to those departments that benefit from them. However, it was felt that further consideration should be given to the funding mechanism for the scheme over the summer – Action.

The proposal was approved in principle. The funding mechanisms should now be reviewed and discussions with departments should begin.

13. RAF Annual Report and budget proposal

The Board received the RAF Annual Report and budget proposition. It was noted that the budget had increased slightly and that there had been a request for a Grade 4/5 member of administrative staff.

The Board were happy with the work carried out by the RAF but there was some concern over the timings of international visits which have still not been addressed. This will be reported back to the recruitment office – Action.

There was also some concern that departments are duplicating some of the work being carried out by the RAF. In order to avoid this it was agreed that a future FEB Lunch meeting should be dedicated to the RAF. Departmental RAF members and Sue Armstrong should be invited and discussion regarding overseas visits should also take place. The lunch meeting should also be used to discuss the current articulation agreements that are in place in the Faculty – Action.

The Board approved the RAF budget. A business case and further discussion are required before the Grade 4/5 position can be approved.

For Discussion

14. List of 'out of contract' staff

All cases listed on the report are now in hand.

15. Revised Statement on UG supervision

The Board received the document which outlined the minimum expectations of students and supervisors with regard to frequency of engagement. It also highlighted the importance of keeping records with regard to communication with students. Engagements should not take place less frequently than every three weeks.

The Board approved the new statement. SB and AB will now communicate it to staff – Action.

16. Library Report to FEB

The Board received the Library report to FEB. HoDs reported that they were generally happy with the level of service from the Library. Some departments reported that engagement with the Library was patchy but that it was not a critical situation. There was also some concern relating to journal subscriptions.

17. KRI Planning Round Paper

The Board received the KRI Planning Round paper. The paper summarised current activity at the KRI, future plans and outlined what the KRI does that is different from departments.

The paper allows the KRI to outline priorities for appointments that don't necessarily have a departmental home. Steve Banwart should discuss the proposed appointments with HoDs to see if there is any level of fit.

MAB will feed the Boards comments back to Steve Banwart – Action.

18. Fellowships and individual awards

GWJ reported that the Faculty has secured 3 EPSRC Fellowships in the last three weeks. Dr Paul Reynolds (CSE) secured an EPSRC Leadership fellowship. Steve Ebbens (CBE) and Tom Hayward (MAT) secured EPSRC career acceleration fellowships.

Despite this there was still a view that the situation could be further improved upon.

Following evidence that the Faculty has not been as successful as it would like to be regarding Fellowships and individual awards, a proposal was put forward to make them an explicit part of the annual Planning Round. During the Planning Round each department would look at what they want to do, who they want to support and how they go about doing it. Departments should aim to plan at this level at least four years ahead. If the process is not formalised it will continue to operate on an ad hoc basis with varying levels of success. The best staff in departments need to be encouraged to apply and those that are successful should be well supported. Junior staff should be assigned a designated mentor.

It was agreed that a trial report should come to FEB outlining all fellowships and individuals awards to increase visibility. The Board can then decide if they wish to continue to receive the report – Action.

The board approved the proposal.

For information only

19. Research Net Contribution and Research Income

The reported figures do not include the COM Programme Grant or the three EPSRC Scholarships. The Faculty research income now stands at ~£47m.

20. Income and expenditure financial reports

It was noted that the change to EEE reserves was the result of the department spending reserves for next year.

21. Marketing and Alumni annual report

Paper for information.

22. Report on value for money from FEB

Paper for information.

23. Revised careers data

Paper for information.

24. Careers Forum minutes and highlights

Paper for information.

25. A.O.B

None.