

FACULTY OF ARCHITECTURE, COMPUTING & HUMANITIES

FACULTY BOARD

Minutes of the second meeting of the Faculty Board in the 2015-16 academic session, held on 13th January at 10am in QA075 Greenwich Campus

Present:

Stuart Allen, HoD BEN June Balshaw, HoD HPSS Judith Burnett, PVC Sandra Clarke, HoD Law Phil Clipsham, Head of the Enterprise Innovations Centre Corine Delage, Director of Student Experience Lee Devlin, FOO Sandra Dunster, Principal Lecturer in History David Isaac, Faculty Research Mentoring Lead Tony Mann, Director, Maths Centre Mary Kiernan, Deputy HoD CIS Nickie Hirst, Senior Lead, Creative Enterprise & Design Matt Elliot, Bird College	Mary McAlinden, HoD Mathematical Sciences Steve Naylor, Quality Manager AQU Zoe Pettit HoD LLT Nadarajah Ramesh, Programme Leader Rep Maths Neil Spiller, DPVC Gregory Sporton, HoD CPDA Nic Clear, HoD A&L Amanda Davidson, Partner Rep – Bexley College Mark Mulville, Programme Leader Rep Lachlan Mackinnon, HoD CIS Noel Ann Bradshaw, Senior Lead Employability In attendance Chloe Kitts, Secretariat
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Apologies for Absence:

Liz Bacon, DPVC Chris Bailey, Faculty Director of Enterprise Alessandro Benati, Director, Centre for Applied Research and Outreach in Language Education (CAROLE) Stephen Haines, Prof. of International Law	Mayur Patel, Director Internationalisation & Partnerships Andrew Kao, Lecturer Applied Mathematics Cos Ierotheou, Director of Learning and Teaching Peter Vlachos, Principal Lecturer
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FB/15.10 Minutes of the Previous Meeting

The minutes of the previous meeting held on 7th October 2015 were **agreed** as an accurate record.

FB/15.11 Matters arising from the Minutes

No matters and all business confirmed as completed.

FB/15.12 Chair's Report

The chair welcomed all committee members to the meeting.

An overview was given of key areas of work for 2016 including a portfolio review; a continued focus on recruitment and admissions; research & enterprise activities including both REF related work and other activities; and student experience activities. It was noted that the Faculty focus set by the PVC at the start of the year, 'the year of the student' continued. It was further noted that the University timetable review had been completed.

ACTION – Timetabling Review Responses to be circulated – LD

FB/15.13 Recruitment, Admissions & Registration

The Faculty Operating Officer introduced a paper setting out the recruitment position to date and an update on student registrations. The FOO highlighted the importance of communication with applicants and the criticality of 'conversion' activities and that all admissions tutors, HoDs & departmental teams, and marketing related support workers were working on this. It was noted that the new prospectus is being printed imminently, which is to include the new tariff, amended in the light of national changes to the tariff system. It was noted that the prospectus would show the list of programmes going ahead for next year.

ACTION – Confirm which programmes will be going ahead for next year - LD

FB/15.14 Neil Spiller presented the item for Units of Assessments (UoAs)

The Faculty of Architecture, Computing & Humanities draft REF Units of Assessment with outline delivery plans setting out a draft line of travel to take forwards research activities to 2020/21 were offered for the committee's note. The draft REF documentation had been amended to address:

- Gender balance in leadership and coordination roles
- Succession planning
- Synergy between teaching and research.

The draft UoAs had been discussed at SMT, the Faculty R&E Committee and the last Faculty Board. It was agreed that it had been a good and useful exercise, as it has enabled staff to engage in research and get more involved in research planning. A wider group of staff had now engaged directly with research planning into the future, and Unit members had worked up plans and strategies. These were in the process of being made concrete, and this was helpful in clearly establishing some key lines of travel, in an open and transparent manner.

FB/15.15 Portfolio Changes in ACH

Changes were received and agreed by the Committee. (For full summaries please refer to Papers 3-13).

FB/15.16 Extenuating Circumstances Membership

Membership of EC panels (papers 14 & 15) was agreed by the Board. Staff training on the new system has been arranged.

FB/15.17 Update on International Collaborations

Item held over to next Faculty Board Meeting due to unforeseen circumstances.

FB/15.18 Learning, Teaching and Qualifications Update

DPVC is leading with the Director of Learning & Teaching, the Faculty commitment to encourage academics to engage with Professional Development based around learning, teaching and qualifications. This is one of the University's KPI's and the target is achieve 100% of teaching staff with recognised teaching qualification by 2017.

FB/15.19 Student Experience: First Week for January starters

About 140-160 students are eligible starters this week, approximately 56 had completed or are in the process of completing their registration process. Students were being chased to complete Part 2 registration as soon as possible. It was noted that a Successful '*Welcome for International Students*' event took place on Tuesday 12 January. The PVC noted the enhanced welcome for international students coming into the January start point, and thanked the Faculty with their delivery.

FB/15.20 Course Evaluations

The University of Greenwich online Course Evaluation system is in its second year of implementation, and on the third cycle. It was noted that participation for the Faculty has increased since last year as follows: 23.8% (2014/15 Term 1); 24.9% (2014/15 Term 2) and 31.8% in 2015/16 Term 1. There is some variation between different courses, including some very low scores, as well as variation between different programmes. The University average for Term 1 in 2015-16 is 26%.

This year a target of a 40% participation rate has been set by the University in order to have meaningful data, to increase the engagement of students and staff with the process, and to allow us to identify positive and effective actions. Course leaders need to be more proactive in trying to reach these targets by actively inviting students to participate in the survey. Course leaders give their response to students within 10 days of the survey closing but it appears that some course leaders have yet to respond, and there is more to do in order to ensure that the system is working effectively. So far students are generally positive with courses in some areas, in areas where specifically negative feedback is obtained then course leaders and their

HoDs must ensure that they respond. This online course evaluation is currently applied within the University, but will branch out to partner colleges in the future.

ACTION – CD and HoDs to monitor whether course leaders have been responding to course evaluations and HoDs to ensure course leaders are encouraging their students to take part in course evaluations.

FB/15.21 Personal Tutoring Monitoring

The Faculty improved by 5% its overall satisfaction score with Personal Tutoring in the USS 2015 with a 66% score compared to the University's score of 67%. It has also improved the satisfaction score by 3% to 68% for PG students. However this is still below the UoG average of 71%. As of 21-12-15, 99.4% of ACH students on campus had a personal tutor allocated to them on Banner. Some of the gaps may be due to late registration or master students who have already graduated. The DSE has written to departments to ask them to look at this and fill in the gaps ASAP.

The Faculty has the highest usage of the new online Personal Tutoring Management System (launched in Term 1 2015-16) among the Faculties and is taking part in the development of the system. We have 170 personal tutors in the Faculty and 38 of them have used the system to organise 1448 meetings with their tutees (as of 04-01-16).

The current Personal Tutoring Policy recommends a maximum of 40 tutees per tutor. Currently on Banner, ACH has 170 names of academic colleagues who are personal tutors. 39 personal tutors have more than the 40 tutees recommended in the policy. This represents 23% of the number of personal tutors. It is clear that each department has its way of allocating personal tutors based on staffing profiles and availability. However, Departments are requested to continue to work on tutor allocation as well as the operation of the system.

Each department is asked to articulate their approach to Personal Tutoring implementation for 2015-16 setting out in particular how they will further enhance the quality of the personal tutoring in their department and the rationale for the tutee/tutor SSR rate.

ACTION – CD to liaise with HoDs so that their departmental personal tutoring implementation plans for next year are presented to a future Faculty Board.

FB/15.22 'You said-We did' Campaign

The reasons for the campaign are:

- To improve the way we inform students on what has been done as a result of their feedback on their courses and experience.
- To respond to the National Student Survey (NSS) 2015 unsatisfactory low average satisfaction score of 57% for the Faculty in response to the question: *'I am clear on how my feedback on the course has been acted upon'*.

The 'You said –We did' campaign, is running at both a University and Faculty levels. Over last term feedback on actions and so on began at programme level and within local meetings. Towards the end of the term this was further boosted:

- 1) A central University Message is now being projected onto screens around campus and on the Student Portal. This was created centrally with input from all faculties and other offices.
- 2) A Faculty Campaign: before Christmas each of our Faculty departments emailed a Newsletter to their students on the topic. Two examples can be found following (LLT and MSC). Early feedback from students is positive.

<http://architecture-computing-humanities.newsweaver.com/1p8dpwnqae811z2lsht9o0?email=true&a=11&p=49608420>
<http://architecture-computing-humanities.newsweaver.com/1wzrio5fjs611z2lsht9o0?email=true&a=11&p=49595343>

FB/15.23 Students' Academic Societies and Clubs

As of 14 December 2015, we have 16 academic student societies in our Faculty and have awarded small sums to support these. It was noted that the volume of membership has increased again for the third year running and represents about 58% of our students on campus (December 2015 data). There are about 140 ACH students members of a sports club.

FB/15.24 Conflict of Interest

The Board confirmed that none in the Faculty had a conflict of interest with any of the proposals (above) regarding portfolio or any other area of work.

FB/15.25 Date and Time of Next Meeting

Date of next meeting is scheduled for 6th April 2016 at 10am in QA075

For last page only:

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