FACULTY OF ARCHITECTURE, COMPUTING & HUMANITIES

FACULTY BOARD

Minutes of the First meeting of the Faculty Board in the 2015-16 academic session, held on 7ᵗʰ October 2015 at 10am in QA075 Greenwich Campus
Present:

Stuart Allen – HoD of BEN	Mary McAlinden – HoD of Mathematical Sciences
June Balshaw – HoD of HPSS	Richard Morin - FOO
Judith Burnett - PVC	Steve Naylor – Quality Manager
Sandra Clarke – HoD of Law	Mayur Patel –Director Internationalisation & Partnerships
Phil Clipsham – Head of the Enterprise Innovations Centre	Zoe Pettit HoD of LLT
Corine Delage – Director of Student Experience	Nadarajah Ramesh – Programme Leader Rep Maths
Lee Devlin – Head of Campus Services	Neil Spiller – DPVC
Sandra Dunster – Principal Lecturer in History	Gregory Sporton – HoD of CPDA
Stephen Haines – Prof of International Law	
Constantinos Ierotheou – Faculty Director of Learning	In attendance
David Isaac – Faculty Research Mentoring Lead	Sharron Denham – Secretariat
Andrew Kao – Lecturer in Applied Mathematics	Chloe Kitts - Secretariat
Tony Mann – Director, Mathematics Centre	

Apologies for Absence:

Liz Bacon – DPVC	Nickie Hirst - Senior Lead, Creative Enterprise & Design
Chris Bailey – Faculty Director of Enterprise	Mary Kiernan - Deputy HoD of CIS
Alessandro Benati – Director of Centre for Applied Research and Outreach in Language Education	Susan Lea – DVC - Academic
	Shaun Lundy - Academic Portfolio Leader, Occupational Safety, Health, Hygiene & Environment Programmes
Noel-Ann Bradshaw – Senior Lead Employability	Lachlan Mackinnon – HoD of CIS
Nic Clear – HoD of A&L	Mark Mulville - Programme Leader Rep
Amanda Davidson – Partner Rep – Bexley College	Edward Oaks – SUUG
Matt Elliot – Bird College	
Ed Galea – Director of Research	

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FB/15.1   Minutes of the Previous Meeting

The minutes of the previous meeting held on 25th June 2015 were **agreed** as an accurate record.

FB/15.2   Matters arising from the Minutes

None and confirmed as completed.

FB/15.3   Chair's Report

FB/15.3.1   Cos presented the item on behalf Liz Bacon for Teaching Learning Quality & Assessment.

Priorities this year are assessments and feedback for both on- and off-campus students.   Assessments are to be set well in advance and clear marketing criteria distributed.   Briefing meetings will be arranged with HoDs and other key staff to consider ways of enhancing student satisfaction and engagement.   The University set up an IT Strategy Board last year to provide a forum to debate priorities for IT systems development. LB sits on that Board as Chair of the Learning Innovation Steering Group (LISG) and is aware there are areas where IT can enhance and provide a quality experience for both staff and students. Any ideas for improvement would be welcome.

FB/15.3.2   Neil Spiller presented the item for Research & Enterprise.

R&E activities are progressing well with a number of notable successes: The Faculty's Enterprise Centre - Greenwich BRIGHT has been developed in collaboration with GRE and will be launched this term. The Faculty's Enterprise Board are working with GRE on establishing potential links with external partners to identify project opportunities for research students.

A draft set of Unit of Assessment plans has been received and individual professorial research plans put in place. The Faculty will continue to work with GRE in preparing and submitting bids for research funding. Grand Challenges are being embedded into the culture of the Faculty. ECR's are being mentored and supported in understanding of the University's R&E opportunities.

FB/15.3.3   Phil Clipsham presented the item for Greenwich BRIGHT

Greenwich BRIGHT is the Faculty's new centre for enterprise and innovation. It will provide opportunities for students and staff to work on projects within industry and community groups and will be formally launched on 24th November this year. There are already a number of live projects with 30 students being recruited to work on funded projects with these expected to grow over the next few months. Greenwich BRIGHT has been funded by HEIF and the Faculty supported by the central ACH support team for R&E with their services being available to both the Faculty and University. The aim is to create a service which is good value for money and offers work experience opportunities to students.

FB/15.3.4   Corine Delage presented the item for Student Experience

The Director of Student Experience outlined main points from the Paper 20151007_FBACH_P1. The importance of including factors relating to staffing levels in the FRPD/NSS action plan to address frequency in which staff absence or illness are cited by students in NSS was stressed. It was also noted that HR should also recognise this.

FB/15.3.5   Richard Morin presented the item for FOO

The admin and tech teams are continuing to support the Faculty's academic output focusing on Week 1 and registration. Whilst timetabling has been a major challenge this year we are finally completing the rooming of all Term 1 activities and identifying solutions to achieve improvement. Monthly Faculty bulletins will be published to improve internal communications and although financially things are a little tougher than last year we have made allowances to this in our budgets and are still able to invest in our key outputs.

FB/15.3.6   Judith Burnett presented the item for Faculty Employability

Key priority is to support students in making the transition from graduate life into employment or take up other kinds of graduate study opportunities. ACE was introduced successfully to first year on-campus students last year and is being rolled out to first and second year on-campus students this year. With the ECS replacing GET/REED, details regarding these changes will be available in the next few weeks. ECS will be staffing 2 careers clinic sessions per week to provide students with support on CVs and job applications. A new careers portal, *Abintegro*, has been advertised to all students in ACH containing useful online interactive tools and can be access through the

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Faculty Moodle system. Graduate destinations of leavers reported by DLHE either improved or remained the same as last year.

For full summaries please refer to Paper 20151007_FBACH_P1

FB/15.4 Recruitment, Admissions & Registration

It had been a very tough and competitive recruitment cycle, but the outcome was within the budget tolerance levels that had been set. The Faculty would be around 130 home FT UG students short of target, but this was a very good recovery from earlier in the cycle and the department teams were thanked for their stirling efforts in achieving this.

Registration appeared to be going well, but the absence of accurate year to date data was making it hard to assess progress.   Retention activities were essential at this time.

An exercise to establish targets for the current cycle would take place in November, and HoDs should discuss with PVC if they wish to make any changes to current entry requirements.

Following the departure of a number of technicians, the Health & Safety Manager was looking again at the Technical Team to see if there were any opportunities to deliver the same level of service with fewer people. He would report to the SMT in due course, and would trial any structural amendments for 6 months to see if they worked before formalising them.

ACTION – Recruitment statistics to be taken to next SMT 2/11/2015 – FOO/Secretariat

FB/15.5 Portfolio Changes in ACH

New Programme proposals

| MSc Landscape Architecture | Jul15 APC authorised (subject to signed paperwork) |

New Articulation/Progression proposals

| FPT Progression Agreement | Jul15 APC authorised (subject to signed paperwork) |

Chairs Action was taken on 20151007_FBACH_P2 after the Faculty Board 25th June 2015 as agreed.

Confirmation is required with regard to MSc Landscape Architecture as MLA or MSc.

ACTION – Confirmation needed from HoD A&L whether MLA or MSc on Portfolio Change

FB/15.6   Conflict of Interest

The Board confirmed that none in the Faculty had a conflict of interest with any of the above proposals.

FB/15.7   Unit of Assessment for the Faculty of ACH (draft for discussion)

The DPVC R&E introduced the draft REF2020 Unit of Assessment plans. A discussion took place which raised a number of issues and questions to be included in a further draft of the plans to be tabled at the January 2016 Faculty Board. It was noted that all leaders of Unit were male at present.

ACTION - DPVC R&E to revise the cover sheet and circulate a series of actions and timelines to facilitate as a matter of urgency to enable the maximum discussion before the revisions are tabled. These include:

- **Each Unit is to attach 1-2 more individuals as the leading team, this to include a female member of staff in a leader role + 1 ECR (NS to ensure this happens).**
- **Distribution for discussion to all Departments (HoDs)**
- **Discussion of drafts in Faculty Committees – the FAQSC and the FR&E (LB and NS)**
- **Insertion of paperwork relating to any new proposed or potential units (Prof. Tracey Reynolds)**
- **Paperwork to be amended and presented to the SMT in December (NS/JMcl)**
- **Paperwork to be amended and presented as a working draft to the ACH Faculty Board in January 2016 (JB/CK)**
- **Timeline and tasks to be produced and circulated (NS)**

FB/15.8   Update on International Collaborations

In line with University's Greenwich Global Internationalisation Strategy, ACH has started the process of discontinuing two partners (one in the UK (to mitigate UKVI risks) and one in Singapore (not recruiting). Departments across the Faculty are actively supporting partners to increase their student base by way of identifying progression pathways that partners can advertise (For example Singapore, Zambia and Sri Lanka). In addition, departments are also actively looking to expand in countries where Multi-Faculty provision is possible (e.g. Cyprus and India).

FB/15.9   Date and Time of Next Meeting

The next meeting will be held on 13th January 2016 at **10:00 in QA075**

For last page only:
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FACULTY OF ARCHITECTURE, COMPUTING & HUMANITIES

ACTION SHEET for the First meeting of the Faculty Board in the 2015-16 academic session on held on 7th October 2015, at 10:00, in Room QA075, Greenwich.

MINUTE Minute No.	ACTION Brief/concise description of action to be taken	RESPONSIBILITY Name	Progress
FB/15.4	**Recruitment statistics to be taken to next SMT 2/11/2015**	**FOO/Secretariat**	
FB15.5	**Confirmation needed from HoD A&L whether MLA or MSc on Portfolio Change**	**A&L HoD**	**Completed NS A&L HoD confirmed as an MLA course**
FB15.7	**To revise the cover sheet produced and to circulate a series of actions and timelines as a matter of urgency to enable the maximum discussion before the revisions are tabled. These include:-** • **Each Unit is to attach 1-2 more individuals as the leading team, this to include a female member of staff in a leader role + 1 ECR (NS to ensure this happens).**	**DPVC R&E**	

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	• **Distribution for discussion to all Departments (HoDs)** • **Discussion of drafts in Faculty Committees – the FAQSC and the FR&E (LB and NS)** • **Insertion of paperwork relating to any new proposed or potential units (Prof. Tracey Reynolds)** • **Paperwork to be amended and presented to the SMT in December (NS/JMcI)** • **Paperwork to be amended and presented as a working draft to the ACH Faculty Board in January 2016 (JB/CK)** • **Timeline and tasks to be produced and circulated (NS)**		