Faculty of Architecture, Computing and Humanities

Faculty Board

Minutes of the Third meeting of the Faculty Board in the 2014-15 academic session, held on 1st April 2015, at 10:00am, in Room QA063, Greenwich.

Present:

Liz Bacon (LB) – DPVC Christopher Bailey (CB) – Director of Enterprise June Balshaw (JB) HoD of HPSS Noel Ann Bradshaw (NAB) Senior Lead Employability Judith Burnett (JB) PVC – Chair Sandra Clarke (SC) – HoD of Law Nic Clear (NC) – HoD of A&L Corine Delage (CD) Director of Student Experience Matt Elliot (ME) – Bird College	Steven Haines (SH) - Professor of International Law David Isaac (DI) - Faculty Mentoring Officer Cos Ierotheou - (CI) Director of Learning and Teaching Tony Mann (TM) - Director of Greenwich Maths Centre Zoe Pettit (ZP) - HoD of LLT Gregory Sporton (GS) – HoD of CPDA Peter Vlachos (PV) - Principal Lecturer in Marketing (FBUS) Sharron Denham & Jade McIntyre – Secretariat

Apologies for Absence:

Stuart Allen – HoD of BEN Alessandro Beneti – Director of Centre for Applied Research and Outreach in Language Education. Phil Clipsham - Head of the Enterprise Innovations Centre Ed Galea – Chair of Research & Enterprise Committee Nicola Hirst – Senior Lead, Creative Enterprise & Design Andrew Kao – Lecturer in Applied Mathematics Mary Kiernan - Deputy HoD of Computing & Information Systems Shaun Lundy - Academic Portfolio	Leader, Occupational Safety, Health, Hygiene & Environment Programmes Lachlan Mackinnon – HoD of CIS Richard Morin – FOO Mayur Patel – Deputy Director International Collaborations Neil Spiller – DPVC William Davies – Programme Leader Rep Law Mark Mulville - Programme Leader Rep Built Environment Edward Oaks – SUUG Arthur Parrott – Please remove from the list and membership Nadarajah Ramesh - Programme Leader Rep Maths

The PVC welcomed the group to the meeting of the Faculty Board and introduced the Agenda.

FB/14.1   Minutes of the Previous Meeting

Minutes were approved and were confirmed as final.

FB/14.2   Matters arising from the Minutes

FB/15.3 The induction workshop for new external examiners took place on 18th March and was well attended with a clear benefit to having the activity. The interaction with the externals helped to articulate the regulations used at Greenwich for progression and awarding of students. The workshop will be done again next year.

Action - CI to email SMT with information about where students have sight of the external examiner report for their programme and the department responses.

With regards to the viewing of external examiners reports and the department responses by staff, CI explained why we cannot see what the students see. AQU had informed CI that students were now able to view both the external examiner reports and the Departmental responses. However, it was requested that CI provide some information about where these reports are being made available on the portal for students.

Action – CI to email JB and Quality Manager with a request for a facility to see the view students have of the portal.

FB/15.3 Confirmation from all Hods that implementation of the AFP had been rolled out to partners – Completed.

FB/14.3   Portfolio Changes in ACH

NPP1/NPP2 – BSc (Hons) Sociology and Criminology
NPP1/NPP2 – BSc (Hons) Sound Design
NPP1/NPP2 – MA Design for Cultural Industries
NPP3 - MSc Data Warehousing & Business Intelligence
NPP4 - BSc (Hons) Computing (Anhui University)

NPP4 – BSc (Hons) Computing (HIT)

The Board approved all the above and it was noted for the minutes.

Approved PSP – Lithan Education was noted for information.

FB/14.4   International Collaborations

A workshop in January had identified a substantial amount of work to be delivered including improved governance and partner management. Noted: a new financial process had been organised locally re: invoicing, with the need to put in a project request form. A number of Partnerships were discontinued. The Articulation with Heijlong Institute of Technology is in train.

Chair commented that an exercise had been done around the institution to understand distribution of resources, with regards to faculty and the partnerships resources – the Board agreed that more resources needed.

FB/14.5   Chairs Report

Student recruitment over autumn, and this year, targeting had been completed. Applications are slightly down in some areas. Some forecasts have been adjusted. The Faculty has forecast to have a surplus this year however, slightly bigger surplus next year if recruiting to target.

QAA and HER preparations ongoing. Faculty in a good position looking forward to QAA.

Student experience is a major push and research is looking good, including some REF units. We can add to our story around enterprise etc.

Departmental heads have done well overall. Workload has been redistributed to some extent, some roles are feeling it more than others.

With regard to R&E there has been a discussion around how REF money is allocated with a decision made to allocate pro rata. The Faculties will sort out an allocation system with the Faculty putting forward a proposal for spend. Intention at present is to allocate on similar system formulaic to make sure we support research groups. Looking at Faculty budget to see if can give money to competitive bids to research that way. No final details as yet however stressed the need to develop a concrete plan for allocation of REF units and develop Unit plans will be requested in next SMT.

FB/14.6   Student Experience – Report from CD attached.

The following was announced by DSE in addition to what is in the update report attached.

ILS have recently confirmed the following two projects:-

a)   Attendance monitoring through gre-web will be rolled out university wide for the next academic year. It is already in business and engineering and we now have a developer in the centre who has the skills to develop the system, which he is doing.

b)   ILS is in the final phase of development for a system which will help tutors manage their responsibilities in relation to the personal tutoring policy. In essence it will provide through one screen a range of information on the student but also indications of their interactions and engagement. We will be starting small but over time this will include access control in the library, book use, Moodle use, e-resource use, attendance (related to above) and possibly even use of the wireless network which of course would indicate someone is on site somewhere.

Chair thanked CD and stated the Student Experience Group have met to have a smaller group to take forward how the questionnaire is executed. This is a good start for student body to gain feedback. There was a learning curve around how to extract around feedback etc.

FB/14.7   Written Reports were provided on key matrix roles within the Faculty as follows:

a) Employability

Chair thanked NAB and commended her for good progress considering it is a new role.

b) Creative Industry

NH was unable to attend Meeting however, GS delivered her report. The Chair thanked GS and commented that it was a good piece of work around the Innovation.

c) Learning & Teaching

Regarding the KPI of academic staff with PhD qualifications noted greater recognition of this occurring.

d) <u>Language Centre</u>

Report to be delivered at the next Faculty Board by AB.

e) <u>Maths Centre</u>

The Chair noted the activities and launch around the other work TM does and how much time he has put into it and thanks for the report.

To sum up the Reports, the Chair was aware of the good strategic work going on throughout the Faculty and thanked the Committee for supplying the three sets of reports submitted over the past three Faculty Board meetings.

FB/14.8   Research & Enterprise – A written report from CB was received.

There will be reports on Pump Priming to follow at the next Faculty Board and we are currently looking to see if the same can be done next year as this. Regarding Sabbaticals, a schedule had been provided for information. Faculty are keen to hold another round of sabbaticals next year. TofR for the Enterprise Board will go for approval at the forthcoming Enterprise Board after being discussed and agreed by the HoDs.

Chair thanked CB for his report and it was suggested that the Minutes of the Enterprise Board come to the Faculty Board for information.

ACTION – Secretary to ensure that the Minutes of the next Enterprise Board are shown to the FB for information.

FB/14.9   AOB

None noted from the Committee

FB/14.10   Date and Time of Next Meeting

The next meeting will be held on **25th June at 10:00 in QA063.**