

FACULTY OF LIBERAL ARTS & SCIENCES
FACULTY BOARD

CONFIRMED Minutes of the **SECOND** Meeting of the Faculty Board in the 2018-19 academic session, held on 6th February 2019 at 10am in QA075, Greenwich Campus

Present:

Chris Bailey	Faculty Director of Enterprise
Marc Cavazza	Head – School of CAM
Steven Haines	Prof of Int'l Law
Cos Ierotheou	Faculty Director of Learning & Teaching
Darrick Jolliffe	Head – School of Law
Steve Kennedy	Head – School of Design
James McLaughlin	Lecturer in Drama
John Morton	Senior Employability Lead
Mark O'Thomas	Faculty Pro Vice Chancellor - Chair
Zoe Pettit	Head – School of HUM
Simon Smith	Bird College
Peter Vlachos	Principal Lecturer in Marketing

Apologies for Absence:

Nadarajah Ramesh	Programme Leader Rep Maths
Ena Softic	Faculty Officer
Louise Owusu-Kwarteng	Senior Lecturer in Sociology - HUM
Natasha Oxley	Senior Lecturer in Drama - HUM
Tony Mann	Director/Senior Lead Maths Dept
Bethany Howell	Faculty Officer
Lee Devlin	Faculty Operating Officer
Corine Delage	Faculty Director of Student Experience
Freya Carey	Faculty Officer
Lucy Brown	Subject Lead for Film & TV
Alexandra Fanghanel	Senior Lecturer in Criminology - LAW
Suzanne Louail	Faculty Director of Research Office
Steve Naylor	Quality Manager AQU
Ramita Teipal	Dean of HE for London SE College
Zoe Campbell	Faculty Officer

In Attendance: Sharron Denham – Committee Secretary

Chair noted apologies and welcomed the Group.

FLAS_FB/18.13 **Minutes of the Previous Meeting**

The minutes of the previous meeting held on 17th October 2018 were **agreed** as an accurate record.

FLAS_FB/18.14 **Matters arising from the Minutes**

FLAS_FB/18.1 To put forward a marketing lead participate on the Schools Engagement Strategy and feed back to the Faculty with progress and updates. [Lead was identified as Inderjit Dhooper, Faculty Recruitment & Marketing Manager who is happy to take forward – **COMPLETED AND CLOSED**](#)

FLAS_FB/18.15 **Chair's Report**

Chair updated the Board that the Faculty talks commenced at the beginning of January to update Schools around progress of the recent restructure and to identify any current uncertainty from BREXIT. Despite the chaos the Faculty has made good progress to sustain and improve on its recruitment with positive news of applications being up by 5% and offers by 8%. However, it was noted that there are challenges within the Faculty within the Arts & Humanities sector around recruiting in certain subjects, with some areas down and it was agreed that as a Faculty, there is a need from the Schools to work towards making its programmes more distinct compared to other institutions, to establish a niche area and why it is beneficial to study here at UoG.

With recent promotions in the Faculty, what has become apparent, is large scale ignorance with GALA and what a large exercise is proving to be colleagues are encouraged to ensure uploading is carried out, which is forms the basic tool to aid promotion.

Moving onto discuss the GREAT process, the Chair announced that outputs are completed for this year and a Code of Practice produced for the REF exists in draft form ahead of meetings with DVC (R&E). TEF & REF subject pilots are now underway and subject specific leads from the faculty and Schools writing producing narrative reports to go through the internal peer process before getting to TEF. DLT has scheduled meetings at the beginning

of April and late in 2019, releasing the template later this month with support provided for individuals. VC's Policy Officer to circulate slides to all leads although there is no discussion around BAW points.

The Group were updated that Agency consultants are actively working towards recruiting a new VC and are running small groups to assess what staff are looking forward in appointing the right person. It is envisaged that the individual will be in post by the end of the calendar year.

FLAS_FB/18.16 FOO Update

Recruitment & Admission Issues

Applications to programmes within the Faculty are up compared to the same point last year with some variations between Schools. As at 5th February, the position broadly is as follows:

- Home UG Applications for 19/20 down up by 5.1%, with offers up 19.4% but acceptances down 8.5% on last year
- Variations between Schools with programmes in Computing, Architecture, Humanities and Law ahead of last year.
- Overseas UG applications up by 25.9%, offers up 37% but acceptances down 24% on last year.
- Applications for PGT programmes up by 31% (Home) and 30% (Overseas).

The focus over Term 2 & 3 will be on conversion activity and ongoing comms using our CRM system. The new R & M team is engaging with academic schools to put together an enhanced programme of activity between now and April which will be advertised through the CRM system.

More social media focussed marketing to be delivered over the coming weeks and we are working with central colleagues to develop the next phase of marketing, including for Clearing. In addition, enhancement to programme/subject pages (Phase 1 of the website project) continue and copy for prospectus in 2020/21 has been completed. The brand marketing led by Robert Mayor has been cancelled due to the bus campaign giving a negative marketing message.

Over the next 2 weeks, there will be a focus on agreeing our student recruitment targets for 19/20 and beyond with meetings already underway with Heads of School's this week. A final agreement on our targets will be made during week commencing 11th February in order to meet the planning timetable laid out by PAS.

Budget and Resourcing

For the current academic year, we do not expect any budget adjustments as a result of meeting our student recruitment targets globally. On completion of the student number targets next week, attention will focus on developing the budget which will result in further discussion with the Faculty SMT during March.

Health and Safety

As a result of the re-organisation the Faculty is currently working on addressing some gaps in our provision of Display Screen Equipment Assessors as well as First Aiders & Fire Wardens which should be in place within the next month or so.

FLAS_FB/18.17 Brief Update from Heads of School

School of Humanities & Social Sciences

- School structure has now been established with team meeting regularly along with School and Portfolio Leads, colleagues in post-employment and marketing are settling in well. MAC creative Writing was authorised and is moving towards validation with a view to run small projects and expanding in China.
- The Greenwich Book Festival scheduled for 14th/15th June is underway and it is hoped securing Michael Palin to headline and to work with the Maritime Museum.
- Careers Fair to be held on 15th June, Symposium Thursday family legacies and 8th March hosting a conference led by students and the French Embassy, with the CRM system being used to send invitations out to this event. With Bathway performances in May, which staff are encouraged to ask students to attend, HSS are creating a way forward to attract students across various disciplines.

School of Design

- Head noted that school structure is nearly complete with portfolio lead/PL yet to appoint. Deputy Head of School has been appointed with regular monthly team meetings held. The newly established/reinstated programme of public events is to be held each Monday evening, replacing the Hawksmoor Lecture Series, at the request of staff and students. It was noted however there is a need to raise marketing to improve attendance going forward. The Sound & Image Conferences has proven very popular and the SWS Curator has started a review of the Gallery spaces as opening to other disciplines has proven extremely apparent.
- Recent comprehensive portfolio review has been carried out in PG/UG for BEN which is pushing forward some radical changes at first level as there are small programmes to rationalise into other programmes. Former CPDA has experienced recruitment difficulties although March is enjoying a renaissance period although down in a couple of areas within graphics. Research at 3* may not go to REF however the next appraisal period will sort out which pathway to take.

- Two RIBA Awards have been made for architects.
- Although there are 5 vacancies being advertised at present across the School and some staff have handed in their notice, it was anticipated that by September this should be more settled.

School of Law & Criminology

- Head updated that as a newly appointed Head of School and limited admin support now, it was anticipated the School will be fully staffed by April. New programmes are coming online, along with learning and teaching initiatives with Term 3 teaching in June commencing. Awards evening is scheduled for April which will be provided by publishers etc. Society Student Reps have been encouraged to complete the NSS with £200 towards their society. There is strong employability within the School having retired barristers visit chambers etc. An advisory Criminology Forum has been set up and research meetings have been successful by PhD's.
- Recruitment is up 4% on last year in terms of applications and offers are doing well. Discussion within the school structure is driven at different levels and there is an understanding between the main leads within the Faculty and School alike.

School of Computing & Mathematical Sciences

- Staffing has been a dominant issue for the School, in the light of extensive changes to the UG and PG provision and the upcoming BCS accreditation, for which Staff-Student Ratio is a major criterion. We have faced several challenges in appointing suitably qualified staff and have recently made 7 offers for Computer Science and 2 for Mathematical Sciences, which have all been accepted, although a few are still awaiting contract signature. Negotiations for 2 previous appointments had to be terminated, as agreement could not be reached with candidates. The Faculty and University have agreed an unprecedented increase in staff development budget to address curriculum modernisation in Computing and Computer Science, by redirecting some deferred staff appointment savings. Training opportunities have been taken up rather enthusiastically by staff, with over 60 sessions booked.
- Other significant developments in the School include progress in Enterprise funding acquisition through KTP and KEEP+ which were hitherto severely under-represented.

FLAS_FB/18.20 Learning & Teaching Update

- The pilot study using Studiosity started in week 2 of Term 2 and has been offered to students in the schools of HSS and Design studying at levels 4, 5 and 6. Studiosity

provides one to one academic skill support. David Watson is the lead with Ryan Flynn supporting when needed. Initial feedback from students is very positive. There is also referral to Library Services and possibly student services in the most needy cases. If the pilot is successful then the next step would be a greater rollout across the institution. School L&T leads have been kept informed of progress.

- Portfolio update – Two further sites with the FPT, Vietnam partner have been proposed by the CAM School and now authorised by APC. The DLT FLAS is pursuing the need for a formally agreed SLA with the creation of the GLT team.

FLAS_FB/18.21 Employability Update

- The first round of the Graduate Outcomes survey is ongoing and has changed from the DLHE, which Universities either conducted themselves or used a third party survey company; now it is all being run centrally by one survey company. At last notification, response rates across the country were 19.5%; ours was 20.1. The cohort this relates to was largely postgraduates; the main survey point for UK domiciled first degree grads will be the week beginning 2 Sept. The GWES and GIE schemes will be going ahead with this in mind - the latter is launching next week.
- Passport take-up – currently second by some distance in both directions. ILS working on ways to report by school, programme and tutor - work in progress. Activity in all schools. Thanks to all for promoting and using, reminders to follow.
- Schools within the Faculty are very active on Employability - for instance CMS are running speed interviewing next week, HSS have a career fair next Wednesday, Law have a lot of guest speakers and sessions upcoming and there has been a lot of on module delivery in Design.
- We're currently reporting to Provost's Group via ECS, on take-up of mentoring in the faculty with a view to expanding provision where appropriate and possible.
- Since the last meeting we had the Education and Community fair which we shared with Education and Health with take-up on this a little down on last year with 47 FLAS students registered as having attended, but the event was successful and very big in terms of number of stalls etc.

FLAS_FB/18.22 Research & Enterprise Update

REF guidance doc final is now available on the REF website. All outputs from 2016 must follow open access policy. There is some flexibility as each UoA submission can contain 5% of outputs that do not meet open access requirements. Two impact case studies

are required for UoA's with up to 20 FTE's and three case studies for UoA's up to 35 FTE's.

Date on GREAT 2018 for Faculty submitted 123 outputs of 104 have been assessed, 25% of assessed outputs has scored 4*, 47% are 3* and 26% are at 2*. 70% are at 3/4*. All research leaders and leads will receive data and the comments for each paper submitted. GPA average for our outputs 2016 2.64, 2017, 2.82 and 2018 2.94. REF working group meeting raised questions around BAW limits and selection of staff in UOAs. This be written up in the Code of Practice. This year's appraisal process will be very important for identifying staff with significant research responsibilities. GRE will provide data on Faculty staff members: whether they have research activity for this appraisal process. For those on Research Career Pathway it is expected that they will have at least 200 BAW points (including RSA).

Research fellows: faculty was awarded 3 FF's. Adverts still live with closing date this Friday. So far, of the 3 research fellows advertising 2 have one each and one has 2 applications. CB to raise at UREC this afternoon to see how many in other facilities. Knowledge exchange framework KEF at consultation until 14/3. University is proposing definitions for research units, groups, centres and institutes. Very similar to that already in the faculty strategy.

FLAS_FB/18.23 Papers for Information

18/P.3_FLAS Portfolio Activity 2018-19

18/P.4_FLAS NSS-Evasys Report Jan 2019

18/P.5_FLAS PTES Report Jan 2019

18/P.6_FLAS LQSC Confirmed Minutes – November 2018

18/P.7_FLAS SEC Confirmed Minutes – October 2018

18/P.8_FLAS IPC Confirmed Minutes – October 2018

18/P.9_FLAS FREC Confirmed Minutes – October 2018

18/P.10_FLAS FREC Unconfirmed Minutes – December 2018

FLAS_FB/18.24 Paper for Consideration by the Board

None

FLAS_FB/18.24 AOB

None

FLAS_FB/18.25

Date and Time of Next Meeting

The next meeting date is **Wednesday 8th May 2019** in **King William KW203, Greenwich Campus at 10am**

For last page only:

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Approved on 8/5/2019

To be held until 8/5/2024