

FACULTY OF ARCHITECTURE, COMPUTING & HUMANITIES

FACULTY BOARD

CONFIRMED Minutes of the **FIRST** Meeting of the Faculty Board in the 2017-18 academic session, held on 24th January 2018 at 10am in QA075, Greenwich Campus

Present:

Chris Bailey	Director of Enterprise
Lucy Brown	Subject Lead for Film & TV
June Balshaw	HoD, HPSS
Marc Cavazza	HoD, CIS
Sandra Clarke	HoD, LAC
Tony Cleford	HoD, ALS
Lee Devlin	FOO
Sandra Dunster	Principal Lecturer in History, HPSS
Cos Ierotheou	Director of Learning & Teaching
John Morton	Senior Employability Lead
Stephen Naylor	Quality Manager AQU
Mark O'Thomas	PVC
Zoe Pettit	HoD, LLT
Nadarajah Ramesh	Programme Leader Rep Maths
Tim Reis	Senior Lecturer in Maths, MSC
Simon Smith	Bird College
Neil Spiller	DPVC
Gregory Sporton	HoD CPDA
David Thomas	HoD BEN

Apologies for Absence:

Liz Bacon	DPVC
Corine Delage	Director of Student Experience
Steven Haines	Prof of Int'l Law
Andrew Kao	Senior Lecturer Maths
Tony Mann	Director/Senior Lead Maths Centre
Mary McAlinden	HoD, Mathematical Sciences
Tracy Reynolds	Professor of Social Sciences, HPSS
Ramita Tejpal	Dean of HE for London South East College
Peter Vlachos	Principal Lecturer in Marketing

In Attendance: Sharron Denham – Committee Secretary

ACHFB/17.1 Minutes of the Previous Meeting

The minutes of the previous meeting held on 19th October 2017 were **agreed** as an accurate record.

ACHFB/17.9 Matters arising from the Minutes

FB/16.38 MO'T to obtain clarity on policy for BAW point buyout of unfunded research from VGC reporting back to HoDs by next Board. Update January 2018. *Update : Board requested communication from JB that the policy is at the discretion of the HoDs which would provide consistency. 110 notional ball points not being sufficient for an active member of staff (200).*

Action : HoDs to agree collectively and report back at next Board.

FB/16.40 CI still awaiting a few more Dept updates for completion plan of percentage of FTE staff with a teaching qualification within the Faculty. **Action: D of L&T to report on progress at next Board.**

ACHFB/17.3 GS to give CPDA UG's the opportunity to work on a mobile application for a Faculty Website. *Update : There is no further action on this or timescale, names are with LD, who will take forward and respond to GS. Ongoing.*

Action: LD to update at next meeting.

ACHFB/17.10 Chair's Report

Chair apologised for postponing the Faculty restructure meeting scheduled for January the reason being that the University is looking to its financial planning as a whole for 2018-19. Although the Faculty plans are not to change, they will become more radical with internal processes being aligned and will go through at the same point in time. It was noted that there is no definitive date for an announcement on this matter as of yet confirmed.

It was noted that with the UCAS deadline now passed, recruitment for Faculty challenges at Dept level were down by 14%. Conversions are more important now and noted that problems in CIS are being worked upon. Chair informed the Board that DCR has been invited to attend the SMT on 20th February to present and answers questions from the Board around Marketing within the Faculty.

The Chair announced that the NSS is now open and that the DLHE survey is continuing. DVC is working on the Portfolio Review and meeting with HoDs looking at changing course to module to provide greater clarity. The new attendance monitoring has been rolled out with letters being sent out to Y1 and Y2 in a few days' time, however it was noted that timetabling reps were against the automatic letters. Questions were raised around how the policy was derived and how consultation was made within the Faculty and confirmed that it was via the SEC Committee with students being communicated to before the Christmas break. MO'T to take these comments back to DVC.

PVC stressed that in view of the uncertainty within the Faculty at the moment, it was business as usual it needs to move forward.

ACHFB/17.11 FOO Update

The FOO outlined the challenging recruitment position for the forthcoming year with applications generally down across the University following the UCAS deadline of 15th January. It was expected that the full picture would be clearer in the coming days once all applications had been received and processed. It was noted further analysis of recruitment would follow which would then be the subject of further discussions with HoD's over target setting moving forward. The FOO would be contacting HoD's to discuss this separately.

ACHFB/17.12 Student Experience Update

DSE unavailable – Update to be communicated at next Board.

ACHFB/17.13 Draft FRPD

The Board were thanked for all their assistance and help with the FRPD. It was announced that the timing for portfolio reviews would now be extended to 18 months. Some of the staffing figures did not appear correct and these will now be cross referenced with Planning and Statistics for clarification. Greenwich Bright has asked to produce some feedback for the FRPD.

ACHFB/17.14 New University Learning, Teaching & Assessment Strategy

A steering group has been constituted by the DVC (Academic) and the group met at the end of January. The only faculty representative is the HoD Law. The new Learning, Teaching and Assessment Strategy is scheduled to be implemented from September 2018.

ACHFB/17.15 Research & Enterprise Update

The Faculty Director of R&E and the Director of Enterprise gave a joint verbal report on the PGR recruitment and progression, the results of GREAT 2017 and R&E bidding and contracting. The FRPD contains the current data on these subjects.

ACHFB/17.16 Employability Update

- Main Employability focus at present is the DLHE survey of graduate occupation six months after graduation which is ongoing. SMT are being sent weekly updates on engagement which fluctuate a lot and will hopefully improve over time as a fuller picture of their cohort is established. Soon Departments will be asked to compile an institutional return of non-respondents, in the week starting 12 Feb. Employability Coordinators are next meeting on 9 Feb to prepare for this, among other agenda items. These results will inform two years' worth of league tables rather than 1 so it's especially important that departments work hard on this.
- The ACE scheme continues but there will be a new central University 'Career Hub' to replace it in September 2018. This will hopefully improve ease of use and take-up.
- On the 28th Feb, HPSS are running a morning symposium on employability strategies. All interested staff are very welcome.
- Activities and events are ongoing, largely at a departmental level this term.

ACHFB/17.17 Papers for Information

SEC Minutes – **P.21 ACHFB**
FREC Minutes - **P.22 ACHFB**
FLQSC Minutes – Not available
FIPC Minutes – Not available
FRDC Minutes – **P.23 ACHFB**

ACHFB/17.18 Paper for Consideration by the Board

Costing International Partnerships – Methodology and Interim Report
– P.24 ACHFB

Paper was presented by FOO in absence of DPVC & DIP. Although the paper indicates the need to measure the viability of partners, it does not recognise size, developing floor prices and other concerns, reflecting UK partnerships as well as overseas. The approach is positive and feedback is welcomed from HoDs early February before going to APC in March. Any comments should be directed to MP/LB by email.

ACHFB.17.19 AOB

REF paper submissions through GALA were uploading however embargo periods on journals are not eligible, some being 24 months and need to be checked by staff. The UK are allowing 12 months but are not advertising this and outputs are to be checked when moving from other institutions.

Action : MO'T to liaise with HoD, CIS to come to a resolution.

ACHFB/17.20 Date and Time of Next Meeting

Date of next meeting is scheduled for **28th March 2018 at 10am in QA075**

For last page only:

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Approved on
To be held until