

DRAFT

University of Glasgow

**College of Science and Engineering
College Management Group**

Minute of meeting held on Friday 25 July 2014, Level 5, Sir Alwyn Williams Building

Present:

Professor John Chapman (Head of College, Convener), Professor Muffy Calder, Professor Jon Cooper, Professor Maggie Cusack, Professor Stephen Clark, Professor David Cumming, Dr Gordon Duckett, Professor Rob Ellam, Professor Martin Hendry, Professor Nick Hill, Professor Trevor Hoey, Professor Chris Johnson, Professor Margaret Lucas (*vice Professor John Marsh*), Dr Douglas MacGregor (*vice Professor Martin Hendry*), Professor John Marsh, Mr David Rhodes, Professor Miles Padgett, Mr Simon Wilson.

In attendance:

Mrs Evelyn Love (Clerk).

Apologies:

Professor David Fearn, Professor Martin Hendry, Professor John Marsh, Professor Paddy O'Donnell, Professor Philippe Schyns, Professor Joseph Sventek.

By Invitation:

Mrs Ann Allen, Director of Estates & Buildings

CSECMG/2013/131. Estates Strategy

Professor Chapman welcomed Mrs Allen to the meeting. Mrs Allen stated that there has been huge movement on the Estate Development. Business cases for Science & Engineering are being led by Professor John Marsh and Dr Gordon Duckett. SMG are encouraging business cases to be shaped in phases of 1 – 5 years and 5 – 10 years. As guardians of the historic estate it is important that we can this as right as possible at the briefing stage, however it is not possible to brief on everything. The following was discussed and noted:

- Professor Frank Coton is developing a Business Case for the Teaching & Learning Hub. This is likely to be located in the Boyd Orr Building car park, with a view to demolishing the Mathematics & Statistics Building, then reshaping the entrance to the Boyd Orr Building. This should create a fit for purpose Teaching & Learning experience which will benefit the student experience and eliminate the need for students to trail from one side of the campus to the other between classes, which should be reflected in our NSS scores. The Teaching & Learning Hub would be open 24/7 and it is important that this building has a sense of openness. Estates & Buildings would become a social space comprising catering, retail and providing connectivity. Consideration should be given to discipline pools beyond years one and two, whereby in years three and four, students require a physical sense of home. This space in particular must be technically suitable for COSE students. It was noted that in order to enhance the student experience, additional desks are being added to the University Library over the summer.

Discussion followed on this “call centre” approach to teaching similar to the French higher education system. Although there are benefits to this approach there is also a concern that there would be a lack of visibility of research to UG students. Concern was expressed that students could lose the sense of pride and ownership at being e.g. a student of Engineering. Following receipt of the T&L Business Case, Professor Fearn will circulate to CMG.

- Consideration is being given to the co-location of Social Sciences, Arts and University Services and 220 members of staff from University Services will be relocated to Tay House for five years from March 2015. It is intended that better use will be made of the WILT (Western Infirmary lecture Theatre).
- It was acknowledged that in terms of PGR working space, each College will have a different approach.
- Consideration will be given to the co-location of equipment and efficiencies of space that is freed up and how equipment can be utilised over longer hours. It is important that we can accommodate research awards going forward. The possibility of relocating JWNC has long term advantages for the James Watt South Building, however there are varying opinions on this. It was noted that there will be an estates assessment on the SUERC building currently located at East Kilbride.
- In terms of Research Hubs it is important to be mindful of how can we develop a hub that showcases leading research areas and in particular the 4 areas of Quantum Technology, Complex Chemistry, Big Data and Synthetic Biology were mentioned. CMG are content to see how topics develop and made no comment on initial occupiers of this Hub. Consideration should also be given to data centre, innovation space, industrial engagement incubator space and the inclusion of an atrium in order to encourage knowledge exchange. Thought to be given to resilience infrastructure, power supply, IT connections and backup. A multi-purpose space is important and PGT/PGR and UG students should also access this space in order to fully benefit from the UoG experience. The business case will be led by Professor Beaumont with input from Professors Padgett and Cooper. It was noted that the Research Hub will have the biggest impact on our College.
- Discussion followed on the co-location of several Schools into one large building and also the possibility bringing together Engineering and GES and relocating Mathematics and Statistics. It is important to be mindful of the issues that can occur with multi-occupancy as well as the efficiencies of the space released.

Business Cases should be completed by 22 August 2014 ahead of SMG Review Meeting on 5 September 2014:

- College contributions required for Teaching & Learning Hub
- College contributions required for Research Hub:
 - Quantum Technology
 - Complex Chemistry
 - Big Data
 - Synthetic Biology
- College specific cases for:
 - Co-location of equipment
 - Co-location of Schools

First drafts of College contributions to be sent to Dr Duckett by 31 July 2014.

Mrs Allen left the meeting.

CSECMG/2013/132. Minutes of the meeting held on Friday 30 May 2014

Accepted.

CSECMG/2013/133. Matters arising

CSECMG/2013/133.1 Professor Fearn to obtain a clearer understanding of retention data and circulate to CMG.

Ongoing.

Action: Professor Fearn

CSECMG/2013/133.2 Heads of School to monitor activity over the summer in relation to the time involved in providing feedback to students.

Over the summer, Heads of School are asked to continue to monitor the time involved in providing student feedback, as mandated by EdPSC.

Action: Heads of School

CSECMG/2013/133.3 Dr Duckett to establish a 100 word business case for SUERC as part of the College-led opportunities for Estate Planning by 27 June 2014.

Complete.

CSECMG/2013/133.4 Dr Duckett to establish a 100 word business case capturing Computing Teaching Labs.

Complete,

CSECMG/2013/133.5 Dr Duckett to ensure the 100 words on Synthetic Biology is included in the Research Hub rationale.

Complete.

CSECMG/2013/133.6 Heads of School to make School staff aware of Bio-online and Qlickview as management reporting tools.

Complete.

CSECMG/2013/133.7 Heads of School to send views on opportunities for deposits for PGT programmes to be sent to Professor Chapman by Friday 4 July.

Professor Chapman reported that following replies from four Schools, CMG are broadly in favour of deposits. Professor Chapman agreed to inform RIO that CoSE are content to implement deposits for PGT Programmes from September 2015, establish the percentage of deposit charged and establish the position with applicants who have applied for entry in 2014 and deferred to 2015.

Action: Professor Chapman

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CSECMG/2013/133.8 Heads of School to encourage staff to consider participating in the Royal Society Summer Science Festival 2015.

Complete.

CSECMG/2013/133.9 Heads of School to provide information on grants associated with companies in the fossil fuels sector to be sent to Professor Chapman by 8 July 2014.

Complete. Letter sent to Secretary of Court.

CSECMG/2013/133.10 Comments on the Internationalisation Plan 2014-16 to be sent to Professor Hoey directly.

Complete.

CSECMG/2013/133.11 Any additional information regarding links with Melbourne University to be sent to Mrs Lynn Esson by Friday 11 July 2014.

Complete.

CSECMG/2013/133.12 Professor Padgett to circulate to CMG the job description for the Research Integrity Adviser post.

Complete.

CSECMG/2013/133.13 Heads of School to encourage staff to update their research profiles/biographies and pay particular attention to key words in order that they appear in relevant computer searches. Professor Cooper to provide wording to Heads of School for onward transmission to School staff.

Complete.

CSECMG/2013/133.14 Members to send suggestions on a third keynote speaker for the Impact Poster Event and Launch of Innovation Platform on 30 July 2014 to be sent to Professor Cooper.

Members are asked to encourage attendance at this event. Dr Mike Short, Vice President (R&D), Telefonica Europe, will be the main speaker.

CSECMG/2013/133.15 Heads of School to send comments on the new expenses system for forwarding to Mr Newall and Mr Fraser to Dr Duckett.

Members are requested to send specific comments on the expenses system to Dr Duckett; Dr Duckett, Mr Rhodes and Professor Hoey to prepare a College response on the new expenses system, to be passed to Mr Robert Fraser.

Action: All/Dr Duckett/Mr Rhodes/Professor Hoey

CSECMG/2013/134. Head of College Business

CSECMG/2013/134.1 Report: SMG/PAG

The following issues were discussed:

- (i) *Invitation to PAG.* Heads of School to note that they will be invited to attend a PAG meeting once a month over the coming year.
- (ii) *PTES.* Information will come to Schools in due course. Overall it is a similar message to NSS; CoSE and the University not scoring as well as other in the Russell Group. Heads of School are encouraged to look at this.
- (iii) *Honorary Degrees Nominations.* Members are asked to consider potential nominees for an Honorary Degree. If possible, nominations should be submitted prior to the deadline, nominees do not require a prior connection to Glasgow. If necessary, Professor Padgett can share previous successful nominations.

CSECMG/2013/135. Graduate School Matters

The following matters were discussed:

- (i) *Admissions Report.* Professor Cooper drew attention to the report circulated yesterday evening. Overall the PGT number is disappointing given the enormous work that Ms Henderson has put in on this. It was noted that all universities are affected by the uncertainty surrounding the referendum.

Professor Chapman led a vote of thanks to Professor Cooper for his leadership of the Graduate School over the past 4 years.

CSECMG/2013/136. Finance

The period 11 management report was received and noted along with the Deloitte review of pricing and discounting. Mr Rhodes reported that contribution is £4.2M above budget at £27.3M. The full year forecast indicating that we will be £3.3M above budget. Most items in the forecast should now materialise. One area of risk is consumable spend with £1.4M left to spend; this represents 20% of full year spend. Key reasons for above budget performance are increased tuition fees and improved research position. TNE is currently forecast at £0.3M better than budget and reflects strong student recruitment at UESTC (144v100) combined with SIT where additional contribution has been achieved on a Computing Science programme mainly due to a phasing issue relating to start up costs.

During the year we have authorised £2.4M of capital equipment from GU funds, this compares with a historical level of £1.2M.

Deloitte's carried out preliminary work on the evaluation of PGT Pricing and Discounting. Key points to note are that there is limited scope for Science and Engineering premium pricing programmes, however we may be able to utilise discounts more efficiently and improve the low conversion rate of Science and Engineering PGT programmes. Deloitte's have further work to do on this area in order to conclude.

CSECMG/2013/137. Internationalisation

Professor Hoey's report was received and noted. The following matters were discussed:

- (i) *Latin America.* Professor Hoey drew attention to the information contained in his report to enhance links with Latin America.
- (ii) *RIO Travel Plans.* Members are asked to send comments on the RIO Travel Plans to Professor Hoey by 14 August 2014.

Action: All

- (iii) *Branch Campus Malaysia.* Heads of School to advise Professor Hoey of potential involvement with the Malaysia Branch Campus. Thereafter, Professor Hoey to submit a document to Professor Conroy detailing what involvement the College can offer.

Action: Heads of School

- (iv) *Internationalisation Plan.* Heads of School to contact Professor Hoey if you wish him to be present in forthcoming School meetings with Professor Conroy regarding the Internationalisation Plan.

Action: Heads of School

- (v) *Internationalisation Assistant.* Members are asked to note that a part-time Internationalisation Assistant will be appointed at College level over the coming months. The post-holder will work closely with the RCMO.

CSECMG/2013/138. Research Matters

Professor Padgett's report was received and noted as well as the awards and applications spreadsheet. The following matters were discussed:

- (i) *P&DR.* Professor Padgett asked members to be mindful of metrics in relation to REF and the importance of this in light of P&DR.
- (ii) *Awards and Applications.* Professor Padgett drew attention to the spreadsheet and expressed concern that that our present application rates seem insufficient to maintain our longer term income. Members noted this.
- (iii) *Alan Turing Institute.* In his capacity as VP Research, Professor Padgett will shortly convene a meeting of interested parties.

Professor Chapman led a vote of thanks to Professor Padgett for his effectiveness in his role as Dean of Research.

CSECMG/2013/139. Learning & Teaching Matters

The minutes from the Learning & Teaching Meeting were received and noted. In the absence of Professor Fearn there is no update to report on this item.

CSECMG/2013/140. Human Resource Matters

CSECMG/2013/140.1 Staff Attitude Survey

It was agreed to hold a CMG Strategy & Tactic Meeting in September to discuss the outcome of the Staff Attitude Survey.

[Clerks note: A CMG Strategy & Tactic Meeting will take place on Thursday 4 September 2014 @ 1300, focussing on the Staff Survey]

CSECMG/2013/140.2 HR Support

The new College HR Assistant and the HR Support Assistant will be in post from week commencing 18 August 2014. Members noted this.

CSECMG/2013/141. TNE Update

CSECMG/2013/141.1 UESTC

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Recruitment to the second year at UESTC is 241 against a target of 240. Feedback is positive from students who have completed their first year. There is pressure from UESTC to move from a JEP (Joint Educational Partnership) to a JEI (Joint Educational Institute).

CSECMG/2013/141.2 SIT

The second SIT graduation will take place in October 2014. Principal will host a high level lunch which will include invited senior guests from collaborators at UESTC. Going forward it is intended to discuss the creation of new joint degrees with SIT. Professors Marsh and Johnson are being kept in the loop.

CSECMG/2013/141.3 Chemistry/BUCT

Information has been shared between the School and BUCT and staff from BUCT will visit GU in September.

CSECMG/2013/141.4 Nankai

It was noted that Schools have made commitments to this agreement; however these will not be for the coming year.

CSECMG/2013/142. Any Other Business

Professor Clark led a vote of thanks on behalf of CMG to Professor Chapman for his leadership over the past 4 years. In return Professor Chapman thanked CMG for their support during his time as Head of College and wished everyone well for the future. Professor Chapman will retain some involvement with the College and will assist with TNE activity.

CSECMG/2013/143. Date of Next Meeting

The next business meeting of the college management group is scheduled for Friday 29 August 2014 at 0830 hours. The full meeting schedule for 2014-15 is available at:

<http://www.gla.ac.uk/colleges/scienceengineering/information/staff/committees/managementgroup>

Item ref	Item description	By whom
131	<p>Business Cases to be completed by 22 August 2014 ahead of SMG Review Meeting on 5 September 2014.</p> <p>College contributions required for Teaching & Learning Hub</p> <p>College contributions required for Research Hub:</p> <ul style="list-style-type: none"> ○ Quantum Technology ○ Complex Chemistry ○ Big Data ○ Synthetic Biology <p>College specific cases for:</p> <ul style="list-style-type: none"> ● Co-location of equipment ● Co-location of Schools <p>First drafts of College contributions to be sent to Dr Duckett by 31 July 2014.</p>	All
133	Obtain a clearer understanding of retention data and circulate to CMG.	Professor Fearn
132	Over the summer, continue to monitor the time involved in providing student feedback, as mandated by EdPSC.	Heads of School
132	<p>Inform RIO that CoSE are content to implement deposits for PGT Programmes from September 2015.</p> <p>Establish the percentage of deposit charged.</p> <p>Establish the position with applicants who have applied for entry in 2014 and deferred to 2015.</p>	<p>Professor Chapman</p> <p>Professor Chapman</p> <p>Professor Chapman</p>
132	<p>Specific comments on the expenses system to be passed to Dr Duckett.</p> <p>Prepare a College response on the new expenses system to be passed to Mr Robert Fraser.</p>	<p>All</p> <p>Dr Duckett/Mr Rhodes/Professor Hoey</p>
137	Comments on the RIO Travel Plans to be sent to Professor Hoey by 14 August 2014.	All
137	Advise Professor Hoey of potential involvement with the Malaysia Branch Campus.	Heads of School
137	Contact Professor Hoey if you wish him to be present in forthcoming School meetings with Professor Conroy regarding the Internationalisation Plan.	Heads of School