University of Glasgow

College of Science and Engineering
College Management Group

Minute of meeting held on Friday 30 September 2016, Room 423, Level 4, Sir Alwyn Williams Building, School of Computing Science

Present: Professor Muffy Calder (Convener), Professor Stephany Biello, Dr Neil Bowering, Professor Adrian Bowman, Professor Graeme Cooke, Professor Gordon Cook (vice Professor Rob Ellam), Professor John Davies, Dr Gordon Duckett, Professor Martin Hendry, Professor Chris Johnson, Professor Martin Lee, Professor Margaret Lucas (vice Professor David Cumming), Professor Chris Pearce, Mrs Lynne Ramsay (vice Mr Simon Wilson), Professor Susan Waldron.

Apologies: Professor David Cumming, Mrs Pat Duncan, Professor Rob Ellam, Mr David Rhodes, Dr Ian Watson, Mr Simon Wilson.

In attendance: Mrs Evelyn Love (Clerk).

By Invitation: Ms Ailie Ferrari, MaRIO (Item CSECMG/2016/1. only).

CMG noted that Professor Rob Ellam had recently undergone emergency surgery and wished him a speedy recovery. Members welcomed Professor Gordon Cook in his absence.

CSECMG/2016/1. Web Redevelopment Project

Professor Calder welcomed Ms Ferrari to the meeting. Ms Ferrari gave a presentation on the web visual re-design update. The following was noted:

- There was a proposal to SMG in March 2015 to launch a web improvement project that involves major redesign of the University home page and major landing pages. The layout needs to be kept fairly clean and responsive across all devices. The website must reflect University strategy and promote the recruitment of international students (especially PGR) and promote and demonstrate research excellence. Following a mini tender exercise the company Absolute has been appointed;
- Ms Ferrari provided a link to a demonstration homepage. The initial priorities are the Homepage, Research Pages, Search and Staff A-Z with associated profiles. The prototype is expected to be delivered by March 2016 with a phased implementation thereafter;
- Absolute have previously designed websites for Queens University Belfast and the University of Manchester. Members commented that the prototype homepage for the University of Glasgow was very similar to the University of Manchester homepage. Members expressed concern at the level of ‘scrolling’ required and perhaps a ‘tiling’ approach may be more effective. It was suggested that leading with a high level news item or an innovative design concept may be more attractive;
- Members asked Ms Ferrari to ensure that there is engagement with College RCMO’s;
- It was agreed that, if necessary, we will invite Ms Ferrari back to a future CMG Meeting for an update on this project.

Professor Calder thanked Ms Ferrari for attending and Ms Ferrari left the meeting.

CSECMG/2016/2. Minute of the meeting held on Friday 26 August 2016

Accepted.

CSECMG/2016/3. Matters Arising
<table>
<thead>
<tr>
<th>Item ref.</th>
<th>Item description</th>
<th>By whom</th>
<th>Update</th>
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<tbody>
<tr>
<td>151 (i)</td>
<td>Prepare a presentation on the College that will be used at School visits in the Autumn, include finance overview.</td>
<td>Professor Calder</td>
<td>Complete. Professor Calder will attend School staff meetings in conjunction with Professor Juster/Mrs Barr. It is anticipated that at least 3 of these will take place before Christmas.</td>
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<tr>
<td>151 (ii)</td>
<td>Establish with Mrs Duncan a way forward for School Teaching Administrators to work together in harmonisation of L&amp;T support processes.</td>
<td>Dr Duckett/Mrs Duncan</td>
<td>It was agreed to remove this from the action list. This item now forms part of the CMG initiatives.</td>
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<td>151 (iii)</td>
<td>Development of a College-wide mechanism to recognise and incentivise supervisor involvement in recruitment of international PhD students.</td>
<td>Mrs Ramsay</td>
<td>Professor Waldron agreed to discuss with the Graduate School Board.</td>
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<td>151 (iv)</td>
<td>P&amp;DR reward paper to be circulated.</td>
<td>Mrs Ramsay</td>
<td>Paper will not be available until November. To be removed from the action list.</td>
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<tr>
<td>151 (v)</td>
<td>Incorporate issues of absence reporting and how CORE can support into Everyday HR Practices Initiative.</td>
<td>Mrs Ramsay</td>
<td>Progressing. College to agree what we want and how this is dealt with within CORE.</td>
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<tr>
<td>156</td>
<td>Add Risks discussion to agenda on a bi-monthly basis.</td>
<td>Mr Rhodes/Mrs Love</td>
<td>In the absence of Mr Rhodes this item will be taken forward by Dr Duckett/Mrs Graham.</td>
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<td>160</td>
<td>Establish if regulations surrounding repeat year and MV status could be simplified.</td>
<td>Professor Davies</td>
<td>Ongoing. Staff from the Senate Office are attending a College L&amp;T meeting to discuss a range of issues.</td>
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<tr>
<td>161</td>
<td>Inform Lynne Ramsay if you could host a Leadership Graduate Trainee to assist with an admin project by Monday 29 August 2016.</td>
<td>All</td>
<td>Complete.</td>
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**CSECMG/2016/4. Head of College Business**

Professor Calder’s report was received and noted.

(i) *University Teacher nomenclature.* Professor Calder reported that SMG discussed the possibility of renaming our University Teachers as (Senior) Lecturers. The job descriptions will remain unchanged (i.e. emphasis on learning, teaching and scholarship), but it is hoped the title will be more attractive for recruitment and retention. Heads of
School to be informed when the policy is agreed (the College currently has 19 Grade 7 UT, 13 Grade 8 UT and 21 Grade 9 UT).

(ii) **THE World Subject Rankings.** The subject rankings provide the list of the Top 100 institutions in the world for each subject area. Professor Calder led a vote of congratulations to the School of Computing Science who are ranked 60th. This is a great achievement.

(iii) **EPSRC.** EPSRC are reviewing the balance of funding between PhD students/postdocs.

### CSECMG/2016/4.1 Prizes & Nominations

Professor Calder asked Heads of School to provide an annual update of how prizes & nominations are dealt with within their School. The following was noted:

- Nominations are usually co-ordinated by the School Management Team or Research Committee and staff are generally targeted for specific prizes/awards. It was felt that, within the School of Engineering, it can be difficult to get people to promote themselves and staff could be actively encouraged to agree to be nominated. Professor Lucas agreed to take this message back to Professor Cumming;
- P&DR is used as a mechanism to encourage line managers to have discussions and consider longer term thinking. It is important to establish potential nominations early enough to develop applications. Younger staff should be encouraged towards the RSE Young Academy.
- Some elements of esteem could be recorded within Enlighten, although it was felt that it would be useful if prizes/awards could be recorded within the HR system. Dr Bowering/Mrs Love agreed to create a College record of Fellows of the Royal Society, Royal Academy of Engineering, Royal Society of Edinburgh and RSE Young Academy.

**Action: Dr Bowering/Mrs Love**

### CSECMG/2016/5. TRM Update

Dr Bowering provided the following verbal update:

The next phase of TRM will involve the roll-out of the structure across the College in November. It is anticipated that Project Coordinators will start providing TRM support during the first week in November. Dr Bowering has consulted with Schools regarding key locations. Recruitment for the final Project Co-ordinator post will be undertaken in conjunction with the College of Social Sciences who are recruiting to a similar post. The Research Operations Manager has also been advertised. Final user acceptance testing is underway and if this does not go to timescale Dr Bowering will defer implementation until the new-year. It is essential that there is an up to date research support web presence (mainly for PI’s).

### CSECMG/2016/6. School Issues

No update to report on this item.

### CSECMG/2016/7. Estates

Professor Calder reported that there was a Court Strategy meeting this week and the Learning & Teaching Hub is going ahead. It has been decided that the CEC proposal will be decomposed into separate projects with an element of new build for Engineering and refurbishment for Chemistry.

### CSECMG/2016/8. Learning & Teaching Matters
The Report from the Dean of Learning & Teaching was received and noted. Attention was drawn to the following matters:

(i) **NSS.** The creation of a Learning & Teaching Hub should hopefully address some of the issues raised under the open comments.

(ii) **MyCampus.** It was noted that access to MyCampus on the first day of teaching this semester was problematic and Professor Davies agreed to follow up on this.

   **Action:** Professor Davies

(iii) **Workload Modelling.** Professor Bowman to send a report to Professor Calder detailing Workload modelling/timetabling software issue.

   **Action:** Professor Bowman

(iv) **Management of Teaching Space.** Professor Cooke to send examples of student complaints regarding location of lectures spread across Campus to Professor Davies.

   **Action:** Professor Cooke

**CSECMG/2016/9. Internationalisation**

Dr Watson’s report was received and noted. The following matters were discussed:

(i) **India Visit.** Dr Watson to contact Professor Beaumont regarding details of University contact with IIT Ropar.

   **Action:** Dr Watson

(ii) Dr Watson to contact Dr Bowering regarding Subsea Robotics investment.

   **Action:** Dr Watson

**CSECMG/2016/10. Research Matters**

The report from the Dean of Research and the awards and applications spreadsheet were received and noted. Attention was drawn to the following:

(i) **CDT.** A workshop was held at the end of August and Schools are submitting ideas by the end of September.

(ii) **ECDP.** The College Grant Writing Workshop launched on 28 September, including the Rewards for Excellence Scheme.

(iii) **Manufacturing.** This is a priority for the Scottish Government and thoughts are being given to the creation of a National Manufacturing Institute. Dr Bowering and Professor Pearce have recently met with the Government officials developing the business case to discuss how Universities can be involved. Potential involvement of Engineering/Computing Science/Mathematics & Statistics and JWNC.

(iv) **External Engagement.** A discussion on how we can make a step change in the impact of our external engagement activities produced several ideas. The effort would be to change the way we work, moving towards delivery of a vision to excite external partners rather than a sale of services. Initial thoughts are to engage senior College staff in a series of half day workshops in January.

(v) **Interim REF Reviews.** CMG agreed with the proposal from VP Research on the process for Interim REF Reviews. Professor Pearce will respond to RSIO with respect to the composition of the CAP and names of UoA REF Champions, any revision to the structure of UoAs in the College and that 95% of staff in each UoA will select up to 6 (3* of 4*)

Action: Professor Pearce

(vi) Insurance. Members are requested to inform Professor Pearce of any instances where research contracts are not progressed due to issues with insurance indemnity.

Action: All

CSECMG/2016/11. Graduate School Matters

The PGT Admissions Report and the PGR Registration Report were received and noted. The following matters were discussed:

(i) PGT Admissions. It was noted that, compared to the previous year, 113 more PGT students are registered. Unclear whether this is due to conversion activity or as a result of Brexit.

(ii) PGR Registration. Current figures show that registrations are down by 44 however the figure will be reviewed in October.

(iii) CDT. Members to note that these will not be automatically renewed.

CSECMG/2016/12. Human Resource Matters

- College HR are dealing with a growing number of employee relations cases which relate to poor behaviour. Schools should consider inviting Mrs Ramsay to attend a School Management Committee and/or line managers meeting to discuss how this behaviour might be avoided;
- Members to note that there are new policies for both Grievance and Attendance;
- The deadline for receipt of nominations for the staff to attend the Aspiring Leaders Programme is 14 October 2016. The College has been allocated 6 places;
- Members to note that there has been an extension to the P&DR deadline to 31 October 2016, to date 72 reviews have been fully completed within the College.

CSECMG/2016/13. Finance

The period 1 management pack was received and noted.

CSECMG/2016/14. Any Other Business

Professor Johnson expressed concern at the suitability of some of the University information systems, where many are considered unfit for purpose. Following discussion, Professor Calder agreed to explore with SMG the introduction of a verification and validation process/team to ensure corporate system roll outs are fit for purpose.

Action: Professor Calder

Professor Cooke stated that during the recent visit of the delegation from Nankai University, a suggestion had been raised of a possible TNE collaboration around Materials Science. This would potentially involve Chem/P&A/Eng/GES and could involve quite significant numbers of UG students (30 – 50).

CSECMG/2016/15. Date of Next Meeting
The next business meeting of the college management group is scheduled for Friday 28 October 2016 at 1000 hours. The full meeting schedule for 2016-17 is available at:

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

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