Professor Calder reported that Professor Ellam is making a good recovery and is expected to return to work in the near future, a phased return is likely. It was also noted that Mr Simon Wilson is anticipated to return to work at the end of December; a phased return is also expected.

CSECMG/2016/32. Minute of the meeting held on Friday 28 October 2016

Accepted subject to the following amendment:

CSECMG/2016/17. Strategic Priorities for the College

“Development of the Learning & Teaching Hub is imminent and it is expected that demolition of the Maths building will begin in January 2017”

To be replaced by:

“Development of the Learning & Teaching Hub is imminent and it is expected that demolition of the Maths building will begin in summer 2017”

CSECMG/2016/33. Matters Arising
<table>
<thead>
<tr>
<th>Item ref</th>
<th>Item description</th>
<th>By whom</th>
<th>update</th>
</tr>
</thead>
<tbody>
<tr>
<td>16(i)</td>
<td>Contact Eddie O’Grady regarding development of Leadership in L&amp;T e.g. L&amp;T Director pipelines, strategic thinking on student interactions, empowering flexible teaching ethos etc.</td>
<td>Professor Davies</td>
<td>Complete. Professor Davies is meeting with Professors Coton and Fischbacher-Smith on this matter.</td>
</tr>
<tr>
<td>19 (i)</td>
<td>Incorporate issues of absence reporting and how CORE can support into Everyday HR Practices Initiative.</td>
<td>Mrs Ramsay</td>
<td>Ongoing.</td>
</tr>
<tr>
<td>19 (ii)</td>
<td>Date of Risk workshop to be established.</td>
<td>Mrs Love/Mrs Ross</td>
<td>Risk Workshop is scheduled for 21 December 2016@ 1030 in Level 5, Sir Alwyn Williams Building.</td>
</tr>
<tr>
<td>19 (iii)</td>
<td>Establish if regulations and practices e.g. MV status could be simplified.</td>
<td>Professor Davies</td>
<td>Ongoing. A meeting has been arranged with staff from Senate Office for Tuesday 1 November.</td>
</tr>
<tr>
<td>19 (iv)</td>
<td>Contact Professor Beaumont regarding details of University contact with IIT Ropar.</td>
<td>Dr Watson</td>
<td>Complete.</td>
</tr>
<tr>
<td>19 (v)</td>
<td>Contact Dr Neil Bowering regarding Subsea Robotics investment.</td>
<td>Dr Watson</td>
<td>Complete.</td>
</tr>
<tr>
<td>19 (vi)</td>
<td>Create a College record of Fellows of the Royal Society, Royal Academy of Engineering, Royal Society of Edinburgh and RSE Young Academy.</td>
<td>Dr Bowering/Mrs Love</td>
<td>Ongoing.</td>
</tr>
<tr>
<td>19(vii)</td>
<td>Prepare a synopsis for IPSC regarding the impact of the failure of MyCampus at critical points in the academic year. Exemplars of MyCampus issues to be sent to Professor Davies/Mrs Duncan.</td>
<td>Professor Davies/Mrs Duncan</td>
<td>Professor Davies to establish if the University are considering the way forward with MyCampus at a strategic level. <strong>Action: Professor Davies</strong></td>
</tr>
<tr>
<td>20 (i)</td>
<td>Liaise with MaRIO regarding entry requirements to ensure that College requirements are adhered to in the future.</td>
<td>Professor Davies/Mrs Duncan/ Dr Duckett</td>
<td>Complete.</td>
</tr>
<tr>
<td>27 (i)</td>
<td>Identify School REF Champions by 11 November 2016.</td>
<td>Professor Pearce</td>
<td>Complete.</td>
</tr>
</tbody>
</table>
Professor Calder’s report was received and noted. The following matter was discussed:

(i) **School Budget Meetings.** The new dashboard/strategic planning reports are proving very helpful. Professor Calder reminded Heads of School that they have lots of control over their budgets and it is important to prioritise staffing and consumables this year with clear headroom for studentships.

(ii) **Studentship Funding.** Due to pressure of work on Mrs Graham, Professor Calder has agreed to take this on in order to formulate a cross College policy. A preliminary meeting to discuss a draft policy will follow in due course.

(iii) **External Engagement.** External Engagement is increasingly important for us (external = industrial, but not exclusively). All to note that External Engagement will be a standing item at CMG, which Dr Bowering will lead.

(iv) **Communications.** The School of GES have recently uploaded a promotional video to the front page of their School website. This is an excellent publicity tool and other Schools are urged to consider a similar video (total cost confirmed as £5k, £1k per minute).

(v) **CMG roundtable meetings (formerly Strategy & Tactic Meetings).** Dates of CMGr meetings will be confirmed in due course. Any items can be taken at any time. Possible topics are policy on pooling, preparing Capex bids, internal PhD funding, external engagement, assessment feedback and student space in schools.

(vi) **P&DR Professorial Outcomes:*** There will be a fixed budget allocation per School (pro rata), which will then be divided amongst those with exceptional contribution (Lynne Ramsay to give full details at next CMG).

**CSECMG/2016/34.1 CMG Initiatives**

- **Initiative 1:** PhD studentships funded by the College: Professor Calder to take forward.
- **Initiative 2:**
  - Organisation of admin staff to support L&T (working with HoSAs): At a recent HoSA Away Day there was agreement to consider the PGT student journey (cradle to grave) and to work up project aims/objectives with a deadline of the January CMG. Noted that this will involve input from MaRIO/Katherine Henderson.
  - Dr Duckett led a vote of thanks to Mr Graham Tobasnick and members of the Technicians Working Group who are considering how best to mitigate the loss of technical staff expertise following retirement.

Members to note that Dr Duckett’s job title has recently changed to Director of College Professional Services.

- **Initiative 5:** Improving NSS Scores: Heads of School are requested to send a short paper to Professor Davies detailing the actions taken by all Schools to enhance a culture of commitment from all staff to the student experience ahead of the next CMG (16 December).
  
  **Action:** Heads of School

- **Initiative 6:** Safety Governance: Further work is underway to produce accessible ‘How To’ guides that can be customized for local operations.

- **Initiative 7:** TNE Staff Management: Consideration is being given to support for TNE at College/University level.

- **Initiative 9:** Everyday HR Practices: Mrs Ramsay/Dr Duckett to take this initiative forward with Mr Wilson upon his return to work.

- **Initiative 10:** CDT Pipeline: Panel to reconvene on the 28th November, 20 pro-formas have been submitted from all Schools, bar GES. A ranking spreadsheet has been created using the...
criteria reflecting the pro-forma headings. The committee identified a preliminary list of critical friends who could form a panel to offer feedback.

- Initiative 11: Risk: Members to note that the College Risk Workshop is scheduled for 21 December 2016.

CSECMG/2016/35. TRM Update

In the absence of Dr Bowering, Professor Calder reported that the TRM team have been moving into their School and College based offices over the past 10 days and all has gone reasonably smoothly. Following some post award training of the new starts later in November we should be able to transition the post-award for Engineering, Computing Science, GES to the TRM team prior to Christmas. Dr Bowering will continue to work with HOSAs on this transition.

Recruitment: Noted that 6 candidates were interviewed for the final PC on Friday 18th November and interviews for the Research Operations Manager (G9) are scheduled for 5th December.

New System: The system is currently being built and should be tested w/c 28th November. It is likely that this will need to be complete twice and hence the plan is to start training on the system for COSS and CoA in January 2017. These Colleges will adopt it first followed by a managed roll out in COSE and MVLS probably towards the back end of February / early March.

CSECMG/2016/36. School Issues

None.

CSECMG/2016/37. Estates

The following was noted:

- Schools involved know state of play with projects.
- Penultimate version of the Capital Plan is expected for the Court Meting on 14 December. Next College Council meeting will take place on the morning of 5 December and Professor Frank Coton will give a presentation on the Learning & Teaching Hub.
- Building projects will be phased: phase 1A, phase 1B and phase 2 in order to fit into the funding envelope.
- There will be money set aside for business as usual projects.
- Research Hub - big decisions ahead regarding CoSE presence, finances and operational issues.
- Dr Duckett led a vote of thanks to the HoSA’s and associated staff who assisted in identifying L&T teaching space not held in CMIS.

CSECMG/2016/38. Finance

Professor Calder led a vote of thanks to the HoS and HoSA’s as they continue to work on refining School dashboards. Noted that FRS102, a new accountancy standard, has had a profound effect on how information is presented (particularly equipment). In order to address this, information is presented using the old and new standard.

CSECMG/2016/39. Graduate School Matters

The PGT Admissions Report and the PGR Registration Report were received and noted. The following matters were discussed:
(i) *Strategic Advisory Board.* Attention was drawn to the great work that this Board are doing. It was acknowledged that more use could be made of alumni events.

(ii) *Scholarships.*
- The College Scholarships have been advertised with a 31st January deadline.
- Noted that 37 projects were submitted for the LKAS Scholarship Scheme. Decisions regarding the 6 projects going forward have been made.
- The deadlines for the CSC scholarships will be confirmed soon.

(iii) *Student Numbers.* In the discussion that followed it was noted that there are fewer PhD students in the overall profile. There was also some discussion on the changing profile of PGT students. Professor Waldron agreed to further analyse the Postgraduate Admissions Data and establish if there are any trends to assist with future recruitment etc.

**Action: Professor Waldron**

CSECMG/2016/40. Learning & Teaching Matters

The Report from the Dean of Learning & Teaching was received and noted. Attention was drawn to the following matters:

(i) *College L&T Plan.* Members were content with the plan circulated by Professor Davies.

(ii) *Employment Strategy.* Professor Davies and Mrs Duncan are meeting with Careers Service in order to reinvigorate the Employment Strategy which is currently not reaching many students.

(iii) *Improving Student Resilience.* A strategy is needed to assist the high numbers of students who are referred to Counselling and Psychological Services. Professor Calder reported that this is likely to be something that the new Secretary of Court will address when he undertakes his new post.

(iv) *MaRIO Recruitment Practice.* Professor Davies and Mrs Duncan are raising recruitment practice issues with MaRIO. There was some discussion on the implications of imposing caps on student numbers which could result in a loss of income c.a. £1/4M. Noted that MaRIO are under pressure from SMG to meet targets at clearing which resulted in over recruitment in Psychology, Computing Science and Physics & Astronomy for this year. Possible mitigation: subject specific entry requirements and transferring of programmes at Year 2. Noted that Physics & Astronomy have rearranged lab teaching in light of over recruitment. Future implications of Brexit were discussed.

CSECMG/2016/41. Research Matters

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

(i) Members to note that Business Intelligence Research Reports have been developed in Quickview. Schools may find these useful.

(ii) *ECDP.* Professor Pearce reported that the School of Engineering recently held a meeting with Early Career Researchers and the Employment & Organisational Development Team as several staff members have migrated to the ECDP programme. There is some concern regarding the quality of the provision of courses the University offers as many courses contain similar content. There was some discussion surrounding the role of the mentors and line managers and it was acknowledged that line managers cannot be mentors. Mrs
Love to establish with Mrs Ramsay if there is a list of College Mentors for the ECDP Programme.

**Action: Mrs Love**

Professor Pearce agreed to provide details to Heads of School of the role of the Line Manager in relation to the ECDP Programme.

**Action: Professor Pearce**

The suggestion of arranging a meeting similar to the one in Engineering, but for all Schools, was made.

(iii) *Interim REF.* All ‘R & T’ and a selection of ‘R’ only staff are expected to engage with the REF selection tool and School Research Directors are following up for the January deadline. Noted that at University level Professor Miles Padgett has oversight of outputs and environment and Professor Jon Cooper has oversight of impact. A College level impact panel will be required (noted this is not at UoA level). Decisions regarding how to select outputs will take place from next summer (external panel).

**CSECMG/2016/42. Internationalisation**

In the absence of Dr Watson there was no update to report on this item.

**CSECMG/2016/43. Human Resource Matters**

In the absence of Mrs Ramsay there was no update to report on this item. Members to note that there will be an update on HR issues, including P&DR, at the December CMG Meeting.

**CSECMG/2016/44. Any Other Business**

None.

**CSECMG/2016/45. Date of Next Meeting**

The next business meeting of the college management group is scheduled for Friday 16 December 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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<td>Heads of School</td>
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<td>41 (i)</td>
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<td>41 (ii)</td>
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