University of Glasgow

College of Science and Engineering
College Management Group

Minute of meeting held on Friday 27 October 2017, Room 423, Level 4, Sir Alwyn Williams Building, School of Computing Science

Present: Dr Gordon Duckett (Acting Convener), Professor Stephany Biello, Professor Gordon Cook (vice Professor Fin Stuart), Professor Graeme Cooke, Professor John Davies, Mrs Pat Duncan, Professor Martin Hendry, Professor Martin Lee, Professor Colin McLInnes (vice Professor David Cumming), Dr Alice Miller (vice Professor Chris Johnson), Professor Chris Pearce, Professor Ian Strachan (vice Professor Adrian Bowman), Dr Ian Watson, Professor Susan Waldron, Mr Simon Wilson.

Apologies: Professor Muffy Calder, Dr Neil Bowering, Professor Adrian Bowman, Professor David Cumming, Mrs Elizabeth Graham, Professor Chris Johnson, Professor Fin Stuart.

In attendance: Mrs Evelyn Love (Clerk).

By Invitation: Professor Miles Padgett (Item CSECMG/2017/14. only), Mrs Helen Harkness (Item CSECMG/2017/15. only).


Dr Duckett welcomed Professor Padgett to the meeting. Schools have engaged positively with the Interim Research Review process so far. The following was noted in relation to UoA7, Earth Systems and Environmental Sciences:

- Scoring methodology endorsed by the panel;
- Good connections with SUERC noted;
- Attention drawn to slide detailing calibration of outputs – noted good concordance in internal and external score at 4* level with slight under scoring by the UoA committee at the 3/4* margin;
- Two key messages: support early career staff and importance of evidence of impact;
- At College level work to be done to ensure all staff understand the importance of High Quality outputs. Staff buy in and trade other activities;
- Members were content that future Interim Research Review presentations will be made to the College Research & Knowledge Transfer Committee with presentations being sent to CMG for information;
- Mrs Love to circulate UoA7 slides from today’s meeting.

Action: Mrs Love

CSECMG/2017/15. TRM: proposal to streamline application process

Dr Duckett welcomed Mrs Harkness to the meeting. Mrs Harkness gave a presentation addressing the issue of a significant numbers of grant applications being requested at short
notice resulting in insufficient lead-time. Guidelines on lead-time for applications agreed as follows:

- Simple Applications (travel grants, single PI): 10 working days;
- Standard Applications (single School/College, standard RCUK applications, Fellowships): 15 working days;
- Complex Applications (CDT’s, Program Grants, Multi-partner applications, FEC > £5M, Contribution < -£250K): 20 working days;
- Bespoke Applications (Quantic type applications, GCRF, Industrial Challenges etc.): lead-time by arrangement;
- It is hoped that requests within lead-time will become more of an exception that the norm.
- Staff should be encouraged to talk to PC’s as early as possible regarding their intention to submit an application. The following was agreed:
  - Heads of School to communicate message regarding lead-times by end December 2017 e.g. staff meeting;
  - Full review of costing form by end December 2017 (should make it easier to engage with Academic and PC);
  - Creation of ready reckoner for salary costing by end December 2017 (to allow academic to play around with resources at the early planning stages);
  - Creation of a standard email and form to collect data from external partners by end Jan 2018 (make it easier for external partners to engage with PC’s).
- Mrs Love to circulate slides from today’s meeting.

**Action: Mrs Love**

CSECMG/2017/16. Minute of the meeting held on Friday 29 September 2017

Accepted subject to the following amendment.

CSECMG/2017/4 (i)

Remove:

*Professor Davies confirmed that NSS will be theme for the year ahead.*

Replace with:

*Professor Davies confirmed that Assessment and Feedback will be a theme for the year ahead.*

Clerk to action.

CSECMG/2017/17. Matters Arising
<table>
<thead>
<tr>
<th>Item ref.</th>
<th>Item description</th>
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<tbody>
<tr>
<td>1</td>
<td>Raise concerns regarding commercial partnerships for online teaching with appropriate Senior University Leaders.</td>
<td>Professor Bowman</td>
<td>Professor Bowman reported a meeting with relevant staff is being arranged.</td>
</tr>
<tr>
<td>4 (i)</td>
<td>Ensure issues surrounding students recording lectures are discussed at College L&amp;T Committee.</td>
<td>Professor Davies</td>
<td>Ongoing.</td>
</tr>
<tr>
<td>4 (ii)</td>
<td>Take forward arrangements for Long Service Awards at School level.</td>
<td>Mrs Love/Mrs Ross</td>
<td>Actioned. Liaising with Heads of School PAs.</td>
</tr>
<tr>
<td>4 (iii)</td>
<td>Ensure draft College response to University call for PGT study space is sent to CMG for comment.</td>
<td>Dr Duckett</td>
<td>Actioned.</td>
</tr>
<tr>
<td>4 (iv)</td>
<td>Take forward with relevant Schools possible collaborations with Uppsala University.</td>
<td>Professor Calder</td>
<td>Ongoing.</td>
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<tr>
<td>4 (v)</td>
<td>Send link to sample College Health &amp; Safety website. Comments to be sent to <a href="mailto:scieng-hoc-pa@glasgow.ac.uk">scieng-hoc-pa@glasgow.ac.uk</a></td>
<td>Mrs Love/Mrs Ross</td>
<td>Actioned. Webpage now live.</td>
</tr>
<tr>
<td>4 (vi)</td>
<td>Convene a Workload Modelling Working Group to ensure fit for purpose in each School, and update Initiative with actions.</td>
<td>Dr Duckett</td>
<td>Group has met. Dr Duckett to report on WLM proposal following meeting on 14 November.</td>
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<tr>
<td>5</td>
<td>Take forward with Learning &amp; Teaching Committee message regarding training of GTAs.</td>
<td>Professor Davies</td>
<td>Ongoing.</td>
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<tr>
<td>6</td>
<td>Take forward concerns regarding email burden on ECDP staff who are undertaking teaching duties within the Schools.</td>
<td>Professor Calder</td>
<td>Professor Calder raised this with Professor Frank Coton.</td>
</tr>
<tr>
<td>8</td>
<td>Ensure visual presentation of monthly reports is adequate for HoS to track awards.</td>
<td>Dr Bowering</td>
<td>Ongoing. To be actioned by Dr Bowering.</td>
</tr>
<tr>
<td>9 (i)</td>
<td>Provide CMG with a short guide on the impact of Fellowships funding.</td>
<td>Mrs Graham</td>
<td>Ongoing.</td>
</tr>
<tr>
<td>9 (ii)</td>
<td>Update Risk Register to fit A4. Insert front cover page.</td>
<td>Mrs Love/Mrs Graham</td>
<td>Actioned.</td>
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<td>10</td>
<td>Ensure message regarding completion of online Equality and Diversity Training is communicated within the Schools.</td>
<td>Heads of School</td>
<td>Actioned.</td>
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<tr>
<td>11(i)</td>
<td>Provide up to date information regarding 2 + 2 programmes of study across the College for October CMG.</td>
<td>Dr Watson</td>
<td>Actioned.</td>
</tr>
<tr>
<td>11(ii)</td>
<td>Compile a slide comprising Internationalisation priorities for each School.</td>
<td>Dr Watson to draft and send to Professor Calder</td>
<td>Ongoing.</td>
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### CSECMG/2017/18. Head of College Business

In the absence of Professor Calder, Dr Duckett drew attention to the following matters:

(i) **Senate Committees.** Vote of thanks to Geographical & Earth Sciences, Mathematics & Statistics and Psychology for assistance in filling College vacancies.

(ii) **Honorary Degrees.** Submissions have been made by the Schools of Computing Science and Physics & Astronomy. No submission from Geographical & Earth Sciences at this time. Vote of thanks to those who assisted with the submissions.

(iii) **Subject Entry.** Noted SMG move towards subject entry in order to manage first year course numbers and student expectations regarding second and third year subject choices. There was consensus on hard deposits being introduced across all PGT programmes to help predict numbers.

(iv) **TNE Deans.** CMG were content with the proposal that the TNE Deans attend three meetings per year to update (verbal or written) on UGS and UESTC. Mrs Love to arrange.

(v) **Graduations.** A vote of thanks to all staff who participated in the recent graduations in Singapore and China.

### CMG Initiatives Update

- Initiative 1: PhD Studentships funded by the College: Professor Waldron currently reviewing minutes and actions following the CMG (r) meeting on 27 September - to be made available to CMG in due course.

- Initiative 6: Safety Governance: Members content with draft webpage which will be made available. Members content for Dr Duckett to convene a twice yearly meeting of School Safety conveners. Minutes of which to be made available to CMG.

- Initiative 10: CDT Pipeline: Professors Waldron and Pearce together with Professor Calder had reviewed potential CDT proposals. Quality was variable and feedback
will be given on individual proposals. A consistent issue which will have to be addressed is the lack of real industrial commitment in the proposals. A workshop will be held in December.

CSECMG/2017/19. Learning & Teaching Matters

The Dean’s Report and NSS Action Plan were received and noted. The following matters were discussed:

(i)  *Graduate Level Apprenticeships*. Congratulations to Computing Science who have been awarded Graduate level Apprenticeships in Software Engineering - the first programme of this type in the University

(ii)  *MyCampus Development*. Concern that no signs of issues raised by academic and College/School support staff in the strategy.

(iii)  *NSS*. Schools can use Qlickview to access information regarding trends. Professor Davies is collecting School Plans to form a College Plan. Professor Davies drew attention to the number of negative remarks regarding some members of staff in the Open Comments section. All staff should be made aware of their commitment to the student experience, what is expected of them and the importance of respecting students.

(iv)  *Learning & Teaching Activities*. Professor Davies raised the issue of the amount of administrative effort falling on Programme Leaders leaving them no time to think strategically. Heads of School were requested to consider what support could be offered.

(v)  *Assessment and Feedback*. Thought to be given to what College can do to help Schools. Important that we first understand what the problems are, acknowledging differences across the disciplines. Some issues e.g. details of Exam Timetables are outside of our control. However consideration needs to be given to first semester exams for courses taught in the first semester only, marking criteria, what people need (LEADS could be source of information), how to make staff/student committees more strategic, adequate training for GTA’s. Investigation into causes of student dissatisfaction to be undertaken.

**Action: Professor Davies**

CSECMG/2017/20. Research Matters

The awards and applications spreadsheet was received and noted. The following matters were discussed:

(i)  *ECDP*. It was clarified that ECDP participants on the R&T Track only have to complete 40 of the 60 credits on the PGCAP but are encouraged to complete all 60 credits. Professor Pearce requested that Heads of School ensure Line Managers understand importance of ECDP criteria when signing off on progress.

**Action: Heads of School**
(ii) **Institutional Support.** Professor Pearce/Dr Bowering to seek clarification on the meaning of ‘Institutional Support’ in RCUK grant applications e.g. platform.

**Action: Professor Pearce/Dr Bowering**

Professor Calder to consider a more strategic view of ‘Institutional Support’ at SMG and explore opportunities to push back via sectoral groups such as Russel Group.

**Action: Professor Calder**

(iii) **Leverhulme.** Professors Hendry and Pearce to discuss Leverhulme offline.

CSECMG/2017/21. Graduate School Matters

The Graduate School Report, the Report on CoSE Interns and the PGT Admissions report was received and noted. The following matters were discussed:

(i) **Strategic Advisory Board.** There was a recent meeting of the Board and their input was excellent. Topics such as the Research Hub were discussed. Board members are keen to interact with staff/students from CoSE and for example have offered a Master Class on IP for students and supervisors, which we will take them up on.

(ii) **Internships.** Attention was drawn to the COSE Internships Paper. Members can send comments to Professor Waldron directly. General feeling from industry is that three months is too short a timescale.

(iii) **EPSRC Statement of Intent.** A statement on the use of EPSRC DTG was submitted to EPSRC on 17 October. If there is little feedback in the review we should request more detail.

(iv) **Makerspace Co-lab.** The Graduate School is hosting a two-week pop-up makerspace from 30 October - 10 November. Members are encouraged to attend.

CSECMG/2017/22. External Engagement and TRM Update

In the absence of Dr Bowering, Dr Duckett drew attention to the following matters:

(i) **Industrial Interactions.** Noted the low level of interactions we are achieving with most being personal relationships between individual academics and industrial contacts. There is scope to look to develop relationship building around framework agreements.

(ii) **KTP.** Members were reminded that criteria to access such innovation funding is very flexible and to encourage applications.

CSECMG/2017/23. Finance Matters

**Risk 4 (Dean of L&T) Risk that the quality of the student experience declines due to pressure on student support services and staff time, which results in falling NSS scores, impacting on student recruitment and funding streams.**
The NSS Action Plan is addressing Risk 4.

**Risk 11 (Dean of UGS and Dean of UETSC) Failure to manage TNE activity resulting in:**

- Inability of College to develop and evolve existing and future TNE relationships
- Failure to deliver financial performance
- Failure to meet student experience expectations
- Exposure to reputational damage

Attention was drawn to the written update provided by Professors Marsh and Hoey.

**CSECMG/2017/24. Human Resource Matters**

**CSECMG/2017/24.1 P&DR**

Members to note the completion date for P&DR is 31 October 2017. Please ensure sign off from both parties. Heads of School to ensure data regarding those ranked ‘exceptional’ is communicated to College HR Team by 6 November 2017 latest (this is to ensure payment at end November).

**Action: Heads of School**

**CSECMG/2017/25. Internationalisation**

The following matters were discussed:

(i) 2+2 information. Information was circulated by Dr Watson.
(ii) India. Members are requested to please advise Dr Watson of any opportunities to support ongoing or developing activity while he is visiting India in December.

**Action: All**

Mrs Love to ask Ms Henderson to detail (PGT) admissions from India for the November CMG.

**Action: Mrs Love/Ms Henderson**

**CSECMG/2017/26. Any Other Business**

None.

**CSECMG/2017/27. Date of Next Meeting**

The next business meeting of the college management group is scheduled for Friday 24 November 2017 at 1000 hours. The full meeting schedule is available at:

[http://www.gla.ac.uk/colleges/scienceengineering/information/staff/committees/management group](http://www.gla.ac.uk/colleges/scienceengineering/information/staff/committees/management group)
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<td>Mrs Love</td>
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