University of Glasgow
College of Science and Engineering
College Management Group

Minute of meeting held on Friday 24 November, Room 423, Level 4, Sir Alwyn Williams Building, School of Computing Science

Present: Professor Muffy Calder (Convener), Professor Steve Barnett (vice Professor Martin Hendry), Professor Stephany Biello, Professor Adrian Bowman, Dr Serena Corr (vice Professor Graeme Cooke), Professor David Cumming, Professor John Davies, Mrs Pat Duncan, Professor Chris Johnson, Professor Martin Lee, Professor Chris Pearce, Professor Fin Stuart, Professor Susan Waldron, Mr Simon Wilson.

Apologies: Dr Neil Bowering, Professor Graeme Cooke, Dr Gordon Duckett, Mrs Elizabeth Graham, Professor Martin Hendry, Dr Ian Watson.

In attendance: Mrs Evelyn Love (Clerk).

CSECMG/2017/28. Minute of the meeting held on Friday 27 October 2017

Accepted subject to the following amendment.

CSECMG/2017/14.

Remove:

Attention drawn to slide detailing calibration of outputs – noted good concordance in internal and external score at 4* level with slight over scoring by the UoA committee at the 3/4* margin;

Replace with:

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;

Clerk to action.

CSECMG/2017/29. Matters Arising
<table>
<thead>
<tr>
<th>Item re</th>
<th>Item description</th>
<th>By whom</th>
<th>Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>Circulate slides to CMG re Interim Research Review UoA7 (Miles Padgett) and Streamlining of Applications Process (Helen Harkness).</td>
<td>Mrs Love</td>
<td>Actioned.</td>
</tr>
<tr>
<td>17 (i)</td>
<td>Ensure issues surrounding students recording lectures are discussed at College L&amp;T Committee.</td>
<td>Professor Davies</td>
<td>Ongoing. Report to be made to December CMG.</td>
</tr>
<tr>
<td>17 (ii)</td>
<td>Take forward with relevant Schools possible collaborations with Uppsala University.</td>
<td>Professor Calder</td>
<td>Ongoing. Professor Calder to take forward with P&amp;A and possibly GES.</td>
</tr>
<tr>
<td>17 (iii)</td>
<td>Report on output from Workload Modelling Working Group.</td>
<td>Dr Duckett</td>
<td>Deferred to December CMG.</td>
</tr>
<tr>
<td>17 (iv)</td>
<td>Ensure visual presentation of monthly reports is adequate for HoS to track awards.</td>
<td>Dr Bowering</td>
<td>Dr Bowering taking forward with Systems Team.</td>
</tr>
<tr>
<td></td>
<td>Arrange for file name of monthly report to change each month (HoS currently have to manually rename to save).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17 (v)</td>
<td>Provide CMG with a short guide on the impact of Fellowships funding.</td>
<td>Mrs Graham</td>
<td>Complete. Paper 2.1 refers.</td>
</tr>
<tr>
<td>17 (vi)</td>
<td>Compile a slide comprising Internationalisation priorities for each School.</td>
<td>Dr Watson</td>
<td>Ongoing.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>to draft and send to Professor Calder</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Assessment and Feedback: Investigation into causes of student dissatisfaction to be undertaken.</td>
<td>Professor Davies</td>
<td>Update at December CMG</td>
</tr>
<tr>
<td>20</td>
<td>Ensure Line Managers understand importance of ECDP criteria when signing off on progress.</td>
<td>Heads of School</td>
<td>Complete.</td>
</tr>
<tr>
<td>20</td>
<td>Seek clarification on the meaning of ‘Institutional Support’ in RCUK grant applications e.g. platform.</td>
<td>Professor Pearce/Dr Bowering</td>
<td>Information on the approach of other RG institutions is being sought to help inform our considerations.</td>
</tr>
<tr>
<td></td>
<td>Consider a more strategic view of ‘Institutional Support’ at SMG and explore opportunities to push back via sectoral groups such as Russell Group.</td>
<td>Professor Calder</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Completion Date for P&amp;DR is 31 October 2017. Please ensure sign off from both parties.</td>
<td>Heads of School</td>
<td>Complete.</td>
</tr>
<tr>
<td></td>
<td>Ensure data regarding those ranked ‘exceptional’ is communicated to College HR Team by 6 November 2017 latest.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25 (i)</td>
<td>Please advise Dr Watson of any opportunities to support ongoing or developing activity while he is visiting India in December.</td>
<td>All</td>
<td>Complete.</td>
</tr>
<tr>
<td>25 (ii)</td>
<td>Ask Ms Henderson to detail PGT admissions from India for November CMG.</td>
<td>Mrs Love/Ms Henderson</td>
<td>Complete. Paper 6.4 refers.</td>
</tr>
</tbody>
</table>

**CSECMG/2017/30. Head of College Business**

Professor Calder drew attention to the following matters:
(i) Royal Society Needham Lecture. Professor Calder recently attended the Royal Society Needham Lecture by former Computing Science graduate Dr Alistair Donaldson (now a Reader at Imperial College London). This was a superb event and a good opportunity for Glasgow exposure in a very public context.

(ii) Aalto University. Professor Calder recently visited Aalto University (Finland) who have a good reputation on promoting student entrepreneurship.

(iii) REF 2021. Members to note census date for REF 2021 will be 31 July 2020 (please bear in mind in relation to staff changes). Some concern regarding impact case studies in Schools. A small amount of funding will be released to support activity.

(iv) CDT. There will be an EPSRC CDT Call in January.

(v) Promotion. Attention drawn to the short paper regarding the HoS statement. Following discussion Mr Wilson to inform PPR Team in Corporate HR that CMG agreed we should be adopting the HoS statement format used in Professorial Zoning Form for the Academic Promotion Form (e.g. specific assessment against 7 dimensions).

Action: Mr Wilson

(vi) GDPR. HoS to note GDPR was discussed at the College IT Strategy Committee Meeting. School Reps have been actioned as follows - *Schools encouraged to hold drop-in sessions in early January to raise awareness of the impact of GDPR and to offer advice on how to ensure mobile devices are compliant. Rolly Gilmour offered for members of staff from the Information Security Team to also attend.*

(vii) Fellowships. Members agreed the paper prepared by Mrs Graham is helpful in detailing the impact of Fellowships.

(viii) SMG. SMG have agreed a model where recruitment specialists will be located centrally with the process owner roles located and managed locally. SMG are increasingly encouraging a move toward re-classifying staff on the R&T Track to LTS where it is felt they are not meeting the expectations of the R&T role and are a better fit to the LTS track.

CSECMG/2017/31. Learning & Teaching Matters

The Dean’s Report was received and noted. The following matters were discussed:

(i) Recruitment. Professor Davies and Mrs Duncan met with Robin Gordon regarding recruitment to UG and PGT programmes for 2018 and 2019. Professor Davies’ Report details the main points. For UG 2018 entry MaRIO would like targets for each subject. Funded places are fixed and we would not wish to reduce international numbers so that leaves only RUK which would have an impact on the budget. For UG 2019 entry the impact of Brexit is not known.

(ii) Widening Participation. Widening Participation is becoming more prominent in Scottish Government priorities. Noted Qlickview can provide information
regarding numbers. Some discussion followed on articulation through FE Colleges and the inter-University transfer market.

(iii) Deposits for PGT courses. Professor Davies/Mrs Duncan to present to December CMG a proposal surrounding deposits for PGT courses.

**Action: Professor Davies/Mrs Duncan**

(iv) Online PGT. There was some discussion of the University arrangement with a new commercial partner to offer our online PGT courses. Concern was expressed over the resource sharing model involved in such arrangements and it was felt that this would not work for CoSE at our current level of activity. Agreement the CMG(r) meeting on 1 February 2018 will focus on PGT.

**Action: All to note**

**CSECMG/2017/32. Research Matters**

The following matters were discussed:

**CSECMG/2017/32.1 Interim Research Review of REF 2014**

- Tranche 1 is complete. Professor Pearce presented summary slides for UoA7 (Earth Systems and Environmental Sciences), UoA 8 (Chemistry), UoA 10 (Mathematical Sciences) and UoA11 (Computer Science & Informatics). One of the primary issues is difficulty in judging calibration of 3*/4* boundary. All reviews discussed “Risk” and each unit is developing an Action Plan.
- Interim Research Reviews: UoAs (7, 8, 10 and 11) to submit completed templates to Professors Calder and Pearce by 22 December 2017. Professor Johnson to alert Professors Gay and Brewster. Completed templates to be presented to SMG on 16 January 2018. HoS should inform Professor Pearce asap if this timescale is not possible.

**Action: Heads of School**

**CSECMG/2017/32.2 Interim Impact Review**

Attention drawn to the paper outlining the actions and some general feedback following a panel (external and internal) review of all case studies. A decision is required on resource to develop impact case study pipeline - agreement that a variety of skills are required and this will perhaps involve reorganisation of resource.

**CSECMG/2017/32.3 REF 2021**

The following was noted:

- All staff with significant responsibility for research to be returned to REF provided they are independent researchers. Thought to be given to staff on R&T Track who are not meeting expectations and would better fit LTS.
• Eligible staff is staff defined as academic staff with a contract of employment of 0.2 full-time equivalent (FTE) or greater. Outputs from members of staff that retired before the census data can be used but the individual does not add to our FTE count at the census date.
• The average number of outputs required per FTE will be 2.5 with a minimum of one output and a maximum of five outputs will be required for each staff member.
• Noted the REF Open Access Policy requires outputs to be deposited as soon as possible after point of acceptance and no later than three months after this date from 1 April 2018.
• Summer 2018: expected draft ‘guidance on submissions’ to be published.
• Acknowledged work to be done in Schools to ensure a clear message regarding the value of Impact is communicated.

**Action: Heads of School**

• Professor Calder/Mr Wilson to explore with Corporate HR how best to encapsulate the increased importance of Impact Case Studies on:
  1. Recruitment and Selection
  2. WLM
  3. Promotion Procedures

**Action: Professor Calder/Mr Wilson**

*CSECMG/2017/32.4 CDT*

• There will be an EPSRC CDT call in January with a deadline for outline proposals within 8 – 10 weeks of call, followed by a sift process (~ 400 outlines are expected).
• More than half the funding will be directed towards ~ 29 priority areas.
• The University will be able to submit 9 – 10 proposals as lead institution. A significant proportion of studentship costs must be met by external partners and the University.
• Internal process - feedback was given to all CDT leads in November and an update is required by 11 December. The selection committee will comprise Professors Pearce/Waldron/Calder/Padgett/Stuart and Cogdell.

*CSECMG/2017/33. Graduate School Matters*

The PGT Admissions report, the PGR registration report and the report from the Graduate School Strategic Advisory Board were received and noted. The following matters were discussed:

(i) **Innovation Platform: Makerspace Co.lab.** With grateful thanks to Ms Heather Lambie the pop up maker-space was a success. It is hoped this will become a permanent space in the University Library.
(ii) **GDPR.** Work will be done with the FOI/Data Protection Office to raise awareness of GDPR with operational level support staff.
CSECMG/2017/34. External Engagement and TRM Update

No update to report on this item.

CSECMG/2017/35. Finance Matters

CSECMG/2017/35.1 Risk Register

Members to note PWC are in the process of updating the register and will distribute this to CMG to confirm that the risks are documented correctly and to score each risk based on the inherent risk (if no mitigating actions) and the residual risk (if mitigating actions are taken). Once you have all submitted your scores they will be consolidated and the risks ranked. We will then continue to review two risks at each CMG meeting.

CSECMG/2017/36. Human Resource Matters

CSECMG/2017/36.1 P&DR Outcomes

Further to Board of Review, final statistical analysis shows an 80% - 93% completion rate across the Schools in the College. In the context of the University target of 10% – 15% of ‘exceptional’ for Grade 10, the University returned 15% with CoSE at 20% (improvement on 32% last year). Noted no big anomalies, however some Schools were perhaps over generous.

Mr Wilson to feedback to the PPR Team in Corporate HR that CMG are in favour of removing the P&DR outcome from the Promotion Application Form.

Action: Mr Wilson

In terms of remuneration for exceptional:

- Grade 1-5 = £750
- Grade 6-9 = £1000
- Grade 10 = 0.5% of Professorial Salary bill for each School split amongst exceptional.

CSECMG/2017/37. Internationalisation

No update to report on this item.

CSECMG/2017/38. Any Other Business

None.

CSECMG/2017/39. Date of Next Meeting

The next business meeting of the college management group is scheduled for Friday 22 December at 1000 hours. The full meeting schedule is available at:

http://www.gla.ac.uk/colleges/scienceengineering/information/staff/committees/management group
<table>
<thead>
<tr>
<th>Item ref.</th>
<th>Item description</th>
<th>By whom</th>
</tr>
</thead>
<tbody>
<tr>
<td>29 (i)</td>
<td>Ensure issues surrounding students recording lectures are discussed at College L&amp;T Committee and report made to December CMG.</td>
<td>Professor Davies</td>
</tr>
<tr>
<td>29 (ii)</td>
<td>Take forward with relevant Schools (P&amp;A and possibly GES) possible collaborations with Uppsala University.</td>
<td>Professor Calder</td>
</tr>
<tr>
<td>29 (iii)</td>
<td>Report on output from Workload Modelling Working Group.</td>
<td>Dr Duckett</td>
</tr>
<tr>
<td>29 (iv)</td>
<td>Ensure visual presentation of monthly reports is adequate for HoS to track awards. Arrange for file name of monthly report to change each month (HoS currently have to manually rename to save).</td>
<td>Dr Bowering</td>
</tr>
<tr>
<td>29 (v)</td>
<td>Compile a slide comprising Internationalisation priorities for each School.</td>
<td>Dr Watson to draft and send to Professor Calder</td>
</tr>
<tr>
<td>29 (vi)</td>
<td>Assessment and Feedback: Investigation into causes of student dissatisfaction to be undertaken and report made to December CMG.</td>
<td>Professor Davies</td>
</tr>
<tr>
<td>30</td>
<td>Inform PPR Team in Corporate HR that CMG agreed we should be adopting the HoS statement format used in Professorial Zoning Form for the Academic Promotion Form (e.g. specific assessment against 7 dimensions).</td>
<td>Mr Wilson</td>
</tr>
<tr>
<td>31 (i)</td>
<td>Present to December CMG a proposal surrounding deposits for PGT courses.</td>
<td>Professor Davies/Mrs Duncan</td>
</tr>
<tr>
<td>31 (ii)</td>
<td>The CMG(r) meeting on 1 February 2018 will focus on PGT.</td>
<td>All to note</td>
</tr>
<tr>
<td>32 (i)</td>
<td>Interim Research Reviews: UoAs (7, 8, 10 and 11) to submit completed templates to Professors Calder and Pearce by 22 December 2017. Professor Johnson to alert Professors Gay and Brewster. Completed templates to be presented to SMG on 16 January 2018. HoS should inform Professor Pearce asap if this timescale is not possible.</td>
<td>Heads of School</td>
</tr>
<tr>
<td>32 (ii)</td>
<td>REF: work to be done in Schools to ensure a clear message regarding the value of Impact is communicated. Explore with Corporate HR how best to encapsulate the increased importance of Impact Case Studies on: 4. Recruitment and Selection 5. WLM 6. Promotion Procedures</td>
<td>Heads of School</td>
</tr>
<tr>
<td>36</td>
<td>Feedback to the PPR Team in Corporate HR that CMG are in favour of removing the P&amp;DR outcome from the Promotion Application Form.</td>
<td>Mr Wilson</td>
</tr>
</tbody>
</table>