University of Glasgow
College of Science and Engineering
College Management Group

Minute of meeting held on Friday 22 December, Room 423, Level 4, Sir Alwyn Williams Building, School of Computing Science

Present: Professor Muffy Calder (Convener), Dr Neil Bowering, Professor Adrian Bowman, Professor Graeme Cooke, Professor David Cumming, Professor John Davies, Dr Gordon Duckett, Mrs Pat Duncan, Mrs Elizabeth Graham, Dr Monika Harvey (vice Professor Stephany Biello), Professor Martin Hendry, Professor Chris Johnson, Professor Martin Lee, Professor Chris Pearce, Professor Fin Stuart, Professor Susan Waldron, Dr Ian Watson, Mr Simon Wilson.

Apologies: Professor Stephany Biello.

In attendance: Mrs Evelyn Love (Clerk).

Professor Martin Hendry and Professor Chris Johnson will continue as Head of School of Physics & Astronomy and Head of School of Computing Science respectively for a further period of two years from 1 August 2018. Members wished them well. Work will be done to identify successors.

CSECMG/2017/40. Minute of the meeting held on Friday 24 November 2017

Accepted.

CSECMG/2017/41. 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>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>
<td>Paper 2.1 refers. Members agreed this is a helpful note.</td>
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<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>
<td>Complete.</td>
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<tr>
<td>29 (iii)</td>
<td>Report on output from Workload Modelling Working Group.</td>
<td>Dr Duckett</td>
<td>Ongoing.</td>
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<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>
<td>Ongoing. Helen Harkness is working with the Systems Team.</td>
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<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>
<td>Ongoing.</td>
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<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>
<td>Discussed in full at CMG (r) on 6 December.</td>
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<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>
<td>Actioned. HoS statement to be amended by Corporate HR.</td>
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<td>31 (i)</td>
<td>Present to December CMG a proposal surrounding deposits for PGT courses.</td>
<td>Professor Davies/Mrs Duncan</td>
<td>Item CSECMG/2017/42 (i) below refers</td>
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<td>31 (ii)</td>
<td>The CMG(r) meeting on 1 February 2018 will focus on PGT.</td>
<td>All to note.</td>
<td>All to note.</td>
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<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>
<td>Complete.</td>
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<td>32 (ii)</td>
<td>REF: work to be done in Schools to ensure a clear message regarding the value of Impact is communicated.</td>
<td>Heads of School</td>
<td>Work being done on KE Impact comparison.</td>
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|          | Explore with Corporate HR how best to encapsulate the increased importance of Impact Case Studies on: | Professor Calder/Mr Wilson | 1. University wide generic job descriptions to be developed in January.  
2. Referred to Professor Steve Beaumont.  
3. Referred to Professor Jon Cooper. |
| 36       | Feedback to the PPR Team in Corporate HR that CMG are in favour of removing the P&DR outcome from the Promotion Application Form. | Mr Wilson                | Corporate HR do not support removing the P&DR outcome from the Promotion Application Form at this time. |

CSECMG/2017/42. Head of College Business

Professor Calder drew attention to the following matters:

(i) *PGT recruitment and deposits.* SMG have agreed hard deposits to be put in place for the top 36 PGT programmes by end January 2018. Mrs Duncan and Professor Davies will take forward with Schools. In the context of space, possibility of capping numbers on the top 36 programmes (these account for 50% of applications) - this will affect programmes in Engineering, Mathematics & Statistics and Computing Science – decision to be made by end January 2018 and would have implications for the Budget.

CSECMG/2017/43. CDTs

There will be an EPSRC call in January and we can lead on 10 submissions. The call will define priority areas. Attention drawn to the paper tabled by Professor Pearce - members to please let Professor Pearce know if they can provide any missing information. Professor Pearce outlined the internal selection process and Dr Bowering confirmed the Business Development Team can help to support all bids. It was noted related taught courses will start October 2019.
CSECMG/2017/44. Review of Professional Services

Professor Calder stated the objectives of the review are as follows:

Create the time for academics to devote to academic activities that will help deliver our priorities and more effectively address the challenges we face. We will deliver:

- High quality services, aligned to our priorities and the changing environment.
- A structure that is agile, sustainable and scalable.
- Improved career pathways for support staff.

Noted College priorities:

- Increased 4* outputs (at least 1 per academic staff).
- CDTs and PGR recruitment (PGR applications down across the University).
- Achieving critical mass with respect to key research areas and breadth of activities – how to achieve particularly for Computing Science and Engineering?
- Enhance UG and PGT education in a market-driven, sustainable and supported manner.
- Provide staff and students with first class support.

Professor Chris Johnson is the CoSE representative on the World Class Glasgow Project Board which is considering how we could run the University differently. There are projects to address improved Assessment and Feedback and, with the creation of the Learning & Teaching Hub, consideration being given to teaching delivery driven by changes in estates. Noted Mr Rob Thompson has been appointed at University level.

Attention drawn to slide detailing support staff figures (not including SUERC):

- Noted 0.3 MPA per academic and 0.3 IT/Tech per Academic.
- CoSE has a high proportion of support staff on grades 7 and 8.
- Our teams are structured quite differently across Schools.

Professor Calder confirmed the review will be led by Dr Bowering.

Professor Calder handed over the presentation to Dr Bowering. The following was noted:

- CMG agreed the objectives of the review are the right objectives and we should be creating time for academics to devote to academic activities.
- General feeling the University is perceived to be a good employer. Some discussion on improved career pathways for support staff, noted support staff secondment may be a way forward however attempts had been made in past with little uptake. Important to promote the College as a Team of Schools with opportunities to share good practice.
- Technical Services Workshop: staff demographics and experience/skills, career pathways, future support requirements and space usage were identified as major themes for discussion.
• Assessment and Feedback: Dr Duckett and Mrs Duncan will meet with Rob Thompson early January to determine how Schools should be involved.
• Agreement TNE Support should be Research & Teaching Support.
• Pinch points – sudden bursts admin work load – opportunity to think innovatively to reduce peak burden. Teaching studentships – can PhDs help break points? Interns recruitment?
• Acknowledged support staff could benefit from training in pastoral care, particularly for dealing with international students.

Proposed project board membership:

• Neil Bowering (Project Manager and Chair)
• Academic Co-chair
• Simon (HR)
• Elizabeth (Finance)
• Pat (Student Services)
• Gordon (Director of Professional Services)
• Academic x 2
• 1 x Head of School
• 1 x Dean
• 1 x Technical Services Manager
• 1 x HOSA
• 1 x University Transformation Representative

CMG were in favour of the composition. Likely workload associated with project board membership – ball-park less than 1 FTE. Heads of School to note backfill support will be provided for staff heavily involved in work streams. Academics and support staff and students will be in the workstreams.

It is important that we consider the interface with the wider University project, Senate, E&B, External Relations etc.

Heads of School requested to send Dr Bowering suggestions of staff who could be involved with the Transformation Project Board.

**Action: Heads of School**

Heads of School requested to send Dr Bower suggestions of support/academic staff to lead/be involved in workstreams.

**Action: Heads of School**

There will be a workshop in January involving CMG, Project Board Members and early workstream leaders. Members agreed we should be as open as possible about the project. Important we have shared communication and it is understood that job losses are not the driver for this project (though noted there may be definition of new roles).
CSECMG/2017/45. Finance Matters

The period 4 management pack and the quarter 1 research reporting pack were received. Mrs Graham reported a higher level of student recruitment than predicted resulting in an additional £3.2m income, net discounts. Recruitment increased primarily in three Schools - Computing Science, Engineering and Mathematics & Statistics. There will be a further PGT intake in January 2018.

PGR - achieved target numbers with higher Home/EU and fewer International students therefore income lower than predicted, however it should be noted that PGR registration is still not finalised. Schools have made few requests for additional teaching support.

Depreciation is lower than expected owing to delays in equipment purchase.

TNE: higher contribution across the board, primarily through a greater impact from UETSC operations.

PGT applications for next year are up however PGR applications are down 25% across the University.

Quarter 1 research pack slightly down year on year.

Mrs Graham thanked Heads of School for input into the planning dashboards.

CSECMG/2017/46. HR Matters

- Deadline for Academic Promotion Applications to be submitted to HR: Friday 19 January 2018;
- Deadline for Recognition & Reward Applications to be submitted to HR: Friday 9 February 2018;
- Deadline for Professorial Zone Movement Application Forms to be submitted to HR: Wednesday 28 February 2018.

CSECMG/2017/47. End of Year Roundup

Mrs Love/Mrs Ross to consolidate the CMG (r) action tracker document.

Action: Mrs Love/Mrs Ross

All to note:

- CMG (r) Thursday 1 February: focus will be PGT/Teaching.
- CMG (r) Thursday 8 March: focus will be Budget.
- University Emergency Management Exercise Friday 9 March: this will be a tabletop exercise to address an emergency incident occurring on campus and the impact on University operations. It is likely to affect Chemistry, Physics & Astronomy and Mathematics & Statistics. Dr Duckett will take forward preparation with the Schools.
CSECMG/2017/48. Any Other Business

CSECMG/2017/48. 1 Graduate School Board Report

The Graduate School Board Report was received and noted. The following matters were discussed:

(i) **Lord Kelvin Adam Smith Scholarships (LKAS).** The panel has selected six projects from 43 submitted. Following discussion on transparency, CMG advised details of panel membership should be disclosed prior to projects being selected. There was also a suggestion of involving a cognate panel member from another College.

(ii) **Alternative Format Thesis.** Thesis by publication is permitted and guidance has been produced in order that students are aware of requirements if considering submitting a thesis based on journal articles. Students would be required to submit an explicit statement regarding their contribution if others have been involved in the submitted works.

CSECMG/2017/48. 2 Internationalisation Report

The report from Dr Watson detailing his recent trip to India was received and noted. Dr Watson will take forward the possibility of a Memorandum of Agreement (MoA) with PSG College of Technology, Coimbatore.

*Times Higher Education*

There will be a feature in the Times Higher Education in January on *Future Life* and the work of Professors Lee Cronin and Manuel Salmeron-Sanchez. This will be aimed at a generalist audience and is good exposure for Glasgow.

CSECMG/2017/49. Date of Next Meeting

The next business meeting of the college management group is scheduled for Friday 26 January at 1000 hours. All to note:

- CMG 26 January - Sarah Armour and Kezia Falconer (DAO) to attend @ 1200 re the Network App.  David Tedman and Chris Branney (HR) to attend @ 1220 re Staff Survey.
- CMG 23 February - John Marsh and Trevor Hoey to attend @ 1200 re UESTC and UGS.
- CMG 27 April - Jim Conroy and Rachel Sandison to attend @ 1200 re International Deans.

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>Consolidate CMG (r) Action Tracker.</td>
<td>Mrs Love/Mrs Ross</td>
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