University of Glasgow

College of Science and Engineering
College Management Group

Minute of meeting held on Friday 26 January 2018, 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 David Cumming, Professor John Davies, Mrs Pat Duncan, Mrs Elizabeth Graham, Professor David Ireland (vice Professor Martin Hendry) Professor Chris Johnson, Professor Martin Lee, Professor Fin Stuart, Professor Susan Waldron, Mr Simon Wilson.

Apologies: Dr Gordon Duckett, Professor Martin Hendry, Professor Chris Pearce, Dr Ian Watson.

In attendance: Mrs Evelyn Love (Clerk).

By Invitation: Mrs Sarah Armour and Mrs Kezia Falconer (Item CSECMG/2017/50 only), Mr David Tedman (Item CSECMG/2017/51 only).

CSECMG/2017/50. The Network App

Professor Calder welcomed Mrs Armour and Mrs Falconer to the meeting. The following was noted:

- The Network is the University’s online site for alumni, staff and students and is managed between the Alumni Department and the Careers Service. It is a social media platform similar to Facebook and LinkedIn.
- The Network connects students with graduates who provide a source of advice and support. This is a safe environment for students to develop their own personal network as well as finding a mentor and it is hoped in time they too will sign up to ‘give back’ after they graduate.
- There are over 7,750 members on the platform; 46% of membership alumni, 79% students and 5% staff. There are over 312 alumni mentors from CoSE and over 850 CoSE students = 17% of overall student membership. There are CoSE alumni on The Network work in 47 different countries across a wide range of private and public sector organisations.
- The Network App is scheduled to launch in September 2018 and it is hoped this will lead to increased engagement (aim is for 10,000 members by 2018/2019). There will be a promotional campaign surrounding the launch. Heads of School are asked to raise awareness of The Network App at School Meetings etc. Mrs Love agreed to circulate the slides from today’s meeting.
- It was confirmed there had been no complaints concerning misuse. There are strict terms and conditions and the University reserves the right to remove anyone from the platform for inappropriate behaviour.

CSECMG/2017/51. Staff Survey
Professor Calder welcomed Mr Tedman to the meeting. The following was noted:

- The staff survey is scheduled to launch in April/May 2018. A procurement exercise is currently underway to appoint a provider (run by Capita in 2014 and 2016). Noted response rates as follows 2014: University = 60% CoSE = 57% and 2016: University = 68% CoSE =64%. Thought to be given to how we can collectively encourage greater participation e.g. should we incentivise completion? There was general agreement that too many questions leads to a cut in the response rate. For the 2018 survey the aspiration is to achieve a 70% response rate.

- Suggestion that a ‘you said, we did’ communication piece may help with completion rates. Attention should be paid to the flow of communication to staff surrounding the survey.

- Feedback on the staff survey to be sent to Mr Wilson directly. Members are encouraged to think about how the current process could be improved to get the most benefit from the exercise.

Action: All

CSECMG/2017/52. Minute of the meeting held on Friday 22 December 2017

Accepted. Professor Quintin Cutts has agreed to co-chair the Professional Services Project Board with Dr Neil Bowering. Professor Calder thanked Professor Johnson for assistance in appointing Professor Cutts to this role.

CSECMG/2017/53. Matters Arising
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<tr>
<th>Item ref.</th>
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<td>Dr Bowering</td>
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<td>Dr Watson to draft and send to Professor Calder</td>
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<td>44</td>
<td>Send Dr Bowering suggestions of staff who could be involved with the Transformation Project Board.</td>
<td>Heads of School</td>
<td>Actioned.</td>
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<tr>
<td></td>
<td>Send Dr Bowering suggestions of support/academic staff to lead/be involved in workstreams.</td>
<td>Heads of School</td>
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<td>Please send names by Wednesday 10 January 2018.</td>
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<td>47</td>
<td>Consolidate CMG (r) Action Tracker.</td>
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**CSECMG/2017/54. Head of College Business**

Professor Calder drew attention to the following matters:

(i) *CDT Preparation.* A highly successful workshop with potential directors (and/or co-directors) took place on 25th January. Schools are fully aware of the internal deadlines involved. Outline bids are due on 13 March. Text must be formatted to ‘Arial 11’. The three criteria for outline are: science quality, national need and training. Head of School requested to establish a CDT subject expert for each of the CDT’s selected by the College. To be actioned by 10 February 2018.

**Action: Heads of School**

(ii) *EPSRC annual review of DTP.* It was apparent there is a huge variation across the sector on how institutions tackle DTP. The general feeling is that compared to some other institutions our report was well received. It was acknowledged that text from the DTP review may form part of our CDT applications.

(iii) *Promotion.* Following consultation with three prominent UK scientists (from Edinburgh, Queen Mary and Birmingham) the decision was taken to promote Lars Eklund to Chair. Professor Hendry is content with this outcome. Professor Calder thanked members for their responses.
(iv) **Retreat.** Professor Calder recommended the MacDonald Marine Hotel in North Berwick as an ideal venue for a workshop or retreat.

**CSECMG/2017/54.1 CMG Initiatives Update**

- Initiative 1: PhD studentships funded by the College: complete.
- Initiative 2: Organisation of admin staff to support L&T: superseded by Professional Services Review.
- Initiative 10: CDT Pipeline: in train.
- Initiative 12 Introduction of Workload Modelling: The reports from Dr Duckett were received and noted. In the absence of Dr Duckett Mrs Duncan spoke to this item. CMG were asked to:
  - approve the professional driver values on the 2017/2018 data for the College and
  - authorise the working group to fully develop the list of College roles.

The following was noted:

- The workload model should be a mechanism to help Heads of School support the running of the School. It is not intended to be a ‘timesheet mechanism’. The 1540 hours annual workload is not a target. Roles within the workload model can be adjusted for an individual at School level to accommodate variations.
- The initial mechanism by which teaching workload was input into the system proved to be difficult and cumbersome to use. Some work was done to alleviate this however acknowledged still problematic for Schools to transition from their existing system to the new system. No School within the College has a complete set of data within the system. There are significant variations in the level of completeness.
- There are many staff within the College currently in excess of 1540 hours in the model. However if we run the model using College driver values there are fewer staff in this position. Schools were asked to endorse the College drivers at this stage. There was a general feeling that roles are configured differently and uniformity was being imposed for the sake of uniformity. Agreement that ‘teaching buyout’ must be replaced with ‘salary recoup’ in order to avoid misunderstanding.
- Most Schools failed to understand the usefulness of the tool for reporting and scenario planning (Engineering had no strong objection). Noted there was no academic member of staff on the College Workload Modelling Group.
- The School of Psychology confirmed they do use the workload model effectively and a CMG (r) meeting could be used to allow them to demonstrate.
• There was agreement that every School does need a tool for reporting and scenario planning. Professor Calder to establish utilisation of the workload model elsewhere in University.

  **Action: Professor Calder**

• Dr Duckett to progress workload model to make effective for all Schools in CoSE.

  **Action: Dr Duckett**

**CSECMG/2017/55. Research Matters**

The awards and applications spreadsheet was received and noted. In the absence of Professor Pearce there was no update to report on this item.

**CSECMG/2017/56. Graduate School Matters**

The PGT and PGR Registration Reports were received and noted. The following matters were discussed:

(i)  **PGT Registration Report.** Following the January 2018 intake our overall headcount is 789 from a target of 642, a growth of 249 students from the final intake last year. Mathematics & Statistics achieved an intake of 28 students on their online distance learning programme which started in September 2017 and Psychology achieved an intake of 11 students on their online distance learning programme which started in January 2018.

(ii)  **LKAS.** Three LKAS have been awarded – two to Engineering and one to Chemistry.

(iii)  **DTP Allocation.** Professor Waldron intends to look at allocations in more detail as not all Schools issue studentships in the year they are allocated.

**CSECMG/2017/57. Learning & Teaching Matters**

The Dean’s Report and the Paper regarding PGT Deposits and Recruitment were received and noted. The following matters were discussed:

(i)  **PGT Deposits and Recruitment.** Attention was drawn to the paper presented by Professor Davies, Mrs Duncan and Ms Henderson which proposes that almost all International PGT applicants will be required to pay a deposit in order to secure their offer. Attention was also drawn to the proposed procedures to control PGT recruitment. CMG were content with these proposals and recommended that a policy be created for the use of non-refundable deposits. Professor Davies and Mrs Duncan agreed to take this forward.

(ii)  **Validation of Entry Requirements.** Professor Davies reported that a recent Radio 4 programme highlighting the market for selling false degrees raised concern. Mrs Duncan to provide CMG with clarification on who is responsible for validation of entry qualifications.

  **Action: Mrs Duncan**
[clerks note: Mr Robin Gordon, Head of Admissions, subsequently confirmed that his office is responsible for validation of entry qualifications]  

**CSECMG/2017/58. External Engagement and TRM Update**

The TRM Update was received and noted. The following matters were discussed:

(i) **TRM Team.** A new PC will be in post in March. Work is being done to ensure a balance of expertise across the Schools until the new post-holder is in place and fully functional.

(ii) **Business Engagement Training.** A small cohort of staff from across the College undertook Business Engagement Training last year arranged via the Research and Innovation Office. This training is aimed at mid-career staff. Heads of School and Directors of Research to give some thought to staff who could benefit most from this opportunity. Dr Bowering can send formal details.

**CSECMG/2017/59. Finance**

**CSECMG/2017/59.1 Risk Register**

Members are requested to score the revised Risk Register by Friday 2 February 2018 and return to Ian.Thomson@glasgow.ac.uk; Elizabeth.Graham@glasgow.ac.uk and scieng-hoc-pa@glasgow.ac.uk

**Action:** All

**CSECMG/2017/59.2 Budget Update**

Professor Calder and Mrs Graham are reviewing all aspirational requests and prioritising their inclusion in the budget. It is unlikely we will be able to afford all posts requested. We will include the investment request for ECR studentships and CDT support.

Heads of School are requested to give some thought to short term spend (before end July) to benefit the student experience. Please send details to Mrs Graham directly.

**CSECMG/2017/59.3 GCRF Funding**

Following an issue in Social Sciences members are requested to be mindful of who they partner with when developing bids for GCRF Funding. In order to avoid exposure please ensure partners have the capacity to meet payments, which are made in advance. Please flag any issues with Mrs Graham.

**CSECMG/2017/60. Human Resource Matters**

The following matters were discussed:

(i) **Recruitment Review.** The review has closed and two posts (local process owners) have been allocated to CoSE. One of the post holders will be Mr Peter Blyth who brings good experience to this role.
(ii) **Generic Job Descriptions.** Work is ongoing to develop University wide generic job descriptions which should lead a smoother recruitment process.

(iii) **Strike Action.** Noted UCU strike on the Pensions action. Professor Calder to resend the background document which may help to answer questions from colleagues. This document is for senior managers only and should not be widely circulated.

(iv) **Promotion Applications:** The deadline for the receipt of promotion applications is Friday 2 February 2018.

**CSECMG/2017/61. Internationalisation**

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

**CSECMG/2017/62. Any Other Business**

Professor Davies to give some thought to the issue of misuse of online student feedback.

Action: Professor Davies

**CSECMG/2017/63. Date of Next Meeting**

The next business meeting of the college management group is scheduled for Friday 23 February 2018 at 1000 hours. All to note:

- CMG 23 February - John Marsh and Trevor Hoey to attend @ 1200 re UESTC and UGS.
- CMG 27 April - Jim Conroy and Jo Power 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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