University of Glasgow

College of Science and Engineering
College Management Group

Minute of meeting held on Friday 23 February 2018, Room 423, Level 4, Sir Alwyn Williams Building, School of Computing Science

Present: Professor Muffy Calder (Convener), Professor Stephany Biello, Professor Adrian Bowman, Professor Graeme Cooke, Professor David Cumming, Professor John Davies, Mrs Pat Duncan, Mrs Elizabeth Graham, Professor Martin Hendry, Professor Chris Johnson, Professor Martin Lee, Professor Chris Pearce, Dr Ian Watson, Mr Simon Wilson.

Apologies: Dr Neil Bowering, Dr Gordon Duckett, Professor Fin Stuart, Professor Susan Waldron

In attendance: Mrs Evelyn Love (Clerk).

By Invitation: Professor Trevor Hoey and Professor John Marsh (Item CSECMG/2017/64 only)

CSECMG/2017/64. TNE Update

UESTC

Professor Marsh detailed the main developments over the last year:

- Graduation. A successful graduation event was held in Chengdu on 28 June 2017. UESTC are pleased with the fraction of students going on to further study and going abroad. However the dropout rate is significantly higher (15%) than the average across UETSC (5%).

- Student Recruitment. MSc recruitment was disappointing in September 2017 – a large number of graduates from the Glasgow College UESTC went to study for higher degrees at international universities; only four came to Glasgow. Work to be done with External Relations to ensure we recruit students from the Glasgow College UESTC. Mrs Duncan to establish UESTC Admissions to Glasgow are not subject to usual English Language Qualification requirement.

  Action: Mrs Duncan

- Teaching Efficiency. Some discussion on the implications of raising Year 3 student numbers and how this might impact on the student experience in Glasgow e.g. NSS Scores. The creation of the Learning & Teaching Hub may address some of these issues for the future.

- Research. Two workshops on ‘UK-China Emerging Technologies’ took place over summer 2017 and a further workshop is planned for summer 2018. Discussions are ongoing around an international cooperation project in Optoelectronics. UESTC have invited us to make a proposal for a joint research institute. A discussion paper is being developed with UETSC including status of centre, roles of senior staff, junior staff, timescale, training, funding, space and links with industry.
Restructuring. UESTC is undergoing major restructuring in terms of both leadership and academic units. These changes occur in the context of new policies adopted at the recent Five Year Party Congress. However UESTC plans to broaden and strengthen its strategic collaboration with the University of Glasgow.

Broadening the Partnership. Discussions are ongoing with the Schools of Engineering, Critical Studies, Education and Medicine for new initiatives including student exchange, summer schools, study abroad and 3+1 and 2+1 MSc programmes. A delegation led by the Vice Party Secretary will visit the University of Glasgow in April 2018.

UGS

Professor Hoey drew attention to the summary of Vision and Strategic Objectives 2017 – 2022. Discussions are mainly focused on why Singapore is a good base and how we could build on our presence to generate more activity in the region e.g. Malaysia, Philippines and Indonesia. It was noted SIT will physically relocate to the other side of the island in circa three years.

Professor Hoey agreed to consider the possibility of a CREATE project and bring a paper to CMG.

Action: Professor Hoey

Professor Calder thanked Professors Hoey and Marsh for attending.

CSEC/2017/65. Minute of the meeting held on Friday 26 January 2018

Accepted.

CSEC/2017/66. Matters Arising
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<th>Item ref</th>
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<tr>
<td>51</td>
<td>Feedback on the staff survey to be sent to Simon Wilson directly.</td>
<td>All</td>
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| 53 (i)  | 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). | Dr Bowering | Ongoing – update to be provided at April CMG. |
| 53 (ii) | Compile a slide comprising Internationalisation priorities for each School. | Dr Watson to draft and send to Professor Calder | Ongoing. |
| 53 (iii)| Consolidate CMG (r) Action Tracker. | Mrs Love/Mrs Ross | Actioned. |
| 54 (i)  | Establish a CDT subject expert for each of the CDT’s selected by the College. To be actioned by 10 February 2018. | Heads of School | Complete. |
| 54 (ii) | Establish utilisation of the workload model elsewhere in University. | Professor Calder | A response from Social Sciences is awaited. |
| 54 (iii)| Progress workload model to make effective for all Schools in CoSE. | Dr Duckett | Deferred. |
| 57      | Provide CMG with clarification on who is responsible for validation of entry qualifications. | Mrs Duncan | Complete. |
| 59      | 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 | All | Complete. |
| 62      | Give some thought to the issue of misuse of online student feedback. | Professor Davies | Complete. |

CSECMG/2017/67. Head of College Business

Professor Calder drew attention to the following matters:

(i) EPSRC Council and REF Panel membership. Professor Calder has been appointed to the new EPSRC Council (under UKRI) for three years and appointed to REF Main Panel B, with responsibility for interdisciplinary research. Members are requested to please inform Professor Pearce of the names of those from the College who have been selected for REF Panel Membership.

   **Action: All**

(ii) McGill University. At a recent SMG Professor Conroy proposed development of a joint doctoral programme with McGill University. This would involve financial
commitment from the Colleges. Agreed that CoSE wishes to attract the best quality students and at this time did not want to be restrictive, so would not allocate specific scholarships. But agreed we could allocate some money from the CSC pool.

(iii) Bequest. The College was a benefactor (circa £70,000) from the will of former graduate Catherine McLean. HoC has proposed this be used for scholarships. The donation is gratefully received and members are encouraged to advertise this gesture in the hope that others with connections to us would consider a similar act.

CSECMG/2017/68. Professional Services Review

Dr Bowering will provide an update at the March CMG.

CSECMG/2017/69. Research Matters

The awards and applications spreadsheet was received and noted. Professor Pearce drew attention to the following matters:

(i) CDT. We are leading on 10 submissions. Professor Pearce led a vote of thanks for assistance in reviewing drafts. An additional call around AI is expected and we will be prepared to respond. Thanks to Helen Harkness for the provision of financial information and to Elizabeth Adams for the training programmes.

(ii) IP. Professor Pearce (on behalf of Professor Waldron) drew attention to the Graduate School Board Report and the issues surrounding student Intellectual Property Ownership (IP). The Deans of Graduate Studies have been asked for views on possible changes to the current policy. Following discussion there was no desire to revisit the policy and a consensus to stick with the status quo. Professor Waldron to feedback the College position to the Deans of Graduate Studies.

(iii) Applications. It was acknowledged applications are increasing and two programme grants have been awarded recently.

(iv) Interim Research Reviews. Five of the seven Interim Research Reviews have now taken place and so far the outcomes have been well received across the Schools. Heads of School are requested to reinforce the requirement for at least one 4* paper.

CSECMG/2017/70. Graduate School Matters

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

(i) Deposits. Noted slow progress in the introduction of deposits for PGT programmes. International UA applications are down overall (figures contained in the report are headcount and not FTE).

CSECMG/2017/71. Learning & Teaching Matters
The report from the Dean of Learning & Teaching was received and noted. The following matters were discussed:

(i) UCU Action. Concern was expressed over class tests and final year presentations not taking place – a reminder we must ensure equity to all students. The SRC website does have an FAQ which students should be directed to. It is clear some students may feel solidarity to staff opting to strike. Concern was also expressed over rewriting exam papers and it is understood the QA process can be accelerated when necessary. Heads of School are encouraged try to keep abreast of classes that are not taking place within their School. Members are also encouraged to keep in touch with each other and to monitor the situation day-by-day.

(ii) Inappropriate student feedback on EvaSys. Noted link between low response rate when students are asked to complete the survey online in their own time. The EvaSys Advisory Board have been asked to review the way in which evaluations are carried out.

(iii) Periodic Subject Review (PSR). Noted good feedback following the PSR of Physics & Astronomy.

CSECMG/2017/72. External Engagement and TRM Update

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

CSECMG/2017/73. Finance

Risk 1 (Head of Academic and Student Administration): Lack of readiness and awareness for GDPR leads to breach in compliance with the regulations.

The Risk Register has been reprioritised: Risk 1 is new and is a result of the implementation of GDPR (General Data Protection Regulation) on 25 May 2018. Mrs Duncan has assumed ownership. The following was noted:

- Legislation. DPA is still in force and guidance arrives on a daily basis from EU and ICO (Information Commissioners Office). Fines start from 25 May 2018 - up to 20m euros for a data breach and up to 10m euros for being unable to evidence processes.
- Actions to be taken now:
  - Awareness raising amongst all staff at School and College Office levels.
  - A cultural change is required re management of data and information.
  - A College wide information session has taken place and further sessions can be arranged if required.
  - It is important to understand what data you hold and make a plan to ensure compliance. Information audit of data held on shared drives/personal drives/ email (personal and shared)/desktops/hardcopies. If you don’t need it delete it!
Consider how long data needs to be held. If it is a copy of information held elsewhere – delete it.

- If data is uploaded to another system e.g. CORE then delete your copy.
- Importance of retention schedules - University currently rewriting. HR devising new retention schedules – this should also be applied to downloaded data.
- IT Support actions (including encryption). Establish if SharePoint can build in automatic retention schedules.
- TNE Data sharing agreements will require to be revised.

**Student Contract.** Wording is with lawyers and the contract will be introduced from 2018/19 but will be applicable when students are fully registered. Compliance issue may arise when students attend classes and are not registered. We will have no legal basis for processing their data. There will be instances where mass mailing of students will not be possible or consent will be required in advance from students – clarification to follow.

**Information Asset Register (IAR).** We are being asked to respond as College Office/Schools. Information Risk classifications can be downloaded. Individual PIs re not required to complete IAR at this time. Mrs Duncan met with Diane Montgomery from IT Services to clarify some issues surrounding the IAR and can provide further information to Schools/College Office.

- Agreed it would be useful to establish - when do you need to take additional measures? - agreed an FAQ from the GDPR Programme Board would be helpful. The CoSE Representative on the Board is Professor Mathew Chalmers from Computing Science. Dr Dorothy Welch is the Senior Responsible Owner for the University.
- Staff to be made aware - once you save data from a corporate system then you own it and are responsible for it.
- Mrs Duncan to take forward preparation across the College for the implementation of GDPR.

**Action:** Mrs Duncan

**Mitigation Actions:**

- Awareness raising and training for staff;
- GDPR on the agenda at School Management Meetings;
- Data audit to understand what you hold and plan to ensure compliance;
- IT support actions;
- Completion of Information Asset register by deadline (31 March 2018);
- Mrs Duncan to meet with Heads of School Administration.

Mrs Love/Mrs Graham will update the Risk Register accordingly.

**Risk 12 (Dean of Singapore and Dean of UETSC):** Failure to respond to external issues and 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.

Following reports from the Dean of UESTC and the Dean of UGS, Mrs Love/Mrs Graham will update the Risk Register accordingly.

CSECMG/2017/74. Human Resource Matters

The following matters were discussed:

(i) Academic Promotions. Promotions Committee members should arrange to return their completed assessments in the summary spreadsheet by 7th March. All cases should be assessed against the seven dimensions. Reader - to clarify if not Senior Lecturer assess against all seven dimensions and if already Senior Lecturer assess against the four Professorial Zone criteria. Group 1 will evaluate all LTS applications as well as R&T and R only staff applying for grades 9 &10. Group 2 (a subset of Group 1) will evaluate the applications for R&T and R-only staff applying for promotion to Grade 7 & 8.

(ii) Recruitment Review. The review highlighted that there were too many hand offs in the recruitment process and hopefully this has been addressed with the appointment of local process owners who can offer a more streamlined service to the College (including TNE recruitment). Roadshows will be taking place throughout March.

CSECMG/2017/75. Internationalisation

The report from the College Internationalisation Lead was received and noted. The following matters were discussed:

(i) Inward Visits January/February/March. Details of visits from Fukushima/BUiD and Avid College are contained in the report from Dr Watson.

(ii) EPSRC Call. Following discussion Mrs Harkness to compile a list of those who are participating in the EPSRC call (International Centre-to-centre research collaboration).

Action: Mrs Harkness

(iii) Visiting Professors. Mr Wilson to establish names of those who hold a Visiting Professor role in the College.

Action: Mr Wilson
(iv) International Priorities. Members agreed the tables detailing international priorities were useful, in particular how we can use our presence in Singapore to develop a research relationship.

(v) Incoming visits. Members agreed a triage system to help gauge the value of incoming visits would be beneficial. A business case could help to identify those with very little value to the College.

CSECMG/2017/76. Any Other Business

Work is being done to resolve issues with the new QlickView dashboard on student applications.

CSECMG/2017/77. Date of Next Meeting

The next business meeting of the college management group is scheduled for THURSDAY 29 March 2018 at 1000 hours. All to note:

- CMG 29 June - Jim Conroy and a representative from External Relations 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
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