University of Glasgow

College of Science and Engineering
College Management Group

Minute of meeting held on Thursday 29 March 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 Martin Hendry, Professor Chris Johnson, Professor Martin Lee, Professor Chris Pearce, Professor Fin Stuart, Professor Susan Waldron, Mr Simon Wilson.

Apologies: Dr Gordon Duckett, Dr Ian Watson.

In attendance: Mrs Evelyn Love (Clerk).

Members to note that Dr Duckett will be off for the foreseeable future and is arranging to meet with the HoSA’s in the next couple of weeks - after which his position will become clearer.

Professor Calder led a vote of congratulations to Mrs Elizabeth Graham who has been appointed as Head of Finance for the College. Professor Calder thanked Mrs Graham for her continued hard work.

CSECMG/2017/78. Minute of the meeting held on Friday 23 February 2018

Accepted.

CSECMG/2017/79. 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>64 (i)</td>
<td>Establish UESTC Admissions to Glasgow are not subject to usual English Language Qualification requirement.</td>
<td>Mrs Duncan</td>
<td>Complete.</td>
</tr>
<tr>
<td>64 (ii)</td>
<td>Consider the possibility of a CREATe project and bring a paper to CMG.</td>
<td>Professor Hoey</td>
<td>Professor Hoey to provide an update for May CMG.</td>
</tr>
<tr>
<td>66 (i)</td>
<td>Ensure visual presentation of monthly reports is adequate for HoS to track awards.</td>
<td>Dr Bowering</td>
<td>Complete.</td>
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<tr>
<td></td>
<td>Arrange for file name of monthly report to change each month (HoS currently have to manually rename to save).</td>
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<tr>
<td>66 (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>
</tr>
<tr>
<td>67</td>
<td>Inform Professor Pearce of the names of those from the College who have been selected for REF Panel Membership.</td>
<td>All</td>
<td>Complete.</td>
</tr>
<tr>
<td>73</td>
<td>Take forward preparation across the College for the implementation of GDPR.</td>
<td>Mrs Duncan</td>
<td><strong>See below</strong></td>
</tr>
<tr>
<td>75</td>
<td>Compile a list of those who are participating in the EPSRC call (International Centre-to-centre research collaboration).</td>
<td>Mrs Helen Harkness</td>
<td>Complete.</td>
</tr>
<tr>
<td>75</td>
<td>Establish names of those who hold a Visiting Professor role in the College.</td>
<td>Mr Wilson</td>
<td>Actioned.</td>
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** GDPR – Preparations are ongoing and the College Office/Schools are completing their Information Asset Register (IAR) in line with the deadline of 31 March. An extension has been sought for SUERC and the School of Chemistry. Mrs Duncan will provide a further update at the April Meeting**

**CSECMG/2017/80. Head of College Business**

Professor Calder drew attention to the following matters:

(i) Donor Request. Professor Calder reported that a young child, whose parents currently work in CoSE, is in urgent need of a bone marrow donor. Following discussion it was agreed to take forward an appeal for donor requests with Student Societies (Professor Biello to contact the SRC).

**Action: HoS/HoSA’s/Professor Biello**

(ii) Strike Action. All HoS are comfortable with the situation in relation to External Examiners. Mrs Duncan is keeping a watching brief of preparation of Exam Papers.
(iii) REF. Congratulations to Tara Brendle, Miles Padgett, Jon Cooper and Chris Philo who have been appointed to REF Panels. This is good recognition for the College.

(iv) Budget. Student numbers have been revisited (PGT). Work to be done with External Relations regarding awareness of pressures on some Schools e.g. staff recruitment, lab space etc. Heads of School are fearful these issues are being ignored. Budget submission is fine if we convert applications. Strong concerns regarding over-recruitment and space issues and pressures on staff over project supervision. Quality of education must not suffer.

(v) PGT Deposits. Following discussion Professor Calder to raise with Rachel Sandison the issue of PGT Deposits not being actioned for CoSE PGT applicants.

Action: Professor Calder

(vi) EPSRC CDT bids. Details of the 10 submissions led by UoG have been circulated for information and provide an interesting snapshot of our research. AI bids are due this week (four will be submitted).

CSECMG/2017/81. Professional Services Review

The following matters were discussed:

(i) Project Board Meeting. The first meeting of the Project Board took place on 15th March. It is important to ensure the message that Board members are advocates for any School concerns and can be approached at any time. CMG recommended a timetable surrounding communications. Minutes from the Project Board Meetings will not be circulated however a regular summary should be made available. Dr Bowering will work with Mr Richard Ross (Business Analyst) on this. The scope of the review should be made available at a future CMG. Leads are being established for the work streams - Student and Academic Services, Research & Innovation, Technical Support, School/College Management Support and IT/Computing Support.

CSECMG/2017/82. Research Matters

Professor Pearce drew attention to the following matters:

(i) REF. Key issues include 4*/3* outputs and that an output pipeline is in place. Professor Padgett is establishing a repository and a quarterly report will be submitted to SMG which highlights, for each UoA, 3* and 4* deposits. Research Directors and REF Champions should push, every quarter, the output pipeline. Dr Casci can provide help with how to write a good paper/abstract and in particular this could help ECR’s become more visible (please encourage). Attention was drawn to the REF timetable. Multi-author papers can be assigned later in the cycle - important to optimise overall. Noted preliminary decisions on SUPA and WESTCHEM will be made in the next few months and there will be more
guidance over the summer on working methods for R only staff and research officers etc.

(i) Interim Impact Reviews. These reviews were very informative and will be repeated again next year (early 2019). Helen Harkness (working closely with the HoSAs) will oversee for the College. Final UOA configuration to be established March 2019.

(ii) EU Funding. Strong message from the European Office is to keep applying for EU funding.

CSECMG/2017/83. Graduate School Matters

The following matters were discussed:

(i) PGR Registration. The current PGR population is 777 (an increase of 82 since the end of the last session). The number of new recruits is 236. Growth in 2019 may be attained through success in CDT.

(ii) Additional EPSRC Funding: Industry Strategy. EPSRC has provided additional funding to support a minimum of two four year PhD studentships in Mathematical Sciences (projects must be aligned to the Industry Strategy). It is hoped additional funding can be leveraged to increase this number from two. Funding has also been provided to deliver industrial placements for existing EPSRC students over 18/19 and 19/20 – a mechanism for awarding funding is being developed. Important to maximise impact on REF.

(iii) IELTS Certificates and EU Students. The College does not currently request an IELTS score from EU students, other Colleges do and it is considered there should be alignment. The matter will be discussed at the next DoGS meeting; CMG do not believe IELTS should be required in CoSE.

Professor Calder led a vote of thanks to Professor Waldron for her hard work on the Equality and Diversity statement in the EPSRC Report.

CSECMG/2017/84. Learning & Teaching Matters

The report from the Dean of Learning & Teaching was received and noted. The following matters were discussed:

(i) Assessment and Feedback. Work is being done within the College to establish examples of good practice in delivering feedback to students.

(ii) UG Admissions. The most up to date picture is very similar to last year – Earth Sciences and Engineering are low and will enter into the Gathered Field. Professor Davies will arrange to circulate the most recent admissions information to CMG.

(iii) Taught Course Income. Schools (via Conveners for Learning & Teaching) are being asked to justify courses with less than £20k per 10 credits. Noted some courses may be required for administrative purposes and some may be taught on a
two year cycle however there are currently circa 200 courses in this position. Professor Davies will arrange to report back to CMG on this matter.

**CSECMG/2017/85. External Engagement and TRM Update**

The following matters were discussed:

(i) Recruitment. A recent review of activity across the team has resulted in the reallocation of workload.

(ii) Post Award. Noted difficulties with post award across all four Colleges and work is being done to address this - there has been no meeting of the University TRM Project Board since last year.

(iii) Grant Applications. There is an ongoing issue with grant applications being requested at short notice resulting in insufficient lead-time (often 24 hours). It was agreed that Dr Bowering will provide draft wording to Heads of School to circulate to staff to try to address this issue.

**Action: Dr Bowering to provide draft wording to HoS to circulate.**

(iv) Industrial Engagement:
   i. Total number of RCUK applications in the period = 186.
   ii. Total RCUK awards in the period = 29.
   iii. 11 of the applications/awards have industry partners listed.
   iv. It is hoped we will have more context as the data builds up. Please inform Dr Bowering of any miscaptured data in the recent report.

**Action: All**

**CSECMG/2017/86. Finance**

**CSECMG/2017/86.1 Management Pack**

- Tuition fees: higher than budgeted due to higher student recruitment in both UG and PGT. Discounts are lower than budgeted;
- Salary forecast: Increased salary forecast re additional teaching requirements reflecting higher student numbers (Mathematics & Statistics and Computing Science). Year to date salaries are overspent against budget therefore there is a risk to the forecast that the full year will be overspent;
- Consumables: higher than budgeted due to higher overseas agency fees (reflecting higher student numbers than budgeted), spend on the Sir Alwyn Williams Building and forecast spend on field trips and bench fees offset by income received.
- Research: income lower than budgeted due to delay in the E-beam procurement. Engineering - strong performance (excluding E-beam); GES – lower research performance reflecting staff holding grants leaving; Computing Science – lower research performance due to delay between grants ending and new awards starting; Physics & Astronomy – new awards lower than anticipated.
• Commercial: main activities include earmarked grants (SUPA, SICSA, SAGES and Data Labs), consultancy, short courses, summer schools and JWNC commercial activity.
• TNE: benefited from positive FX impact, higher student recruitment and salary cost savings associated with startup of second major JEI.
• Investment: additional requests for short term spend to be sent to Mrs Graham asap.

Action: HoS

• Voucher Reward Scheme: The College was requested to set aside a budget for this scheme. Following discussion Mr Wilson to provide CMG with some background on the Voucher Reward scheme. To be discussed at April CMG.

Action: Mr Wilson

CSECMG/2017/86.2 Risk Register

Risk 2 (Head of College): Suitable and value for money estates solutions are not identified and delivered resulting in:

• Inability to realise research growth
• Inability to attract and retain staff and students (UG, PGT and PGR)
• Capacity limiting growth potential
• Poor NSS due to quality of environment
• Increased cost of time spent chasing progress of Estates Development.

The following was noted:

• Engineering: The Project Board are taking forward discussions around the themes of Space, Collaboration, Creativity and Community for the new Engineering Building Project.
• Level 5 SAWB: approval for reconfiguration of Level 5 in the Sir Alwyn Williams Building (Computing Science) has been secured;
• QT Labs: Professor Calder is keeping a watching brief on QT Labs;
• JWNC: possible long term home on other side of the river - suitable clean rooms space for expansion/equipment;
• SMG: all to note SMG are aware of the space pressures on Schools (particularly Engineering, Computing Science and Mathematics & Statistics) in terms of expansion (staff and students) and thought is being given on novel ways to approach the situation.

Risk 3 (Dean of Learning & Teaching, Dean of Graduate Studies): Risk that the quality of the student experience declines due to pressure on student support services and staff time, which results in falling NSS, PRES and PTES scores, impacting on student recruitment and funding streams.

The following was noted:

• Identify student concerns:
An intern has been appointed to look at how we collect data regarding student concerns and to try to establish ways we can identify concerns earlier. Agreement we should explore surveying PGT students after they have submitted their dissertation.

- **Close integration with University Services:**
  - There is a rolling review of NSS Action Plans at College Learning & Teaching Committee.
  - PGR Relationship: work to be done to gain ground on closer integration with University Services – Training Needs Plan, staff feedback, project management skills, guidance for teaching, work/life balance.
  - Induction is an important issue, especially with SRC, and Schools encouraged to share good practice.

- **Evidence based initiatives to address student concerns developed at Schools:**
  - Schools are encouraged to utilise summary results (NSS, PRES, PTES) to determine Action Plans which must be kept on the School Agenda.

Mrs Love/Mrs Graham to amend the mitigating actions associated with Risk 3 (as above).

**Action: Mrs Love/Mrs Graham**

Following discussion Mr Wilson to establish GTA’s in Computing Science, Engineering and GES are being paid in an efficient manner.

**Action: Mr Wilson**

The following Risks will be discussed next month:

**Risk 4 (Dean of Learning & Teaching):** Unable to fill SFC funded places with Home/EU students resulting in the withdrawal of these funded places by the SFC.

**Risk 6 (Head of HR):** Recruitment processes, packages and reputation are not sufficiently competitive to attract high quality staff (both UK and international) in the UK Universities market. UK Border Agency restrictions impede the ability of the Sector to recruit overseas staff.

**CSECMG/2017/86.3 Research Reporting Pack**

- Applications are up with an annual total of £192M this compares to our prior year position of £169.1M;
- Total net awards in the quarter were £8.7M;
- Income per R&T FTE, with the exception of Physics, is below the Russell Group average.

**CSECMG/2017/87. Human Resource Matters**
The following matters were discussed:

(i) Personal Relationships Policy. There is currently no reference to possible conflicts of interest arising from sons/daughters of members of staff studying at the University. Mr Wilson will feed this back Central HR. Following discussion Mr Wilson also agreed to report back that a clear statement is required to clarify reporting lines in terms of legal and professional obligations.

(ii) Honorary/Visiting Professors. Heads of School are requested to review Honorary/Visiting Professor information and report inaccuracies who will arrange to update.

**Action: HoS/Mr Wilson**

(iii) Recruitment. Acknowledged there are major problems with the handling of recruitment and the clear message is that it is not working and some short term assistance may be required to help alleviate pressures. Recent issues with appointment of PDRA posts, Water Professor and Rankine Chair in Engineering and various posts in Mathematics &Statistics. Also a lack of clarity on the new system. Mr Wilson will take this message back to HR (central recruitment).

**CSECMG/2017/88. Internationalisation**

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

**CSECMG/2017/89. Any Other Business**

None.

**CSECMG/2017/90. Date of Next Meeting**

The next business meeting of the college management group is scheduled for Friday 27 April 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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<td>86 (iii)</td>
<td>Risk Register: amend mitigating actions associated with Risk 3 (quality of the student experience declines due to pressure on student support services and staff time, which results in falling NSS, PRES and PTES scores, impacting on student recruitment and funding streams).</td>
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