



**Minutes of Meeting
Unreserved
Confirmed**

Faculty of Engineering & Design

Meeting: FACULTY BOARD OF STUDIES
Date and Time: Wednesday 1 March 2017 at 2.15 pm
Venue: 2 East 3.4

Present: Professor Gary Hawley(Chair) Dean
Ms Salwa Alnoor UG Rep, Dept. of Chemical Engineering
Dr Ivan Astin Dept. of Electronic & Electrical
Engineering
Dr John Chew Dept. of Chemical Engineering
Dr Chris Clarke Dept. of Electronic & Electrical
Engineering
Dr Sally Clift Associate Dean, Graduate Studies
Dr Alex Copping Dept. of Architecture & Civil Engineering
Dr Marianne Ellis Associate Dean, Learning & Teaching
Professor Stephen Emmitt Dept. of Architecture & Civil Engineering
Dr Adrian Evans Dept. of Electronic & Electrical
Engineering
Dr Mark Evernden Dept. of Architecture & Civil Engineering
Dr Jeff Gavin Faculty of Humanities & Social Sciences
Dr Pejman Iravani Dept. of Mechanical Engineering
Dr Nigel Johnston Dept. of Mechanical Engineering
Professor Gary Lock Dept. of Mechanical Engineering
Professor Tim Mays Dept. of Chemical Engineering
Mr David Stacey Faculty Librarian
Dr Mike Wilson Dept. of Mechanical Engineering
Mr Daniel Wong Dept. of Architecture & Civil Engineering

In Attendance: Mrs Rachel Summers Faculty Assistant Registrar (Secretary)

Apologies: Apologies for absence were received from Ms Ruth Burdett, Dr Kirill Cherednichenko, Mr Ben Davies, Dr Marco Formentini, Professor Davide Mattia, Dr Marcelle McManus, Mrs Jane Phippen and Mr Carl Tholin-Chittenden.

ACTION

1298 WELCOME & APOLOGIES

Apologies as detailed above were noted.

1299 MINUTES OF THE PREVIOUS MEETING (FE2016-17/084)

The unreserved minutes of the meeting of the Board of Studies held on 11 January

2017 were approved as a correct record of the proceedings. There were no matters arising.

1300 DEAN'S BUSINESS

The Dean was pleased to inform the Board that Professor Davide Mattia had been appointed to the role of Associate Dean (Research) taking over from Professor Tim Ibell from 1 March.

The Dean updated the Board on progress towards the establishment of the proposed Doctoral College, which it is hoped will be launched on the 1 August. Whilst the exact structure of the College has not yet been finalised, as part of the re-organisation a range of administrative PGR support functions, will be moving out of the Faculty into the Doctoral College. In addition the decision has been taken to centralise PGT admissions processes. Administrative colleagues within the Faculty's Graduate School who are affected by these changes have been consulted.

1301 REPORTS FROM ASSOCIATE DEANS & DEPARTMENTS

a) Prof Emmitt (HoD Architecture & Civil Engineering) was pleased to report that Dr Kevin Paine had recently been awarded a £1.6 million EPSRC grant and that the Dept. has a number of other applications in the pipeline. The Department continues to have a range of academic vacancies, including two professorial, two lecturer/senior lecturer and three Teaching Fellow positions. He reminded colleagues that Professor Andrew Heath's inaugural Lecture was being held that evening.

b) Professor Lock (HoD Mechanical Eng.) was pleased to report a number of recent academic appointments - Dr James Gospill joining the Dept. from the University of Bristol as a Lecturer in Engineering Design and Dr Ioannis Georgilas joining from the University of West of England as Lecturer in Mechatronics & Robotics (both starting in May). Congratulations were noted to Dr Dirk Schaeffer who has accepted a personal chair in Industrial Design at the University of Liverpool and would therefore be leaving the Dept. in the summer. In terms of research news the Dept. has seen a number of recent grant application successes – Dr Michelle Meo (PI), Fulvio Pinto & Francesco Ciampi had been awarded a 0.5 million Euro grant by H2020, Dr Colin Copeland & Dr Sam Akehurst had secured combined funding in excess of £0.5 million for two Industry funded research projects. Professor Lock was pleased to report that three undergraduate students in the Dept. had made it to the final of an international engineering competition 'Lab2Moon Challenge' the winners of which will see their experiment take to the moon to be tested. The Bath students (the Lunadome Team) are the only team representing the UK and will be heading to the final, to be held in India later this month. Professor Lock advised that the refurbishment project to create a fantastic new undergraduate activity space was now complete (4 East 1.23).

c) Dr Evans (HoD Electronic & Electrical Eng.) was pleased to report that Dr Matthew Cole had been appointed to the position of Lecturer in the Dept. (with input to the new MSc in Electronics Systems Design) and would be joining the Dept. in the summer. The Dept. recently hosted an event on behalf of the Engineering

Development Trust's Engineering Education Scheme which involved 150 year 12 (A level) students carrying out Industrially led projects in the Dept.'s labs and workshops. Thanks went out to Technical staff across the Faculty who had supported this successful event.

- d) Dr Marianne Ellis (Associate Dean L&T) reported on the following areas
- *Content Management Information System (CMIS)*. The Faculty has been piloting the new electronic system for the management of unit level information and changes via DLQTCs and Faculty LTQC – the aim is that the system will be rolled out and operational across the University in the summer.
 - *TEL Operational Plan*. VCG recently considered the latest draft of the TEL Plan. The Faculty is well-placed to deliver the plan in due course through its existing professional TEL Team.
 - *TEF*. The University's written commentary has been submitted – the TEF outcome is due in mid May

e) Dr Tim Mays (HoD Chemical Eng.) reported with great sadness the sudden bereavement of Dr Darrell Patterson (Senior Lecturer in Chemical Engineering).

f) Dr Sally Clift (Associate Dean, Graduate Studies) reminded members of the Board that the Postgraduate Research Experience and Postgraduate Taught Experience Surveys (PRES & PTES) would both shortly be going live and that colleagues should encourage their postgraduate students to complete the surveys. This is possibly the last cycle of the surveys in their current format as from 2018 its likely that the results will be made publicly available (they're currently only reported back to individual Institutions). Students will need to commit time to complete the survey fully – Dr Clift advised that the Faculty's PG Student Experience Officer (Louise Lynes) would be facilitating late afternoon / early evening sessions for students to complete the survey with pizza on offer. Dr Clift noted that he deadline for the second round of applications to the PhD Studentship Fund is 15 March.

1302 LIBRARY MATTERS

Mr Stacey reported that the Library survey is now live (closing date of 14 March).

1303 FACULTY LEARNING TEACHING & QUALITY COMMITTEE MINUTES (FE2016-17/087)

The unreserved minutes of the Faculty Learning Teaching & Quality Committee meeting held on 7 December 2016 were received and noted.

1304 STAFF STUDENT LIAISON COMMITTEE MINUTES (FE2016-17/90-98)

The Board received the minutes of the Staff Student Liaison Committee (SSLC) meetings as detailed below,

- (i) Faculty SSLC for PGT students meeting of 19 January 2017.
- (ii) Architecture & Civil Engineering SSLC meetings of 31 October & 21 November 2016
- (iii) Mechanical Engineering SSLC meetings of 15 November and 5 December 2016
- (iv) Chemical Engineering SSLC meetings of 1 and 29 November 2016

- (v) Electronic & Electrical Engineering SSLC meetings of 26 October and 30 November 2016.

1305 ANY OTHER BUSINESS

There were no other items of business