



**Faculty of Engineering & Design**

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**Meeting:** FACULTY BOARD OF STUDIES  
**Date and Time:** Wednesday 9 October 2013 at 2.15 pm  
**Venue:** 2 East 3.4

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**Present:**

Prof Gary Hawley (Chair)	JGH	Dean
Dr Ivan Astin	IA	Dept of Electronic & Electrical Engineering
Dr David Bence	DB	School of Management
Prof JB Chaudhuri	JBC	Associate Dean, Research
Dr Sally Clift	SEC	Dept of Mechanical Engineering
Dr Jos Darling	JD	Dept of Mechanical Engineering
Dr Adrian Evans	AE	Dept of Electronic & Electrical Engineering
Dr Mark Evernden	ME	Dept of Architecture & Civil Engineering
Dr Andrew Heath	AH	Associate Dean, Learning & Teaching
Prof Tim Ibell ( <i>left at 2.50</i> )	TJI	Associate Dean, Graduate Studies
Dr Tim Mays	TJM	Dept of Chemical Engineering
Dr Marcelle McManus	MM	Dept of Mechanical Engineering
Prof Tony Miles	AWM	Dept of Mechanical Engineering
Dr Peter Shepherd	PS	Dept of Electronic & Electrical Engineering
Mr David Stacey	DS	Faculty Librarian
Professor Pete Walker	PW	Dept of Architecture & Civil Engineering
Mr Matthew Wickens	MRW	Dept of Architecture & Civil Engineering
Dr Mike Wilson	MW	Dept of Mechanical Engineering
Ms Martine Woodward	MW3	Learning Partnerships

**In Attendance:** Mrs Rachel Summers RS2 Faculty Assistant Registrar

**Apologies:** Apologies for absence were received from Dr Tom Arnot , Dr Marianne Ellis, Mr Peter Hachfeld and Dr Nigel Johnston.

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**ACTION**

**655 WELCOME**

The Chair welcomed the new elected members of the Board (Dr Mark Evernden, Dr Marcelle McManus, Dr Peter Shepherd and Mr Matthew Wickens) and the two new Department Heads – Dr Tim Mays and Professor Pete Walker. Apologies as detailed above were noted.

**656 MINUTES OF THE PREVIOUS MEETING (FE2013-14/001)**

The unreserved minutes of the meeting of the Board of Studies held on 22 May 2013 were approved as a correct record of the proceedings. There were no matters

arising from the minutes.

**657 CHAIR'S BUSINESS**

The Chair reported on the following items;

- i) Recruitment 2013 Entry (Undergraduate). The Faculty had seen excellent recruitment at undergraduate level with targets for Home/EU and International/Overseas students both exceeded. Thirteen students joined the Faculty from the International Foundation Year programme which is administered and delivered by the City of Bath College & partners – 1 to chemical, 3 to electronic & electrical, 4 to mechanical and 5 to civil engineering. The Board noted that the first cohort of IFY students had completed their first year of study in the summer. The Board noted that there had been a disproportionate number of failing students in this cohort – AH advised that their progress is being actively monitored. The Dean noted that going forward the recruitment focus for the IFY is likely to shift to programmes in the Science and H&SS Faculties.
- ii) Recruitment 2013 Entry (PGT). The Faculty's total PGT recruitment target had been met although there were significant variations across individual programmes. TJI reported that a Faculty taskforce was being established to undertake a comprehensive review of the national PGT landscape with a view to developing a forward looking Faculty plan for MSc provision.
- iii) Recruitment 2103 (PGR) had been less successful and it was likely that by the end of the current recruitment cycle the Faculty will not have meet its target figure of 75. The Dean commented that, as a minimum, the Faculty should be recruiting 1 PhD student per academic per year – at the moment the Faculty was nowhere near to achieving this. The Board noted that PGR recruitment is directly influenced by the University's research ranking in league tables.

**658 VACATION AND CHAIR'S POWERS (FE2013-14/003)**

**APPROVED:** Powers for the Dean to take Chair's Action on behalf of the Board and vacation powers for the Dean during the 2013-14 academic year.

**659 DELEGATION OF RESPONSIBILITY (FE2013-14/004)**

**APPROVED:** Delegation of responsibility for minor and intermediate changes to programmes of study and units to the Faculty Learning, Teaching & Quality Committee for the 2013-14 academic year.

**660 BOARD OF STUDIES MEMBERSHIP (FE2013-14/006)**

The Board noted the Board of Studies membership for 2013-14. Student representatives are currently being elected and it is hoped they will be able to attend the next meeting of the Board.

**661 FACULTY LIAISON REPRESENTATIVES (FE2013-14/007)**

The Board noted Faculty Liaison Representatives on the two other Faculty Boards

and the Board of Studies for the School of Management; Mr Dyfed Griffiths (HSS Board), Professor Chris Bowen (Science Board), Dr Sukumar Natarajan (Management Board).

**662 FACULTY REPRESENTATIVES ON UNIVERSITY COMMITTEES (FE2013-14/008)**

The Board noted the representatives from the Faculty serving on University Committees as detailed in paper FE2013-14/008.

**663 FACULTY COMMITTEE MEMBERSHIP 2013-14(FE2013-14/009)**

The Board noted the composition and membership of Faculty Committees as detailed in paper FE2013-14/009.

**664 SSLC ANNUAL REPORTS 2012-13 (FE2013-14/010)**

The Board noted the Annual Reports of Staff Student Liaison Committees for 2012-13.

**665 FACULTY LEARNING, TEACHING & QUALITY COMMITTEE MINUTES (FE2013-14/012 & 014)**

The unreserved minutes of the Faculty Learning, Teaching & Quality Committee meetings held on 8 May and 19 June 2013 were received and noted.

**666 FACULTY GRADUATE SCHOOL COMMITTEE MINUTES (FE2013-14/017)**

The unreserved (unconfirmed) minutes of the Faculty Graduate School Committee meeting held on 15 May 2013 were received and noted.

**667 FACULTY RESEARCH STUDENTS COMMITTEE MINUTES (FE2013-14/018)**

The unreserved (unconfirmed) minutes of the Faculty Research Students Committee meeting held on 15 May 2013 were received and noted.

**668 REPORTS FROM ASSOCIATE DEANS & DEPARTMENTS**

a) Professor Walker (HoD Architecture & Civil Engineering) reported that the Department had recently hosted a meeting of BRE Trustees and Fellows- the BRE had also confirmed funding for a one year post doctorate fellow. The Department is currently recruiting to various academic posts – incl. a Chair and Prize Fellow. The Board extended its congratulations to Professor Ibell on his election as a Fellow of the Royal Academy of Engineering.

b) Professor Ibell (Associate Dean Graduate Studies) reported that the Faculty had submitted a number of CDT (Centres for Doctoral Training) bids and would hear the outcome of this bidding round in early November.

c) Professor Miles (HoD Mech Eng) reported on two new academic appointments— Mr Martin Ould (Teaching Fellow) and Dr Tim Dodwell (Prize Fellow), the Dept will also be re-advertising two vacant Chairs.

d) Dr Evans (HoD Electronic & Electrical Eng) reported that the Department had been awarded 13 Diamond Jubilee Scholarships (for undergraduates) by the IET. The Board congratulated Dr Weijia Yuan on his RAE Fellowship.

e) Professor Chaudhuri (Associate Dean Research) noted that the Faculty is entering the home straight in terms of REF preparations (internal deadline of 8 November for the submissions). He drew the Board's attention to the RAE Fellowship programme for 2013-14 - HoDs had already been notified of the arrangements for the internal competition.

f) Dr Mays (HoD Chemical Engineering) reported that the Department had participated in a facilitated session following up on the results of the recent University Staff Survey – the Board noted that Arch & Civil Eng and Elec Eng had held similar sessions. Dr Mays noted that a number of academic colleagues in the Department had undertaken international visits over the summer including to Brazil and South Africa. The Department is currently advertising five academic positions.

g) Dr Heath (Associate Dean Learning & Teaching) advised that Mr Ross Lawlor had been appointed to the post of Faculty Student Experience Officer. Dr Heath asked that comments or feedback on the teaching facilities in the new Chancellors Building being passed to him.

## **669 LIBRARY MATTERS**

Mr Stacey reported on the following matters

- a) Over the summer vacation the Library has scanned in excess of a thousand theses which are now available electronically. Past exam papers are also in the process of being scanned.
- b) The Library has recently acquired additional index content for 'webknowledge'. He noted that the Library now has a huge catalogue of e-books.

The Dean expressed his thanks for the invaluable REF support provided by the Library team.

## **670 ANY OTHER BUSINESS**

There being no other items of business, the Board moved onto the white FOIA business.