

Faculty of Engineering & Design

Meeting: FACULTY BOARD OF STUDIES
Date and Time: Wednesday 10 October 2012 at 2.15 pm
Venue: 2 East 3.4

Present:

Prof Gary Hawley (Chair)	JGH	Dean
Dr Tom Arnot	TCA	Dept of Chemical Engineering
Dr Ivan Astin	IA	Dept of Electronic & Electrical Engineering
Ms Alix Chadwell	AC	VP Activities & Development, Students' Union
Prof JB Chaudhuri	JBC	Associate Dean, Research
Dr Sally Clift	SEC	Dept of Mechanical Engineering
Dr Marianne Ellis	ME	Dept of Chemical Engineering
Dr Adrian Evans	AE	Dept of Electronic & Electrical Engineering
Prof Tim Ibell	TJI	Associate Dean, Graduate Studies
Prof Tony Miles	AWM	Dept of Mechanical Engineering
Dr Kevin Paine	KP	Dept of Architecture & Civil Engineering
Prof Andrew Plummer	AP	Dept of Mechanical Engineering
Prof Rob Scheichl	RS	Dept of Mathematics
Ms Hannah South	HS	Faculty Librarian
Dr Mike Wilson	MW	Dept of Mechanical Engineering
Mr Alex Wright	AW	Associate Dean, Learning & Teaching

In Attendance: Mrs Rachel Summers RS2 Faculty Assistant Registrar

Apologies: Apologies for absence were received from Dr David Bence, Dr Alex Copping, Dr Jos Darling, Mr Martin Gledhill, Dr Nigel Johnston, Prof Nick Mitchell and Dr Manuchehr Soleimani

ACTION

467 WELCOME

The Chair welcomed Ms Alix Chadwell as the Students' Union representative to the Board and apologies as detailed above were noted.

468 MINUTES OF THE PREVIOUS MEETING (FE2012-13/001)

The unreserved minutes of the meeting of the Board of Studies held on 23 May 2012 were approved as a correct record of the proceedings. There were no matters arising from the minutes.

469 CHAIR'S BUSINESS

The Chair reported on the following items;

- i) Recruitment 2012 Entry The Faculty had seen excellent recruitment at undergraduate level particularly for Home/EU students – the target for O/Seas students had been missed by a small margin (5). PGT recruitment projections had been slightly out of line with final intake numbers- this would be reviewed going forward.

470 VACATION AND CHAIR'S POWERS (FE2012-13/003)

APPROVED: Powers for the Dean to take Chair's Action on behalf of the Board and vacation powers for the Dean during the 2012-3 academic year.

471 DELEGATION OF RESPONSIBILITY (FE2012-13/004)

APPROVED: Delegation of responsibility for minor and intermediate changes to programmes of study and units to the Faculty Learning, Teaching & Quality Committee for the 2012-13 academic year.

472 BOARD OF STUDIES MEMBERSHIP (FE2012-13/006)

The Board noted the Board of Studies membership for 2012-13. Student representatives are currently being elected and it is hoped will be able to attend the next meeting of the Board.

473 FACULTY LIAISON REPRESENTATIVES (FE2012-3/007)

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), Dr Sabina Gheduzzi (Science Board), Dr Sukumar Natarajan (Management Board).

474 FACULTY COMMITTEE MEMBERSHIP 2012-13 (FE2012-13/008)

The Board noted the composition and membership of Faculty Executive, Faculty Research Committee and Faculty Learning, Teaching & Quality Committee. The membership of Faculty Research Students Committee and Faculty Graduate Studies Committee would be presented to the next meeting of the Board. representatives on all Faculty Committees remain to be confirmed.

475 ACADEMIC GOVERNANCE – FdSc/BSc MOTORSPORT ENGINEERING, FdSc/BSc ENGINEERING SYSTEMS (FE2012-13/009)

The Board noted the briefing paper from Head of Learning Partnerships regarding the franchised and licensed provision which formerly came under the academic

governance of the Division for Lifelong learning. The FdSc / BSc in Motorsport Engineering delivered by Wiltshire College and the FdSc / BSc in Engineering Systems delivered by Swindon, Bridgwater and Chichester College continue to be administered by the Learning Partnerships Office but now come under the academic governance of the Department of Mechanical Engineering and consequently the Engineering & Design Board of Studies. The Board noted that Mr Rod Valentine, Dept of Mech Eng has acted as the Link Academic Advisor (LAA) to the programmes for some time.

476 STUDENTS' UNION TOP TEN ISSUES (FE2012-13/010)

The Board noted the Students' Union (SU) paper of their 'top ten' priorities for 2012-13 which had previously presented to the University Learning, Teaching & Quality Committee (ULTQC). AC advised that the ten priorities presented were not ranked according to a specific level of priority. The Chair queried whether the various student communities (UG, PGT PGR, O/Seas) placed different demands upon the SU's resources. AC commented that a lot of time was currently being used to support students with visa issues. AC agreed to brief the Board on progress made on the Top Ten issues during the coming academic session.

477 SSLC ANNUAL REPORTS 2011-12 (FE2012-13/011)

The Board noted the Annual Reports of Staff Student Liaison Committees for 2011/12

478 FACULTY LEARNING, TEACHING & QUALITY COMMITTEE (FE2012-13/013 and 015)

The unreserved minutes of the Faculty Learning, Teaching & Quality Committee meetings held on 9 May and 20 June 2012 were received and noted.

479 FACULTY GRADUATE SCHOOL COMMITTEE (FE2012-13/019 and 020)

The unreserved minutes of the Faculty Graduate School Committee meetings held on 30 May and 11 September 2012 were received and noted.

480 REPORTS FROM ASSOCIATE DEANS & DEPARTMENTS

a) Professor Wright (Associate Dean L&T) noted the recent excellent results from the National Student Survey (NSS). All Departments are required to prepare Action Plans for the next cycle. The Board was reminded of the Institutional Review scheduled for the Spring – a draft of the Self Evaluation Document (SED) has been prepared. The theme of the review is to be Student Engagement.

b) Professor Ibell (Associate Dean Graduate Studies & HoD Arch & Civil Engineering) thanked colleagues for their considerable effort in terms of PGT & PGR recruitment across the Faculty. He reported that the Dept of Arch & Civil had achieved UG recruitment targets, with O/Seas intake exceeding target. The Dept is

currently recruiting to four academic positions and is working hard on research proposals (e.g. grant applications in excess of £10 million were submitted during August)

c) Professor Miles (HoD Dept of Mech Eng) reported on the major refurbishment of the student model shop which had been completed over the summer period. He was pleased to report that the Department had moved from third to first position in the Sunday Times league table. The Dept is currently recruiting to five academic positions.

d) Dr Evans reported on behalf of the Dept of Electronic & Electrical Eng. The Department has recently appointed Dr Simon Leblond as a new lecturer in the power systems field. In common with the other Departments, Elec Eng achieved its recruitment targets.

e) Professor Chaudhuri (Associate Dean Research and HoD Chemical Eng). The Department had seen excellent UG recruitment in line with the other Depts. in the Faculty. Prof Chaudhuri drew the Board's attention to the forthcoming REF dress rehearsal and reminded members that all staff, incl early career researchers, need to complete individual circumstance forms. He also advised that some funding was available to support the production of public engagement videos highlighting the Faculty's research 'stories' (funds to be allocated by the end of March 2013)

481 LIBRARY MATTERS

Ms South reported on the following matters

- a) The Library catalogue has been changed during the summer period – the Library would welcome feedback on the new system. Also over the summer some 650 metres of shelf space has been cleared by taking away print journals. The Library has access to a number of new electronic book collections.
- b) The latest cycle of the PG Skills Programme has started with sessions now being offered on Wednesdays and Fridays.
- c) Ms South noted that RCUK is currently revising its policy on access to research publications arising from the recommendations in the Finch Report, which came out earlier in the summer. Although the policy is still evolving it is likely to affect papers published from April 2013. JBC commented that the issue had also been discussed by the Faculty Research Committee.

482 ANY OTHER BUSINESS

Professor Ibell raised concerns regarding the arrangements for the election of student representatives to Departmental Committees. The Chair suggested that Prof Ibell pass his comments to Alix Chadwell.

The Board moved onto white FOIA business