

Faculty of Engineering & Design

Meeting: FACULTY BOARD OF STUDIES
Date and Time: Wednesday 13 January 2016 at 2.15 pm
Venue: 2 East 3.4

Present:

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| Prof Gary Hawley | Dean |
| Dr Steve Cayzer | Dept. of Mechanical Engineering |
| Dr Sally Clift | Associate Dean, Graduate Studies |
| Dr Marianne Ellis | Dept. of Chemical Engineering |
| Dr Adrian Evans | Dept. of Electronic & Electrical Eng. |
| Dr Mark Evernden | Dept of Arch & Civil Engineering |
| Prof Andrew Heath | Associate Dean, Learning & Teaching |
| Dr Pejman Iravani | Dept. of Mechanical Engineering |
| Professor Gary Lock | Dept. of Mechanical Engineering |
| Dr Tim Mays | Dept. of Chemical Engineering |
| Dr Marcelle McManus | Dept of Mechanical Engineering |
| Ms Wadzi Pasipamire | Students' Union Officer |
| Dr Peter Shepherd | Dept. of Electronic & Electrical Engi. |
| Mr David Stacey | Faculty Librarian |
| Professor Pete Walker | Dept. of Arch & Civil Engineering |
| Dr Mike Wilson | Dept. of Mechanical Engineering |

In Attendance: Mrs Rachel Summers Faculty Assistant Registrar

Apologies: Apologies for absence were received from Mr Joseph Alenchery, Dr Ivan Astin, Ms Ruth Burdett, Dr Marco Formentini, Prof Tim Ibell, Dr Nigel Johnston, Mrs Jane Phippen, Ms Charlotte Russell, Prof Rob Scheichl, Mr Carl Tholin- Chittenden and Mr Matthew Wickens.

ACTION

1089 WELCOME & APOLOGIES

Apologies as detailed above were noted.

1090 MINUTES OF THE PREVIOUS MEETING (FE2015-16/064)

The unreserved minutes of the meeting of the Board of Studies held on 18 November 2015 were approved as a correct record of the proceedings.

1091 MATTERS ARISING

Minute 1063: SSLC terms of reference & membership. The Secretary advised that the Mech Eng SSLC membership had been revised to remove inconsistencies with the Terms of Reference and the membership of the PGR SSLC had also been updated.

1092 CHAIR'S BUSINESS

The Chair had no items of business to report.

1093 CHAIR'S ACTIONS (FE2015-16/066)

The Board noted Chair's Actions taken on behalf of the Board of Studies as detailed in paper FE2015-16/066.

1094 ANNUAL REPORT ON OPERATION OF BOARDS OF EXAMINERS 2014-15 (FE2015-16/067)

The Board received the annual report on the operation of Boards of Examiners 2014-15. The report provides an overview of feedback from Independent Observers on the conduct of those Boards of Examiners which were observed in the last academic cycle. All Boards will be observed on cyclical basis (once every 3 years) and in 2014-15 fourteen Boards were observed by ten Independent Observers (i.e. from outside of the Faculty)

APPROVED: the recommendations contained in the report as detailed below

- 1) Full unit data (individual student marks) will be made available to all Board members at BEUs in 2015/16.
- 2) Chairs and Secretaries to be reminded of the processes to be followed should Board members be unable to attend and the importance of maintaining accurate membership lists (which are formally approved).

1095 REPORTS FROM ASSOCIATE DEANS & HEADS OF DEPARTMENTS

a) Prof Walker (HoD Architecture & Civil Engineering) noted that the Department had seen recent successes in grant applications to EPSRC including awards to Dr Andy Shea and Dr Richard Ball.

b) Professor Lock (HoD Mechanical Eng.) reported recent research grant application successes; Dr Marcelle McManus - £426k EPSRC/ Innovate UK research award; Dr David Cleaver, Dr Jonathan du Bois & Dr Pejman Irvani - £110k Innovate UK award; Dr Colin Copeland, Dr Carl Sangan & Dr Sam Akehurst – two Innovate UK grants of £116k and £80k; Dr Francesco Ciampi – EPSRC first grant award of £125k. Professor Lock was also pleased to report that Dr Carl Sangan has been selected as the recipient of the 2016 Dilip R. Ballal Early Career Engineering award from the American Society of Mechanical Engineers (ASME). A first year undergraduate student in the Dept – Will Palmer, has been named the British Racing Driver's Club (BRDC) Formula 4 winner, one of the prestigious 2015 McLaren Autosport Awards. Final year student Andrew Lightbody was also shortlisted for the Autosport Williams Engineer of the Future Award.

c) Dr Mays (HoD Chem Eng.) reported that with the retirement of two senior colleagues this year the Department is currently seeking to appoint to a number of academic posts (Lecturer, Snr Lecturer and Reader). He was pleased to report that Dr Jannis Wenk had been awarded an EPSRC early career Fellowship.

d) Dr Evans (HoD Electronic & Electrical Eng.) noted that recruitment activities to fill academic positions arising from staff retirement are ongoing.

e) Dr Clift (Associate Dean, Graduate Studies) provided an update on the URSA selection cycle. The competition had been of a very high standard with 25 applications received for the 7 awards. Dr Clift also flagged up that new procedures are being introduced in respect fo ESPRC DT awards.

f) Professor Heath (Associate Dean L&T) noted that following recent brainstorming workshops the PVC L&T had drafted a revised education strategy based on the outputs of these sessions. The draft strategy is to be submitted to the January meeting of ULTQC. Sememster One Online Unit Evaluation (OUE) have been conducted early in the academic cycle than in previous years with students encouraged to complete their evaluation in the final lecture slot. Prof Heath reminded colleagues that the Teaching Development Fund (TDF) had called for proposals (open for bids) with a deadline for submitting expressions of interest of 22 February 2016.

1096 LIBRARY MATTERS

Mr Stacey advised that there were no items of library business.

1097 MINUTES OF SSLC MEETINGS (FE2015-16/072-78)

The Board received the minutes of Staff Student Liaison Committees as follows

- (i) Dept. of Arch & Civil Eng. SSLC 28 October, 25 November 2015
- (ii) Dept. of Chemical Eng. SSLC 23 October, 20 November 2015
- (iii) Dept. of Electronic & Electrical Eng. SSLC 28 October 2015
- (iv) Dept. of Mechanical Engineering SSLC 20 October, 10 November & 1 December 2015
- (v) Faculty SSLC for PGT students 20 November 2015
- (vi) Faculty SSLC for PGR students 28 October 2015
- (vii) Learning Partnerships Office– Swindon College SSLC for the FdSc/BSc in Engineering Systems 10 November* 2015

1098 FACULTY LEARNING TEACHING & QUALITY COMMITTEE MINUTES (FE2015-16/068)

The unreserved minutes of the Faculty Learning Teaching & Quality Committee meetings held on 14 October and 25 November 2015 were received and noted.

1099 ANY OTHER BUSINESS

There were no items of other business.