

**Faculty of Engineering & Design**

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**Meeting:** FACULTY BOARD OF STUDIES  
**Date and Time:** Wednesday 16 January 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
Dr Steve Cayzer	SC2	Dept of Mechanical Engineering
Ms Alix Chadwell	AC	Students' Union
Prof JB Chaudhuri	JBC	Associate Dean, Research
Dr Sally Clift	SC1	Dept of Mechanical Engineering
Dr Alex Copping	AGAC	Dept of Arch & Civil Engineering
Dr Adrian Evans	AE	Dept of Electronic & Electrical Engineering
Mr Nello Formisano	NF	PGR Student Rep, Dept of Elec Eng
Prof Tim Ibell	TJI	Associate Dean Graduate Studies
Dr Nigel Johnston	NJ	Dept of Mechanical Engineering
Prof Tony Miles	AWM	Dept of Mechanical Engineering
Dr Kevin Paine	KP	Dept of Architecture & Civil Engineering
Dr Manuchehr Soleimani	MS	Dept of Electronic & Electrical Engineering
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 Tom Arnot, Dr Jos Darling, Dr Marianne Ellis, Dr GianLuca Gardini, Mr Martin Gledhill, Mr Aby John, Prof Nick Mitchell, Prof Rob Scheichl, Mr Andrew Whyte.

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**ACTION**

**526 WELCOME**

The Chair advised that Professor Andrew Plummer had stepped down as a member of the Board and welcomed Dr Steve Cayzer (Mech Eng) who had filled the vacant position. Apologies as detailed above were noted.

**527 MINUTES OF THE PREVIOUS MEETING (FE2012-13/055)**

The unreserved minutes of the meeting of the Board of Studies held on 21 November 2012 were approved with minor corrections as a correct record of the

proceedings.

**528 MATTERS ARISING**

- i) Minute 501) SSLC Terms of Ref – the secretary advised that the membership of the Mech Eng SSLC had been amended to ensure an appropriate balance of staff to students ('theme leaders' were now listed as 'in attendance' rather than full members). The terms of reference had also been amended to reflect the process of electing the Chair on an annual basis from amongst the Committee members. Hannah South clarified that she was in fact a member of Grad School SSLC.
- ii) Minute 502) Boards of Examiners. The Chair confirmed that the Board's concerns had been passed to the PVC L&T.
- iii) Minute 508b) AOB – Alix Chadwell commented that the Students' Union are undertaking a review of the election process for student reps to SSLCs and would welcome feedback from Departments.

All other actions had been completed or were presented to the Board as items on the agenda.

**529 CHAIR'S ACTION (FE2012-13/057)**

The Board noted Chair's actions as detailed in Paper FE2012-13/057.

**530 DEAN'S BUSINESS**

The Chair reported on the following matters;

- i) Recruitment & Admissions. UG applications to the Faculty are very strong (unlike the picture nationally) and overseas applications to the Departments of chemical and mechanical engineering are at unprecedented levels. Across the Faculty the recruitment position is very positive.
- ii) Academic Positions. Colleagues will have seen from the notice on the University news page that the Faculty is currently seeking to appoint to three Head of Department positions and also the position of Associate Dean for Learning & Teaching.
- iii) Infrastructure Investment. The £1 million refurbishment of the Mechanical and Electronic & Electrical Engineering lab facilities is now complete and the visit of Council just before the Xmas break elicited very positive responses and a strong endorsement of the Faculty's initiatives to provide students with excellent learning and project activity areas. A new student activity centre in EE has been established and Chem Eng will also see infrastructure investment. The Faculty's Technical Services team has carried out a review of the lab deck space in 2 east with a view to drawing up a three year rolling refurbishment programme.

**531 SSLC LEARNING PARTNERSHIPS TERMS OF REFERENCE & CONSTITUTIONS (FE2012-13/058)**

The Board noted the additional information provided by the Learning Partnerships

Office (LPO) in response to the issues raised at the previous meeting of the Board (see minute 501). Alix Chadwell commented that the Students' Union is working closely with the LPO in order to ensure that the SU is provided with sufficient notice of the dates of the Learning Partnership SSLCs so that representatives from the SU can attend the meetings and fully participate.

The Board **APPROVED** the Terms of Reference and Constitution of the Learning Partnerships SSLC.

**532 ACCREDITATION SUB COMMITTEE (FE2012-13/059)**

The Board noted the membership of the Accreditation Sub Committee (to consider APL/APEL matters) as detailed in FE2012-13/059. The Secretary noted that a first meeting of the Committee had been scheduled for later this month at which the re-registration policy for the Faculty's Distance Learning programmes would be reviewed.

**533 FACULTY LEARNING, TEACHING & QUALITY COMMITTEE (FE2012-13/061)**

The unreserved minutes of the Faculty Learning, Teaching & Quality Committee meeting held on 7 November 2012 were received and noted.

**534 REPORTS FROM ASSOCIATE DEANS & DEPARTMENTS**

a) Professor Miles (HoD Dept of Mech Eng) reported that colleagues in the Department have been awarded two major grants – a £2.47 million EPSRC award to Professors Mullineux, Maropoulos & Keogh and a €2 million European Research Council Advanced Fellowship awarded to Prof Chris Bowen. Professors Keogh & Bowen and Drs Tilley and Johnston have been awarded the Donald Julius Groen Award by the IMechE for a joint research paper. The Department had held a combined retreat with the department's Industrial Advisory Board which had been a very successful and productive day. The Dean noted that Dr Richard Butler was at the interview stage for a Royal Academy Chair.

b) Dr Evans (Electronic & Electrical Engineering) noted that the Department is seeing its strongest recruitment in years with a 40:60 split between applications to the MEng:BEng programmes – he anticipates that a number of BEng students will in all likelihood transfer to the MEng.

c) Professor Chaudhuri (Associate Dean Research) updated the Board on REF developments. He also noted that University Research Committee (URC) is developing a strategy for publications with a view to maximizing the quality of output and impact. More information will be available in due course.

d) Professor Ibell (Associate Dean Graduate Studies) noted that the URS application deadline for the 50<sup>th</sup> Anniversary Awards was imminent – HoDs commented that they had not been aware of this until receiving Prof Ibell's email reminder. In terms of the recruitment position PGT applications are up but of concern is the drop in PGR applications. The PGR Task Group (Chaired by Prof

lbell) has completed its review and its report is to be submitted to the PVC Research (Prof Millar). In his capacity as the Head of Dept for Arch & Civil Engineering Prof Ibell reported that Prof Peter Walker is awaiting the announcement in respect of a €10 million EU research grant application.

d) Professor Wright (Associate Dean L&T) reminded colleagues that the National Student Survey (NSS) is 3 weeks away from going live (on 4 Feb) The Faculty's response to the NFAAR\_UG consultation exercise is due to be considered at the January meeting of FLTQC. The Board noted that the adjustments to Exam Board arrangements recently approved by ULTQC now requires that external examiners attend Board of Examiners for progressing students (where the assessment contributes to the student's final degree award). For the majority of the Faculty's UG programmes this means that external examiners will be expected to attend the June BEP. The Secretary advised that she had been working with the Grad School & UG Programmes Managers in drafting a letter to all of the Faculty's external examiners explaining the position (Directors of Study will be copied in). Prof Wright noted that the semester 1 progression Board for BSc Architecture students would fall into the category of requiring external examiner involvement (but not the MArch).

#### **535 STAFF STUDENT LIAISON COMMITTEES (FE2012-13/063-66)**

The Board received the minutes of Departmental and Graduate School Staff Student Liaison Committee meetings as follows;

- i) Graduate School SSLC meeting of 29 Nov 2012 (FE2012-13/063)
- ii) Arch & Civil Eng SSLC meetings of 17 Oct & Dec 2012 (FE2012-13/064-5)
- iii) Elec Eng SSLC meeting of 31 Oct 2012 (FE2012-13/066)

#### **536 LIBRARY MATTERS**

Ms South reported on the following matters

- a) Mr David Stacey has been appointed to the position of Faculty Librarian for Arch & Civil and Chemical Engineering. He takes up the post from 1 February and will be replacing Ms South on the Board of Studies.
- b) The bi-annual Library Survey will be launched on 14 February.
- c) The Library would welcome feedback on the new library catalogue (PRIMO).
- d) During the revision and assessment period quiet study rooms have been made available in the library.

The Chair thanked Ms South on behalf of the Board for her contributions to the Board and wished her well in her new position as Head of Academic Services in the Library.

#### **537 ANY OTHER BUSINESS**

There were no other items of business and therefore the Board moved onto white FOIA business (2.50 p.m.)