

**Faculty of Engineering & Design**

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**Meeting:** FACULTY BOARD OF STUDIES  
**Date and Time:** Wednesday 18 November 2015 at 2.15 pm  
**Venue:** 2 East 3.4

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Present:	Prof Tim Ibell (Acting Chair)	Associate Dean, Research
	Mr Joseph Alenchery	PGT Representative (Arch & Civil)
	Dr Ivan Astin	Dept. of Electronic & Electrical
Engineering	Dr Sally Clift	Associate Dean, Graduate Studies
	Dr Alex Copping	Dept. of Arch & Civil Engineering
	Dr Adrian Evans	Dept. of Electronic & Electrical
Engineering	Dr Mark Evernden	Dept of Arch & Civil Engineering
	Dr Marco Formentini	School of Management
	Dr Jeff Gavin	Faculty of Humanities & Social Sciences
	Prof Andrew Heath	Associate Dean, Learning & Teaching
	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
	Ms Charlotte Russell	Undergraduate Representative (Civil Eng)
	Prof Rob Schiechl	Faculty of Science
	Dr Peter Shepherd	Dept. of Electronic & Electrical
Engineering	Mr David Stacey	Faculty Librarian
	Professor Pete Walker	Dept. of Arch & Civil Engineering
	Mr Matthew Wickens	Dept. of Architecture & Civil Engineering
In Attendance:	Mrs Rachel Summers	Faculty Assistant Registrar
	Ms Rosie Hart	Programmes officer
	Ms Rebecca Mills	PG Taught Administrator
Apologies:	Apologies for absence were received from Dr Florin Bissett, Ms Ruth Burdett, Dr Steve Cayzer, Dr Marianne Ellis, Dr Pejman Iravani, Dr Nigel Johnston, Prof Gary Hawley, Mr Carl Tholin- Chittenden, Dr Mike Wilson, and Mr Matthew Wickens.	

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**ACTION**

**1056 WELCOME & APOLOGIES**

The Chair welcomed Joseph Alenchery (postgraduate taught student representative) to the Board. Apologies as detailed above were noted.

**1057 MINUTES OF THE PREVIOUS MEETING (FE2015-16/041)**

The unreserved minutes of the meeting of the Board of Studies held on 7 October 2015 were approved, with minor corrections, as a correct record of the proceedings.

**1058 CHAIR'S BUSINESS**

The Chair updated the Board on research related matters. The second Faculty REF workshop is scheduled for 19 November; it will review and grade research outputs uploaded to PURE in the last 6 months. Colleagues were no doubt aware of the Government's recently published Higher Education Green Paper covering both teaching and research matters. The Green paper indicates that its likely there will be an intermediate 'light touch' REF between now and the 2020/21 full REF.

**1059 CHAIR'S ACTIONS (FE2015-16/043)**

The Board noted Chair's Actions taken on behalf of the Board of Studies as detailed in paper FE2015-16/043.

**1060 RESEARCH CENTRES: OVERVIEW REPORT ON REVIEW OF RESEARCH CENTRES (FE2015-16/045)**

The Board received the overview report from Faculty Research Committee (FRC) on the three-yearly review of Research Centres based in the Faculty. The decision had been taken some time ago to align all of the Centre Reviews into a single three-yearly cycle and FRC had considered review reports from the following research centres at its October meeting (FRC minute 515 refers),

- BRE Centre for Innovative Construction Materials (BRE CICM)
- Centre for Advanced Sensor Technologies (CAST)
- Centre for Advanced Studies in Architecture (CASA)
- Centre for Energy and the Design of Environments (Eden)
- Centre for Orthopaedic Biomechanics (COB)
- Centre for Regenerative Medicine (CRM)
- Centre for Space, Atmospheric & Oceanic Science (CSAOS)
- Centre for Sustainable Power Distribution (CSPD)
- Powertrain and Vehicle Research Centre (PVRC)
- Power Transmission and Motion Control (PTMC)

The Board noted that two new research centres, the Materials & Structures Centre (MASt) and the Water Innovation and Research Centre (WIRC) had not been included having only recently been established. FRC recommended the continuation of all the listed Research Centres. The Aerospace Engineering Research Centre had not submitted a review report as the Dept. of Mechanical Engineering proposes to disestablish the centre and form a more vibrant research centre in turbomachinery with the potential for a separate research centre focussing on other aspects of aerospace.

**APPROVED:** the continuation of the above named Research Centres including MASt and WIRC.

**APPROVED:** the closure of the Aerospace Engineering Research Centre

The Board noted that FRC had compiled a summary of good practice arising from its review of the Centres which had been circulated to all Directors of Research Centres, Heads of Department and Faculty Executive.

**1061 RESEARCH CENTRES: APPOINTMENT OF CENTRE DIRECTOR (FE2015-16/046)**

**APPROVED:** the appointment of Professor Furong Li as Director of the Centre for Sustainable Power Distribution (CSPD) from November 2014.

**1062 BOARD OF EXAMINERS MEMBERSHIP 2015-16 (FE2015-16/047)**

The Board received the membership of Boards of Examiners for Units (BEUs) and Boards of Examiners for Programmes (BEPs) for 2015/16 as detailed in paper FE2015-16/047.

**NOTED:** Boards of Examiners for Units (BEUs)

**APPROVED:** Boards of Examiners for Programmes (BEPs) as detailed below;

Architecture (BSc Arch, MArch & PG Cert Professional Practice)  
Civil Engineering (*subject to minor corrections*)  
MSc Innovative Structural Materials  
MSc Modern Building Design  
MSc Architectural Engineering; Environmental Design / Façade Eng.  
MSc Conservation of Historic Buildings / Gardens  
MSc International Construction Management  
BEng/ MEng Chemical Engineering, MEng Biochemical Engineering  
MSc Integrated Environmental Management  
BEng / MEng UG Programmes in the Dept. of Electronic & Electrical Engineering (*including IMEE*)  
MSc Electrical Power Systems (FT)  
BEng / MEng UG Programmes in the Dept. of Mechanical Engineering  
MSc Automotive  
MSc Engineering Design  
MSc Mechatronics  
FdSc & BSc(Hons) Motorsport Engineering, Wiltshire College  
and  
BSc(Hons) Engineering Systems , Swindon College

The Board noted that the membership of supplementary Boards of Examiners (taking place in September 2016) would be approved at a later date.

**1063 STAFF STUDENT LIAISON COMMITTEES: MEMBERSHIP & TERMS OF REFERENCE 2015-16 (FE2015-16/048)**

**APPROVED:** the membership and terms of reference for Staff Student Liaison Committees as detailed in paper FE2015-16/048 subject to the following corrections;

Mechanical Engineering SSLC – inconsistencies between the number of members listed on page 1 of the Terms of Reference and the actual membership detailed on page 2.

Mech  
Eng.

PGR SSLC – Matt Humberstone (Students' Union) is not a member of the PGR SSLC; he will be attending the Grad School and Faculty Research Students'

Grad  
School

Committees.

The Board noted that the Students' Union had agreed with the LPO office that an SU Officer would not attend the Engineering Systems SSLC but will make contact with the three remaining franchised students by email throughout the year. The Board also noted that a student representative, Stephen Davey (Arch & Civil) had agreed to Chair the SSLC PGR in 2015-16.

**1064 FACULTY LEARNING TEACHING & QUALITY COMMITTEE MINUTES (FE2015-16/050)**

The unreserved minutes of the Faculty Learning Teaching & Quality Committee meeting held on 17 June 2015 were received and noted.

**1065 FACULTY RESEARCH STUDENTS COMMITTEE MINUTES (FE2015-16/052)**

The unreserved minutes of the Faculty Research Students Committee meeting held on 5 October 2015 were received and noted.

**1066 REPORTS FROM ASSOCIATE DEANS & DEPARTMENTS**

a) Prof Walker (HoD Architecture & Civil Engineering) reported that the Department had recently hosted a visit by the JBM accreditation panel and that informal feedback had been positive. The Panel had indicated a number of recommended actions and picked out for commendation the industrial input to the Dept.'s civil engineering programmes. The Department is currently in the process of appointing to a senior lectureship in the field of structural engineering, further details in due course. The Department had hosted the third biennial lecture on Sustainability and Ethics in the Built Environment which took place on 28 October, delivered by Dr Jeremy Watson, Chief Scientist & Engineer at BRE.

b) Professor Lock (HoD Mechanical Eng.) advised that Professor Richard Trask will be joining the Dept. as Professor in Advanced Materials in February 2016; the Dept. also has two Lectureship positions currently out to advert. The Dept. has three research areas, Gas Turbine Engineering, Turbomachinery and Air Path Optimisation and Materials & Structures, to which it hopes to appoint Prize Fellows (as part of the 50<sup>th</sup> Anniversary Prize Fellows Scheme). Refurbishment of 8 East 2.17 (the former VR Suite) is near to completion and will provide an additional 19 PGR study spaces.

c) Dr Mays (HoD Chem Eng.) reported that the Department is currently re-advertising two academic posts (Lecturer/Snr Lecturer and Reader). The Dept. has two research areas, Chemical Process/Systems Modelling & Simulations and Advanced Bioseparations, to which it hopes to appoint Prize Fellows (as part of the 50<sup>th</sup> Anniversary Prize Fellows Scheme). Professor Michele Aresta, Professor of Inorganic Chemistry & Director of CIRCC – National Consortium on Catalysis, University of Bari, Italy has recently joined the Dept. for 9 months under the David Parkin Visiting Professor Scheme. Dr Mays was pleased to report that Dr Jannis Wenk, lecturer in the Dept. had progressed to the second round of the Royal Academic of Engineering (RAE) Fellowship scheme and that Dr Mike Bird's research application to the Industrial Biotech Programme (worth £4 million) had progressed to the second round. Dr Mays advised that the Department's new MSc in Sustainable Chemical Technologies had recently been given full approval by PAPAC.

d) Dr Evans (HoD Electronic & Electrical Eng.) noted that Dr Gan Zeng would be joining the Department in the Spring as Senior Lecturer; the Dept. is currently also advertising an associated Lectureship position. The Dept. has two research areas, Bioelectronics and Electrical Power Engineering, to which it hopes to appoint Prize Fellows (as part of the 50<sup>th</sup> Anniversary Prize Fellows Scheme). Dr Evans was pleased to report that Dr Min Zang, lecturer in the Dept. had progressed to the second round of the Royal Academic of Engineering (RAE) Fellowship scheme. Work on the refurbishment of level 1 laboratory and office spaces (removal of asbestos etc.) is continuing and should be completed by February; Dr Evans was pleased to report that 'kit' for the new laboratory spaces is to be donated by Texas Instruments.

e) Dr Cliff (Associate Dean, Graduate Studies) advised that work was under way on the action plan in response to the 2015 PG Research Experience Survey (PRES) – feedback from the PGR SSLC had been very useful. Dr Cliff noted that the process for allocating EPSRC Doctoral Training Grant Awards had changed and that Departmental nominations should be submitted to the Faculty, each case should include a 200 word supporting statement from the supervisory team.

f) Professor Heath (Associate Dean L&T) noted that Directors of Teaching had been informed of changes to the arrangements for carrying out Online Unit Evaluations (OUE). OUE will take place over teaching weeks 10 -11 and unit coordinators are being asked to ensure that time is available at their last lecture session in order that students can complete the survey via a mobile phone app. The key aim is to improve completion rates and the Students' Union will be promoting the OUE. Students will still be able to complete the OUE online if they so choose. Members of the Board were concerned that students may not have enough time at the end of a lecture to provide qualitative comments and that, where students may not yet have received feedback on assessed work, this will be reflected in poor scores. Professor Heath drew the Board's attention to the Government Green Paper (see also minute 1058) and the proposal to introduce a Teaching Excellence Framework (TEF). One of the proposed metrics, the proportion of academic staff on permanent contracts, is potentially an issue for the Faculty as we draw widely on professional practitioners and industrialists who contribute to teaching. This issue has been flagged up and will be incorporated in the University's Institutional response to the Green Paper consultation.

## **1067 LIBRARY MATTERS**

Mr Stacey reported on the following matters,

- a) Library materials budget has increased overall by 7%, with variation by formula for each amount per department. Engineering & Design is well supported and there are no problems supplying journal, book and other content as normal.
- b) Library space survey as mentioned in the previous minutes, 1037 (c). There are limitations to what can be achieved based on the feedback e.g. the library is at its electrical load limit, so cannot add sockets and IT. However, we are pushing to get additional and better quality seats and tables in place on Level 2 of the Library in time for the next revision period, or worst case by Easter. Responses to the survey from SSLC and other students in the department were valuable.
- c) Vacation loans of book stock are happening for 28-day loan items and will begin for 7-day loan materials as of 4 December. This is not automatic; books already on loan would need to be renewed on/after 4 Dec. The due

date will be 6 Jan 2016.

- d) See the Library blog/homepage for information on International Students' Day which took place on 17 Nov 2015. Publicity linked to the Library's international literature stock.

**1068 MINUTES OF SSLC MEETINGS (FE2015-16/053)**

The Board received the minutes of the Swindon College FdSc / BSc Engineering Systems SSLC meeting held on 5 May 2015.

**1069 ANY OTHER BUSINESS**

The Board noted that Managed Print Service User Survey is currently underway and all staff and students were encouraged to complete the survey.