

Faculty of Engineering & Design

Meeting: FACULTY BOARD OF STUDIES
Date and Time: Wednesday 23 November 2016 at 2.15 pm
Venue: 2 East 3.4

Present:	Prof Gary Hawley (Chair)	Dean
	Dr Ivan Astin	Dept of Electronic & Electrical Engineering
	Dr John Chew	Dept. of Chemical Engineering
	Dr Alex Copping	Dept. of Architecture & Civil Engineering
	Dr Marianne Ellis	Associate Dean, Learning & Teaching
	Professor Stephen Emmitt	Dept. of Architecture & Civil Engineering
	Dr Mark Evernden	Dept. of Architecture & Civil Engineering
	Dr Adrian Evans	Dept. of Electronic & Electrical
Engineering	Dr Jeff Gavin	Dept of Psychology
	Mr Paramesh (Max) Hutachinda	Student Rep (PGT) Dept. Arch & Civil Eng.
	Prof Tim Ibell	Associate Dean, Research
	Dr Pejman Iravani	Dept. of Mechanical Engineering
	Dr Nigel Johnston	Dept. of Mechanical Engineering
	Professor Gary Lock	Dept. of Mechanical Engineering
	Ms Nicola Morris	Student Rep (UG), Dept. of Chemical Eng.
	Mr David Stacey	Faculty Librarian
	Dr Mike Wilson	Dept. of Mechanical Engineering
	Mr Daniel Wong	Dept. of Architecture & Civil Engineering
In Attendance:	Mrs Rachel Summers	Faculty Assistant Registrar (Secretary)
	Mrs Jane Phippen	UG Programmes Manager
Apologies:	Apologies for absence were received from Dr Florin Bisset, Ms Ruth Burdett, Dr Kirill Cherednichenko, Dr Chris Clarke, Dr Sally Clift, Dr Marco Formentini, Prof Tim Mays, Dr Marcelle McManus, and Mr Carl Tholin-Chittenden.	

ACTION

1247 WELCOME & APOLOGIES

The Chair welcomed Paramesh (Max) Hutachinda (postgraduate taught student representative) to the Board. Apologies as detailed above were noted.

1248 MINUTES OF THE PREVIOUS MEETING (FE2016-17/040)

The unreserved minutes of the meeting of the Board of Studies held on 12 October 2016 were approved as a correct record of the proceedings with minor corrections to the apologies received.

1249 DEAN'S BUSINESS

The Chair reported that the Vice Chancellors' Research Medal for 2016 had been awarded to a member of the Faculty's academic community – full details would be formally announced shortly.

1250 BOARDS OF EXAMINERS 2016-2017 (FE2016-17/043)

The Board received the membership of Boards of Examiners for Units (BEUs) and Boards of Examiners for Programmes (BEPs) for 2016/17 as detailed in paper FE2016-17/043.

NOTED: Boards of Examiners for Units (BEUs)

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

- i. Department of Architecture & Civil Engineering (*BSc Arch, MArch, PG Cert Professional Practice, Civil Engineering UG*)
- ii. Department of Chemical Engineering (*undergraduate programmes*)
- iii. Department of Electronic & Electrical Engineering (*undergraduate programmes*)
- iv. Department of Mechanical Engineering (*undergraduate and taught PG programmes*)
- v. Learning Partnership (Franchised & Licensed Programmes)

The Board noted that the membership of the remaining PGT Boards of Examiners would be presented for approval to the next meeting.

1251 STAFF STUDENT LIAISON COMMITTEES 2016-17 (FE2016-17/044)

APPROVED: The terms of reference and membership of the Faculty's Staff Student Liaison Committees for 2016-17 as detailed below

- a) Department of Architecture & Civil Engineering
Meetings scheduled for 31 October, 21 November, 20 March & 3 April 2017
- b) Department of Chemical Engineering
Meetings scheduled for 1 November, 29 November, 24 February, 17 March & 28 April 2017
- c) Department of Electronic & Electrical Engineering
Meetings scheduled for 26 October, 31 November, 22 February & 29 March 2017
- d) Department of Mechanical Engineering
Meetings scheduled for 24 October, 15 November, 6 December, 21 February & 21 March 2017

- e) Postgraduate Taught SSLC
Two open meetings scheduled for 7 December and 29 March 2017. There is also a PGT SSLC Forum on the Graduate School Resources page on Moodle at: <https://moodle.bath.ac.uk/mod/forum/view.php?id=534824>
- f) Postgraduate Research SSLC
Meetings scheduled for 8 November, 18 January, 12 April & 21 June 2017

The Board also noted the dates of SSLC meetings for 2016-17

1252 FACULTY LEARNING TEACHING & QUALITY COMMITTEE MINUTES (FE2016-17/046)

The unreserved minutes of the Faculty Learning Teaching & Quality Committee meeting held on 15 June 2016 were received and noted.

1253 FACULTY GRADUATE SCHOOL COMMITTEE MINUTES (FE2016-17/049)

The unreserved minutes of the Faculty Graduate School Committee meeting held on 24 October 2016 were received and noted.

1254 REPORTS FROM ASSOCIATE DEANS & DEPARTMENTS

a) Prof Emmitt (HoD Architecture & Civil Engineering) reported that the Department is currently recruiting to two Lecturer/ Senior Lecturer positions and a Teaching Fellow post would also be advertised in the next month.

b) Professor Lock (HoD Mechanical Eng.) reported that, following a period of recruitment activity, the Dept. hopes to be in a position to confirm four new academic staff appointments in early 2017. In addition two new technician appointments had been approved to support the Dept.'s increase in undergraduate student numbers and the new UG programme in Integrated Design Engineering.

c) Dr Evans (HoD Electronic & Electrical Eng.) reported that an offer of appointment had been made to a Lecturer position in the area of nano MEMS. The Dept. is also currently recruiting to two academic posts (Lecturer/ Snr Lecturer) to provide teaching and support for the recently approved new MSc programme in Electronic Systems Design.

d) Professor Ibell (Associate Dean Research) advised that the University had put in a matched funding equipment bid for £2 million to the EPSRC. He noted that the Faculty was not in a position of 'readiness' to submit details of its future equipment needs compared with the Faculty of Science which has a clear cross-Faculty strategic approach for the management of equipment and facilities. On a different matter Prof Ibell drew the Board's attention to the Stern Review, one aspect of which is the likelihood that all Postdocs will be required to be returned in the next REF. If this goes ahead it will result in a significant increase in the total number of research outputs that will need to be submitted.

e) Dr Marianne Ellis (Associate Dean L&T) updated the Board on the Curriculum Management Information System (CMIS) Project which had originally planned for the system to go 'live' by 31 October but had been delayed. The Faculty had agreed to pilot the system during 16-17. Dr Ellis is a member of the University's Teaching

Excellence Framework (TEF) task group and she reminded Board members that all teaching staff will need to have a teaching qualification recognised by the Higher Education Academy (HEA), as this one of the key TEF metrics.

f) Dr Tim Mays (HoD Chemical Eng.) reported that three new member of academic staff had joined the Dept. in November Dr Nuno Reis (Reader), Dr Benedek Plósz (Reader) and Dr Alfred Hill (Lecturer). The Dept. is currently working towards securing the Athena SWAN Bronze Award.

1255 STAFF STUDENT LIAISON COMMITTEE MINUTES (FE2016-17/020)

The Board received the minutes of the Staff Student Liaison Committee (SSLC) meetings as detailed below,

- (i) Chemical Engineering UG SSLC meeting of 15 April 2016
- (ii) Electronic & Electrical Eng. UG SSLC meeting of 13 April 2016
- (iii) Mechanical Eng. UG SSLC meetings of 12 April & 24 Oct 2016
- (iv) Faculty PGR SSLC meeting of 23 June 2016

1255 LIBRARY MATTERS

Mr Stacey reported that the Library has updated access to a range of major reference works published by Wiley including the Wiley Encyclopaedia of Electrical & Electronic Engineering and the Kirk-Othmer Encyclopaedia of Chemical Technology. He was also pleased to report that Elsevier had marginally increased its fees for Institutional access to its online publications and resources.

1256 ANY OTHER BUSINESS

There were no other items of business