

**Faculty of Engineering & Design**

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**Meeting:** FACULTY BOARD OF STUDIES  
**Date and Time:** Wednesday 24 February 2016 at 2.15 pm  
**Venue:** 2 East 3.4

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Present:	Prof Tim Ibell	Associate Dean, Research (Acting Chair)
	Mr Joseph Alenchery	PGT student representative
	Dr Ivan Astin	Dept. of Electronic & Electrical Eng.
	Dr Steve Cayzer	Dept. of Mechanical Engineering
	Dr Sally Clift	Associate Dean, Graduate Studies
	Dr Alex Copping	Dept. of Arch & Civil Eng
	Dr Adrian Evans	Dept. of Electronic & Electrical Eng.
	Dr Marco Formentini	School of Management
	Dr Jeff Gavin	Faculty of Humanities & Social Sciences
	Prof Andrew Heath	Associate Dean, Learning & Teaching
	Dr Pejman Iravani	Dept. of Mechanical Engineering
	Dr Nigel Johnston	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	UG student representative
	Dr Peter Shepherd	Dept. of Electronic & Electrical Engi.
	Mr David Stacey	Faculty Librarian
	Professor Pete Walker	Dept. of Arch & Civil Engineering
	Mr Matthew Wickens	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, Ms Ruth Burdett, Dr Marianne Ellis, Dr Mark Evernden, Prof Gary Hawley, Prof Gary Lock, Mrs Jane Phippen, Prof Rob Scheichl and Mr Carl Tholin- Chittenden.

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**ACTION**

**1115 WELCOME & APOLOGIES**

Apologies as detailed above were noted.

**1116 MINUTES OF THE PREVIOUS MEETING (FE2015-16/086)**

The unreserved minutes of the meeting of the Board of Studies held on 13 January 2016 were approved as a correct record of the proceedings.

**1117 MATTERS ARISING**

There were no matters arising.

**1118 CHAIR'S BUSINESS**

The Chair had no items of business to report.

**1119 CHAIR'S ACTIONS (FE2015-16/088)**

The Board noted Chair's Actions taken on behalf of the Board of Studies as detailed in paper FE2015-16/088.

**1120 REPORTS FROM ASSOCIATE DEANS & HEADS OF DEPARTMENTS**

a) Prof Walker (HoD Architecture & Civil Eng.) reported that the Department had recently appointed a new lecturer in geotechnical engineering (due to take up the position on 1 July). Colleagues in the Department had been shortlisted for the second round phase in a number of EU grant applications.

b) Dr Wilson (Mechanical Eng.) reported that the Department is currently recruiting to a number of academic positions including 2 Prize Fellows, and lectureships in solid mechanics, design manufacturing and thermodynamics.

c) Dr Mays (HoD Chem Eng.) reported that interviews had recently been held for Prize Fellow positions and an offer had been made for one position. He was pleased to report that the two students from the Department will go forward to the University wide final of the 3 Minute Thesis (3MT) competition.

d) Dr Evans (HoD Electronic & Electrical Eng.) reported that the Department had held a very successful Spotlight on Engineering event on 27 January attended by approximately 120 year 12 school pupils. Interviews for Prize Fellow (PF) positions had recently been held with one candidate appointed to the position in Electrical Power Engineering (due to start 3 May). The second PF position was currently being readvertised.

e) Dr Clift (Associate Dean, Graduate Studies) reported that a second Defining Excellent in Postgraduate Education workshop had been arranged for 26<sup>th</sup> April. The day will focus on the Dissertation/ Project experience, increasing recruitment and enhancing the overall student experience. Dr Clift also drew the Board's attention to the consultation paper on alternative submission formats for PhD thesis which had recently been circulated by LTEO. The consultation paper develops the principle, previously agreed by Senate, that students registered for doctoral degrees might be permitted to submit their written thesis in a portfolio format as an alternative to the traditional dissertation thesis. Dr Clift noted that Faculty Research Students Committee (FRSC) was broadly supportive of the proposed flexibility. Dr Clift agreed to forward the consultation paper to members of the Board and academic staff in the Faculty and asked that comments on the proposals be sent to her. A combined Faculty response incorporating this feedback (to be confirmed by Faculty Executive) would then be passed to the LTEO by the end of March.

f) Professor Heath (Associate Dean L&T) reminded the Board that the National Student Survey (NSS) was 'live' and colleagues were asked to encourage final year students to complete the survey.

g) Professor Ibell (Associate Dean Research) updated the Board on a number of

research items.

- ResearchFish – colleagues were reminded of the need to complete their submissions in respect of their research outcomes asap as the deadline is 10 March.
- REF Workshops – 112 academics within the Faculty have now attended the workshops.
- Research Reviews – the Dean & Professor Ibell will be reviewing the data collected from Departments (Departmental research plans, REF2014 outcomes, impact studies and other metrics) to ensure that the plans and evidence align.
- Royal Academy Fellowships - a Faculty Prize and Honours Committee is to be established, chaired by the Dean, with the aim of identifying staff to be mentored with a view to preparing them for applying for an RAE fellowship within five years.

## 1121 **LIBRARY MATTERS**

Mr Stacey updated the Board on the following items of library business,

- Library Fines Amnesty. On 6<sup>th</sup> February, to coordinate with National Libraries Day all outstanding library fines were cleared – henceforward all ‘7’ and ‘28’ day loans will be automatically renewed (unless they’re reserved for another user). Students will only be fined if they fail to return an item which has been reserved by another user within 7 days of receiving an email notification. Student members off the Board commented that concerns had been raised at SSLCs that the lack of fines might lead to books not being returned, which would restrict access by other students. Mr Stacey explained that rather than in the past when fines acted as the ‘drivers’ the onus now shifts to students to request books – fines will still be in place as the last resort.
- Library improvements. In response to the Library survey and following discussions with the Students’ Union an additional 70+ seats were added to the Library space and Level 2 space is currently being redesigned with new tables and chairs. Further enhancements to learning spaces on the third and fifth floors of the library will be introduced in 2016 – details are available on the Library blog.
- E-Book Purchasing. David Stacey and Hilary Cooksley have been trialling a Patron Driven Acquisition (PDA) model for ebook purchasing based on a selected range of titles for Electronic and Electrical Engineering and Civil Engineering. Records for the ebooks are loaded to our catalogue and any that are used for a specific length of time or across a specific number of pages become a purchased ebook. In this way, without realising it staff/students are selecting the ebooks they want for their discipline. So far this has been very successful.

## 1122 **FACULTY LEARNING TEACHING & QUALITY COMMITTEE MINUTES (FE2015-16/091)**

The unreserved minutes of the Faculty Learning Teaching & Quality Committee meeting held on 9 December 2015 were received and noted

## 1123 **FACULTY RESEARCH STUDENTS COMMITTEE MINUTES (FE2015-16/094)**

The unreserved (unconfirmed) minutes of the Faculty Research Students Committee meeting held on 15 December 2015 were received and noted.

**1124 FACULTY GRADUATE SCHOOL COMMITTEE MINUTES (FE2015-16/095)**

The unreserved (unconfirmed) minutes of the Faculty Graduate School Committee meeting held on 12 January 2016 were received and noted.

**1125 MINUTES OF SSLC MEETINGS (FE2015-16/096)**

The Board received the minutes of Staff Student Liaison Committees as follows  
(i) Faculty SSLC for PGR students 21 January 2016

**1126 ANY OTHER BUSINESS**

There were no items of other business.