

**Faculty of Engineering & Design**

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**Meeting:** FACULTY BOARD OF STUDIES

**Date and Time:** Wednesday 25 April 2018 at 2.15 pm

**Venue:** 2 East 3.4

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Present:	Prof Gary Hawley (Chair)	Dean
	Dr John Chew	Dept. of Chemical Engineering
	Dr Andrew Cookson	Dept. of Mechanical Engineering
	Dr Alex Copping	Dept. of Mechanical Engineering
	Dr Jos Darling	Dept. of Mechanical Engineering
	Dr Marianne Ellis	Associate Dean L&T
	Prof. Stephen Emmitt	Dept. of Architecture & Civil Engineering
	Dr Adrian Evans	Dept of Electronic & Electrical Engineering
	Dr Jeff Gavin	Faculty of H&SS
	Dr Vaggelis Giannikas	School of Management
	Dr Pejman Iravani	Dept. of Mechanical Engineering
	Prof. Gary Lock	Dept. of Mechanical Engineering
	Prof. Davide Mattia	Associate Dean Research
	Prof Tim Mays	Dept. of Chemical Engineering
	Dr Marcelle McManus	Dept. of Mechanical Engineering
	Ms Chloe Page	Students' Union Officer
	Mr David Stacey	Library
	Dr Mike Wilson	Dept. of Mechanical Engineering

In Attendance: Mrs Rachel Summers Faculty Assistant Registrar

Apologies: Apologies for absence were received from Dr Florin Bisset, Dr Kirill Cherednichenko, Dr Sally Clift, Dr Mark Evernden, Mr Rob Tyrrell and Mr Daniel Wong.

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**ACTION**

**1501 APOLOGIES**

Apologies as detailed above were noted.

**1502 MINUTES OF THE PREVIOUS MEETING (FE2017-18/112)**

The unreserved minutes of the meeting of the Board of Studies held on 28 February 2018 were approved as a correct record of the proceedings. There were no matters arising.

1503 **DIGITAL REVIEW PROJECT (FE2017-18/114)**

The Chair welcomed Tamsin Foxwell (HR Business Partner) to the meeting, to brief the Board on the University's Digital Review Project. The Digital Review is a 6 month project commissioned by Professor Steve Egan (Vice-President Implementation) which will submit its recommendations to the Vice Chancellor's Group in July 2018. The project is being delivered by an independent external consultant (Sarah Prag) and its remit is to explore how best the University should approach the development and use of digital tools, data and skills and also to identify areas where increased support, coordination or investment might be beneficial. Two workshops and a range of interviews have already been completed and the Review has identified three initial themes which Board members were asked to consider and comment upon.

1. *Optimising how we operate.* The Board noted the comments and feedback from the Review's initial consultations and agreed with the emerging view that the University's 'digital estate' lacks integration and comprises too many discrete, bespoke systems which do not easily share data. For example academic staff have to manually check timetabling data from a range of different sources. Board members noted that the development and implementation of digital tools to address identified problems was often too slow e.g. the long awaited system for handling student placements. Also it often felt to the end user that new IT systems or procedures were introduced without a) sufficient explanation or contextualization, b) the right level of training or c) the appropriate level of ongoing user support. An example cited was the Agresso Finance system which it was felt had been approached from the perspective of Finance staff rather than the end-users in an academic department. Board members commented that when new IT systems have been introduced there's a perception that the activity has been 'off-loaded' from one area of the University to the end-users. There's an expectation that staff will absorb the work and use the new tools without it being made clear whether or indeed if, there are efficiency gains for the University e.g. the introduction of ITrent. Board members commented that we lack the e-tools to connect, interrogate and manipulate data drawn from across discrete systems which then leads to a lack of confidence in the quality of reporting. Members commented that the data produced to support key University activities – e.g. NSS, PRES were often inaccurate and had to be double checked. We should be getting these things right at the first attempt.
2. *Ensuring we have a competitive offer / Driving growth.* The Board agreed that the University needs to think about how technology can improve the management of its operations and business to work smarter and more effectively – this mustn't mean simply replicating our current processes and practices into electronic versions. The IT systems we currently use need to be rationalized or replaced rather than new systems being added on top. Members of the Board commented that, for example, if we want to develop new pedagogical processes to support the delivery of teaching e.g. e-based learning & assessment, this can only be achieved if we have the right staff and technical resource with the capacity (time and expertise) to drive forward this agenda. At the moment there is a serious constraint on developing e-assessment because the University simply does not have existing capacity in terms of data storage. The Board noted that the Faculty had been at the forefront in the development of Distance Learning modes of study but had not felt that the right IT systems and technical support had

been provided from the wider University to deliver these types of non-standard programmes effectively. The Students' Union Officer commented that in order to grow the University's provision, consideration might have to be taken of developing courses that students could complete remotely (and which would not require physical attendance on campus). Students would also like more opportunities to contribute to the Digital Review Project itself.

The Associate Dean L&T commented that in terms of teaching and learning developments, cultural change needs to be delivered and embraced at the same time as digital tools are introduced. Everyone needs to move towards the same baseline level otherwise students have very different experiences. The Board noted that newer staff, who have completed the Bath Course, tend to be much more enthusiastic about the potential for using e-tools in their teaching and engage pro-actively with the Faculty's TEL team. The current approach is to show colleagues what tools are available (signposting) rather than actively directing and requiring academics to use the tools. The Board noted that academic staff who embrace e-tools need ongoing support – it is not a one-hit activity. Given the pressures on academic colleagues, Heads of Department and Directors of Teaching need to think about how staff can be supported to 'get the headspace' in order to contemplate how they might use e-tools in their teaching and assessment.

The Dean suggested that the Digital Project Review team also contact the Faculty's Finance manager for whom the problems of drawing data from multiple non-integrated systems was a particular problem. Members of the Board were encouraged to contact Sarah Prag if they had additional comments, thoughts or suggestions.

#### **1504 DEAN'S BUSINESS**

There were no items of Dean's business to report.

#### **1505 REPORTS FROM ASSOCIATE DEANS & DEPARTMENTS**

- a) Prof Tim Mays (HoD Chemical Engineering) reported that the Department was very disappointed in the recent news that it had slipped five places in the Complete University Guide to 10<sup>th</sup>, in part due to apparently low graduate employment data, which the Dept. is further investigating. He advised that two new Lecturers would be joining the Department, Dr Salman Shahid in August and Dr Ming Xie in November. Fourteen applications for two Prize Fellow posts in the Department had been received of which a number were being taken forward to the next stage. Prof Mays was pleased to report that Dr Eleni Sikou successfully completed her initial six-month probation period as a Teaching Fellow, and Dr Sheila Samsatli's Prize Fellow post had been approved to be translated to Lecturer from 20<sup>th</sup> June. Confirmation is awaited of a five-year RAEng Research Fellowship in the Department for Dr Junjie Shen which would start in August. Recent research grants include a £17k award for research equipment from the Royal Society for new Lecturer Dr Bernardo Castro.
- b) Prof Stephen Emmitt (HoD Architecture & Civil Engineering) reported that interviews had recently been held for Lecturer positions in civil engineering design and that one post has been offered; a number of other academic positions were still vacant. He was delighted to report that Architecture had been ranked first in the recent Complete University Guide with Civil

Engineering ranked 5th. Shortlisting is currently underway for Prize Fellows posts. Prof. Emmitt congratulated undergraduate civil engineering student Rachel Haydon – who had been named UK Construction & Engineering Undergraduate of the Year.

- c) Professor Gary Lock (HoD Mechanical Engineering) reported that shortlisting of applicants for two Lecturer positions was currently in progress (71 applications had been received) and that two applicants for the Investment Chair has been invited to give seminars in May. The Dept. currently has a range of other academic vacancies to which it is actively recruiting. He was pleased to report that Mr Ed Elias would be starting as a 0.3 FTE Teaching Fellow in Design, a job share with Dr Elies Dekoninck. Dr Hui Tang, Prize Fellow, would be starting on 1 May. Dr Kate Fraser and Mr Andrew Avent had passed probation. Prof Lock was pleased to report that Prof. Richie Gill would continue as Deputy Head of Dept. for another term and had recently achieved FHEA status, through the experiential essay route. In the recent University Teaching Awards, Dr Kate Fraser had been named as the recipient of the John Willis Award and Prof Chris Bowen had been awarded the Excellence in Doctoral Student Supervision. It was pleasing to report that the Department had been ranked 5<sup>th</sup> in the Complete University Guide for Mechanical and Aeronautical engineering.
- d) Dr Adrian Evans (HoD Electronic & Electrical Eng.) reported that interviews for a Senior Teaching Fellow position in Robotics would be held in May, and the Dept. is also in the process of recruiting to four other academic positions. Dr Ivan Astin was congratulated on his promotion to Senior Lecturer and Dr Keri Nicoll to Senior Research Fellow. Dr Evans was pleased to report that the Dept. had maintained its position in the top ten in the Complete University Guide.
- e) Dr Marianne Ellis (Associate Dean, L&T) provided an update on Curriculum Transformation (CT). Chemical Engineering, as part of the vanguard, has completed Phase 1 and is well into Phase 2 (detailed curriculum development and programme design). The Centre for Learning & Teaching (CLT) recently appointed four Curriculum Officers to support Depts. through the CT process. The other Depts. in the Faculty are working through Phase 1 of the CT process – Mech Eng. had recently held a successful student focus group at which it had been noted that student reps would like consultation to go through SSLC's so that they can feed back to other students. Dr Elis updated the Board on recent Senate decisions, which included the approval of the decoupling of assessment from delivery to enable a more coherent course design with integrated synoptic assessment. In practice, this will see us adopt study units with study hours, of 200 notional hours, and have assessment blocks to which the credits are assigned (120 in a year for UG and 180 in a year for PGT). The terminology to describe our degrees will now be 'courses' rather than programmes and the University will officially move from the ECTS credit framework to CATS.
- f) Professor Davide Mattia (Associate Dean Research) advised that feedback from the recent REF Readiness Exercise would be provided to HoDs and Directors of Research. The University Research Studentship Allowance (URSA) awards in the Faculty have now been allocated the priority group were Early Career Researchers (ECRs) who had not previously been in receipt of a studentship award. A new rule would be introduced for next year regarding the ECR priority list. As the awards were allocated twice a year, a number of ECRs had lost good candidates because of the time

between reviews. From next year, any application for an ECR on the priority list would be reviewed within a month.

**1506**     **LIBRARY MATTERS**

Mr Stacey noted that the library would be operating the usual arrangements regarding quiet study spaces etc. in the run up to and during the examination period. He advised that the Library now has an Instagram account and colleagues were encouraged to follow for the latest news and updates.

**1507**     **APPEAL HEARING / BOARD OF INQUIRY HEARING PANEL MEMBERSHIP - FE2017-18/115**

The Board noted amendments to the pool membership of the Faculty's Appeal Hearing / Board of Inquiry Hearing Panel as detailed in Paper FE2017-18/115.

**1508**     **FACULTY LEARNING TEACHING & QUALITY COMMITTEE MINUTES (FE2017-18/1116 & 118)**

The unreserved minutes of the Faculty Learning Teaching & Quality Committee meetings held on 7 February and 21 March 2018 were received and noted.

**1509**     **FACULTY DOCTORAL STUDIES COMMITTEE MINUTES (FE2017-18/123)**

The unreserved (unconfirmed) minutes of the Faculty Doctoral Research Studies Committee meeting held on 28 March 2018 were received and noted.

**1510**     **DEPARTMENTAL STAFF STUDENT LIAISON COMMITTEE MINUTES (FE2017-18/124-129)**

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

- (i) Architecture & Civil Eng. SSLC meeting of 6 December 2017
- (ii) Chemical Eng. SSLC meetings of 23 February and 16 March 2018  
(unconfirmed)
- (iii) Electronic & Electrical Eng. meetings of 29 November 2017 & 21 February 2018  
Mechanical Engineering SSLC 20 February 2018 (unconfirmed)

**1511**     **ANY OTHER BUSINESS**

There were no other items of business