

**Faculty of Engineering & Design**

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**Meeting:** FACULTY BOARD OF STUDIES  
**Date and Time:** Wednesday 28 February 2018 at 2.15 pm  
**Venue:** 2 East 3.4

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**Present:**

Dr Marianne Ellis ( <i>Acting Chair</i> )	Associate Dean Teaching & Learning
Dr Jos Darling	Dept. of Mechanical Engineering
Prof. Stephen Emmitt	Dept. of Architecture & Civil Engineering
Dr Adrian Evans	Dept of Electronic & Electrical Engineering
Dr Vaggelis Giannikas	School of Management
Prof. Gary Lock	Dept. of Mechanical Engineering
Prof Tim Mays	Dept. of Chemical Engineering
Dr Marcelle McManus	Dept. of Mechanical Engineering
Mr David Stacey	Library
Dr Mike Wilson	Dept. of Mechanical Engineering
Mr Daniel Wong	Dept. of Architecture & Civil Engineering

**In Attendance:** Mrs Rachel Summers Faculty Assistant Registrar

**Apologies:** Apologies for absence were received from Dr Florin Bisset, Dr Kirill Cherednichenko, Dr John Chew, Dr Sally Clift, Dr Andrew Cookson, Dr Alex Copping, Prof Gary Hawley, Dr Pejman Irvani and Ms Chloe Page.

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**ACTION****1477 APOLOGIES**

Apologies as detailed above were noted. The Chair noted that the recent resignation of Dr Clarke meant that there was a 'casual' vacancy on the Board.

**1478 MINUTES OF THE PREVIOUS MEETING (FE2017-18/095)**

The unreserved minutes of the meeting of the Board of Studies held on 10 January 2018 were approved as a correct record of the proceedings with a minor correction to minute 1455c). There were no matters arising.

## 1478 MATTERS ARISING

- i. Minute 1453 – Board of Examiners Compositions(MSc Mechatronics) – action complete
- ii. Minute 1454 – Scaling (transparency and provision of information to students). The PVC L&T had advised that Registry and the Students' Union were currently working on a paper for consideration by ULTQC in due course. Dr Ellis advised that a paper from student reps was also due to be presented to the next meeting of FLTQC (21 March).
- iii. Minute 1456 – Student Study Space. The Chair reported that details of the Board's discussion had been passed to the PVC L&T who had provided the following update, *'At present we have study spaces in 10W and 4W (PG) and then in Virgil Building, Library level 2 (and soon Level 1), Norwood House, and 6WS (all UG). There is currently no overarching responsibility for all these spaces... in the summer we will be reviewing all the self-study spaces/Learning Commons with the SU. This will include refurbishment, redesign & facilities, overall responsibility and the possibility of live information to students (which the Library is looking into). Some of the Learning Commons are proving more popular than we anticipated and we have had to extend hours – but some are underused, so there is clearly room for improvement. The aim is to have a stronger structure in September'*. Professor Mays commented that feedback from students in the Department of Chemical Engineering appeared to indicate that they did not readily identify 'learning commons' as referring to self-study space and that the clear branding / naming of these spaces was important.

## 1479 DEAN'S BUSINESS

The Chair advised that there were no items of Dean's business to report.

## 1480 REPORTS FROM ASSOCIATE DEANS & DEPARTMENTS

- a) Prof Tim Mays (HoD Chemical Engineering) advised that interviews for two Lectureship positions were scheduled for mid-March. Prize Fellowships in the Dept. were being re-advertised.
- b) Prof Stephen Emmitt (HoD Architecture & Civil Engineering) was pleased to report that Dr Stephen Allen had joined the Dept. as a Lecturer in February. Two Lectureships and a Professorial position (Civil Engineering) are currently being shortlisted and Prize Fellowships are being re-advertised. Work has commenced on the Curriculum Transformation project in the Dept. led by Professor Heath.
- c) Professor Gary Lock (HoD Mechanical Engineering) was pleased to report that Peter Mott (graduate of the department in 1991) will be joining the Dept. as the Professor of Practice in Engineering Business Management – provisional start date in August. Following the recent round of interviews for Prize Fellow positions, Dr Hui Tang had been offered a Fellowship. Professor Lock advised that Prof Richard Trask had resigned and it is likely that the Dept. will replace this post with two Lectureships. A Reader and a Lecturer position in the automotive area are currently being advertised following the increase in numbers. Professor Richie Gill has stepped down as Head of Group for SM/Materials – Professor Richard Butler will take over the role. Dr Francesco Ciampa had successfully passed probation

and Mr Rod Valentine had gained FHEA status. Dom Parsons (PhD student with Professor Chris Brace) was congratulated on winning the first GB medal at the 2018 Winter Olympics.

- d) Dr Adrian Evans (HoD Electronic & Electrical Eng.) was pleased to report that the Dept. had made an offer of appointment to the position of Reader in Robotics, which had been accepted. Professor Zhang will be joining the Dept. in June and will contribute to the teaching of the Dept.'s new programmes in Robotics (currently Associate Professor at Shandong Jiatong University, China). Lectureships in Robotics are also currently being shortlisted with interviews to be held in Mid-march. Prize Fellowships in the Dept. were being re-advertised.
- e) Dr Marianne Ellis (Associate Dean, L&T) provided an update on Curriculum Transformation (CT). Chemical Engineering (part of the vanguard with the 'transformed' UG programmes starting in autumn 2019) has completed Phase One of the CT process and is commencing Phase Two (detailed curriculum development and programme design). Other Depts. in the Faculty who are aiming for a 2020 start date have established their CT teams and will be commencing Phase One of the process - engagement with internal and external stakeholders - imminently. The Centre for Learning & Teaching (CLT) has been given approval to appoint Curriculum Officers to support the CT process across the Institution and will work with Departments in the Faculty. Student Surveys for 2017/18 are currently open and this year all undergraduate and postgraduate surveys are running simultaneously. Colleagues were asked to remind students about the surveys and the value the University places on the feedback they provide. Dr Ellis advised that Mrs Alison Ukleja had resigned as the Faculty's Placements Manager.

**1481 LIBRARY MATTERS**

David Stacey asked for clarification of the financial arrangements for the new MSc in Engineering Business Management offered jointly by the Dept. of Mechanical Engineering and the School of Management. Professor Lock confirmed that budgetary control sits within the Faculty.

**1482 FACULTY LEARNING TEACHING & QUALITY COMMITTEE MINUTES (FE2017-18/100)**

The unreserved minutes of the Faculty Learning Teaching & Quality Committee meeting held on 6 December 2017 were received and noted.

**1483 FACULTY DOCTORAL RESEARCH STUDIES COMMITTEE MINUTES (FE2017-18/103)**

The unreserved (unconfirmed) minutes of the Faculty Doctoral Research Studies Committee meeting held on 17 November 2017 were received and noted.

**1484 DEPARTMENTAL STAFF STUDENT LIAISON COMMITTEE MINUTES (FE2017-18/104)**

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

(i) Faculty SSLC for PGT students, meeting of 22 November 2017.

**1485**    **ANY OTHER BUSINESS**

There were no other items of business