

Faculty of Engineering & Design

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**Meeting:** FACULTY BOARD OF STUDIES  
**Date and Time:** Thursday 18 November 2021 at 2.15 pm  
**Venue:** Via TEAMS

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Present: Prof Tim Ibell Dean (*Chair*)

Miss Mansi Ahuja	UG Rep, Dept of Electronic & Electrical Engineering
Prof. Kirill Cherednichenko	Faculty of Science representative
Prof. John Chew	Dept. of Chemical Engineering
Dr Sally Clift	Associate Dean (International)
Dr Jos Darling	Dept. of Mechanical Engineering
Prof. Marianne Ellis	Dept. of Chemical Engineering
Prof. Stephen Emmitt	Dept. of Architecture & Civil Engineering
Prof. Adrian Evans	Dept. of Electronic & Electrical Engineering
Dr Vaggelis Giannikas	School of Management
Dr Sabina Gheduzzi	Dept. of Mechanical Engineering
Dr Marion Harney	Associate Dean (Education)
Dr Carmelo Herdes Moreno	Dept. of Chemical Engineering
Dr Nigel Johnston	Dept of Mechanical Engineering
Mr Yaswanth Sai Kavuru	PGT Rep, Dept of Mechanical Engineering
Dr Ben Metcalfe	Dept. of Electronic & Electrical Engineering
Prof. Andrew Plummer	Dept. of Mechanical Engineering
Mr David Stacey	Subject Librarian
Dr Jannis Wenk	Dept. of Chemical Engineering ( <i>from 3.15 p.m.</i> )

In Attendance: Mrs Rachel Summers Faculty Assistant Registrar

Apologies: Apologies for absence were received from Dr Charles Courtney, Dr Tristan Kershaw, Prof. Davide Mattia, Prof Chris Bowen, Ms Francesca Marchetti & Ms Zoe Paumelle.

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**2021 WELCOME & APOLOGIES****ACTION**

The Chair welcomed student representatives, Mansi Ahuja (UG Dept of Electronic & Electrical Engineering) and Yaswanth Sai Kavuru (MSc Auto Eng, Dept of Mechanical Engineering). Apologies as detailed above were noted.

**2022 DEAN'S BUSINESS & DECLARATION OF INTERESTS**

The Dean asked for any declarations of interest which were not going to be declared during subsequent discussions. There were none. The Dean reported on the following items,

- I. **University & College Union (UCU) Industrial Action.** Following the recent ballot of UCU members industrial action will be taking place between 1-3 December. The Dean noted that the University will do its utmost to ensure students are not

disadvantaged in the long run. Whilst people may have different views on the strike action it's important that we treat each other with respect during this period.

- II. **Institute for Advanced Automotive Propulsions Systems (IAAPS).** Regrettably, significant problems in the IAAPS construction project at the Science Park will mean a major delay in the opening and launch of the IAAPS Research Facilities, which is now unlikely to be before summer 2022. The impact of the delay on predicted income streams is under discussion at University Executive Board (UEB)
- III. **Head of Dept Appointments.** The Dean noted that departmental consultations in Arch & Civil Eng, Chemical & Elec Eng, regarding the appointment of Department Heads were beginning imminently.
- IV. **Flooding 2 East.** An overnight leak in the toilets on level 2 of 2 East had led to water damage to some offices and student labs in level 1. Fortunately, specialist vital lab equipment had avoided damage but access to the labs had been temporarily restricted due to health & safety concerns.

### **2023 MINUTES OF THE PREVIOUS MEETING (FE2021-22/039)**

The unreserved minutes of the meeting of the Board of Studies held on 13 October 2021 were approved as a correct record of the proceedings. There were no matters arising

### **2024 MEMBERSHIP OF BOARDS OF EXAMINERS 2021-22 (FE2021-22/040)**

**APPROVED:** membership of Boards of Examiners for Programmes (BEPs) for 2021/22 as detailed in paper FE2021-22/040.

**NOTED:** membership of Boards of Examiners for Units (BEUs) for 2021/22 as detailed in paper FE2021-22/040.

The Board noted that some BEPs had relatively small memberships and Board members queried whether a wider membership should be considered to allow access to the Board for probationary teaching staff, in order that they might develop a better understanding of assessment procedures. The Chair suggested that an alternative mechanism for sharing assessment related information e.g. external examiners comments was via a Dept meeting as it was not core to the business of a BEP that the full department be present.

### **2025 ANNUAL REPORT: GRADUATE TEACHING ASSISTANTS 2020-21 (FE2021-22/041)**

The Board received the Annual Report on students undertaking teaching in the Faculty in 20/21. The Board noted that there had been limited student input to teaching during the previous academic year due to the move to remote online learning and restricted access to laboratories for undergraduate students. Across the Faculty's four academic departments it is normally the case that only PGR students are employed as teaching assistants – members of the Board commented that it was extremely challenging to recruit PGR students to this activity. Dr Johnston advised that there was strong support from the Doctoral College for PGR students to be offered teaching opportunities and he noted that a small number of GTA's had been offered fractional contracts rather than paid on a casual hourly basis. The Board agreed that definitive HR advice on the contractual position of GTAs would be helpful. Professor Plummer commented that Mech Eng. was trialling the use of a small number of final year undergraduates in support of CAD Design tutorials- the Chair asked if feedback on the trial could be provided to the Board in due course. The Board noted that mechanisms had been agreed with Dept Coordinators and Directors of Teaching to provide comprehensive reports on the 21/22 GTA activities for next year's report.

**AP to  
report back  
to the  
Board**

**2026 GRANTS & CONTRACTS REPORT 2021-22 QUARTER 1 (FE2021-22/042)**

The Board received and noted the first quarter Grants & Contracts report for 2021-22. The Dean noted that the value of Research Awards offered but not yet finalised was looking positive at this stage in the annual cycle (approximately £8.5 million).

**2027 REPORTS FROM DEPUTY DEAN, ASSOCIATE DEANS, HEADS OF DEPARTMENT & DIRECTOR OF DOCTORAL STUDIES (FE2021-022/043)**

The Board noted the summary reports as detailed in Paper FE2021-22/043.

Dr Harney (AD Education) provided a further update.

- Senate had agreed to the adoption of the Academic Integrity Charter.
- In response to student feedback the FLTQC had agreed to amend the contingency time allowance for online examinations to 45 minutes. The Semester one exam timetable would shortly be published and made available to students via the web. Members of the Board queried whether responsibility for contingency arrangements in the event of IT failure remained with the Exams office. Dr Harney believed this was the case.

Professor Ellis, (Head of Dept of Chemical Engineering) reported that the Dept. had had a very positive and enjoyable accreditation visit by the IChemE and she thanked everyone who had contributed to the success of the visit including technicians, dept administrative staff, porters and of course academic colleagues.

Professor Emmitt (Head of Dept of Architecture & Civil Engineering) commented that the Dept had also completed a successful virtual accreditation visit by the JBM – updates on the outcome of the accreditation visit would be provided in due course.

Professor Evans (Head of Dept of Electronic & Electrical Engineering) advised that no candidates had been taken forward for the Lectureships in Electrified Automotive Propulsions Systems at this stage.

Dr Johnston (Faculty Director of Doctoral Studies) reminded Board members that the deadline for URSA project proposals was 5 December.

**2028 REPORT FROM STUDENT REPRESENTATIVES/ STUDENTS' UNION OFFICER (FE2021-22/044)**

The Chair noted that the Students Union officer (who had been unable to attend the meeting) had provided an additional report (circulated to Board members) in support of the SU's Top Ten issues for 2021-22 and members had also been provided with a link to the SU's YouTube video. The Chair commented that it was incredibly important that the Board understand and be aware of the SU's priorities. The student reps attending the Board had not yet had sufficient opportunity to discuss the Top Ten with SSLC reps etc and the Chair suggested that they report back to the next meeting. Members of the Board noted that with regard to the SU's prioritising of improvements to the personal tutoring system the proposed model for a separation of pastoral support responsibilities and teaching guidance and support into different roles (Student Experience Officer and Personal tutors respectively) was based on the School of Management's personal tutoring model. Members of the Board noted that while there were some positives to this approach it was important that the specialist knowledge, experience and expertise of academic tutors in providing placement & career advice i.e. their understanding of the engineering profession, was not 'lost' in the detachment of pastoral support. The Board agreed that there was some variation in Personal Tutor practice across Departments and that there were benefits to be achieved in sharing of best practice. Some training on providing appropriate levels of support to students with mental health problems

would be welcomed. Dr Harney noted that the SU's Top Ten priorities had been assigned to members of UEB who would be engaging with the allocated priorities on an individual basis.

Dr Johnston commented that the Doctoral College was actively looking at how the training and guidance provided to supervisors could be improved.

The Chair noted the SU's priority aim for departmental specific action plans to tackle attainment gaps which was a key focus for the Faculty. Members of the Board suggested that it would be helpful if KPI data could be shared with SSLCs and student reps.

The Board suggested that alongside the SU's Top Ten Issues for action and improvement it would be good to see a parallel Top Ten of best practice i.e. what are we doing well which we shouldn't stop doing. The Chair asked Student reps to take this back to the SU for consideration.

## **2029 LIBRARY MATTERS**

Dr Stacey reported on the following,

- The Library is actively engaged with the SU's Top Ten for example with the provision of inclusive spaces on campus
- Exam Papers – the provision of past papers to the Library has been patchy and departments were asked to send them to the library (Chris Roberts) well in advance of the semester one exams.
- Staffing – there have been a number of recent staff changes which has placed Library Research Services under a deal of pressure, and it will be a challenge to meet demands for these services.

## **2030 FACULTY EXECUTIVE COMMITTEE MINUTES (FE2021-22/045)**

The unreserved (unconfirmed) minutes of the Faculty Executive Committee meeting held on 4 October 2021 were received and noted.

## **2031 FACULTY RESEARCH & KNOWLEDGE EXCHANGE COMMITTEE MINUTES (FE2021-22/046)**

The unreserved (unconfirmed) minutes of the Faculty Research & Knowledge Exchange Committee meeting held on 6 October 2021 were received and noted.

## **2032 FACULTY LEARNING TEACHING & QUALITY COMMITTEE MINUTES (FE2021-22/047)**

The unreserved (unconfirmed) minutes of the Faculty Learning Teaching & Quality Committee meeting held on 22 October 2021 were received and noted.

## **2033 FACULTY DOCTORAL STUDIES COMMITTEE MINUTES (FE2021022/048)**

The unreserved (unconfirmed) minutes of the Faculty Doctoral Studies Committee meeting held on 15 September 2021 were received and noted

## **2034 ANY OTHER BUSINESS.**

There were no other items of business.