

Faculty of Engineering & Design

Meeting: FACULTY BOARD OF STUDIES
Date and Time: Wednesday 8 October 2014 at 2.15 pm
Venue: 2 East 3.4

Present:

Prof Gary Hawley (Chair) JGH	Dean
Dr Ivan Astin	Dept of Electronic & Electrical Engineering
Dr Florin Bisset	Learning Partnerships Office (LPO)
Dr Sally Clift	Associate Dean, Graduate Studies
Dr Jos Darling	Dept of Mechanical Engineering
Dr Adrian Evans	Dept of Electronic & Electrical Engineering
Dr Mark Evernden	Dept of Arch & Civil Engineering
Mr Paul Goodstadt	Education Officer, Students' Union
Prof Tim Ibell	Associate Dean, Research
Dr Nigel Johnston	Dept of Mechanical Engineering
Dr Tim Mays	Dept of Chemical Engineering
Dr Marcelle McManus	Dept of Mechanical Engineering
Prof Tony Miles	Dept of Mechanical Engineering
Ms Charlotte Russell	Undergraduate Representative (Civil Eng)
Prof Rob Scheichl	Dept of Mathematics
Dr Peter Shepherd	Dept of Electronic & Electrical Engineering
Mr David Stacey	Faculty Librarian
Dr Mike Wilson	Dept of Mechanical Engineering

In Attendance: Mrs Rachel Summers Faculty Assistant Registrar

Apologies: Apologies for absence were received from Dr Tom Arnot, Dr Emma Brandon Jones, Dr Steve Cayzer, Dr Andrew Heath, Professor Pete Walker, Mr Matthew Wickens.

ACTION**838 WELCOME & APOLOGIES**

The Chair welcomed Paul Goodstadt (Students' Union officer) and Charlotte Russell (undergraduate student representative) to the Board. Apologies as detailed above were noted.

839 MINUTES OF THE PREVIOUS MEETING (FE2014-15/010)

The unreserved minutes of the meeting of the Board of Studies held on 21 May 2014 were approved as a correct record of the proceedings.

840 CHAIR'S BUSINESS

The Chair reported that over the summer vacation the University was granted

planning permission for two new buildings, one of which (working title of 4East South) will provide research and teaching space for the Faculty as well as accommodating a new Computing Services data centre. Ground works have already started and if work proceeds according to schedule the new building should be completed in time for the start of the 2016/17 academic year.

The Chair noted that the outcomes of the 2014 Research Excellence Framework (REF) exercise will be notified to the University on 16 December but will be embargoed until the formal release by HEFCE on 18 December.

841 VACATION AND CHAIR'S POWERS (FE2014-15/012)

APPROVED: Powers for the Dean to take Chair's Action on behalf of the Board and vacation powers for the Dean during the 2014-15 academic year.

842 DELEGATION OF RESPONSIBILITY (FE2014-15/013)

APPROVED: Delegation of responsibility for minor and intermediate changes to programmes of study and units to the Faculty Learning, Teaching & Quality Committee for the 2014-15 academic year.

843 BOARD OF STUDIES MEMBERSHIP (FE2014-15/014)

The Board noted the Board of Studies membership for 2014-15. PGR and PGT Student representatives are currently being elected and it is hoped they will be able to attend the next meeting of the Board.

844 FACULTY LIAISON REPRESENTATIVES (FE2014-15/015)

The Board noted Faculty Liaison Representatives on the two other Faculty Boards and the Board of Studies for the School of Management; Mr Dyfed Griffiths (H&SS Board), Professor Chris Bowen (Science Board), Dr Sukumar Natarajan (Management Board). Dr Emma Brandon Jones has replaced Dr David Bence as the School of Management representative on the Board.

845 FACULTY COMMITTEE MEMBERSHIP 2014-15 (FE2014-15/016)

The Board noted the composition and membership of Faculty Committees as detailed in paper FE2014-15/016. *Secretary's note: The membership of the Grad School Committee and Faculty Research Students Committee was amended post meeting to include a Students' Union Officer in accordance with changes to QA48.*

846 FACULTY REPRESENTATIVES ON UNIVERSITY COMMITTEES (FE2014-15/017)

The Board noted the representatives from the Faculty serving on University Committees as detailed in paper FE2014-15/017.

847 ACADEMIC REVIEW SUB-COMMITTEE/ BOARD OF INQUIRY HEARING FOR ASSESSMENT OFFENCES (FE2014-15/018)

The Board noted the draft membership of the Academic Review Sui Committee/

Board of Inquiry for Assessment Offences for 2014-15.

848 SSLC ANNUAL REPORTS 2013-14 (FE2014-15/019)

The Board noted the Annual Reports of Staff Student Liaison Committees for 2013-14 including the reports from partner colleges for franchised programmes in Engineering Systems and Motorsport.

849 SSLC TERMS OF REFERENCE & CONSTITUTIONS (FE2014-15/020)

In accordance with the expectations of QA48, the Board received and approved the Terms of Reference and Constitution of the Staff Student Liaison Committee for Licensed, Validated & Franchised Programmes as detailed in paper FE2014-15/020. Details of the actual membership will be submitted to the Board in due course.

850 FACULTY LEARNING TEACHING & QUALITY COMMITTEE MINUTES (FE2014-15/023)

The unreserved minutes of the Faculty Learning Teaching & Quality Committee meeting held on 14 May 2014 were received and noted.

851 FACULTY RESEARCH STUDENTS COMMITTEE MINUTES (FE2014-15/027)

The unreserved minutes of the Faculty Research Students Committee meeting held on 4 June 2014 were received and noted.

852 REPORTS FROM ASSOCIATE DEANS & DEPARTMENTS

a) Prof Ibell (Architecture & Civil Engineering) reported that the HIVE research facility at the Building Research Park near Swindon had been officially launched at the end of September. The HIVE is a £1m research facility funded by the (EPSRC) and the University of Bath, offering ground-breaking research into low carbon, low environmental impact construction materials and methods. The Department has also recently established a Centre for Doctoral Training (CDT) in the Decarbonisation of the Built Environment - an innovative four-year doctoral programme that focuses on low-carbon technologies. Up to ten fully-funded PhD places in the CDT will be offered each year. Prof Ibell noted that the RIBA recently visited the Department as part of the accreditation process for the Department's Architecture degrees.

b) Professor Miles (HoD Mechanical Eng.) was pleased to report that the Department of Mechanical Engineering had again exceeded its undergraduate recruitment target for 2014 entry. Prof Miles advised that the Department had made a number of recent academic appointments including the appointment of Dr Carl Sangar, formerly a Prize Fellow, as Lecturer.

c) Dr Mays (HoD Chem Eng) was pleased to report that Dr Marianne Ellis has been identified by the Royal Academy of Engineering as a 'Rising Star' as part of the RISE ('Recognising Inspirational Scientists and Engineers') campaign to celebrate EPSRC's 20th anniversary. Dr Mays advised that the Department had made a number of recent academic appointments including that of Professor Tina Düren

who has recently joined the Dept. from the University of Edinburgh. The Department currently has a further four academic positions out to advert. Dr Mays advised that the Department had exceeded its undergraduate recruitment target of 110 having recruited 135 new undergraduates.

d) Dr Evans (HoD Electronic & Electrical Eng) noted that the Department had seen excellent recruitment at undergraduate level and had exceeded intake targets. In terms of academic staff vacancies, Dr Biagio Forte, formerly a Prize Fellow, had recently been appointed as a Lecturer and the Department is seeking to recruit a Director of Studies for the Distance Learning programme in Electrical Power Systems (Professor Aggarwal is reducing to a part time role in Spring 2015). The Department is currently awaiting confirmation of two EU research grant applications.

e) Professor Ibell (Associate Dean Research) invited all colleagues to attend the Research Rocket event to be held on 3 December. The event will showcase the wide range of research undertaken at the University by means of snapshot talks and presentations. Katie Evans (Research Analytics Librarian) had recently attended Faculty Research Committee and provided an in-depth analysis of comparative citation data for the Centre for Energy and the Design of Environments (EDEN) and four other research groups working in the area. FRC had found the report extremely useful and will roll out the same analysis for all of the Faculty's Research Centres. Prof Ibell noted that a REF team from across the Faculty is already being established in order to prepare for the next REF cycle (in 2020).

f) Dr Clift (Associate Dean Graduate Studies) reported that PGT Open Days would be held on 15 December and 13 March – the aim is to attract overseas students already based in the UK who are in the final year of their Undergraduate studies. Dr Clift advised that the University has moved to a more flexible approach to the management of PGR studentships. The Faculty will be allocated an annual University Research Studentships Account to finance a cohort of PGR students recruited in a given academic year for the agreed full duration of their funded studies. The funding may be used to provide a range of awards from partial fee reductions to fully funded studentships. In 2014/15 the fund will be in the region of £970k. The Graduate School will manage the fund in accordance with the criteria set out by the University but will allocate the studentships in line with the Faculty's priorities – in the first cycle to support new academic staff appointments. All probationers will be allocated a PhD studentship in their first 12 months.

The Dean congratulated Departments on yet another successful recruitment cycle; all Departments had exceeded their UG targets without any compromising of quality. At PGT level the Faculty had similarly seen impressive levels of recruitment – Arch & Civil Engineering recruiting 90 students to its suite of Masters programmes and Mechanical & Electrical Engineering taking in 66 students. The Dean particularly commended Arch & Civil Engineering and Faculty staff on their efforts in recruiting to the new MSc in Modern Building Design. The Faculty continues to invest time and resources in support of PGT recruitment with trips to China, India and Nigeria planned for the next cycle.

853 STAFF STUDENT LIAISON COMMITTEES (FE2014-15/028)

The Board received the minutes of the Staff Student Liaison Committee meeting for the MSc in International Construction Management held on 28 June 2014.

854 LIBRARY MATTERS

Mr Stacey reported on the following matters,

- a) With the start of the new academic year the Library had reactivated the card access system.
- b) The induction activities provided by the library for UG and PGT students had been completed – PGR induction sessions and research skills training will be held over the next few weeks.
- c) The Library's budget for materials had been increased by approximately 5%.

855 **ANY OTHER BUSINESS**

Anonymous Marking The secretary reported on this matter on behalf of the Associate Dean L&T. Earlier this year Senate agreed that anonymous marking should be introduced for all summative assessment 'where practical'. Anonymous marking is being introduced in response to student concerns in order to address a perception of potential bias in the marking process. During 2014/15 anonymous marking for coursework will be phased in gradually and the Faculty plans to trial it for coursework in each department this semester (some hard-copy and some Moodle submissions). The undergraduate office has already contacted relevant unit convenors. It is the University's intention to introduce anonymous marking fully in 2105/16 for summative assignments where it is practical to do so. Where it is clearly not practical, e.g. for presentations, some lab work etc. there will be no expectation that marking be anonymous.

University Rule 2 – Conduct of Exams The Board noted that University Rule 2 had been amended by the removal of paragraph 37 *'For the first ten minutes of the examination, an internal examiner or nominated deputy familiar with the examination paper shall be available for consultation either in person or by telephone to clarify any substantive points of confusion in the examination paper. After this period there shall be no further discussion of the examination paper with candidates. The Chief Invigilator shall be responsible for contacting the examiner or nominated deputy and will be provided with contact details on the day of the examination. The examiner or nominated deputy shall be responsible for communicating this information to the Examinations Office, which shall ensure that the outcome of any such clarification is communicated to all students taking the examination, including those in special venues.'* The Board noted that the update version of Rule 2 had not yet been published on the web.

There were no other items of business and therefore the Board moved onto white FOIA business.