

**Faculty of Engineering & Design**

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**Meeting:** FACULTY BOARD OF STUDIES

**Date and Time:** Wednesday 12 October 2022 at 2.15 pm

**Venue:** Hybrid – 2 East 3.4

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**Present:**

Prof Tim Ibell	Dean ( <i>Chair</i> )
Prof. Kirill Cherednichenko	Faculty of Science representative
Dr Ricardo Codinhoto	Faculty Director of PGT Programmes
Dr Jos Darling	Dept. of Mechanical Engineering (via TEAMS)
Dr Emma Emanuelsson Patterson	Dept. of Chemical Engineering (via TEAMS)
Dr Sabina Gheduzzi	Dept. of Mechanical Engineering
Prof. Marion Harney	Associate Dean (Education)
Prof. Andrew Heath	Dept of Architecture & Civil Engineering
Dr Carmelo Herdes Moreno	Dept of Chemical Engineering
Dr Tristan Kershaw	Dept. of Architecture & Civil Engineering (via TEAMS)
Prof. Mirella di Lorenzo	Associate Dean (International)
Prof. Davide Mattia	Deputy Dean
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

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

**Apologies:** Apologies for absence were received from Prof John Chew, Dr Mark Evernden, Dr Vaggelis Giannikas, Dr Nigel Johnston & Prof Peter Wilson.

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**2158 WELCOME & APOLOGIES**

**ACTION**

The Chair welcomed new members of the Board and noted that regrettably student representatives had not yet been elected and the Faculty had not been advised which Students' Union Officer would be attending the Board. Apologies as detailed above were noted.

**2159 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. **Faculty Research Centres.** Deputy Directors have now been appointed to the Faculty's seven Research Centres.

Advanced Materials and Processes Director Tina Duren  
Deputy Directors Alex Lunt and Matt Cole

Climate Change Adaptation Director Pete Walker  
Deputy Directors Lee Bryant and Corwin Wright

Humanitarian Engineering (working title) Director Sukumar Natarajan  
Deputy Director Juliana Calabria-Holley

IAAPS Director Chris Brace

Deputy Directors Sam Akehurst, Shirley Pei, Richard Burke and Carl Sangan

Sustainable Energy Systems Director Marcelle McManus

Deputy Directors Furong Li, Anna Young and Sanjay Nagarajan

Digital Manufacturing Director Linda Newnes

Deputy Directors Paul Shepherd and Bernardo Castro Dominguez

C3Bio Director Pedro Estrela

Deputy Directors Mirella Di Lorenzo, Hannah Leese and Ben Metcalfe

- II. **Student recruitment & admissions.** This year the Faculty had achieved its overall target for UG admissions - over recruitment in the Dept. of Mechanical Engineering counter balancing under recruitment in other areas. The difficulty of hitting targets was yet again demonstrated. PGT recruitment had been very weak.
- III. **Professional & Technical Services Career Progression.** The Dean advised that a key Faculty priority is to develop a framework for career progression for professional service colleagues. Work is currently being undertaken in the background to bring forward proposals that will provide greater opportunities for existing staff and will also attract high calibre candidates in an increasingly competitive job market.

**2160 MINUTES OF THE PREVIOUS MEETING (FE2022-23/008)**

The unreserved minutes of the meeting of the Board of Studies held on 20 July 2022 were approved as a correct record of the proceedings. There were no matters arising

**2161 BOARD OF STUDIES MEMBERSHIP 2022/23, TERMS OF REFERENCE & STANDING ORDERS (FE2022-23/009)**

The Board was invited to review the Board of Studies Terms of Reference (ToR) and provide feedback to Senate on proposed changes to the ToR as detailed in Paper FE2022-23/009.

The Board noted the following comments from members,

- The current ToR did not adequately reflect the Board's full range of activities which are more broadly stated in Statute 20 and were primarily focussed on student progression and teaching related business. Members considered that the Board also had responsibility for oversight of the Faculty's research over and above that of the Faculty Research Knowledge & Exchange Committee. For example, reviewing and monitoring research grant income through receipt of the quarterly Grants & Contracts reports from RIS. The ToR should be updated to encompass the Board's broader activities.
- The ToR ought to also include the Board's responsibility for input to and oversight of the Faculty's International agenda both in terms of teaching and research.
- The name of the Board itself demonstrated its historic focus on teaching and assessment 'Board of *Studies*' – members considered this to be a misnomer and proposed that the Board's name be changed to better reflect its wider remit e.g. Academic Board was suggested.
- Clarification of the differing responsibilities and authorities of Faculty Executive and the Board of Studies would be helpful.
- Members commented that the flow of business was very top down from Senate to the Faculties/ School and that lines of communication were at times unclear. The relationship and flow of communication between the Board of Studies and Senate could be improved.

- The workload associated with the Board's responsibility for the oversight and approval of Progression and Awards for all 'taught' students had grown over time and members proposed that these matters be delegated to Departmental Boards of Examiners for Programmes (BEP) with the Board retaining a higher-level responsibility for oversight of standards across departments. Board members commented that the volume of documentation presented to the summer meetings of the Board (for undergraduate Awards and Progression) was unmanageable and the time pressures involved meant it was almost impossible for members to fully review all of the business. The Secretary advised that the 'powers' to approve Awards & Progression was delegated to the Board of Studies and may not therefore be further delegated but that the Governance team would be able to advise.
- The amended ToR retained a lack of clarity regarding the role of the Doctoral Board of Studies in relationship to the Faculty/ School Boards of Studies. i.e., the proposed statement that '*Doctoral matters may be considered by the Faculty or School Boards of Studies but must also be considered by the University Doctoral Studies Committee and Boards of Studies (Doctoral) as appropriate*'. ToR bullet point 15 should explicitly clarify that it is the responsibility of DBoS to approve the appointment of PGR students into teaching roles (unless the intention is that this is to be returned to Faculty Boards of Studies).
- More detailed clarification of the arrangements by which the Dean might take action on behalf of the Board would be helpful. Historically the Board has approved Chairs Action & Vacation Powers at the start of each academic session to permit the Dean to take action on behalf of the Board. This facilitates the speedy approval of often routine student business and were this practice to no longer be deemed appropriate would potentially lead to significant delays in decision making. Standing Orders para 10.6 and 10.7 suggest that decisions outside of the normal meetings of the Board should only be taken on an exceptional basis and the Board was therefore unclear whether it had the authority to give approval to the Dean to take Chair's Action on its behalf either between meetings or during vacation periods.
- Statute 20 only referred to Boards of Studies of each *School* – whilst understanding that this was an historical legacy and the difficulties of amending the Statutes the Board agreed that work should be carried out to bring forward a change to Statute 20 to reflect the longstanding academic structure of the University (the Faculties have been established for over 20 years).
- ToFR 18 should be removed as it was no longer the responsibility of Board of Studies to approve the establishment/ disestablishment of Research centres.

The Board also noted some minor typos and errors,

- ToFR bullet point 10 – establishment of new *academic prizes*
- ToFR bullet points 11 & 12 – student academic reviews should be *student academic appeals and reviews* (as per Regulation 17) . The same correction should also apply to the establishment of Sub-Committees i.e. Appeal Sub-Committee.

The Board noted details of the membership for 2022/23 and agreed that the Board's feedback on Paper FE2022-23/009 be passed to the Head of Governance.

## **2162 BOARD OF STUDIES: DELEGATION OF POWERS (FE2022-23/010)**

**APPROVED:** delegation of responsibility for minor and intermediate changes to the Faculty Learning Teaching & Quality Committee for the 2022-23 academic year.

**APPROVED:** delegation of minor changes only to Departmental Learning Teaching & Quality Committees for the 2022-23 academic year

**2163 VACATION AND CHAIR'S POWERS (FE2022-23/011)**

Following on from the earlier discussion (see minute 2161) , the Board approved Powers for the Dean to take Chair's Action on behalf of the Board and vacation powers for the Dean during the 2022-23 academic year, subject to confirmation from the Head of Governance.

**2164 MEMBERSHIP OF BOARD OF STUDIES ACADEMIC APPEAL HEARING PANEL/ BOARD OF INQUIRY HEARINGS (FE2022-23/012)**

The Board welcomed the increase in Panel members (three per academic department). Regulation 17 suggests that members should have experience of student matters e.g. Directors of Studies, which can restrict the choice of potential candidates. Members agreed that the Panel ought to have a level of diversity and that a wider pool of candidates could be considered. The Board encouraged the Dept. of Electronic & Electrical Engineering to take this into consideration in nominating its third member.

**APPROVED:** Membership of the Sub-Committees of the Board of Studies – Appeal Hearing Panel & Board of Inquiry Hearings for 2022-23.

**2165 GRANTS & CONTRACTS REPORT 2021-22 QUARTER 4 (FE2022-23/013)**

The Board received and noted the final quarter Grants & Contracts report for 2021-22. The Dean commented that the Faculty's year-end results were up on the previous year although research income was still on a downward trend. Professor Mattia commented that the application success rate was improving which was positive.

**2166 REPORTS FROM DEPUTY DEAN, ASSOCIATE DEANS, HEADS OF DEPARTMENT & DIRECTOR OF DOCTORAL STUDIES (FE2022-23/014)**

The Board noted the summary reports as detailed in Paper FE2022-23/014.

**2167 REPORT FROM STUDENT REPRESENTATIVES/ STUDENTS' UNION OFFICER**

No report was available.

**2168 LIBRARY MATTERS**

Mr Stacey provided an update on library matters.

**Services**

- Library has subscribed to RapidILL – system for faster ILLs via sharing requested docs via a database. Peer-to-peer system between libraries. Place requests as normal
- Enquiries – [library@bath.ac.uk](mailto:library@bath.ac.uk); chat service in the day; TopDesk/Ask a Librarian form; FAQs- all brought together on libanswers: <https://bath.libanswers.com/>
- After inductions, Tom and I are in the midst of the usual info literacy training for depts. Tom is off sick with COVID so is arranging cover or providing asynchronous materials this week and potentially next

- Please check your library lists are working and up to date. Refresher training ran over the summer which had some uptake from FED. FYI scanning requests for articles/chapters to include on Library Lists and Moodle go through the Library Lists system now.

#### **Facilities**

- Foyer and entry refurb completed over summer – new seating and larger plasma screen
- L3 toilets updated (floor to ceiling doors to enable gender neutral).
- L4 and L5 toilets refurbished over the summer
- L3 summer book moves and weeding – about 1/3 of all stock moved (but not in the engineering numbers) – arch spaced out
- Revised [regulations](#)
- Level 5 PGR only workroom – 12 seats – refurbished. Swipe card access. East side of L5

#### **Resources**

- Lots of research monographs acquired online at the end of financial year – Springer Earth and Environmental Science archives, Chem and Materials, Engineering, Energy, robotics etc. About 20 of the most requested Elsevier ebooks acquired too.
- Frost and Sullivan renewed 2 more years. Springer Materials subscribed to replace Nature Nano – covers 290,000+ materials and 3000+ properties.
- Knovel and Reaxys renewals – negotiations with Elsevier fruitful and they will work with JISC after all. About to renew Knovel.
- LinkedIn Learning – liaising with Associate Deans in Sci and HSS to see if we can reach enough support to fund full campus access. If not, will renew with SoM as normal end of November. Will be looking to ACE to part fund the FED part again, which is largely paid by the Library.

#### **General**

- Black History Month display on Level 2. We are working with Bath Spa on co-hosting an author talk – Fri 21 Oct 1-2pm, Andreena Leeane. We've 3 copies of her poetry book Charred.
- Be Well Week – we are promoting books to support this and have some jigsaws out on L2
- Research Services - Open Access Week 25-31 Oct and there will be tweets, blog posts and in-person events from our RS staff

The Board discussed the cost of library resources and the challenging financial situation particularly with respect to payments for Open Access journal articles. The Dean thanked Mr Stacey.

#### **2169 FACULTY COMMITTEE MEMBERSHIP 2022-23 (FE2022-23/016)**

The Board noted the composition and membership of Faculty Committees as detailed in paper FE2022-23/015.

#### **2170 FACULTY LEARNING TEACHING & QUALITY COMMITTEE MINUTES (FE2022-23/016)**

The unreserved minutes of the Faculty Learning Teaching & Quality Committee meetings held on 14 September 2022 were received and noted.

#### **2171 FACULTY DOCTORAL STUDIES COMMITTEE MINUTES (FE2022-23/017)**

The unreserved minutes of the Faculty Doctoral Studies Committee meetings held on 15 June 2022 were received and noted

**2172 ANY OTHER BUSINESS.**

There were no other items of business.