

CONFIRMED

# Faculty of Engineering & Design Board of Studies

Wednesday, 18th October 2023 2:15 pm

2 East 3.4 | Faculty of Engineering & Design Board of Studies

## Attendees

---

### Attended

Kirill Cherednichenko

Charles Courtney

Jos Darling

Nathanail Georgiou

Sabina Gheduzzi

Vaggelis Giannikas

Jonathan Graham-Harper-Cater

Caitlin Grainger-Spivey

Marion Harney

Andrew Heath

Carmelo Herdes Moreno

Tim Ibell

Tristan Kershaw

Benjamin Metcalfe

Andrew Plummer

Jannis Wenk

### Apologies

John Chew

Ricardo Codinhoto

Mirella Di Lorenzo

Emma Emanuelsson Patterson

Nigel Johnston

Davide Mattia

Despina Moschou

David Stacey

## **2287 Welcome and Quorum**

---

The Chair welcomed members noted apologies and confirmed quorum. This was the first meeting attended by the new Faculty Student undergraduate Representatives, Caitlin Grainger-Spivey & Nathanail Georgiou. The Board noted that the Students' Union had not nominated an SU officer to join the Board which was disappointing.

## **2288 Declarations of Interest**

---

The Chair asked for any declarations of interest which were not going to be declared during subsequent discussions. There were none.

## **2289 Minutes of the Previous meeting - ED2023-24/009**

---

The unreserved minutes of the meeting of the Board of Studies held on 17 May 2023 (ED2023-24/009) were approved as a correct record of the proceedings.

## **2290 Actions and Matters Arising**

---

There were no actions or matters arising to report.

## **2291 Chairs Business & Actions ED2023-24/010**

---

The Chair congratulated and thanked colleagues following the recent announcement of the University's triple gold TEF (Teaching Excellence Framework) status by the Office for Students.

The Board noted actions taken by the Chair on behalf of the Board as detailed in paper ED2023-24/010 and listed below

### 18 May 2023 Membership of Boards of Examiners

Approval of amendments to the membership of Boards of Examiners for Units / Programmes for the Online MSc in Engineering Business Management, Learning Partnerships Office / Dept of Mechanical Engineering.

## **2292 Board of Studies membership 2023/24 & Terms of Reference ED2023-24/011**

---

The Board confirmed the membership and noted the Committee's Terms of Reference as detailed in Ordinance 10.

Details of the rationale for co-opting members to the Board would be included on the membership.

## **2293 Board of Studies: Delegation of Responsibility ED2023-24/012**

---

APPROVED: delegation of responsibility for minor and intermediate changes to the Faculty Learning Teaching & Quality Committee for the 2023-24 academic year.

APPROVED: delegation of minor changes only to Departmental Learning Teaching & Quality Committees for the 2023-24 academic year

## **2294 Board of Studies: Vacation & Chairs Action Powers ED2023-24/013**

---

APPROVED: Powers for the Dean to take Chair's Action on behalf of the Board of Studies and Vacation Powers for the Dean during the 2023-24 academic year.

## **2295 Membership of Board of Studies Academic Appeal Hearing / Board of Inquiry Hearing Panel ED2023-24/014**

---

The Board noted new members of the 'pool' from the Departments of Chemical, Electronic & Electrical and Mechanical Engineering. The Head of Dept of Arch & Civil Engineering advised that a nominee from the dept. was currently in the process of being identified. The Chair thanked the following pool members who were standing down,

Dr Antony Darby Architecture & Civil Engineering (member from 2016/17)

Dr Andrew Rees Mechanical Engineering (member from 2016/17)

Professor Manuchehr Soleimani Electronic and Electrical Engineering (member from 2016/17)

Professor Tim Mays Chemical Engineering (member from 2019/20)

APPROVED: Membership of the Sub-Committees of the Board of Studies-Appeal Hearing Panel & Board of Inquiry Hearings for 2023-24.

## **2296 Research Activity Report 2022-23 Quarter 4 ED2023-24/015**

---

The Board received and noted the final quarter Grants & Contracts report for 2022-23. The Dean congratulated colleagues on achieving research income of £21 million compared to £14 million in 2021-22.

## **2297 Annual Report: Student (Graduate) Teaching Assistants 2022-23 ED2023-24/016**

---

The Board received the Annual Report on Graduate Teaching Assistant (GTA) activity in the 2022-23 academic year. The Faculty had adopted the same reporting template used in the Faculties of Science &

CONFIRMED

H&SS and Directors of Teaching had provided their reports using the template. The critical importance of GTA input in supporting teaching was evident from the reports and the Board noted that Departments with large undergraduate cohorts were heavily reliant on GTAs to support laboratory and other teaching activities. Dr Gheduzzi commented that collation of data for the report had been informative particularly with regards to establishing a fuller picture of GTA input to assessment. The Board noted that all departments had drawn attention to the difficulty in recruiting PGR students and the risk this presented to the delivery of undergraduate teaching. The Board registered its concern that the HR frieze on casual contracts due to staff resourcing issues might also compromise core teaching.

Action: An audit to be completed of all units for which GTA input to assessment has been approved by the Board of Studies. (Secretary)

The Board approved the request from the Dept. of Electronic & Electrical Engineering for GTA input to assessment for unit EE30186 Integrated Engineering

---

## **2298 Reports from Ex Officio members ED2023-24/017**

The Board received the update reports from ex officio and academic leadership members of the Board as detailed in paper ED2023-24/017

---

## **2299 Report from Student representatives and/or Students' Union Officer**

Student members of the Board had no items to report at this their first meeting of the year.

---

## **2300 Library Matters ED2023-24/018**

The Board received the report from the Faculty Librarian, Mr David Stacey.

---

## **2301 Faculty Committee Membership 2023-24 ED2023-24/019**

The Board noted membership of Sub-Committees of the Board of Studies for 2023-24.

---

## **2302 Sub-Committee Minutes ED2023-24/020-027**

The Board received the minutes of the following Committee meetings:

Faculty Executive Committee meeting 12 June 2023 ED2023-24/020

Faculty Executive Committee meeting 10 July 2023 ED2023-24/021

Faculty Executive Committee meeting 18 September 2023 ED2023-24/022

Faculty Learning Teaching & Quality Committee meeting 14 June 2023 ED2023-24/023

Faculty Learning Teaching & Quality Committee meeting 21 July 2023 ED2023-24/024

Faculty Learning Teaching & Quality Committee meeting 14 September 2023 ED2023-24/025

CONFIRMED

Faculty Research Knowledge & Exchange Committee meeting 31 May 2023 ED2023-24/026

Faculty Research Knowledge & Exchange Committee meeting 12 July 2023 ED2023-24/027

## **2303 Committee Minutes (SSLC, DBoS, FDSC) ED2023-24/028-032**

---

The Board received and noted the minutes of the following Committees:

Faculty Doctoral Studies committee meeting 19 July 2023 ED2023-24/028

SSLC UG Architecture meeting 10 May 23 ED2023-24/029

SSLC UG Chemical Eng meeting 21 March 23 ED2023-24/030

SSLC UG Chemical Eng meeting 25 April 23 ED2023-24/031

SSLC UG Electronic & electrical Eng 1 March 23 ED2023-24/032

## **2304 Any Other Business**

---

There were no other items of unreserved business