

Faculty of Engineering & Design

Meeting: FACULTY BOARD OF STUDIES

Date and Time: Wednesday 13 October 2021 at 2.15 pm

Venue: Via TEAMS

Present:

Prof Tim Ibell	Dean (<i>Chair</i>)
Dr Steve Cayzer	Dept of Mechanical Engineering (attending for item 6)
Prof. Kirill Cherednichenko	Faculty of Science representative
Prof. John Chew	Dept. of Chemical Engineering
Dr Charles Courtney	Dept of Mechanical 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 Nigel Johnston	Dept of Mechanical Engineering
Dr Tristan Kershaw	Dept. of Architecture & Civil Engineering
Prof. Davide Mattia	Deputy Dean.
Dr Ben Metcalfe	Dept. of Electronic & Electrical Engineering
Prof. Andrew Plummer	Dept. of Mechanical Engineering
Mr Thomas Rogers	Subject Librarian
Dr Jannis Wenk	Dept. of Chemical Engineering

In Attendance: Mrs Rachel Summers Faculty Assistant Registrar

Apologies: Apologies for absence were received from Dr Florin Bisset, Prof Chris Bowen, Dr Carmelo Herdes Moreno, Ms Francesca Marchetti, Ms Zoe Paumelle & Mr David Stacey.

1995 WELCOME & APOLOGIES

ACTION

Apologies as detailed above were noted.

1996 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. **Start of academic teaching year.** Feedback from Department Heads was that semester one in person teaching had started well with few issues, although concerns had been raised regarding face coverings and the variation in wearing of masks particularly in the University's social spaces and on the buses to and from campus. A reminder of the University's expectations regarding face coverings would

be posted on the University's homepage. The Dean thanks colleagues for their continued efforts and support for the return to in person teaching.

- II. **Supplementary Assessment period.** The volume and complexity of assessments being taken during the supplementary period had been hugely challenging for academic and professional services colleagues who had worked way beyond normal expectations. This situation could not be allowed to be repeated in the future. The Dean expressed his heartfelt thanks without whose efforts the Faculty would not have been able to conclude supp assessment processes within tightest of timeframes.
- III. **Student recruitment & admissions.** The Faculty had seen a 'lumpy' recruitment picture with this year's UG admissions - Architecture & Civil Engineering had over recruited at UG level for home students for both civil engineering and architecture courses. Across the other Eng & Design departments UG home student admissions were slightly below target- departments had been advised not to accept 'near miss' students apart from those in target categories for WP etc, given the broader picture of over-recruitment across the University, which explained the slightly under UG recruitment overall in the Faculty. PGT numbers against targets were also down in the Faculty. The Dean noted that the Faculty's priority in 21/22 is to look at widening access and improve diversity in the UG student population.
- IV. **Faculty Vision.** The Dean has begun the process of sharing the emerging vision for the Faculty with stakeholders e.g. HoDs, technical and professional services teams.
- V. **Board of Studies focus.** The Board will be invited to focus on specific discussion topics in future meetings (details to follow).

1997 MINUTES OF THE PREVIOUS MEETING (FE2021-22/008)

The unreserved minutes of the meeting of the Board of Studies held on 30 June 2021 were approved as a correct record of the proceedings. There were no matters arising

1998 NEW PROGRAMME PROPOSALS – STRATEGIC APPROVAL (FE2021-22/009) MSc in Zero Carbon Futures, Dept. of Mechanical Engineering

The Chair welcomed Dr Cayzer who was attending the Board to present the proposal for Stage 1 Initial (Strategic) Approval of a new full time PGT programme in the Dept. of Mechanical Engineering – MSc in Zero Carbon Futures. The Chair noted that the business case in support of the proposal had been approved by University Executive Board in August. Dr Cayzer introduced paper FE2021-22/009 and provided a brief overview of the proposed new MSc which has been developed in response to the increasing need for graduates equipped with the leadership skills and knowledge to drive forward and deliver zero carbon strategies in the public and private business space. The programme will be based in engineering but will also draw in expertise from other parts of the University. It is envisaged that the programme will recruit students with a wide range of backgrounds, who will be given the skills to navigate to zero carbon through embedding a suitable approach to technology. The programme will therefore be open and accessible to all graduates with reasonably numerate degrees (not just engineers). The programme draws in part on the Dept's existing successful MSc in Engineering Business Management (EBM) and will offer an action-based syllabus which builds to a capstone project, based on the practice track model pioneered in EBM. Members of the Board raise the following points

- The proposed programme title – could the inclusion of 'Futures' in the title mislead applicants into thinking the course was grounded in a finance rather than an engineering context? Dr Cayzer said that the programme development team had thought deeply about the course title and had considered 'transitions' as an alternative but feedback very much suggested that 'futures' resonated with the market. The future marketing of the course will make clear the engineering and management focus of the course.

- The existing market for taught Masters in this subject area mainly come out of an earth science/ geography / geology background – is that a potential recruitment issue? Dr Cayzer felt that the distinctive offering of the Zero Carbon Futures MSc will find it in a different less crowded segment of the PGT market and as such it is hoped the course will have a broader pool for recruitment.
- The proposal doesn't currently include an online variant – given that an online variant of the MSc EBM programme had recently been given strategic approval what was the Department's thinking with regards to a fully online offer? Dr Cayzer explained that students would have the opportunity to study some of the programme remotely and students on the full-time variant of the EBM course were being offered similar opportunities this year – the Dept. will evaluate this approach. The major challenge is to ensure students still have a rich learning experience and have opportunities to work collaboratively with their peers. The proposed part time route through the course has been designed to sit seamlessly within the full-time structure. Students on the part-time route will be required to complete within 2 years of starting the course.
- Some of the proposed unit titles / names sounded more like CPD or short training courses; could they be reviewed to more clearly illustrate the academic content and learning outcomes? Dr Cayzer commented that unit names had been deliberately framed to express the MSc's action-based approach to learning and that feedback from both industry and student focus groups had been very positive.
- The proposal did not provide any detail of the menu of assessment across the course – Dr Cayzer explained this would be thoroughly nailed down during stage two of the approval process; it is likely to be a single stage programme, but the final assessment framework will be informed by the development of the CT academic framework.
- Entry qualifications – the proposal specifies that applicants should have a good first degree (2.1 or above) in a numerate subject, would this not restrict the potential market and exclude strong candidates who are from non-engineering backgrounds?
- Given the predicted growth of jobs in this area were the recruitment targets sufficiently ambitious?
- Did the department already have the research and teaching expertise to support the start-up and delivery of the course – Dr Cayzer explained that the Department proposes to appoint 2.5 FTE staff during 2021/2 in advance of the launch of the course in 2023 to complement pre-existing teaching expertise.
- The Faculty's suite of PGT courses already has components of overlap in parallel subjects – was there an opportunity for synergy with the new course? Dr Cayzer commented that the MSc had been designed so that in due course some units might be swapped out so that students could substitute units with more technical content in specific areas. The potential for the course to develop into a portfolio was one of its key features. The course has been designed with 10 units and Dr Cayzer welcomed the Board's views as to whether this was a good direction of travel.

Board members expressed their support for the proposal particularly its multidisciplinary appeal and the flexibility for future growth and portfolio development that the programme's design allowed. The Board agreed that the teaching and research associated with the course is a key Faculty target area for growth. The Chair thanked Dr Cayzer and the programme development team for their efforts in bringing the proposal forward.

The Board fully supported the proposal and recommended it to Academic Programmes Committee (APC) for strategic approval

1999 BOARD OF STUDIES: DELEGATION OF POWERS (FE2021-22/010)

APPROVED: delegation of responsibility for minor and intermediate changes to the Faculty Learning Teaching & Quality Committee for the 2021-22 academic year.

APPROVED: delegation of minor changes only to Departmental Learning Teaching & Quality Committees for the 2021-22 academic year

2000 VACATION AND CHAIR'S POWERS (FE2021-22/011)

APPROVED: Powers for the Dean to take Chair's Action on behalf of the Board and vacation powers for the Dean during the 2021-22 academic year.

2001 MEMBERSHIP OF BOARD OF STUDIES APPEAL HEARING PANEL/ BOARD OF INQUIRY HEARINGS (FE2021-22/012)

APPROVED: Membership of the Sub-Committees of the Board of Studies – Appeal hearing Panel & Board of Inquiry Hearings for 2021-22.

2002 GRANTS & CONTRACTS REPORT 2020-21 QUARTER 4 (FE2021-22/013)

The Board received and noted the final quarter Grants & Contracts report for 2020-21. The Dean commented that the Faculty's year-end results were strong and congratulated colleagues for a successful year in spite of huge challenges, however he also acknowledged that efforts would need to be redoubled going forward given the tough research funding climate.

2003 REPORTS FROM DEPUTY DEAN, ASSOCIATE DEANS, HEADS OF DEPARTMENT & DIRECTOR OF DOCTORAL STUDIES (FE2021-022/014)

The Board noted the summary reports as detailed in Paper FE2021-22/014.

Dr Harney (AD Education) provided a further update.

- Parameters for Summative Exams 21/22 have been agreed by Senate.
- Following consultation with HoDs the Faculty has agreed a common approach to online exams which will be fixed time with an additional 30 minutes for students to check and upload their exams to Inspira.
- The online variant of the MSc in Engineering Business Management has now been given stage 1 approval by the School of Management (the proposal was approved by this Board in May).

2004 REPORT FROM STUDENT REPRESENTATIVES/ STUDENTS' UNION OFFICER

No report was available.

2005 LIBRARY MATTERS

Library Enquiries and Services

During the summer and into the start of this semester the Library has been adapting and developing services and enquiry response processes to adjusting to on-site working. Protocols

for face-to-face interaction in all customer facing roles have been developed and communicated this to departments and students.

Enquiries

The Library is happy to take brief enquiries on a call-in basis but are encouraging longer meetings and enquiries to be carried out online or through appointment systems where ventilation and other safety measures can be set up for the meeting.

Working Patterns

Many staff are following a hybrid working pattern. The Engineering and Design Academic Services Team are usually each working at home two days a week and in the Library three days. Days are spread to ensure that a member of staff is available in the Library every day.

Other Services

The Library has streamlined new ordering process for books and resources used in taught units. Course tutors have been asked to use the online system, Library Lists, to submit their reading list requirements. This change was communicated during the summer, training sessions have been run for staff, online instructions provided, and any staff requiring help in completing their lists are welcome to request assistance. Most of Library services are self-service 24/7 throughout the year; e.g. to borrow/return books, collect reserved books, copy & print. Increased signage has been placed to give direction and instruction, however Library staff are available to help, when necessary, during office hours. Library study spaces for students are now reserved through an online booking system that also covers other University study spaces. Social distancing, mask wearing and health and safety information has been widely promoted.

Resources updates

The Library has recently added a number of new resources to our collection, these include:

- Nature journals (Food, Machine Intelligence and more)
- Cabells Predatory Reports to assist with identification of predatory academic publications
- Frost & Sullivan, an industrial markets and technological intelligence database
- Updates to our research monographs from Springer
- ebooks from MIT and IEEE-Wiley.
- PressReader which provides access to a range of newspapers and magazines from across the world to complement our news databases offerings and current magazines (e.g. Times Higher Ed., professional and trade press).

There is a new requirement for users of British Standards Online (BSOL). To download standards in .pdf format, users must now download the FileOpen browser plug-in. Without this plug-in people are restricted to previewing standards via their web browser. The Library has put the FileOpen link next to the BSOL link on the Library subject resources web pages and. This is BSI protecting their content with more stringent DRM measures.

Events and Promotions

Library display for Black History Month on L2, plus co-hosting an online author-talk with BANES and others - Paul Mendez / Rainbow Milk book. Tickets available. For more information see homepage newsflash.

In response to student requests, the Library promoted a reading for leisure and pleasure initiative. This is complemented by the subscription to PressReader previously mentioned.

2006 BOARD OF STUDIES MEMBERSHIP 2021-22 (FE2021-22/015)

The Board noted the Board of Studies membership for 2021-22. The Students' Union is currently finalising the election of a postgraduate taught (PGT) student representative and it is hoped s/he will be able to attend the next meeting of the Board.

2007 FACULTY COMMITTEE MEMBERSHIP 2021-22 (FE2021-22/016)

The Board noted the composition and membership of Faculty Committees as detailed in paper FE2021-22/016.

2008 FACULTY EXECUTIVE COMMITTEE MINUTES (FE2021-22/017)

The unreserved minutes of the Faculty Executive Committee meeting held on 14 June 2021 were received and noted.

2009 FACULTY LEARNING TEACHING & QUALITY COMMITTEE MINUTES (FE2021-22/018-020)

The unreserved minutes of the Faculty Learning Teaching & Quality Committee meetings held on 14 July, 21 July and 15 September 2021 were received and noted.

2010 FACULTY RESEARCH & KNOWLEDGE EXCHANGE COMMITTEE MINUTES (FE2021-22/021)

The unreserved minutes of the Faculty Research & Knowledge Exchange Committee meeting held on 30 June 2021 were received and noted.

2011 FACULTY DOCTORAL STUDIES COMMITTEE MINUTES (FE2021022/022-023)

The unreserved minutes of the Faculty Doctoral Studies Committee meetings held on 23 June and 28 July 2021 were received and noted

2012 BOARD OF STUDIES (DOCTORAL) COMMITTEE MINUTES (FE2021-22/024-027)

The unreserved minutes of the Board of Studies (Doctoral) Committee meetings held on 28 April, 26 May, 16 June and 21 July 2021 were received and noted.

2013 ANY OTHER BUSINESS.

There were no other items of business.