

Faculty of Engineering & Design

Meeting: FACULTY BOARD OF STUDIES
Date and Time: Wednesday 20 July 2022 at 11.00 a.m..
Venue: Via TEAMS

Present:

Prof Tim Ibell	Dean (<i>Chair</i>)
Prof. Kirill Cherednichenko	Dept. of Mathematics (Science Faculty)
Prof. John Chew	Dept. of Chemical Engineering
Dr Charles Courtney	Dept. of Mechanical Engineering
Dr Jos Darling	Dept. of Mechanical Engineering
Prof. Adrian Evans	Dept. of Electronic & Electrical Engineering
Dr. Mark Evernden	Dept. of Architecture & Civil Engineering
Dr. Vaggelis Giannikas	School of Management
Dr Sabina Gheduzzi	Dept. of Mechanical Engineering
Prof. Andrew Heath	Dept of Architecture & Civil Engineering
Dr Marion Harney	Associate Dean (Education)
Professor Andrew Heath	Dept. of Architecture & Civil Engineering
Dr Carmelo Herdes Moreno	Dept. of Chemical Engineering
Mrs Jo Hatt	Faculty Assistant Registrar (<i>for agenda item 5</i>)
Dr Nigel Johnston	Dept of Mechanical Engineering
Dr Tristan Kershaw	Dept. of Architecture & Civil Engineering
Prof. Davide Mattia	Deputy Dean, Dept. of Chemical Engineering
Dr Ben Metcalfe	Dept. of Electronic & Electrical Engineering
Prof. Andrew Plummer	Dept. of Mechanical Engineering

In Attendance: Mrs Rachel Summers Faculty Assistant Registrar

Apologies: Apologies for absence were received from Prof. Stephen Emmitt, Professor Chris Bowen, Dr Sally Clift, Professor Marianne Ellis, Dr Jannis Wenk, Mr David Stacey & Professor Peter Wilson

2135 WELCOME, APOLOGIES & DECLARATION OF INTERESTS

ACTION

Apologies as detailed above were noted. The Dean asked for any declarations of interest which were not going to be declared during subsequent discussions. There were none.

2136 MINUTES OF THE PREVIOUS MEETING (FE2021-22/143)

The unreserved minutes of the meeting of the Board of Studies held on 18 May 2022 were approved.

2137 **MATTERS ARISING**

Minute 2117 Library Matters The Secretary provided an update on the position regarding the transfer of exam papers to the Library. The exams office (based in Registry) used to transfer exam papers but with the move to Inspera this process seems to have lapsed. In the absence of central coordination of this activity a system to automatically archive from Inspera and clear procedures for how the FSC team can support the Depts in this task need to be established. The FSC team are currently working with the Dept. of Mechanical Engineering to organise their exam papers for transfer to the library.

2138 **DEAN'S BUSINESS & REPORT**

The Dean reported on the following items

- I. **2021-22 Teaching Awards.** The Dean congratulated colleagues in the Faculty on their successes in the 2021-22 teaching awards.

Dr Nuno Reis (Chem Eng) received the Innovation in Learning & Teaching award which recognises a significant contribution to curriculum design, content or delivery. Dr Alexander Lunt (Mech Eng) received the John Willis award in recognition of his dedication to the academic and personal lives of students combined with a significant contribution to teaching and accomplishment in research.

Mrs Debbie Janson and Dr Carl Sangan (Mech Eng) received the Mart Tasker award which recognises excellence in teaching and is awarded to outstanding members of teaching staff who have demonstrated creative and effective approaches to teaching & learning.

Dr Steve Cayzer (Mech Eng) received the Leadership in Learning & Teaching award for his exceptional leadership in initiating transformational change in learning & teaching practice

The ITM / EBM teaching teams (Mech Eng/ School of Management) received the Best Team in Support of Student Learning

- II. **Delegation of Powers.** The Dean sought the Board's approval for the delegation of responsibility for taking Chair's Action on behalf of the Board from the Chair to another member of the Board during the summer period (either when the Dean was on leave or otherwise unavailable). The Board **AGREED** the delegation of responsibility in the Dean's absence to Professor Davide Mattia (Deputy Dean) & Dr Marion Harney (Associate Dean L&T).

2139 **NEW PROGRAMMES STAGE ONE APPROVAL: PG DIPLOMA / PG CERTIFICATE ZERO CARBON FUTURES, DEPT OF MECHANICAL ENGINEERING (FE2021-22/144-145)**

The Chair welcomed Mrs Hatt, Faculty Assistant Registrar who introduced papers FE2021-22/144 & 145 for the introduction of a PG Certificate & PG Diploma in Zero Carbon Futures. Following the full approval of the MSc in Zero Carbon Futures, the Dept of Mechanical Engineering proposes to introduce a named PG Diploma and PG Certificate as complementary stand-alone offerings, which may be attractive to applicants who do not wish to study for the full MSc but want to gain the skills they need to design and lead zero carbon initiatives in their organisation or community. Both programmes utilise the taught units already approved for the MSc programme and students will be taught alongside those on the full MSc. The Board noted the comprehensive documentation provided in support of the proposals. Members of the Board queried whether there was any risk that the Dept. might have to double teach – Mrs Hatt confirmed that the Dept was clear that there would be no question of double teaching. The Board noted that detailed review of the curricula would be undertaken by the Dept and Faculty Learning Teaching & Quality Committees at Stage 2 of the approval process. The Board noted the feedback provided by Mr Stacey on behalf of the Library.

APPROVED: The Board granted Stage One approval of the PG Diploma / PG Certificate in Zero Carbon Futures (FE2021-22/144-145).

The Chair thanked Mrs Hatt for her attendance.

2140 FACULTY EXECUTIVE COMMITTEE MINUTES (FE2021-22/146 & 147)

The unreserved minutes of the Faculty Executive Committee meetings held on 25 April and 16 June 2022 (unconfirmed) were received and noted.

2141 FACULTY LEARNING TEACHING & QUALITY COMMITTEE MINUTES (FE2021-22/148)

The unreserved (unconfirmed) minutes of the Faculty Learning Teaching & Quality Committee meeting held on 8 June 2022 were received and noted.

2142 FACULTY RESEARCH KNOWLEDGE & EXCHANGE COMMITTEE MINUTES (FE2021-22/149 & 150)

The unreserved minutes of the Faculty Research Knowledge & Exchange Committee meetings held on 4 May and 1 June 2022 (unconfirmed) were received and noted.

2143 FACULTY DOCTORAL STUDIES COMMITTEE MINUTES (FE2021-22/151 & 152)

The unreserved minutes of the Faculty Doctoral Studies Committee meetings held on 13 April and 16 May 2022 (unconfirmed) were received and noted.

2144 BOARD OF STUDIES (DOCTORAL) MINUTES (FE2021-22/130)

The unreserved minutes of the Doctoral Board of Studies Committee meetings held on 23 March, 27 April and 25 May 2022 were received and noted.

2145 ANY OTHER BUSINESS.

The Chair sought the Board's views on the arrangements for future meetings i.e., whether to hold Board meetings in person or remotely (via TEAMS) . The Board agreed to hold the September meeting via TEAMS and the first ordinary meeting of the 22/23 academic year (October) in person. Subsequent arrangements would be agreed at the October Board. There were no other items of business.