

Faculty of Engineering & Design

Meeting: FACULTY BOARD OF STUDIES
Date and Time: Wednesday 15 January 2020 at 12.15 pm
Venue: 2 East 3.4

Present: Professor Tim Ibell Associate Dean L&T (*Acting Chair*)
Dr Andrew Cookson Dept. of Mechanical Engineering
Dr Sally Clift Dept. of Mechanical Eng., Director Doctoral Studies
Dr Jos Darling Dept. of Mechanical Engineering
Dr Adrian Evans Dept. of Electronic & Electrical Engineering
Dr Sabina Gheduzzi Dept. of Mechanical Engineering
Prof. Gary Lock Dept. of Mechanical Engineering
Prof. Davide Mattia Associate Dean Research
Dr Francis Robinson Dept. of Electronic & Electrical Engineering
Mr David Stacey Faculty Librarian

In Attendance: Mrs Rachel Summers Faculty Assistant Registrar

Apologies: Apologies for absence were received from Dr Kirill Cherednichenko, Professor John Chew, Dr Marianne Ellis, Prof. Stephen Emmitt, Dr Vaggelis Giannikas, Professor Gary Hawley, Dr Carmelo Herdes Moreno, Dr Maria Valero, Mr Archie Walker, Ms Leah White & Dr Mike Wilson

ACTION**1756 WELCOME & APOLOGIES**

Apologies as detailed above were noted. Professor Ibell had agreed to Chair the meeting on behalf of the Dean – he confirmed that the meeting was quorate. The Chair noted that Paper FE2019-20/064 (agenda item 7) would be presented to the next meeting of the Board (26 February).

1757 MINUTES OF THE PREVIOUS MEETINGS (FE2019-20/061)

The unreserved minutes of the meeting of the Board of Studies held on 21 November 2019 were approved as a correct record of the proceedings. With reference to minute 1745d), Dr Clift clarified the Faculty's input to international recruitment activities. The Faculty will continue to work closely with the central UG recruitment team but will take back coordination of Faculty focussed international recruitment, particularly school visits.

1758 MATTERS ARISING

The Board noted that the matters arising were included in the business presented to the Board (minute 1736 Review of Research Centres).

1759 CHAIR'S BUSINESS

The Acting Chair advised that there no matters to be reported.

1760 ANNUAL REPORT OPERATION OF BOARDS OF EXAMINERS 2018-19 (FE2019-20/062)

The Board received the Annual Report on the Operation of Boards of Examiners for 2018/19, which included reports received from Independent Observers (IOs). The Board noted feedback regarding one BEU which had not been in a position to fully discuss the scaling of a unit as statistical data had not been provided. The Assistant Registrar advised that this was an exceptional event as it is the Faculty's standard practice for programme administrators to liaise with the Chair /DoS prior to the BEU to ensure that appropriate data and analysis are prepared in advance. The Board noted that the IO report forms recorded the number of members required for quorum and the actual number of attendees and in one instance there appeared to be a discrepancy in the data. Members of the Board also queried the small membership of one BEU. The Assistant Registrar agreed to review Board memberships in consultation with the Chairs and Programme Administrators as part of the annual briefing process (in advance of the semester one Boards). The Board agreed that, in consultation with the Dean, the Assistant Registrar should draw up a schedule of Boards of Examiners to be observed in 2019/20 following the principles outlined in Paper FE2019-20/062.

1761 ERRORS IN EXAMINATION PAPERS (FE2019-20/063)

The Board received paper FE2019-20/063 Errors in Examination Paper: Routine Reporting. The Board was supportive of the proposed procedures for the regular monitoring of occurrences of confirmed errors in examination papers but felt that the data collection template (Appendix 1) was not entirely clear. For example, what did the field labelled 'description of any communication to students' mean - did this relate to post BEU feedback to students or did it refer to communications during the exam itself when an error has been identified? Appendix 2, which proposed a suggested format for the Board of Studies report also referred to errors that are identified 'before printing' – Board members queried this as it is entirely reasonable for errors to be identified prior to submission to the Exams Office, as part of the normal exam setting and moderation process and it would not seem sensible to be logging 'errors/changes' at this point in the process. Members of the Board felt that the reference to 'Student reporting of errors' also required clarification – was the expectation that Departments record all instances of students reporting errors even when it transpires that no error actually existed? The Board was concerned at the potential additional burden placed on Dept's and administrators to record the data. The Board noted there was no expectation within the current proposals for either the Board or ULTQC to go beyond the role of 'monitoring', for example to share best practice, provide feedback and identify opportunities for enhancement – the Board suggested that this be an explicit requirement for both Boards of Studies and ULTQC.

1762 FACULTY RESEARCH CENTRES (FE2019-20/065 & 066)

- a) **Closure of the Centre of Advanced Sensor Technologies (CAST) FE2019-20/065.** The Board approved the recommendation from the Faculty Research Committee to close the Centre for Advanced Sensor Technologies (CAST) with immediate effect.
- b) **Review of the Water Innovation & Research Centre (WIRC) FE2019-20/066.** At the November meeting of the Board it had been agreed that the WIRC Review Report, which had been submitted to Faculty Research Committee (FRC), should be more fully considered by the January meeting of the Board of Studies, including the Centre's response to FRC's

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recommendation for a review of the management structure of the Centre. Professor Mattia commented that the cross-faculty, multi-disciplinary composition of the Centre presented unique challenges in comparison to the Faculty's other Research Centres, particularly in terms of achieving internal 'buy-in' from the broad, diffuse membership of the Centre. The Centre Director had provided a report in which he outlined proposals to establish a small WIRC leadership and Management Board so that it '*can act decisively and enable the development of large grant applications*'. The Board will comprise five members who represent the contributing departments and faculties and can lead on initiatives to develop large grant applications in their specific area of expertise. Dr Clift commented that the data provided with the Centre's review report suggested a large number of PhD students associated / linked with the Centre and she queried whether it would be more appropriate to identify only those students who were actively engaged with the Centre (rather than just being supervised by one of the Centre members). Professor Mattia agreed that the data could be improved but pointed out that where a centre crosses boundaries e.g. departments or Faculties the current reporting tools are unable to provide real granularity of detail. The Board noted that Faculty Research Committee had recommended renewal of the Centre for a further three years. The Board **AGREED** to approve the renewal of the Centre subject to an update on the Centre's progress in establishing the proposed Management Board as well as success criteria for the next 3 year period being provided to the Board of Studies by the end of June (for consideration at the July meeting of the Board).

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1763 STAFF STUDENT LIAISON COMMITTEES (FE2019-20/067)

The Board approved the terms of reference and membership of Staff Student Liaison Committees (SSLCs) as detailed in paper FE2019-20/067 and listed below

- a) Department of Architecture & Civil Engineering
- b) Department of Chemical Engineering
- c) Department of Electronic & Electrical Engineering
- d) Faculty PGT SSLC

1764 REPORTS FROM ASSOCIATE DEANS & DEPARTMENTS

- a) Dr Ellis (HoD Chemical Engineering) had provided a written report.
 - Professor Tim Mays had secured an EPSRC grant of £125k as follow on funding to his current H2FC grant
 - Dr's Sandhya Moise and Hannah Leese had been awarded £61k by Cancer Research UK for an Early Detection Primer award
 - Dr Antonio Exposito Serrano had joined the Department as Lecturer in January and Dr Alf Hill had successfully passed probation.
- b) Professor Gary Lock (HoD Mechanical Engineering) advised that the Dept. had been notified of a number of research awards; Rick Lupton - £422k, EPSRC - Locating Resource Efficiency at the Heart of Future Industrial Strategy in the UK; Alan Hunter - £30k Thales UK Ltd - Progeny Task 18: Porous Underwater Transducers; Sophie Parsons, EPSRC, IAA – EcoDesk, £9.9; Richie Gill - £330k - Arthritis Research Campaign - Personalised Against

Standard High tibial Osteotomy Randomised Control Trial; Gary Lock, Carl Sangan and James Scobie – EU H2020 Clean Skies E450k – Advanced cavities using Resolution Additive; Richard Butler, EPSRC, Re-shaping the Test Pyramid, £934k; Alexander Lunt, £108k from ISIS (Neutron and Muon Source); Min Pan, £50k, Royal Academy of Engineering Proof of Concept Award; Next Generation Hydraulic Machines Using Highly Efficient Digital Hydraulic Converters. In staffing news Joe Flynn, Fulvio Pinto and Nicola Bailey had successfully passed probation; Nicola Bailey had been selected for the Aurora Leadership Programme and Dr Nic Zhang would be joining the Dept. as Lecturer in Data Science & Artificial Intelligence as part of IAAPS in April. Dr Roger Ngwompo, David Williams and Jack Howell had achieved FHEA status through the experiential route.

- c) Dr Adrian Evans (HoD Electronic & Electrical Eng.) was pleased to report that Dr's Xiaoze Pei and Ali Mohammadi had successfully passed probation. The Dept. is currently shortlisting for three academic positions.
- d) Professor Tim Ibell (Associate Dean L&T) updated the Board on CT progress – UG Architecture courses have completed Phase 2 & 3 and have been approved by FLTQC. Mech and Elec Eng UG courses have been reviewed and are scheduled to be submitted to the February meeting for FLTQC for Phase 2 & 3 approval, Civil Engineering (UG) Phase 2 & 3 will be considered at the March meeting of FLTQC. Good progress has also been made with CTC Phase 1 approval of the Faculty's PGT courses (with minor changes required to EE's PGT courses). He noted the recent government announcement that the next phase of the Teaching Excellence Framework (TEF) would be delayed and that the proposed PGT NSS was indefinitely on hold. In the absence of Professor Emmitt, Professor Ibell reported that the Dept. of Arch & Civil Engineering was currently recruiting to three civil engineering academic positions.
- e) Professor Davide Mattia (Associate Dean Research) provided an update on REF preparations and thanked colleagues for their support in responding to requests for additional information etc.

1765 LIBRARY MATTERS

Mr Stacey reported to the Board on the following

- The Library is providing the usual support to students in advance of semester one assessments and is actively promoting alternative study spaces. Online booking of library rooms will be trialled in semester two.
- Academic colleagues were reminded to contact the Library regarding any additional or new materials required to support semester two teaching

1766 FACULTY LEARNING TEACHING & QUALITY COMMITTEE MINUTES (FE2019-20/068)

The unreserved minutes of the Faculty Learning Teaching & Quality Committee meeting held on 27 November 2019 were received and noted. Dr Clift noted comments in minute 1764.3 regarding the inclusion of combustion engine technology in the CT curricula as being '*an example of a 20th century subject which should only be taught from a historical perspective*'. Professor Ibell clarified that the FLTQC discussion was more that the contemporary context should inform the curricula and that the Dept. of Mechanical Engineering was fully addressing the environmental challenges facing society in developing its new curricula.

1767 FACULTY RESEARCH COMMITTEE MINUTES (FE2019-20/69-70)

The unreserved minutes of the Faculty Research Committee meetings held on 29 October and 20 November 2019 were received and noted.

1768 DEPARTMENTAL SSLC MINUTES (FE2019-20/071-075)

The Board received the minutes of the Staff Student Liaison Committee (SSLC) meetings as detailed below,

- (i) Architecture & Civil Eng. SSLC minutes of 23 October 2019
- (ii) Chemical Eng. SSLC minutes of 18 October & 8 and 29 November 2019
- (iii) Electronic & Elec Eng. SSLC minutes of 20 February, 10 April & 30 October 19
- (iv) Mechanical Eng. SSLC minutes of 12 November 2019
- (v) Faculty PGT SSLC minutes of 4 December 2019

1769 ANY OTHER BUSINESS

- a) CT – Widening Participation. Dr Cliff queried whether as part of the CT process there had been any discussion and consideration of changing A level entry requirements (e.g. not requiring A level Physics) to address the issue of widening participation. The Chair noted that the University has not identified or set WP targets at Departmental level and we do not currently make contextual offers, so it remains a challenge for Departments.
- b) Prize Fellows – Professor Lock enquired whether the University was planning another round of Prize Fellow appointments. The Chair advised that the matter was currently under discussion.