Minutes of ILCC/HCRC Staff Meeting

Wednesday 13th May 2015, 12.00pm.

Attendance
Jon Oberlander, Caroline Hastings, Shay Cohen, Henry Thompson, Helen New, Mirella Lapata, Chris Lucas, Matthias Huck, Adam Lopez, Johanna Moore, Sharon Goldwater, Maria Wolters, Robin Hill, Bart Craenen, Elaine Farrow, Simon King, Victor Lavrenko, Mirjam Wester, Beatrice Alex, Helen Pain, Ewan Klein, Matthew Aylett, Oliver Watts, Lexi Birch-Mayne, Dragon Gasevic, Markus Guhe, Ron Petrick, Nicola Drago Ferrante.

Apologies were received from Alex Lascarides, Mark Steedman, Bonnie Webber, Steve Renals and Mike Fourman.

1. Director's Report (Appendix 1)

1.1 Jon reviewed the funding spreadsheet and updated the group. It was noted that there were eight grant applications made between September - December 2014, of which two have been awarded. Since January 2015, nineteen grant applications have been made, with four outcomes so far (1 No, 1 Yes and 2 maybe).
A discussion then took place as to how we could achieve a higher success rate. Jon noted that we are likely to be asked to strengthen internal peer review, which is already in use in other schools. Another idea proposed is to create a suitable repository to share advice and information. It was agreed that further discussion is needed.

   Action: To be tabled as an Agenda item for the next meeting.

1.2 Henry Thompson spoke about PhD applications and thanked people who have been involved with the review process. It was reported there have been close to 100 applications this year. Nine offers with funding have been made, of which ILCC are supporting six. This is down from the nine we supported last year, due to lack of funding.   Jon stated that to allow future ILCC support, he is currently investigating a request to draw funds from the HCRC reserves. College is to make the final decision. If approved, we will be able to use limited funds from next year.

2. Publications Online (Appendix 2)

The group were briefed about the new University policy on publications which came into effect from 1st April 2015. The REF Open Access policy requires all journal and most conference papers to be uploaded to PURE within three months of acceptance in order to be included in the next REF. Authors are advised to email Knowledge Management with a copy of their acceptance email (and paper) as soon as they receive it.

3. Institute Website (Appendix 3)

The Institute website was discussed. Shay Cohen informed the group that Kenny Bell is going to be looking at the ILCC Institute website and asked for ideas for improvement. It was felt that there could be more information about researchers. Shay pointed out that the alumni page is not up to date. A discussion took place as to where we can get the information to update it from as there does not appear to be any central university database with this information. One suggestion is to look back through pre viva talk announcements and make a list of names; another suggestion was to ask Henry Thompson to record the information at the annual student review meeting.

Action: Jon to contact Knowledge Management to see what can be done.

Action: Henry Thompson to be asked to record destinations of students at the annual student review meeting.

4. Impact Stories for the next REF (Appendix 4)

Jon summarised the case studies from Mike Fourman which illustrated the performance of other strong universities in the last REF. The results showed that the universities that performed well in the REF said a lot more about the bigger picture before talking about their research. A discussion took place about how we can improve our results for the next round; cases used before may evolve in positive ways. Jon noted that Informatics may enlist the help of a journalist to make our cases more 'punchy'.

5. Planning an Institute Reflection event

A discussion took place as to whether ILCC should hold a PDR. It was felt that this would be a good idea and that June would be the most suitable month to hold this. This would be a workshop style event, to focus on where we have been and where we want to go. Jon will send out a link to a doodle poll to find the best date/ time.

Action: Jon to send out Doodle poll

6. AOB

There was no other business

7. Date of Next meeting

The date of the next meeting is proposed to be August 2015.