

## Minutes of ILCC/HCRC Staff Meeting

Friday, 20<sup>th</sup> January 2017, 12.30pm

### In Attendance

Jon Oberlander (Chairman), Keith Edwards, Senior Business Development Executive in Informatics, Bonnie Webber, Sharon Goldwater, Robin Hill, Kami Vaniea, Walid Magdy, Kenneth Heafield, Frank Keller, Adam Lopez, Maria Wolters, Mirella Lapata, Ulrich Germann, Chris Lucas, Henry Thompson, Hiroshi Shimodaira, Alex Lascarides, Mark Steedman, Alex Birch-Mayne and Seona Wharrie (Minutes).

### **1. Apologies**

Apologies were received from Caroline Hastings, Steve Renals, Simon King, Shay Cohen, Helen Pain, Oliver Watts and Charles Sutton.

### **2. Business Development Support – Keith Edwards**

Keith Edwards from the Informatics Business Development Team gave a presentation outlining the key responsibilities and contacts within his team. KE reported that the team could help staff engagements with partners ranging from small companies to multinationals across a broad range of sectors including information systems and software technology. KE outlined all the ways that the team could help staff as they liaise with lots of internal and external organisations, including ERI. KE also indicated that they can help on confidentiality agreements and can draft up templates for research collaborations. They can also co-develop industrial studentship awards, student project/internship agreements, consultancy offers, and technology licensing.

KE requested that staff email him at [k.edwards@inf.ed.ac.uk](mailto:k.edwards@inf.ed.ac.uk) if they had any questions and intimated that he would like to attend future ILCC meetings.

**Action: Seona to add KE to the ILCC Members mailing lists.**

### **3. Minutes and Matters Arising**

Minutes amended, but otherwise approved.

Amendment from the previous Minutes – Bonnie Webber, Chris Lucas, Sharon Goldwater should be recorded as 'in attendance' at the last meeting.

### **Matters Arising**

1. Teaching Fellows. JO reported that Teaching Fellow appointments would be advertised in the Spring time with appointments taken up in September. The appointments were likely to be 3 year positions, but JO reported that this was only as an experiment and only renewable if successful. JO also reported that the posts were designed to be flexible with teaching offered across the board.

1.2 FK reported that some staff had submitted full EPSRC grant applications, but FK would keep reminding staff to submit more applications.

**Action: Frank to chase up mentors**

1.3 FK reported that the 'Language and Vision' action would be carried forward to the next meeting.  
1.4 JO reported that the EPCC action had been completed, and staff were to contact JO or JH about a follow up.

#### **4. Funding Update – Caroline Hastings (report)**

JO tabled CH's grant information table and congratulated KH, BW and DE on gaining successful funding. WM spoke on his successful Match Funded Studentships.

JO also congratulated MW on her successful EIT Digital Funding and if staff wanted to look at this year's funding, to contact Denis Moynihan if they were interested in the next round of EIT digital funding.

JO congratulated KH on securing a 40% buyout from Alan Turing via Intel.

JO reiterated that staff should apply for more research funding to the EPSRC. JO reported that ILCC student funding was now being limited as there were fewer overheads, and encouraged staff to keep applying for overheaded funding.

#### **5. Director's report – Jon Oberlander**

JO reported on the recent success stories in the College, and reminded staff to draw their attention to submitting success stories from within the School.

JO reported that Minutes of the previous Research Committee meetings could be found at the following website - <http://web.inf.ed.ac.uk/infweb/admin/committees/research-committee>

**Action: JO to invite Kasia Kokowska to the next ILCC meeting.**

JO reported on the Research Committee items discussed at the last meeting.

- JO reported on the workshops for new staff. JO reminded WM to contact him if he hadn't received a workshop invitation.
- Peer Review of research proposals – Portfolio managers should highlight peer reviews. JO summarised the new Peer Review process.
- Research Fish – JO drew attention to Research Fish, which is the website used by RCUK to allow grant holders to report on the progress of their grants. Grant holders can add information on research outputs, key findings and impact to the system at any time. The 2017 Research Outcome Data Collection submission will run from 6th February 2017 to 16th March 2017. Informatics KM team support use of Research Fish.
- Tier 4 monitoring – HT reported that there would be changes in the report, with the outcome yet to be finalised.
- PhD submissions – AL reported that submission rate data had improved significantly.
- Allocation of duties policy and workload model. Discussion took place on the workload model and it was agreed that the model needed to be more flexible and class sizes taken into account. There needed to be more recognition in the model for larger class sizes.

**Action: JO to speak to WM regarding TTS numbers, and teaching support requirements.**

**Action: JO and KH to speak to Nigel Topham to follow up on the tier 4 immigration visas issue.**

- Strategy and Planning

JO reported on the Minutes from the Strategy Committee meeting. JO reported on job advertisements, panel memberships and contacts for the posts. Discussion took place on the posts advertised. JO spoke on the intention to increase PhD studentships and their funding

#### **6. PhD admissions and progress – Adam Lopez**

Held over for the next meeting.

#### **7. AOCB/DONM**

- MSc recruitment – JO reported on Design Informatics and MW who was keeping the overall score on this. Overall total number of MSc students couldn't be changed for this year, but simple measures to elevate language standards have been taken. JO reported that staff would have to explore new strategies for MSc supervision load; Strategy Committee will likely invite input.
- JO reported on the NSS results and noted that students wanted staff to be more positive.

**DONM** – 22 March, superseding the planned date of 8<sup>th</sup> March.