

Minutes of ILCC/HCRC Staff Meeting

Wednesday, 8th November 2017, at 12.30pm in room 4.31/4.33

In Attendance

Jon Oberlander (Chairman), Arlene Casey, Uli German, Sharon Goldwater, Dorota Glowacka, Alex Lascarides, Caroline Hastings, Frank Keller, Adam Lopez, Walid Magdy, Henry Thompson, Steve Renals, Mark Steedman, Ivan Titov and Bonnie Webber.

1. Apologies

Apologies were received from Dragan Gasevic, Simon King, Mirella Lapata, Johanna Moore, Robin Hill and Helen Pain.

2. Minutes of last meeting

Approved.

Matters Arising

- 2.1 JO had met with SA and MW regarding teaching support funding.
- 2.2 AL had given the feedback from the postgraduate students to SA and MW and the matter was now in SA's hands.
- 2.3 AL proposed to organise a meeting to look at ways of improving the ILCC curriculum for teaching. The meeting will focus on engaging staff in teaching, with postgraduate input taken into consideration.

Action: AL will email staff inviting them to a meeting with the possibility of organising a separate meeting to get tutors feedback to take to this meeting.

3. Finance and Funding – Caroline Hastings

CH reported that quite sizeable awards had been awarded. Although KH had received an award, the contract had not yet been formally signed.

CH reported that as HN, Portfolio Manager for ILCC was now only working two days per week, CH requested that staff give her as much notice as possible for costings on applications, etc

JO congratulated to all those staff who had successful awards and commended those who had submitted grant applications.

BW reported that Deyi Xiong, who was based at Soochow University in China had applied for a Newton Advanced Fellowship, but no decision has been made yet. BW and RS had helped in the submission of his application.

CH reported that as she had been unaware of this award and had done all her forecasting for the year, there may be funding remaining at the year end. It was agreed that any unspent money could be used towards postgraduate student funding.

CH reported that SR had two new grade 6 starts – Simon Vandieken and Andrea Carmantini.

6. CDT in NLP Planning – Adam Lopez

AL reported that currently there was very little information available from funders, but he hoped to have more feedback after the meeting he was attending on Friday.

JO reported that the same amount of funding would be available for CDT's in the next round, with a smaller number of themes (10). The call would come by 10 Jan, and refer to the Industry Strategy. Staff are encouraged to engage with staff in PPLS in the CDT applications. FK reported that interdisciplinary matters would also be included in discussions.

SG raised the issue that there were not enough resources and discussion on this followed. It was agreed that CDT resource sharing be pursued.

4. Directors Report – Jon Oberlander

JO reported on the following updates from:

Strategy Committee –

- advertisements confirmed in Robotics and AI in Machine Learning
- channelling funding support into current postgraduate students and staff
- stabilising cognitive laboratory support
- More engagement in Distance Learning

BW raised her concern on the lack of contact with staff on potential job applicants. Discussion took place on the mechanism for job adverts in the School and the lack of notice that is given to staff. KV reported that the Communications office also advertised internal jobs and it was agreed that HR and the Communications office need to work together to coordinate the job advertisements.

Teaching Committee –

- The University is currently carrying out market research on Distance Learning.

Discussion took place on Distance Learning and what support and quality of students it attracts. JO felt there were lots of ways to think about using DL as a tool, but it has to be sufficiently resourced and have the staff dedication to make it successful. JO encouraged staff to look at how they want to engage in DL.

- Student numbers and quotas on entrance and admissions.
- Boris Grot PhD Development Scheme, a consolidation of postgraduate funding in the School. The programmes currently offered need to reflect this new source of funding opportunity.

Research Committee –

- JO congratulated staff on the full compliance on the publications database for the REF.
- CDTs

SR reported that he had not received any nominations for the REF panel yet.

5. ILCC student seminar series – Arlene Casey

AC reported that three postgraduate students had created a new group to run a student seminar series and various events throughout the year. The group would also produce recommendations for future opportunities that students could pursue.

AC reported that JO would give a talk at the first student seminar on the 8th December.

AC also reported that there were requests for 'soft skill' talks and discussion then took place on ideas for possible future talks and events.

AC is also looking for staff to give 5 minute talks at future talks/events.

Even though the events would be more focussed on students, staff would be invited to any events that would be of relevance to them.

AL reported that the handover process for the postgraduate representative was currently ongoing.

It was proposed to have an event for first year postgraduate students at the start of the next semester.

7. AOCB

BW raised the issue of reviewing publications for the REF from other Institutions.

Date of the next meeting - 10th January 2018 at 12.30pm