
Meeting
IPAB Staff Meeting/student reviews

Date
Thursday, 29th September 2016

Attendees

Barbara Webb (BW)
Bob Fisher (BF)
Zhibin (Alex) Li (ZL)
Taku Komura (TK)
Michael Herrmann (MH)
Maurice Fallon (MF)
Pavlos Andreadis (PA)
Vlad Ivan (VI)
Kartic Subr (KS)
Timothy Hospedales (TH)
Michael Mistry (MM)
Heather Low (HL)
Joanne Pennie (JP)
Steph Smith (SS)

Place	Time
1.16, IF	2pm

1. Minutes of last meeting

Amendment to first paragraph under item 13 requested and actioned. All other items were agreed as accurate.

2. Matters arising

Teaching

Consolidating some of the other courses into an ML for Robotics course (MSc level) – Sethu, Ram and Michael will meet to discuss on Ram's return from US.

**SV, SR,
MH**

Merging IVR and IAR into a 20 point 3rd or 4th course – possible proposal for Board of Studies.

BW

Multi-disciplinary post

There may be an opportunity to appoint an additional staff

BF

member. There was a suggestion this could be a multi-disciplinary appointment (medical imaging research/computing imaging). Bob will draft a job description.

3. Arrivals and departures

Barbara welcomed new IPAB staff, Tim Hospedales, Michael Mistry and Kartic Subr to the meeting.

4. Budget and resourcing

Joanne presented an overview of the IPAB figures (copy of handout available).

No budget related issues were raised.

5. New Building

IPAB space allocation

Nothing formal has been agreed in regards to staff/student office and desk allocation. Barbara will contact Jon Oberlander to discuss final space allocation and when this is likely to take place.

BW

6. Teaching

Kartic Subr will take forward Computer Graphics. Tim Hospedales will deliver Java (1st year). Michael Mistry's teaching allocation has yet to be agreed.

The group agreed that a further discussion regarding teaching is required. This will be flagged as a main area for discussion in the agenda for the next staff meeting. This subject may require a sub-meeting.

SS

Steph to find out when the next board of studies meeting will take place.

SS

7. IPAB Workshops and Seminars

For the benefit of the new staff, Barbara gave a brief overview of the workshops and seminars.

Catering

Pavlos requested that gluten free options were made available to attendees. It was also suggested that fruit should also make up a proportion of catering available. Steph noted and will purchase alternative items for future meetings.

SS

8. Student Issues

Campus safety

Pavlos advised the group that he will be raising the issue of campus safety at the next Health and Safety Committee meeting which is due to take place 30th September 2016.

Barbara invited Pavlos to advise her of the issues if he feels this should also be raised at strategy committee.

Deputy Head of IGS

Bob Fisher has been appointed as Deputy Head of IGS.

9. Computing Issues

No issues raised.

10. Admin issues

Heather advised the group that although IPAB staff and students are currently located over various floors within the Forum, level 1 admin should remain their main point of contact should they require any assistance.

11. Socials

Social event mailing list

Vlad suggested a mailing list could be created for social event purposes. It was agreed this would be a useful tool. Vlad will take this forward.

VI

Festive celebrations

This subject will be added as an agenda item at the next meeting.

SS

12. Directors Business

Barbara reminded the group of the importance of submitting publication information to knowledge management team. This must be done timeously in order for the data to be inputted to the Pure system and be eligible for inclusion in the next REF.

13. AOB

Robotics annual event

Sethu reminded the group of the next Robotics annual event which will take place 13th October. Those who wish to attend and

have not already registered were advised to do so via Eventbrite.

Steph will advise Cat Andrade (CDT administrator) of the new academic staff who should be added to the ECR mailing list.

SS

Google calendar

Staff were reminded of the existence of the Google Calendar which includes details of IPAB events.

IPAB webpage

It was agreed that the IPAB webpage was in need of a refresh. CISA have recently undergone a successful webpage redesign with support from computing services. Heather will contact CISA and computing support for information/feedback on the process.

HL

It was also agreed that news items for the webpage should be requested at the monthly staff meetings. This will be added to the agenda for future meetings.

SS

14. Date of next meeting

The date of the next meeting is Thursday, 27th October @ 2pm.

15. Student reviews

Student reviews were conducted at this point with teaching staff only and recorded in a separate document.