

Strategy Committee Meeting Minutes Wednesday 23rd May 2018



Attendees: Johanna D Moore (Chair), Nigel Goddard, Nigel Topham, Martin Wright, Frank Keller, Murray Cole, Kousha Etessami, Jim Ashe, Barbara Webb, Ian Simpson (for Jane Hillston), Chris Banks, Stuart Anderson (from item 4), Lorna Adams (secretary).

Apologies: Jane Hillston, Vashti Galpin, Jacques Fleuriot (sent apologies post-meeting).

	Summary	ACTION																										
1.	PREVIOUS MEETING																											
1.1	Approval of previous meeting minutes Minutes from the previous meeting were approved with no changes.																											
1.2	<p>Matters arising from previous meeting</p> <p>Allocation of Teaching Duties – SOA still to circulate briefing document.</p> <p>REF co-ordinators – KE will take on this responsibility for LFCS.</p> <p>Issues with procurement procedure – MW reported that he and AS are taking steps to improve the procedure. LA to arrange a meeting for MW/AS/BW.</p> <p>L/SL/R Computational Biology – BW reported that interviews were held on Tuesday 22nd May, with further interviews scheduled for Friday 25th May.</p> <p>Proposed joint programme with the Business School – NG to clarify with SOA if this is the proposed MSc in Financial Technology for 2019/20. It was noted that NG will put KE in contact with the Business School to explore the possibility of including KE's course on game theory as part of this new programme.</p> <p>Big Ideas – Dols to investigate and pursue discussions in their institutes.</p> <p>Vacancy for Distance Education Co-ordinator – We are still looking for suggestions for this academic admin role.</p> <p>International student recruitment priorities – JM to communicate Strategy Committee position to the Director of Internationalisation.</p>	<p>SOA</p> <p>LA</p> <p>NG</p> <p>Dols</p> <p>ALL</p> <p>JM</p>																										
2.	HEAD OF SCHOOL's BUSINESS																											
2.1	Report from Head of School JM reported as below.																											
2.2	<p>Academic Recruitment Update MW briefly update the Committee on current academic recruitment as below:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">L in Robotics</td> <td>Mohsen Khadem accepted, SD 1 Nov</td> </tr> <tr> <td>L in Security and IoT</td> <td>Tariq Elahi, planned SD 1 August</td> </tr> <tr> <td>L in Security & Privacy</td> <td>Petros Wallden started 1 May</td> </tr> <tr> <td>L in Security & Privacy</td> <td>Vesselin Velichkov starts 1 Feb 2019</td> </tr> <tr> <td>L in Machine Learning & AI</td> <td>Offer out</td> </tr> <tr> <td>L in Database Systems</td> <td>Offer out</td> </tr> <tr> <td>L in Database Systems</td> <td>Offer out</td> </tr> <tr> <td>Senior Data Scientist</td> <td>Sohan Seth started 13 April</td> </tr> <tr> <td>L in Biological Informatics</td> <td>Ian Simpson started 30 March</td> </tr> <tr> <td>L/SL/R in Computational Biology</td> <td>Interviews 22 + 25 May (run by SBS)</td> </tr> <tr> <td>Senior Lab Manager: Cognitive Science</td> <td>Robin Hill started 1 March</td> </tr> <tr> <td>Chancellor's Fellow – Digital Technologies</td> <td>Interviews completed</td> </tr> <tr> <td>Chancellor's Fellow – Robotics</td> <td>Interviews on 18 + 19 June</td> </tr> </table>	L in Robotics	Mohsen Khadem accepted, SD 1 Nov	L in Security and IoT	Tariq Elahi, planned SD 1 August	L in Security & Privacy	Petros Wallden started 1 May	L in Security & Privacy	Vesselin Velichkov starts 1 Feb 2019	L in Machine Learning & AI	Offer out	L in Database Systems	Offer out	L in Database Systems	Offer out	Senior Data Scientist	Sohan Seth started 13 April	L in Biological Informatics	Ian Simpson started 30 March	L/SL/R in Computational Biology	Interviews 22 + 25 May (run by SBS)	Senior Lab Manager: Cognitive Science	Robin Hill started 1 March	Chancellor's Fellow – Digital Technologies	Interviews completed	Chancellor's Fellow – Robotics	Interviews on 18 + 19 June	
L in Robotics	Mohsen Khadem accepted, SD 1 Nov																											
L in Security and IoT	Tariq Elahi, planned SD 1 August																											
L in Security & Privacy	Petros Wallden started 1 May																											
L in Security & Privacy	Vesselin Velichkov starts 1 Feb 2019																											
L in Machine Learning & AI	Offer out																											
L in Database Systems	Offer out																											
L in Database Systems	Offer out																											
Senior Data Scientist	Sohan Seth started 13 April																											
L in Biological Informatics	Ian Simpson started 30 March																											
L/SL/R in Computational Biology	Interviews 22 + 25 May (run by SBS)																											
Senior Lab Manager: Cognitive Science	Robin Hill started 1 March																											
Chancellor's Fellow – Digital Technologies	Interviews completed																											
Chancellor's Fellow – Robotics	Interviews on 18 + 19 June																											

<p>2.3</p>	<p>University Teacher (2 positions) L/SL Business Application of Informatics Professor of Computer Science</p> <p>Interviews on 22 May Advert closes 23 May Ursula Martin, Start date 1 July</p> <p>JM made particular mention of the two offers that were made for the Lecturer in Machine Learning & AI, however one candidate has now declined and we are awaiting a response from the remaining candidate. NG advised that the candidate's reasons for rejecting our offer, were: salary in US and Brexit. It was noted that this could well be a problem for any future recruitment in this area.</p> <p>Chancellor's Fellows recruitment There will be no decision on these until all interviews have been completed. It has been very difficult co-ordinating these arrangements and MW noted that Sam Black has done a great job coordinating this process.</p>	
<p>3. 3.1 3.2 3.3 3.4 3.5</p>	<p>RESEARCH BUSINESS Report from Director of Research (Paper 3.1) JH was unable to attend and had given her apologies. However, she did submit a written update report, which was circulated to the Committee ahead of the meeting and was taken as read.</p> <p>JH's report had provided some background to the EPSRC funded equipment.data.ac.uk where Universities are expected to record details of equipment purchased with RCUK funds. There was some discussion around this item as it was felt that we needed clearer guidance on what equipment should be recorded on this database. Action: It was agreed that we should undertake an audit of equipment that has been purchased through an EPSRC grant in order to scope out what should be included in the database.</p> <p>Mock REF As per JH's report, the Mock REF is currently underway. Thanks to all members of the internal panel, as well as Steve Renals, for all the work they doing on reviewing the papers and Impact case studies.</p> <p>CDT Bids IS advised that the College Research Committee have advised that we should know the by the end of May which bids are going forward to full proposal.</p> <p>Research Day If anyone has any feedback from the recent research day, please pass this onto JH.</p> <p>Fast Forward Energy Day – NG advised that will be doing a talk at this event, the date for which is still to be confirmed, but anticipate it will be 21st June.</p>	<p>MW</p> <p>ALL</p>
<p>4. 4.1 4.2</p>	<p>TEACHING BUSINESS Report from Direct of Teaching SOA reported as below.</p> <p>Admissions update Indications are that we are heading for an overshoot in undergraduate admissions in 2018/19, largely because of an increase in Overseas applications and offers. Target total intake is 270 students, however actual intake could exceed 300. There are indications of an increase in the quality of applicants.</p>	

Taught postgraduate applications are also strong and we have now closed for new applicants. Year-on-year comparisons are complicated by the introduction of fee deposits part of the way through last year's cycle. There is a risk, however, that intake may be above the target of 320 students.

An early start has been made to recruiting tutors and demonstrators with a more streamlined process introduced. In addition, recruitment of up to 2.0FTE further University Teachers is in process. These, together with recently recruited new academic posts, will help to spread the learning and teaching load amongst staff. The two new Student Support Officer posts will also reduce the admin burden of Personal Tutors and will assist in dealing with pastoral issues.

There was discussion around what target intakes the School should set, with some views that we should be setting lower targets, and concerns expressed about the ability of the School to ensure that the agreed targets are not exceeded by College.

SOA stated that discussions had already started with College Admissions about how intake targets may be better managed in future years, including the option of introducing quotas, perhaps by programme. It was noted that the wide choice of course options on Informatics programmes limited the impact of programme quotas in restricting class sizes for specific courses and, in any case, there are some courses to which we would not wish to limit students' ability to access.

4.3 Graduate Apprenticeships

SOA has been having discussions with PriceWaterhouseCoopers (PwC) about the introduction of a graduate apprenticeship leading to a joint undergraduate degree in Maths and Computer Science. This would represent a novel approach, in Scotland, to the application of the apprenticeship levy paid by companies. The course will start in August and the first two years will comprise a standard joint degree structure with summer placements with PwC. There would be a year-long placement in year three, with work-based learning, and a work-related project in the final year. Students will be paid a salary by PwC. It is possible that other companies may choose to participate in similar programmes.

The initiative is linked to CityDeal. PwC has an inclusion policy and this is an opportunity to target widening participation. The salary may attract students who would not otherwise be able to access a degree because of financial reasons.

There is still work to be done on developing the work-based learning elements of the programme which will be in year three, however, it is anticipated it will be managed in a block and will be delivered by industry specialists.

4.4 Teaching Day Feedback

There was positive feedback from the Teaching Day with some useful initiatives. One is to take a fresh look at management of programmes, year groups and courses and how that is supported by the Teaching Organisation. There was also discussion about how to provide detailed feedback on groupwork, especially within a short turnaround time.

5. GRADUATE SCHOOL BUSINESS
5.1 Report from Director of Graduate School

NT provided a brief update as below.

<p>5.2</p>	<p>Admissions update NT advised that IGS is still in the process of recruitment for the current year, which is going very well. However, it was noted that we are a little short of good candidates who are eligible for UK/EU funding. There is a lot of competition from other Universities; eleven candidates who had been offered studentships have declined.</p>	
<p>6. 6.1</p>	<p>COMMERCIALISATION BUSINESS Report from Director of Commercialisation and Industry Engagement JA provided the following updates:</p> <ul style="list-style-type: none"> - Bayes Innovation Project A – we are underway with the SAS partnership, which is a substantial investment. - Pipeline for occupation of Bayes – There is an extensive list, which JA is working to pull together. - Bayes Knowledge Exchange – JA is hosting this on 7th June and will provide an update at our next meeting. - Workpackage 3 – EIE 2018 – There were 922 attendees over the course of the day, which was up on previous years. Approximately 680 day guests attended, as well as around 248 investors. - Workpackage 4 – Initial meeting planned for next Monday, 28th May, to start development of the follow-on ‘Project B’. - Japan visit – JA had a very successful trip with Michael Rovatsos and Dave Robertson with interest in Informatics, CDTs and Bayes, identified from companies visited. 	<p>JA</p>
<p>7.</p>	<p>EQUALITY AND DIVERSITY The annual E&D Survey has been sent out to students. Vashti Galpin is in the process of analysing the staff E&D Survey data which will be presented to the E&D Committee.</p> <p>Bob Fisher will take on the E&D role from August.</p>	
<p>8.</p>	<p>STRATEGY AND PLANNING Future budget and financial management – MW provided information on changes to budgeting and financial reporting being implemented by the University and which are described in a paper to College Strategy and Management Committee. The main changes are that income and expenditure will be attributed to each College, and by College, to each School, with Schools and Colleges setting a ‘contribution’ target (i.e. surplus or deficit) that they will be expected to achieve. This introduces greater transparency to income and expenditure flows. The percentage contribution varies by School and College seeks to balance surpluses and deficits across the College over time. Sol is currently contributing a disproportionate amount to the overall College surplus, which the greater transparency in the new approach makes more apparent than previously.</p> <p>In 2018/19, the immediate impact on the School finances will be neutral as the previously forecast income, expenditure and block budget from College will be translated into the corresponding target contribution.</p> <p>There are advantages and risks associated with the new model and some detail of the implementation has not yet been clarified. One risk is that the focus on ‘contribution’ is at the expense of activities that operate a ‘loss’ but which are still important to achievement of the University’s and the School’s objectives.</p>	

	<p>NT queried what implications this new model would have on Graduate School funding and fees. MW advised that all fee income will be attributed to the School. This may provide greater flexibility in funding, for example, overseas PhD student fees, however that is not yet certain as it is not clear how the University and College will treat higher (or lower) than budgeted contributions.</p>	
<p>9. 9.1</p>	<p>ANY OTHER BUSINESS GDPR (Paper 9.1)</p> <p>As everyone is aware, GDPR will come in force this Friday 25th May 2018. An email has been prepared, which will be sent to all staff from JM on Friday. There will be a University privacy statement provided, however, we may need to write more specific ones for individual projects.</p> <p>IS added that Rena Gertz (UoE Data Protection Officer) has offered to do some drop-ins, particularly if we feel that we may need a more School specific privacy statement, i.e. for projects that may be holding personal data. If so, we need to act fast, as only two remaining slots are available.</p> <p>It is important that all staff complete the online training.</p> <p>9.2 Migration from Staffmail to Office365 (Paper 9.2)</p> <p>It is anticipated that the School will migrate to Office365 by mid-August, to bring it in-line with the rest of the University. The University's IS services are keen to close the Staffmail service, so that they do not have to support two email services.</p> <p>It was agreed that the current system is no longer sustainable and that we need another solution, whether it is Office365 or some other email service.</p> <p>MW advised that Gavin McLachlan (the University's Chief Information Officer) has offered to attend a meeting to answer questions. In the meantime, it was proposed that a pilot group should trial Office365, before a wider roll out to the School.</p> <p>9.3 Room Allocations (Paper 9.3)</p> <p>We are still relatively short of academic offices. It is proposed that we set a minimum contract requirement that would entitle academic staff to be allocated a single occupancy office. The Committee agreed to set this at 0.4FTE.</p> <p>9.4 Oberlander Memorial Lecture</p> <p>JH has been prompted by SICSA to make plans for hosting the inaugural Oberlander Memorial Lecture this autumn. The memorial lecture would become an annual event, with SICSA saying that they would fund and join us in hosting the first event this year. It has been suggested that the inaugural lecture could coincide with the opening of Bayes. There was broad support from this Committee to support this event</p> <p>The DTI (Bayes Centre) Project Board have also supported the idea of the café in the new Bayes Centre being named after JO.</p> <p>Frank Keller and Robin Hill are still considering options for other School memorials for Jon, including a naming proposal for research studentships.</p> <p>Action: FK to raise this at the next ILCC meeting and will bring proposals back to the Strategy Committee or School Executive within the next few weeks.</p>	<p>ALL</p> <p>FK</p>

10.	Date of next meeting: Wednesday 27 th June 2018, 2pm, Turing Room	
-----	---	--