# Strategy Committee Meeting Minutes
## Wednesday 26th June 2019

**Attendees: Jane Hillston (Chair), Martin Wright, Stuart Anderson (via Skype – item 4 only), Kobi Gal (via Skype – item 4 only), Chris Williams, Nigel Goddard, Frank Keller , Mahesh Marina, Kousha Etessami, Jacques Fleuriot, Keith Edwards (for Jim Ashe), Bob Fisher (also for Barbara Webb), Angela Sturniolo (secretary).**

**Apologies: Nigel Topham, Barbara Webb, Matthias Henning, Jim Ashe, Lorna Adams.**

| | Summary | ACTION |
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| **1.** | **PREVIOUS MEETING** | |
| 1.1 | **Approval of previous meeting minutes** | |
| | Minutes from the previous meeting were approved and are accurate. | |
| 1.2 | **Matters arising from previous meeting** | |
| | Research Ethics – CW reported that progress has been made and Ian Simpson will demonstrate Qualtrics to the next Research Committee meeting.  This action previously allocated to IS has been extended to CW as well. | IS/CW |
| | Proposal for AI & Data Science Seminar Series - CW, KE and MR will meet on Friday 28th June to discuss the list of nominated speakers for the AI & Data Science seminar series.  CW noted that they received fewer nominations than expected. | CW |
| | Internationalisation – Don Sanella spoke to Neil Heatley regarding interest amongst our students for international exchanges.  Neil felt that there may be demand if the opportunities were promoted to students.  JH has approved the resource implications and the project will go ahead. Actions complete. | |
| **2.** | **HEAD OF SCHOOL's BUSINESS** | |
| 2.1 | **Report from Head of School** | |
| | "Visiting Intern Policy", item 9.1 from previous meeting action is still ongoing.  JH reported that the working group for the visiting PhD student fee hasn't been formed yet and this will be discussed again at the Strategy Committee in September. | |
| 2.2 | **Academic Recruitment 2019/2020** | |
| | JH updated the committee on the current round of academic recruitment. | |
| | Eight new academic staff have been appointed for the year 2019/2020 as below: | |
| | - Oisin Mac Aodha – Lecturer in Machine Learning starting on the 2nd October 2019. <br> - Antonio Barbalace – Lecturer in Systems and Hardware Security starting in September/October 2019 (date TBC). <br> - Angus Chadwick - Lecturer in Computational Neuroscience and AI starting 1st March 2020. <br> - Michio Honda – Lecturer in Networked Systems starting 15th January 2020. <br> - Frank Mollica – Lecturer in Computation Cognitive Science, start date TBC. <br> - Nadin Kokociyan – Lecturer in AI starting 30th September 2019 (TBC). <br> - Hao Tang – Lecturer in Speech Technology starting 2020, start date TBC. <br> - Peter Bell – Reader in Speech Technology started 1st May 2019. | |
| | Three of the advertised posts were not filled and the vacancies will roll forward into next year's recruitment cycle, but not necessarily the specific posts previously advertised. | |

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| | L/SL/R in Quantum Computing and SL in Computer Science Education are now advertised, with the closing date being 2nd August 2019.<br><br>Discussion took place regarding the advertisement and selection process for 2019/20 recruitment. There were mixed views on the desirability of alignment with the US recruitment cycle and it was agreed to approach the issue on a case-by-case basis.<br><br>As per the previous year, there will be a two-stage process with discussion of initial proposals for new academic posts at the next Strategy Committee meeting on 28th August 2019 and posts to be advertised to be finalised at the following meeting in late September. There are the three carry forward posts, one post included in the 2018 plan for 2020 start, two additional posts included in the 2019 plan (still subject to budgetary approval), one fellowship backfill, plus any further posts arising from fellowships, retirements or resignations. | | |
| | **Action**: DoIs to discuss potential new academic posts (including possible re-submission of unfilled posts) within their Institutes and to provide brief proposals to MJW no later than Wednesday 19th August 2019. | | DoIs |
| 2.3 | **Nominations for Simons Foundation Program**<br>JH has not provided any nominations for the Simons Foundation Program to College as yet. In discussion, it was identified that only already established and outstanding nominees would have any chance of success. **Action:** DoIs to provide JH with any suggestions for nominees (accepting that there may be none suitable that we can identify). | | DoIs |
| **3.**<br>**3.1** | **RESEARCH BUSINESS**<br>**Report from Director of Research**<br>CW reported the following:<br>• Plans S will be delayed for one year.<br>• DORA and responsible research metrics: UoE has signed the Declaration on Research Assessment (DORA; https://sfdora.org/read) which seeks to improve the ways in which the output of scientific research is evaluated by funding agencies, academic institutions, and other parties.<br>• UKCRC and EPSRC are organising a workshop to collect Big Ideas in the research community. The application process will be published soon. | | |
| **4.**<br>4.1 | **TEACHING BUSINESS**<br>**Report from Director of Teaching (Paper 4.1)**<br>SOA joined the meeting via Skype, as he was travelling back from Gothenburg to Edinburgh. He briefly updated the committee on the following items covered by paper 4.1:<br><br>- Shortlisting of University Teachers<br>- Examination board and the instability of infrastructure<br>- Online and Distance Education strategy<br>- Admissions 2019/20 forecast<br><br>SOA is reviewing the DSTI Distance Learning programme at the moment and he will update the Committee with the outcome. | | |
| | **Action**: SOA was asked to include Bob Fisher in communication regarding the DSTI programme. | | SOA |

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| 4.2 | **Online Learning Proposals (Paper 4.2)**<br>Kobi Gal, Distance Education Coordinator, joined the meeting via Skype and introduced paper 4.2 on Online Learning for Informatics Courses. The proposal focused on the greater use of online resources to support large on-campus student cohorts, proposing Inf1B as a pilot example of a large class (over 300 students).<br><br>Questions arose during the briefing regarding resources, marking, student's attendance and technological needs.<br><br>The initiative was generally supported. The resources identified should be secured through the Student Services budget. **Action:** SOA to check whether resources have been included in ISS budget for 2019/20.<br><br>JH welcomed the proposal, however, she would like to see a paper brought to Strategy Committee providing the wider strategic context.<br><br>**Action**: A paper presenting a strategic approach to online learning for both on-campus and distance education students to be presented to Strategy Committee early in AY 2019/20. | <br><br><br><br><br><br><br><br>SOA<br><br><br><br><br><br>SOA/KG |
| **5.**<br>5.1 | **GRADUATE SCHOOL BUSINESS**<br>**Report from Director of Graduate School**<br>Nigel Topham was not present at the meeting. | |
| **6.**<br>6.1 | **COMMERCIALISATION BUSINESS**<br>**Report from Director of Commercialisation and Industry Engagement**<br><br>KE briefly updated the committee on the following points from Commercialisation:<br>• Work continues with the Wayra accelerator - the second cohort has been selected. The welcome week is this week.<br>• South College Street floor 2 is to be the new home for the accelerator – appropriate works have been identified and sent to estates for costing.<br>• The first accelerator cohort (those that are remaining "spinning in") will make use of the Bayes Membership model in the first instance.<br>• The KPIs from the first accelerator cohort are impressive, including raising £3.3M in funding during the time in Bayes.<br>• Lee Wilson has joined the team from RBS, as Director of Innovation Partnerships for Bayes.<br>• Legal advice workshops are being arranged for the research community with respect to dealing with organisations included on the USA Entities list.<br>• The IRM development team have been tasked in generating a dashboard outputting the Bayes KPIs where obtained within the system. The tool already captures the known industrial engagement opportunities within the School.<br>• Conception X (PGR student entrepreneurship) scoping proposal for potential DDI funding. Also proposal (with UCL) to UKRI and Alan Turing Institute.<br>• Proposal to DDI for continuation funding for the business accelerator has been through the Bayes innovation group.<br>• Future proposals in the DDI pipeline include: "Automated Text Analytics Tool for Extracting and Summarising Evidence from Academic Publications" - a project involving the SoI and the Vet School.<br>• Progress on the "Showcase" in InSpace is slow (noting this was originally intended for G.03). It is being coordinated primarily by Dave Murray-Rust. The current specification (including layout) will be shared with the BDMs during July. Each | |

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| | Institute Director will be contacted in due course by the relevant BDM to go through the layout to determine opportunities for display – and ultimately engage in a conversation about potential content. The works schedule is not yet definitive, and awaits estates and Design Informatics. | |
| **7.**<br>7.1 | **EQUALITY AND DIVERSITY**<br>BF advised the Committee that the end of a year-long programme with the joint effort of the communications team has celebrated 94 different countries represented within Informatics.<br><br>He has also updated the committee as follow:<br>- The Solstice event brought together 15 people from different countries.<br>- Comments received from the secret shopper at the Open day event were mostly positive with only one negative comment (the latter outwith the control of Informatics).<br>- The online Unconscious Bias course has been completed by 70% of staff. | |
| **8.**<br>8.1<br><br><br><br><br><br><br><br>8.2 | **STRATEGY AND PLANNING**<br>**Size and Shape 10 Year Planning Exercise**<br>The School has been asked by College to consider opportunities for potential future growth, specifically in taught student cohorts, as part of a University-wide, ten-year, 'Size and Shape' exercise.<br><br>It was emphasised that any growth (both on-campus and/or in distance learning) would need to be resourced in terms of staff, space and other requirements, in advance of the growth taking place.  Also the growth would need to be targeted, planned and managed to match the growth to the available resources.<br><br>It is planned to hold a 90 minute workshop for the School Leadership team (HoS, DHoSs, DoIs and DoPS) in late July to identify potential opportunities and corresponding resource requirements and to help formulate a response to College.<br><br>**Small Capital Projects (Paper 8.2)**<br>MJW introduced paper 8.2 which lists the small capital projects (>£50k<£1m) submitted by the School to College, for funding over the next three years.  It is unlikely that there will be sufficient funding available to cover all the projects submitted by all the CSE Schools, and therefore projects will need to be prioritised. | |
| **9.**<br>9.1 | **ANY OTHER BUSINESS**<br>**Space Utilisation**<br>MJW noted the continuing pressure on space in both the Informatics Forum and in Bayes and the need for optimisation of space use in both buildings.  This will inevitably require some compromises on the part of staff and students.  As previously agreed, part-time academic staff on contracts of less than 0.4FTE will be required to share offices.  Those few academic staff still occupying the larger offices will be relocated to offices of the new standard size.  Also the admin 'level offices' will be rationalised, to make better use of space.  A space audit will be carried out in Bayes to ensure that optimum use is being made of the space available.<br><br>**Nigel Goddard** will be standing down as Director of ANC at the end of the academic year. This was his last Strategy Committee meeting and JH thanked him for his contributions, which was supported by all present. | |
| | **Forthcoming meetings (all Wed, 2-4pm in the Turing Room)** | |

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| | 28th August 2019<br>25th September 2019<br>30th October 2019<br>27th November 2019<br>18th December 2019<br>29th January 2020<br>25th March 2020<br>27th May 2020<br>24th June 2020 | Page \| 5 |