Meeting	Date
IPAB Staff Meeting	Thursday, 28th January 2021

Attendees

Ram Ramamoorthy (RR) (Chair)
Stefano Albrecht (SA)
Keyhan Babarahmati (KB)
Hakan Bilen (HB)
Jodie Cameron (JC)
Bob Fisher (BF)
Michael Herrmann (MH)
Vlad Ivan (VI)
Mohsen Khadem (MK)
Serena Lambley (SL)
Anna Lantouri (ALan)
Alex Lascarides (ALas)
Zhibin Li
Joanne Pennie (JP)
Steph Smith
Kartic Subr (KS)
Steve Tonneau (ST)
Barbara Webb (BW)
Apologies: Mike Mistry, Cristian Novotny

Place	Time
MS Teams	2pm

1. **Minutes of last meeting**

   Minutes of the last meeting were agreed as accurate.

2. **Matters arising**

   Export control information session – now scheduled for February meeting with Keith Edwards.

   Welcome event – low response to proposed December event. Away Day suggested for later in the year when Government guidance allows.

3. **Arrangements for Covid-19**

   No change to current Government/University guidelines.

Lab arrangements
Vlad continues as lab manager. The additional health and safety measures remain in place within the labs (booking system, cleaning procedures, guidance manual etc). Working well.

Honours students
11 additional days for dissertation.

4. **Arrivals and departures**

Staff
Stefano Albrecht is now a full member of IPAB.

New PhDs
Anna Hadjitofi – Supervisor: Barbara Webb
Ahmed Raza – Supervisor: Bob Fisher
Simon Reinkemeier – Supervisor: Hakan Bilen

New MPhil student
Aditya Kamireddypalli – Supervisor: Ram Ramamoorthy

PDRA
Robin Vogel – Supervisor: Hakan Bilen

Visitors
Ke Wang – 3 months, SLMC

5. **New Grants and Proposals**

Barbara – EPSRC fellowship, interview process complete. Outcome expected in coming weeks.

Barbara – BBSRC proposal submitted (Sussex)

Ram – EPSRC THT2 proposal invited as full proposal

Kartic – Scot Council (Building Assnt Tiger Detection)

6. **Budget and Resources**

Fiona Williams will continue to support Joanne with IPAB portfolio for the time being.

Joanne presented an overview of the IPAB figures.

IPAB travel funding
The application process for IPAB travel funding remains

unchanged. The application form can be found on the institute website and should be submitted explaining why no other funding is available to the student (and listing where else they have already tried to gain funding).

Conference attendance has previously been approved for students presenting papers. Given the low cost associated with registering for online conferences it was agreed that for the time being students can apply to attend without having a paper registered. (subject to supervisor approval).

7. **Business Development**

No updates from business development (apologies received from Cristian).

Export control
Keith Edwards is scheduled to attend the next staff meeting to deliver an information session on export control.

8. **IPAB webpage**

IPAB news items and web changes should be sent to the admin team to action.

Institute/faculty description
Individual descriptions should be updated and sent to Ram (power point).

IPAB Faculty

9. **Teaching**

Teaching allocations
Teaching allocations for the coming academic year have been confirmed as follows (in fitting with model requested by Sharon Goldwater):

AV, Computer Graphics, IVC, IVR, RSS, Natural Computing IAR (dependent on outcome of BW fellowship application outcome/teaching situation), RL, SDP and MLP.

Staff allocated these courses should by now have received a Theon notice.

Duty allocations
Duty allocations have also been confirmed, Theon notices should be expected soon if not already received.

Poor student satisfaction ratings

Several IPAB courses currently have poor student satisfaction ratings (courses flagged up by Sharon being CG, Nat, IVR, RSS, RL).

Possible factors identified:

- Online format creates a barrier
- Students working alone and reluctant to help one another
- Internet connection quality
- Facilities available to staff within the Forum for online delivery is not sufficient (internet connections, broken microphones, no support etc)
- Student access to suitable/up to date computer equipment required (it is often assumed students have access to what they need, when in fact some don't). Grades achieved correspond with what system the student has access to).

Possible solutions

- Improve access to physical DICE machines (certain software can't be installed on remote DICE/non DICE machines)
- Changes to software required/course re-structure, using lighter simulators
- Push for support from School to provide more powerful computers
- Raise with Teaching Committee

Task Force – intern project

It is proposed the institute appoint an intern over the summer months to look at identifying possible modifications, writing up manuals and training material (Vlad used intern for similar project, worked well).

Staff volunteers will also be required to help with this project, so far Steve has volunteered.

Workshop/away day: Institute Research Agenda and Teaching Curriculum Review

An Informatics wide push to teach larger courses and consolidate smaller courses has identified the need to review the current IPAB courses and content.

Action: Ram to organise a half day review workshop to take place spring/summer. | **Ram**

10. IPAB space

<u>Access to Labs</u>

The labs located in Bayes are currently only accessible via the Forum. This is problematic given the current 9-5 restriction imposed. It would be beneficial if the rules could change to what they were last summer where lab users were permitted to use the Bayes main door.

Action: Ram to raise with Strategy Committee | **Ram**

<u>Server Room issues</u>

A working group has been created to look into this issue, headed up by Boris Grot as Director of Computing. Stefano attends as IPAB rep. Feedback from the latest meeting:

- Large scale problem with no quick resolution
- School is limited in physical space, cooling resources and energy usage
- Equipment has been purchased which cannot be used/installed
- Fairness for new staff is a problem
- Consolidating resources has been identified as a possible solution (GPU machines targeted first)
- A lot of questions raised with no answers

If anyone has a machine which is waiting to be installed or they intend purchasing a machine, they should email Stefano the specifics (GPU's ,energy usage etc). New staff who have money available which they would like to use to purchase machines, should also let Stefano know. This will allow Stefano to have a complete picture to best represent the institute and its position.

Stefano welcomes questions, suggestions and input from institute members to feedback to the group.

11. IPAB workshops and seminars

It would be good to have more invited speakers (especially now whilst there is limited/no cost involved due to online format).

Action: Ram to email group to encourage. | **Ram**

12. Student Issues

No student issues raised.

13. Admin issues

No issues raised.

14. Socials

Ram will liaise with Steph in due course on the upcoming away day.

15. Directors Business

Strategy Committee
School and University going through the process of defining the 3 year/1 year strategy. Jane, Joy and members at school level have put together a robust response.

Ethics process
Peggy Series provided SC an update on the Ethics Process, which is now far more streamlined.

There are questions that Peggy will carry on looking at, e.g. what is process for project students. For staff who need to think about the Ethics process or have students who this may be relevant to, please let Peggy (and Ram) know if you have feedback/ideas.

No Detriment Policy
The no-detriment policy will no longer apply from next year. Bjoern is looking actively at how we can still be sympathetic to student needs.

Promotions
The promotion situation remains as before, there may not be a full promotion cycle. It is expected that there will be an automatic pay increment applied.

16. Date of next meeting

The next meeting is scheduled to take place 25th February 2021.