

**MINUTES OF MEETING
of the
STRATEGY COMMITTEE
held on
Wednesday, 25 April 2012
2:00 pm – 4:00 pm
Turing Room**

Present:

Dave Robertson (Chair), Colin Adams, Jim Bednar, Murray Cole (Mike O'Boyle), Liz Elliot, Jacques Fleuriot, Dave Hamilton, Jane Hillston, Steve Renals, George Ross, Alan Smaill, Perdita Stevens, Barbara Webb, Chris Williams

Apologies: Christopher Geib, Mike O'Boyle, Sethu Vijayakumar

Attending: Stephen Gilmore

Approval of minutes

The Minutes of the meetings of 22 February 2012 and 16 March 2012 were approved.

Actions from minutes of 22 February 2012

Item 3 – Computing Strategy

Alastair explained that Computing Support requirements are changing because of changes in the ways we use our computers, shifts in funding and the drift from centralised physical machines to personalised devices. There is the concern of having to do more with less (number of CO's has reduced over the years and there is less cash available). Other items discussed were future strategy, efficiencies of scale, false economies (eg cost of academics supporting their own machines), group shared file space and within that manage it yourself, self-managed or not self-managed machines, academic needs and what CS provides, requirements of DICE for backup and printing, complete restructure of CS, connection from research side (possible new services to provide), connection between CS and academics, what services are used by whom, problem of scale, best practice across comparator schools in other universities.

Action

AS to find out who uses what (via Research Committee)

Actioned (AS is working on it)

There was additional discussion about the requirement for DICE for students with indications that students still want a central computing facility. Labs are popular/heavily used and a relatively stable environment is required for students.

Action

SA to take to the Teaching Committee for discussion and then report to Strategy Committee

Item 4 - Any other business

c) Duties

Neil handed out two documents: Teaching Duties and Admin Duties. Although not finalised, Teaching Duties will be posted on the web in the very near future. Admin Duties should be nearing completion by the end of March. Neil has a list of courses that have been removed. The number of sabbaticals has resulted in some people being asked to teach more than 15 points.

Action

All - contact Dave by Friday with any queries about Duties

Actioned

a) PhD students

Barbara talked about the possibility of making early offers to PhD students.

Action

Barbara will talk to Liz about numbers and offers

Actioned

b) Honorary Fellowships

There was discussion about possible individuals to nominate for Honorary Fellowships.

Action

All – suggestions to Dave by Monday, 28 February 2012

Actioned

Actions from minutes of 16 March 2012

REF1

There was discussion as to who is, and is not, eligible to be included in the REF. Only a small number of research staff who are not on the academic staff will be classified, in REF terms, as “independent researchers” but we should look across all research staff at Grade 8 or above who might conceivably be so classified.

Action

PIs should review their RAs
(This item was clarified) **Drop**

REF2

The REF panel (Computer Science and Informatics) will examine the papers for originality, significance and rigour. Stephen encouraged people to use the one hundred words to relate something which cannot easily be learned from reading the paper (ie, what the paper allowed you to do or what happened next). Stephen showed examples of one hundred words. It was pointed out that a textbook may not be ‘research’; also there needs to be clarification about work done in the previous REF period and how much ‘improvement’ there has been since then.

Action

DR to send a reminder about submitting four REF papers and 100 word statements

Actioned

Item 1 – Ref3, Impact Template And Case Studies

REF3

The REF period for publications is 1 January 1993 to 31 December 2013; impact should be achieved between 1 January 2008 and 31 July 2013. The number of Impact Case Studies is according to the number of Category A staff. The strategy for managing the Impact Case Study delivery was explained.

Action

DoIs to identify additional Case Studies (research of at least 2* quality in the period)

Actioned

Action

Stephen to email DoIs a template of a structure for writing impact statements

Actioned

Item 2 – Ref5, Environment Template

REF5

People are encouraged to speak to the vitality and sustainability of the environment.

Action

DoIs to contact previous DoIs for information about 2008 RAE

Actioned

Action

DR to send DoIs the Strategy that was submitted in 2008

Actioned

AGENDA ITEMS

ITEM 1 – SCHOOL FINANCES

Liz discussed the School finances with respect to four main areas: a) where we are; b) planning round submission; c) rebalancing the budget; and d) draft of 2012/2013 budget.

Action

Liz will aim to provide a final budget at the May meeting

ITEM 2 – CHANCELLORS FELLOWSHIP UPDATE

Dave gave an update on the Chancellors Fellowships. The 3rd tranche has about 60 applications. It is hoped that successful candidates from all three tranches will be announced in early/mid May.

ITEM 3 – ACCOMMODATION POLICY DISCUSSION

There is concern that accommodation in the Informatics Forum is a limited resource and how to make best use of available space. It was suggested that there should be a transparent document that would assist in decision making with respect to the allocation of space.

Action

DR and EE will draft a policy document with the aim to circulate it to the committee before the next meeting

ITEM 4 HEAD OF SCHOOL'S BUSINESS

There was none.

ITEM 5 – ANY OTHER BUSINESS

a) Athena Swan Award

JH discussed the Athena Swan Award (ASA). She pointed out that SFC policy indicates that within two years funding would be dependent on involvement in the ASA; also, it is anticipated that RCUK would follow shortly.

It was suggested that involvement in the ASA could be included in the REF environment document.

This is not a trivial undertaking but College has money to employ someone to assist the Schools with their involvement in the ASA.

b) Key areas/themes

There was discussion about the current Informatics recruitment strategy with respect to previous/present themes and new strategic themes.

Action

All – produce half to one page as to why a suggested theme should be adopted and send to Marjorie by 16 May

c) Succession planning

There was discussion about succession planning

Action

DoIs to send strategic areas to Marjorie by 16 May 2012

d) PhD

There was discussion about the current and future numbers of PhDs

Action

BW to produce a summary of student profiles, recruitment, and what's being spent and how

e) Computing resources

There was discussion about grant and budget impacts on computing resources

Action

Perdita will ask Alistair to produce a one page computing resources budget

f) Teaching/HTBN

It was suggested that Stuart should be invited to talk about the teaching/HTBN process

Action

Dave to alert Stuart to bring ideas on this to the next meeting

g) EPSRC Visit (20 June)

There was discussion about how best Informatics can make use of this visit, ie, create a document which includes things that are important to Informatics. The Research Committee are consolidating DTC (or CDT as these are now called) theme documents.

Action

DR to circulate the previous EPSRC document

ITEM 6 – DATE OF NEXT MEETING

The next meeting will be on Wednesday, 23 May 2012 at 2:00 pm in the Turing Room.