MINUTES OF MEETING
of the
STRATEGY COMMITTEE
Wednesday, 25 June 2014
2:00 pm – 4:00 pm
Turing Room

Present:

Dave Robertson (Chair), Colin Adams, Jim Bednar, Murray Cole, Jacques Fleuriot, Nigel Goddard, Robin Hill (for Ron Petrick), Jane Hillston, Neil McGillivray, Johanna Moore, Jon Oberlander (for Steve Renals), Michael Rovatsos, Alan Smaill, Perdita Stevens, Barbara Webb (for Sethu Vijayakumar), Marjorie Dunlop (Secretary)

Apologies: George Ross

Approval of Minutes

The Minutes of the meeting of 28 May 2014 were approved subject to the correction to item 3 on page 2 (substitute SELP for SCLP).

Actions from the Minutes of 28 May 2014

Item 1 – Research data management

AS clarified various aspects of the Research Data Management project and its impact on Informatics, in particular the ability to share personal allocation. The Committee indicated that their preference is for a more sophisticated approach to data quotas, that is sensitive to the needs of research groups, and possible solutions should be offered to IS.

Action
AS, with help as needed from MOB, to push through alternative model (AFS)

Further Action
PS to check with AS as to completion of above action

Item 4 – Head of School's business

c) UKCRC

DR has been elected as the incoming president of UKCRC.

Action
DoIs to send DR ideas relating to big projects
Actioned

Item 5 – Any other business
a) Visiting student policy
There is a need to review our visiting student policy to clarify its alignment with broader University policy.

Action
NMcG to bring new policies to next meeting (25 June)
Actioned

b) Informatics outreach
MR spoke to a paper about outreach and this was followed by general discussion. There was a general feeling that we need to consider outreach as a new administrative role.

Action
MR to bring a clear job description to the next meeting (25 June)
Actioned

ITEM 1 – REVISED VISITOR AND DESK ALLOCATION POLICIES

NMcG reviewed the Space and Visitor Policy Update. It is noted that 'visiting students' should read 'visiting research students'. It is anticipated that these guidelines will be incorporated into School policy.

ITEM 2 – UPDATE ON DRAFT BUDGET FOR 2014/15

NMcG reviewed the draft budget projections. We currently are in surplus but this will be eroded in future years through budget commitments so maintaining school performance is important to ensure future growth.

Action
NMcG to query the College Accountant about EDF

ITEM 3 – DATA LAB INNOVATION CENTRE, DISCUSSION CENTRE

DR gave an update on the Data Lab Innovation Centre. There are four nodes: RGU, UoG, UoE and SICSA. NHS and Scottish Government are industrial partners. Neil Logan is the interim Chair and David Richardson is the interim COO; the lead HEI representative is DR. Anticipated activities include: industrial relationships; collaborative projects relating to mature research; studentship funding; Eng D; community lectures/workshops; masters course provision (linking to the Business Informatics Masters); opportunities for academic involvement and tie-in to CDTs. There will be a launch of the IC around October.

Action
DR to speak with SOA to confirm that the Business Informatics Masters is on track

ITEM 4 – HEAD OF SCHOOL'S BUSINESS

a) Outline Job Descriptions for Outreach Roles
There was discussion about the funding of a full time admin role to manage outreach on a day to day basis. It was mentioned that there may be opportunities for external funding (College, EPSRC).

Action
JO to investigate funding

b) Teaching Support Staff
MR clarified that the intention of this paper is to improve job descriptions and transparency and to 'not exploit students' in any support roles. There was discussion on this paper particularly with respect to requirements and expectations of students and academic staff. Strategy Committee approves of the aims of the policy but did not adopt it as written.

Action
This paper will be presented for review at the next meeting of the Teaching Committee before being returned to Strategy Committee for policy approval

Action
Until policy approval has been given, ITO is to use this paper sensitively in the runup to the 2014/15 academic year

ITEM 5 – ANY OTHER BUSINESS

Space
NMcG provided an update on the latest moves with respect to Space:

- increasing student and research staff capacity but retaining existing meeting rooms and adding meeting rooms

- dedicated CDT space for each of the three new centres and a satellite IGS office to deliver focused CDT support

- computing staff moving to AT to help provide space for increasing student numbers, reshuffle of remaining computing staff left in IF

- streamlining of ICSA and IPAB lab facilities to help introduce student desks into lab areas for the first time

- HoS office returned to original use with knock-on admin office changes to help facilitate this move

- increased visitor hot-desk facilities and planned audit of visitor areas to improve future capacity

ITEM 6 – DATE OF NEXT MEETING

The next meeting will be on Wednesday, 27 August 2014 at 2:00 pm in the Turing Room.