

## **Minutes of ILCC/HCRC Staff Meeting**

**Wednesday 14<sup>th</sup> September 2016, 1pm**

### **In Attendance**

Jon Oberlander, Nate Chambers, Shay Cohen, Elaine Farrow, Sharon Goldwater, Caroline Hastings, Robin Hill, Ewan Klein, Mirella Lapata, Alex Lascarides, Adam Lopez, Chris Lucas, Johanna Moore, Helen Pain, Mark Steedman, Henry Thompson, Kami Vaniea, Bonnie Webber and Seona Wharrie.

### **1. Apologies**

Apologies were received from Kenneth Heafield, Simon King, Ulrich Germann, Steve Renals and Maria Wolters.

### **2. Minutes of previous meeting**

Approved.

### **Matters arising from previous meeting**

1. Frank had circulated the link to the EPSRC's report. Shay reported that a Workshop had been held and another Workshop would be organised for November.
- 1.2 Mirella reported that the GPU servers had been a good investment and that people were using them.
- 1.3 Jon had spoken with HR regarding the 'save the dates' notifications for job advertisements and was reassured that measures for improvement of notifications had been taken on board.
- 1.4 Knowledge Management were keeping staff in the loop regarding paper acceptances for the REF.
- 1.5 Mirella reported that overall teaching loads had to be discussed in more detail. Jon recommended identifying the priorities and what courses could be on offer, but to defer recommending any changes until the new staff had started in semester 2.
- 1.6 Jon and Alex had spoken on PhD completion rates.
- 1.7 Dols had ensured that all staff were made aware of the email address to submit their publications.
- 1.8 Jon reported on recruitment, which was detailed in item 3a of the minutes.

**Action:** Mirella to look at teaching loads and courses on offer.

**Action:** Mirella to contact Bjorn Franke for a timescale on teaching review.

### **3. Directors Report and 3b. School strategic planning**

Jon reported that there were currently no radical changes to the existing plans on recruitment, but he reported that there was a need for consultation from the School Planning and Research committee and any plans would be specified in more detail by end of October 2016.

If staff had any questions regarding the 'Teaching Fellows' option, they were to contact Jon and Seona to be fed into the research committee.

**Action:** Jon to report back to the next meeting on the definition of 'Teaching Fellows'.

**Action:** Mirella to schedule an Institute Research meeting.

### **3a. New Posts**

Jon reported that Maria Wolters would be joining ILCC as a new member of staff. JO reported that 3 further academic appointments had also been made. Jon also reported on the new posts to be filled, but finalisation of the new arrivals was dependent on visa outcomes.

### **4. Finance and Funding - Caroline Hastings**

Caroline circulated and reported on the summary of the ILCC accounts 2015-16, grant applications since 7 June 2016 and the ILCC summary of Grant awards/income.

Caroline reported that the total grant awarded had fallen considerably and would have a knock on effect on the ILCC accounts.

Caroline reminded staff to allow plenty of time when submitting grant application proposals. Colleagues had a responsibility to submit RC UK application proposals, but if applications were not submitted in year one, then it was felt that they were not worth submitting. Jon urged staff to (continue to) help other people write proposals.

Frank Keller noted the positive news that submission of RC UK grants had improved from the last report.

**Action:** Frank to follow up on first grant applications.

### **5. REF impact**

As Steve was not in attendance at the meeting, the REF impact item on the Agenda would be deferred to the next meeting. However, Jon outlined a brief summary of the REF review, but the detailed points would be discussed at the next meeting.

Jon reported that there would be a school wide REF meeting in late October with discussion on the launch of 2020x.

**Action:** JO would remind staff to bring forward their proposals to the Institute research meeting.

### **6. PhD completion rates**

Jon reported that IGS had reported that there was a dip in the PhD completion dates for ILCC students who started their PhDs in 2011 and completed in 2015. Completion rates were lower than other Institutes and staff needed to consider getting students finished on time.

Henry reported that Adam Lopez had taken over from him as PhD selector.

Adam reported that there would be an annual review in late September/early October and it was felt useful to have a look at the completion rates at the review.

#### **7. DTI (Bayes Centre) progress**

Jon reported on the new DTI (Bayes Centre) building project and gave a brief presentation on the building and floor plans. JO also reported that the DTI support programme is still at the development stage with Scottish Enterprise, but there were plans to encourage corporate research and development groups into the building for collaboration with groups within and beyond the University.

Jon welcomed any comments from staff on the new building plans.

#### **8. AOCB/DONM**

Date of next meeting - Wednesday, 2<sup>nd</sup> November at 1pm in room 4.31/4.33