

Strategy Committee Minutes

14th December 2016 at 2pm, Turing Room

Attendees: Johanna Moore (Chair), Murray Cole, Kousha Eteessami, Bob Fisher, Jacques Fleuriot, Vashti Galpin, Jon Oberlander, Michael Rovatsos, Perdita Stevens, Kami Vaniea, Barbara Webb, Martin Wright, Anda Nicolson (Secretary)

Apologies: Stuart Anderson, Björn Franke, Nigel Goddard, Jane Hillston, Nigel Topham,

	Summary	ACTION
1.	Approval of previous minutes The minutes of the meeting held on 26 th October 2016 were approved.	
2.	Matters arising <ul style="list-style-type: none"> • Erasmus exchanges: Action on BjF to form a working group to look at Erasmus exchanges. Ongoing. • REF Readiness: SR, MF, JH and MJW have met to discuss this and will meet again to look at REF readiness in relation to publications and Impact. Action: AN to arrange. • NSS: It was noted that the NUS have called for a boycott of the NSS due to concerns about it being used as a means of increasing student fees. • Edinburgh Teaching Award and HEA Fellowships: Following previous discussions about increasing the number of Informatics staff who hold a teaching qualification, it was agreed that action should be taken to raise awareness among staff of these qualifications. Action: MJW/JM to discuss the best way to achieve this. • Teaching duties for RAs: BjF and VG have corresponded on this issue and updated the wording. It was suggested that research staff should be consulted in the new year as part of the general consultation on WLM. • Tier 4 monitoring: The UKVI visit went well, and it was noted that this was mainly due to the large volume of preparatory work carried out before the visit. There has been no formal feedback yet, but any required actions will be taken forward. The committee noted the work carried out by Neil Heatley and his team ahead of the visit. 	BjF AN MJW/JM
3.	Report from Director of Research JH submitted a written report. This was noted by the committee and will be uploaded to the committee webpage.	
4.	Report from Director of Teaching N/A as BjF could not attend.	
5.	Report from Director of Graduate School BF provided the update in NT's absence. Tier 4 engagement The engagement process is bedding in well. We had 99% of our engagement points met on time in December.	

	<p>Scholarships Edinburgh Global Scholarships and Principal’s Career Development Scholarships will run again this year. We will not be participating with the Chinese State Scholarships this year due to budget constraints. We are currently waiting for the 2017 budget information so we can budget for incoming students.</p> <p>Student families A pizza event was held to launch the Student Families – these are “family” groups mixed across years and institutes which have been created to foster a better student environment. Funds are available if students want to organise smaller events for their family groups.</p> <p>PhD submissions We are actively contacting students five months prior to their submission date to remind them of their deadlines and individually speaking to them. Action: NT will present a paper at the next meeting which will show our completion rates by PhD students.</p> <p>Internships and tier 4 students As tier 4 students cannot take part in paid internships, we have seen some students giving up their tier 4 status to take part in such internships. They have then successfully had their tier 4 status granted again, but there is no guarantee that this will happen as it is at government discretion. The committee noted that there was a previous proposal from NT about having internships as part of a PhD programme. Action: NT to provide an update on the progress of this initiative.</p>	<p>NT</p> <p>NT</p>
<p>6.</p>	<p>Report on behalf of Commercialisation There was no representation from Commercialisation.</p> <p>JM noted that she has issued an email to staff clarifying the role of BDEs in each institute.</p> <p>We are currently recruiting a Director of Commercialisation and Industry Engagement. The recruitment consultants are FWB Park Brown. They aim to hold interviews by the end of February, with the panel chaired by Prof. Jonathan Seckl.</p>	
<p>7.</p>	<p>Strategy and Planning</p>	
	<p>Allocation of duties policy and workload model Paper 7.1 was discussed by the committee. It was broadly agreed that we do not need a new allocation of duties policy, but clarity on the current model.</p> <p>Following this discussion, MJW has taken the feedback given and will update the proposal. The revised draft will be issued to staff for consultation and further amendment.</p> <p>When the policy is updated, it was agreed that this should form part of the induction process.</p>	<p>MJW</p>
	<p>Academic hires 2017/18 and beyond Paper 7.2 was discussed by the committee. MJW noted that there is a requirement to document our academic recruitment plan for 2018/19 in the School Plan. He</p>	

	<p>suggested that our plan consist of the four posts noted in the document for 2017/18, plus a further four unspecified posts and eight unspecified posts in 2018/19.</p> <p>JO stated the need to scale up other positions in line with any increase in academic staff – BDEs, support staff, computing for example, as well as documenting a plan to fund the increased PhD studentships that will result from increased staff numbers. He also noted the need to plan to ensure that any links between DTI and Informatics are fully realised.</p>	
	<p>Support role hires The committee was supportive of the plans laid out in paper 7.3. IPAB noted that they do not tend to use the services offered by Computing Support as their systems do not interact with DICE and questioned if more specialist support could be offered.</p> <p>JO noted the need to increase the number of BDEs if we are going to continue to grow. JO and MJW are working on a plan for staff for the Bayes building including support and technical staff.</p> <p>It was suggested that another technician apprentice should be added to the plan. Action: MJW to add.</p> <p>The Student Support Officer role was broadly supported.</p>	MJW
8.	Any other business	
	<p>Recruitment – references Guidance received from InfHR indicates that we are unable to get references for academic candidates prior to short-listing. The committee feels strongly that this is an unacceptable barrier to recruitment.</p> <p>A two-round short-listing process was suggested, where references are requested from people who are placed on a long-list. Action: JM to speak to other Heads of School to see what their processes are.</p> <p>Hiring information on website We have no obvious announcement on our website that we are hiring. Action: MJW to ask for this to be added to the site.</p>	JM MJW
	<p>Equality and diversity The committee met today. The feedback we received on our Athena SWAN renewal was broadly positive. We are currently looking at upcoming activities and will update at the next meeting of this committee.</p>	
	<p>MSc recruitment KE expressed concern around the high numbers of MSc applicants, specifically around competency in English language requirements. MJW noted that we have implemented a deposit scheme for this year which will help to give us advance notice of expected numbers, something that is significant progress from last year. Also, Recruitment Committee are reviewing entry requirements.</p>	
	<p>Date of next meeting 2pm, Wednesday 22nd February 2017. Turing Room, Informatics Forum.</p>	