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| | <p>The restructure of 3rd year is underway. There will be more 20 credit courses in 3rd year as a result of this and it should reduce the number of exams that students have to sit. We are currently looking at having some exams at the end of semester 1.</p> <p>There are discussions underway around amending the MSc structure. They are in the early stages and more information will be circulated when appropriate.</p> | |
| 6. | <p>Allocation of duties</p> <p>Stage one of the process is complete – the allocation of essential courses.</p> <p>BF noted that they are looking at the possibility of changing this process in the future, potentially with courses being owned by institutes or by the School depending on the course requirements.</p> <p>Discussion about this idea noted that this would be a major strategic change. It was felt that some courses could be clearly aligned to institutes but that a number of questions needed to be looked at.</p> <p>It was suggested that as institutes know about local arrangements/expertise that they could assume an advisory role, working with the School for allocation of duties and that this may work better than shifting responsibility to institutes.</p> | |
| | GRADUATE SCHOOL BUSINESS | |
| 7. | <p>Report from Director of Graduate School</p> <p>University scholarships:</p> <ul style="list-style-type: none"> • ECDS are going to College soon. We have 10 EPSRC DTA and have allocated two today. <p>We have now signed up to the Alan Turing Institute and the ATI PhD scholarships are now live. We will be advertising this to potential supervisors in Informatics. We are only taking UK/EU students under this scheme this year.</p> | |
| 8. | <p>Student focus groups</p> <p>Discussion of Paper A held. It was noted that alongside the Institute induction there are other events run by the Graduate School where more formal information is given.</p> <p>It was noted that it is often suggested by students that it would be useful to have an app which could be used to disseminate information. This isn't something that can be progressed at the moment, but has been noted. The website is currently migrating to a new system. MJW stated that we will use this migration to improve visibility, usability and content of the site where possible, however a full review of the website will be a longer term undertaking.</p> <p>The PhD 'family' buddy scheme suggestion in the paper was welcomed by the committee. It was agreed that this would be implemented by Institutes.</p> | Dols |
| | COMMERCIALISATION BUSINESS | |
| 9. | <p>Report from Director of Commercialisation</p> <p>The Industry Days are going to move to a single Industry Week, meaning they will all take place in October 2016.</p> <p>A trip to promote DTI in the US will take place shortly, with representatives from Commercialisation visiting Palo Alto. Action: The committee was asked to pass on contact</p> | All. |

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| | information for any industry connections that would be useful for them to meet with during the trip. | |
| | HEAD OF SCHOOL'S BUSINESS | |
| 10. | Visit by Prof. Charlie Jeffery Prof. Charlie Jeffery will attend our General Meeting on 16 th May. Action: AN to circulate the background information to his visit. | AN |
| 11. | Recruitment update JM provided an update about the ongoing recruitment within the School. College have suggested that we bring forward other recruitment activities which were in our School Plan. We should ensure that we are short-listing all posts with a view to having a wide pool of potential prospects. It was suggested that we advertise for a post in ICSA in Cloud/Internet of Things. Action: MC and MJW to meet to progress this. | MJW/MC |
| 12. | Chancellor's Fellow update We are ready to advertise this and will invite applications in Human-Like Computing and Software Engineering. | |
| | OTHER BUSINESS | |
| 13. | UKVI compliance We are currently not compliant with UKVI requirements and are behind other schools in CSE. College has proposed that we monitor the whereabouts of all staff, not just those on affected visas. Strong objections were raised by the committee, regarding the requirement to monitor staff generally, but also to monitor those who are not legally required to provide their location. It was suggested that all directly affected staff, those on Tier 2 and 5 visas, be briefed so that they understand their obligations and the serious implications of non-compliance. Action: JM and MJW to meet with affected staff. Action: MJW will also meet with Alastair Scobie to discuss any technical requirements to maintain records which will comply with UKVI requirements. | JM/MJW MJW |
| 14. | Athena SWAN renewal update The renewal is due to be submitted at the end of April. The draft will be ready by the next meeting of this committee. We will be looking for the committee to endorse the proposed action plan. | |
| 15. | Training for recruitment HR have reminded all staff of the training requirements for staff sitting on interview panels. The committee pledged to complete this training by the next meeting. Action: AN to circulate link, committee members to complete training. | AN All |
| 16. | Estates update The proposed cost for the Appleton Tower internal works is £2.25m. The outline business case is going to the March Estates Committee and will be sent for final approval at the September meeting. It is hoped that we can keep Commercialisation in Wilkie until DTI is complete, to avoid additional moves. PPLS have asked for more space in Level 3 of AT. This could be made possible by reconfiguring Level 7 to add more teaching space, freeing up space on Level 3. The options for Level 9 are being explored. MJW has plans if people wish to view them. | |
| 17. | Date of next meeting 23 rd March 2016 at 2pm in the Turing Room. | |