

Strategy Committee Minutes

24th August 2016 at 2pm, Turing Room

Attendees: Stuart Anderson (Chair), Colin Adams, Bob Fisher, Björn Franke, Vashti Galpin, Jon Oberlander, Michael Rovatsos, Perdita Stevens, Barbara Webb, Martin Wright, Anda Nicolson (Secretary)

Apologies: Johanna Moore, Murray Cole, Nigel Goddard, Jane Hillston, Don Sannella, Nigel Topham

	Summary	ACTION
1.	<p>Approval of previous minutes Minutes from the previous meeting were approved</p>	
2.	<p>Matters arising from previous meeting:</p> <ul style="list-style-type: none"> a) Internships for PhD students. Alex Lascarides has spoken with College about this. DPTs are to be drafted for Board of Studies. Neil Heatley is looking at the DPTs used in Physics, as they have to send their students to CERN as part of their degree programme. Although this is not an identical situation, there may be aspects of their approach that we can use. Ongoing. b) UKVI compliance. The monitoring process for Tier 2 staff is now in place. There have been two audits by College which we have passed. MR raised concerns that the same individual was audited twice. This is believed to be random and should not happen again. c) PhD Offer Letters: Helen Pain will take the draft version of the new offer letter text to the College Recruitment Committee. d) Research Day: A written summary report is to be produced by MF. e) Sunergos. There is no further update on Sunergos. The issue of first refusal on IP has been resolved – PIs can choose to opt out of this. 	
3.	<p>Research business</p> <p>Global Challenge Fund A new call has been issued (on 23rd October) and this has now been circulated.</p> <p>Prosperity Partnerships EPSRC has put out a £10m call to support existing, strategic, research-based partnerships between businesses and universities. We wish to be involved in this, possibly utilising our relationship with ARM. Action: CA to speak with Mike O’Boyle re: the ARM relationship. Action: Director of Research to contact DoIs to ask them to highlight any companies we have existing relationships with that could be eligible to make applications for this funding.</p>	CA JH
	<p>Teaching business</p>	
4.	<p>Report from Director of Teaching</p> <p>Allocation of duties Duty allocation is nearly complete. We hope to have enough personal tutors in place for the incoming student cohort before the start of the semester.</p>	

<p>5.</p>	<p>National Student Survey results The NSS results are down significantly from last year – we have lost 11 percentage points from last year. There are double-digit losses in every criteria. Although significant drops have been seen across the College and the University, there is clearly action required by Informatics. We are behind our Russell Group competitors in all areas.</p> <p>The committee noted that it is hard to interpret the data based only on the numerical information and that the free text comments have not been received. The PTES (post-graduate) scores are very different to the picture painted by the UG cohort.</p> <p>It was noted by the committee that this is the first cohort that is paying the increased fees and they may not feel that they are getting value for money. They may expect a more bespoke service. The issue of culture was raised – are we seen by the students as a student-focussed and student-friendly department? This may become clear when the free-text comments are received.</p> <p>Action: Agenda item on NSS to be added to the next meeting of this committee. Action: BjF to lead a small group to review the text comments and create an action plan for next steps.</p>	<p>AN BjF</p>
<p>6.</p>	<p>Student recruitment We are expecting around 310 masters students this year, compared to 270 last year. Approximately 230 undergraduates are expected, compared to 200 last year. The fee deposit model for masters students will launch in the 2017/18 academic year – this will ask for a deposit of £1500 to guarantee a place. It is hoped that this will allow for more accurate forecasting of student numbers.</p>	
<p>7.</p>	<p>Report on behalf of the Graduate School</p> <p>Student intake We are expecting 76 new PhD students. 65 of these are unconditional firm offers. This includes the CDT intake. Three offers have been made to students who will be on ATI studentships and who will be based in London. There were two EPSRC studentships that we were unable to fill.</p> <p>Student families scheme This is now in place. We are assigning around eight students to each family, with the aim of increasing cohesion amongst the cohort, and to encourage a more social atmosphere. PGRs have been given the opportunity to opt out of the scheme, but only a small number of students have done this.</p> <p>Discussions have been taking place over the summer regarding a new PhD scholarship called the Edinburgh Enlightenment Scholarship. This scheme is expected to start from 2017. The committee noted that clarity on exactly how this scheme will work is essential to allow academic staff to promote it.</p> <p>Action: Graduate School to devise models for how this could work to meet our teaching needs and how it could be communicated to potential students and bring back to this committee.</p>	<p>NT</p>

	Commercialisation Business	
8.	<p>Report from Director of Commercialisation</p> <p>A visit from the European Institute of Technology will be hosted on the 19th of September, and a good attendance would be beneficial; staff should be encouraged to attend.</p> <p>A new Head of ERI has been appointed and will be starting on 26th October. Their name has not been announced yet.</p> <p>EIE will be held in China in October.</p>	
9.	<p>Succession planning</p> <p>Discussions are in place with stakeholders for succession planning for CAs upcoming retirement.</p>	
	Any other business	
10.	<p>Arrangements for induction and mentoring of new staff</p> <p>The committee reviewed and discussed Paper A. This process should be reviewed after a period of 6-9 months. The process is for both academic and non-academic staff. Positive feedback has already been received from RAs who have been through the process. VG noted that the document states that the PDR is to be done by the colleague's line manager. She asked if it would be possible to add a step to the HR process to allow Research Staff to nominate someone who isn't their line manager before the line manager is reminded of the PDR requirement. Action: MJW to review this suggestion.</p>	MJW
11.	<p>Staff recruitment update 2015/16</p> <p>Good progress has been made and we have new academic staff joining us from September.</p> <p>The Chair in Algorithms and Complexity post has not been filled.</p> <p>Action: AN to check progress on Image and Vision post to confirm that all candidates have received outcomes and feed back to BW.</p>	AN
12.	<p>Staff recruitment priorities and process 2016/17</p> <p>Paper B was discussed by the committee and it was agreed that generic advertisements will be posted in October with a view to recruiting in early 2017. There is a will to recruit for additional support posts. An engagement post is still a priority, but there should also be recruitment to the ITO and Computing teams to reflect the increase in student numbers and the additional work this brings. Concerns were noted about the numbers of support staff leaving. This is mainly felt to be natural turnover.</p>	
13.	<p>School plan 2017-2020</p> <p>Noted that Graduate School is not included on this timeline. Action: MJW to add.</p> <p>Action: AN to add Nigel Topham to the fortnightly executive meeting.</p> <p>Paper C reflected the proposed timeline for creation of the School Plan. Action: AN to circulate this to committees with input to the plan once changes made.</p>	MJW AN AN
14.	<p>Proposed layout for committee papers</p> <p>A standard template for submission of committee papers was approved by the committee.</p>	

	<p>Action: AN to add field for author's name then upload template to the committees webpage.</p>	AN
	<p>Fellowship buyouts for teaching SA talked through slides with options for fellowship buyouts. The third option was preferred by the committee – this should be the default with the other options available if required.</p> <p>Appleton Tower internal refurbishment Reiach & Hall have been appointed as the design team for this refurbishment. The timetable for the work is:</p> <ul style="list-style-type: none"> • Now to end September – consultation • October – costings • November – business plan • December – go to Estates Committee for approval • Late February – contractor on site • Summer 2017 – handover for teaching <p>It was noted that this is a very tight timetable and in the event of delays there will be a phased handover, with floors 3, 4 and 5 prioritised for teaching. This is a good opportunity to improve the use of space and upgrade it to appeal to students and improve their experience. A small team will work with the architects to look at the space and will make final decisions, although wider consultation will take place.</p>	
	<p>Date of the next meeting 2pm, Wednesday 26th October 2016</p>	