

School of Technology

Council of the School

2.00 p.m. on Friday, 19 October 2018

Board Room, Department of Engineering

UNRESERVED MINUTES

- Present: Professor Richard Prager (Chairman)
Dr Claire Barlow
Professor John Dennis
Professor Ann Copestake
Dame Polly Courtice
Professor Lisa Hall
Professor Alan Blackwell
Dr Vincent Mak
Professor Holger Babinsky
Professor Andrew Flewitt
Professor Robin Langley
Professor Simon Guest
Professor Tim Minshall
Professor Bill Byrne
Dr Alice Hutchings
Dr James Moultrie (School observer)
Professor Simon Moore (School observer)
Professor Garth Wells (School observer)
Dr Shui Lam (Secretary)
Ms Joanna Walmsley (School Finance Manager)
- In Attendance: Ms Tracy Brooks, Mr James Matheson, and Ms Jessica Rose
- Apologies: Professor Christoph Loch, Professor Ross Anderson, Ms Judith Offenberg (Undergraduate Student Representative), Ms Eva Agapaki (Graduate Student Representative), and Professor Mark Blamire (School observer)

Declarations of interest

There was no declaration of interest.

1. Minutes

The unreserved minutes of the meeting held on 15 June 2018 were approved.

1.1 Membership of the Council of the School

The Council of the School has a practice of co-opting the Heads of Division in Engineering. Therefore, the new Heads of Division A and B, Professor Babinsky and Professor Flewitt were co-opted to the Council of the School with immediate effect to the end of the tenure of their replacements, December 2018. The new members were then invited to join the meeting.

Paper **T/18/40** shows the most up-to-date membership of the Council of the School.

Matters arising

There were no matters arising other than those minuted here.

Chair's report

There was no Chair's report.

2. Starred items

The starred items were approved.

3. Principal business

3.1 IT Strategic Priorities for the School

At the meeting, it was reported that the University Information Service (UIS) has asked for a list of IT strategic priorities from all the Schools to inform the UIS future work plan. The School's IT Relationship Manager, Mr Matheson, initiated a draft list which has been considered by the School's IT Advisory Committee and the IT Strategy Committee (Paper **T/18/41 rev1**).

Professor Wells, the Chair of the School's IT Strategy Committee, commented that the Committee concentrated on setting the IT priorities based on the high-level requirements for teaching, research and administration. It was important for the departmental views and options to be fed into the IT Strategy Committee through their representatives in a systematic way: this was currently a work in progress.

Mr Matheson was thanked for his contributions and left the meeting.

3.2 Review of Teaching and Learning 2018-19: CEB

At the meeting, it was reported that the General Board had a rolling programme of learning and teaching reviews in which the Department of Chemical Engineering and Biotechnology was scheduled to take part in 2018-19. The Council of the School was being asked for comments or additional terms of reference (see Paper **T/18/42**).

It was noted that the CEB Department has responded that the review in this academic year was not in the best interests of the Department or the University, and the Department would like to request a deferral of the review for one year, to Michaelmas 2019. Having considered the issues raised in Paper **T/18/43** carefully, the Council of the School supported the request to ask the General Board's Education Committee for a deferral of one year.

4. Other Substantive Business

4.1 Planning Round 2018

The Planning Round 2018 has been launched. Paper **T/18/44** is a letter from the Secretary of School, dated 3 August 2018, on the Planning Round 2018 (PR 18) attaching the guidance from PRAO.

PRAO have recently updated the Planning assumptions for PR18 following discussion at the recent PRC meeting. Paper **T/18/44.1** sets out these assumptions, namely, a cash-flat Chest allocation in 2019-20 and a 1% growth in the other years of the planning period. This would introduce an estimated additional Chest saving of £4.3m, to a total saving of £12.3m over the planning period. The IIM allocation of approximately £400k p.a. was likely to be made available, which might be used partially to offset the savings.

The additional costs relating to USS pensions for Chest funded staff would be provided by central administrative funds. However, the pension costs would impact on institutions with significant non-Chest funded staff, such as JBS and CISL.

The creation of two funds, the Academic Fund and the Investment Fund, was also noted.

It was also reported that the School was required to submit a forecast of undergraduate student numbers for 2019-20 to 2022-23 by 30 October 2018, with the rest of the planning submission by 3 December 2018. Paper **T/18/45** contains the planned student numbers produced after consultations with Departments.

Professor Copestake commented that there had been an unexpectedly large increase in the undergraduate intake to the Computer Science Tripos (130 compared with the normal 100), and that the Department might wish to enter into a number management arrangement to stabilise future intake numbers and keep it at 100.

The Council of the School approved the forecast student numbers which were in line with last year's submission.

4.2 Open Research: draft Position Statement

The Open Research Working Group (ORWG) was formed in 2017 to review and formalise the University's stance on Open Research, and to clarify service needs and expectations for support of researchers.

Drawing on a University-wide survey of researchers, and a subsequent number of very constructive discussions, the Group has created a Position Statement which seeks to encapsulate key principles around Open Research at Cambridge.

Before taking this forward to the University Research Policy Committee in November 2018, the ORWG would welcome feedback from each Council of School on the attached current draft of the Position Statement (Paper **T/18/46**)

Professor Blackwell commented that it would be important to appreciate that different parts of the University had different practices in the way they make their research accessible. It would be essential to ensure the principles of open access are based on a good understanding of technical accessibility issues. It was noted that the Computer Laboratory had lots of experience which could help further discussions.

The Council of the School agreed to forward the practical feedback from the Chair of the School's Research Committee (Paper **T/18/47**) to the ORWG, for them to consider, subject to any additional comments by Monday 22 October 2018.

4.3 Strategic Research Review: CEB

The General Board has established a programme of strategic research reviews of Departments. The Review of the Department of Chemical Engineering & Biotechnology took place on 20-21 March 2018.

The Council of the School noted the report of the Review, Paper **T/18/48**, and the response by CEB, Paper **T/18/49**. Professor Dennis reported that it had been a positive experience, and the Department was grateful for the time and effort of the members of the Review Committee. The Head of School congratulated the Department on the diligence of their preparation for the review and the very positive report from the distinguished review panel.

5. Other Business

5.1 *End of year accounts 2017-18**

The Council of the School noted the 2017-18 Year end accounts, Paper **T/18/50**, dated October 2018.

5.2 *HR Briefing**

The Council of the School noted the HR briefing, Paper **T/18/51**.

5.3 Risk Assessment

The Council of the School assessed the risks of the decisions made at this meeting and decided not to add anything to the Risk Register.

6. *Minutes of other committees**

Needs Committee	9 October 2018	T/18/52
Graduate School Committee	01 June 2018	T/18/53
IT Strategy Committee	16 May 2018	T/18/54

7. Any other business

There was no other business.

8. Dates of Future Meetings 2018-19

2.00 p.m. in Room W2.01, Judge Business School:
Friday, 23 November 2018

2.00 p.m. in Board Room, Department of Engineering:
Friday, 01 February 2019

2.00 p.m. in Board Room (West Cambridge site), Department of Chemical Engineering and Biotechnology:
Friday, 08 March 2019

2.00 p.m. in Board Room, Department of Engineering:
Friday, 10 May 2019

2.00 p.m. in FW11, Computer Laboratory:
Friday, 14 June 2019