School of Technology

Council of the School

2.00 p.m. on Friday, 23 November 2018

Room W2.01, Judge Business School

UNRESERVED MINUTES

Present:  Professor Richard Prager (Chairman)
Dr Claire Barlow
Professor John Dennis
Professor Ann Copestake
Professor Christoph Loch
Dame Polly Courtice
Professor Alan Blackwell
Dr Vincent Mak
Professor Andrew Flewitt
Professor Robin Langley
Professor Simon Guest
Professor Bill Byrne
Dr James Moultrie (School observer)
Professor Garth Wells (School observer)
Dr Shui Lam (Secretary)
Ms Joanna Walmsley (School Finance Manager)

In Attendance:  Dr Karen Kennedy for item 3.1, Ms Tracy Brooks throughout

Apologies:  Professor Tim Minshall, Dr Alice Hutchings, Professor Simon Moore (School observer), Ms Jessica Rose

Declarations of interest
There was no declaration of interest.

1. Minutes

The unreserved minutes of the meeting held on 19 October 2018 were approved.

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 **Strategic Partnership Office**
The Chair welcomed Dr Karen Kennedy, the Director of the Strategic Partnership Office (SPO), who attended to discuss the developing plans for the SPO with the Council of the School. The following points were made during the discussion:

- The School was willing to engage with the SPO if it could be made clear to the School how to do so; some examples to show scenarios under which the School should contact the SPO would be welcome.
- It would be good for SPO to articulate what benefits engagements with SPO would bring to the activities of the School.
- It would be helpful to have some ways of measuring success in SPO.
- Regarding the proposed CRM in SPO, it would be important to be careful that the implementation of a system would not lead to policy setting by default.
- In addition, it was not clear what additional data the proposed CRM would contain to that already held in Departments. Also, there was the issue of some sensitive data held in Departments not being shared more widely.

Dr Kennedy was thanked for her contributions and departed from the meeting.

3.2 **Planning round 2018**
The Council of the School received Paper T/18/55 which contains a preface from the Head of School, as part of the School’s planning submission. The Council of the School approved it for submission subject to including a point on the need for a responsive funding model for MPhils (see the item 3.3)

3.3 **Planning round 2018: postgraduate student numbers**
The Council of the School was reminded that the School’s five-year plan (2018-23) would be due for submission on 3 December 2018. The School has
been consulting interested parties, including the Heads of Department, Departmental Administrators and the School's Needs Committee.

The Council of the School considered if the proposed extra cohort of 80 students from the MPhil in Machine Learning and Machine Intelligence (MLMI) should be included in the planning return. The course had received 600+ high quality applications for 20 places in 2018-19 and a comparable course at MIT numbered 120. There was definitely scope to increase numbers if the additional resources were made available to the School. Therefore, it was agreed to include the extra cohort from 2021-22 in the plan. It was noted that other MPhils might wish to expand their numbers too if a more responsive funding model was established.

3.4 Planning: University composition fees

The Council of the School considered and approved Paper T/16/57 which contains tables of the recommended fees for home/EU students and overseas students for 2019-20 and 2020-21.

3.5 Planning: planned minor works

The Council of the School approved the list of additional planned minor works (less than £2m) to those already submitted last year, as detailed in Paper T/18/58. It was agreed to accept two late revisions if necessary.

3.6 Planning: chest savings

The Council of the School was reminded that the AFPA office has recently updated the planning assumptions for PR18 following discussion at the recent PRC meeting. The material change to the assumptions was that Chest allocations would be flat in 2019-20, with 1% growth in all other years of the plan, whilst pay and non-pay were projected to grow at 2% p.a. This resulted in higher levels of savings required than in previous planning rounds.

The Council of the School considered Paper T/18/59 which sets out these assumptions and shows the School and Departmental Chest savings. The Council of the School considered and approved the paper on the Chest savings strategy.

3.7 Planning: chest allocations

As part of the plan, the Council of the School agreed to remind the University regarding new Chest allocations as detailed in Paper T/18/60:

- The additional allocation from the Income Incentivisation Model which would be included in the School’s Chest allocation for 2019-20;
• The expected additional income to the University resulting from changes to fee structures in existing MPhils, and the additional allocation required to run three particular courses;
• The expected additional income to the University from an expanded cohort of the MPhil in MLMI, and the resulting additional allocation required to run this expansion; and
• The School’s exposure to the current CDTs portfolio and the underwriting arrangement agreed with PRAO for the 2018 CDT bid.

3.8 Planning: research forecast

The Council of the School agreed to submit the research forecast for 2019-20 to 2022-22 as detailed in Paper T/18/61, which continued to be based on 3 key drivers: sponsor profile, volume growth and overhead/indirect recovery rates, but taking account of the potential impact of Brexit.

3.9 Planning: executive education and professional engagement finance forecast


3.10 Planning: Risk Register

The School considered and approved the updated risk register in Paper T/18/63 which was produced after detailed consultations with all the relevant risk owners.

4. Other Substantive Business

4.1 CDT in Materials Engineering for Biological Systems

Paper T/18/64 is an application to establish a MRes in Materials Engineering for Biological Systems (MEBS) which is part of the Centre for Doctoral Training (CDT) led by the Department of Engineering. The course would start in October 2019, subject to funding by EPSRC. The Council of the School approved the application on the recommendation of the Graduate School Committee.

4.2 Degree Committee Review

In 2017, the General Board’s Review Committee on Degree Committees raised a number of the issues:
• rationalisation of the number of Degree Committees by combining degree committees for more than one Faculty; and
• rationalisation of the number of Degree Committee offices, sharing administrative resource and expertise.

In 2018, the School set up a working group to consider the issues raised. The report of the working group is attached in Paper T/18/65. In essence, the working group concluded that the present configuration of the Degree Committees within the School provided a better service to staff and students than could be achieved by any of the other possible alternatives, and therefore it should be retained.

The Council of the School approved the report on the recommendations of the three Degree Committees within the School and the Graduate School Committee.

4.3 Draft Education Strategy

The draft education strategy (Paper T/18/66) has been discussed by various committees including the General Board’s Education Committee and the Senior Tutors’ Committee and work is ongoing in developing the Strategy.

It was reported that the Faculty Board of Computer Science and Technology had commented that the “education core values” presented in the introduction to the draft strategy related to advancement of knowledge but made no reference to application of knowledge or to professional practices, which were relevant to all Departments within the School. The Faculty Board of Business and Management was concerned with the concept of treating students as customers (in the education strategy strands in Priority 2).

The Council of School agreed to respond, highlighting the comments of the Graduate School Committee and the common themes from the Faculty Boards.

5. Straightforward business

5.1 Health and safety matters

No health and safety matters were raised at the meeting.

5.2 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
7. **Any other business**

The Council of the School thanked the student members for their contributions, in their absence.

8. **Dates of Future Meetings 2018-19**

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