School of Technology

Council of the School

2.00 p.m. on Friday, 08 March 2019

Large Meeting Room, Department of Chemical Engineering and Biotechnology, West Cambridge Site

UNRESERVED MINUTES

Present: Professor John Dennis (Chair)
Professor Lisa Hall
Professor Christoph Loch
Dame Polly Courtice
Professor Alex Routh
Professor Alan Blackwell
Professor Andrew Flewitt
Professor Robin Langley
Professor Simon Guest
Professor Tim Minshall
Mr Tek Kan Chung (Undergraduate member)
Dr Claire Barlow (School observer)
Professor Michael Sutcliffe (School observer)
Professor Garth Wells (School observer)
Dr Shui Lam (Secretary)
Ms Joanna Walmsley (School Finance Manager)

In Attendance: Ms Tracy Brooks and Ms Lisa Wears throughout

Apologies: Professor Richard Prager, Professor Ann Copestake, Dr Sam Ainsworth, Professor Richard Penty, Dr Vincent Mak.

The Chair welcomed new members to the Council of the School: Professor Alex Routh (CEB), Dr Sam Ainsworth (CST), Professor Richard Penty (Engineering), Mr Tek Kan Chung (Undergraduate member) and Mr Nathaniel Chandra Harjanto (Postgraduate member).

Declarations of interest
There were no declarations of interest.

1. Minutes

The unreserved minutes of the meeting held on 23 November 2018 were approved and signed at the meeting. The note of the cancelled meeting scheduled to be held on 1 February 2019 was noted (Paper **T/19/7**).

Matters arising

There were no matters arising.

Chair's report

The Chair reported on the following:
- Interviews for of Director of Education would be completed next week.
- On the Deputy Head of School: Although a number of potential candidates had been in touch with the Head of School and the Secretary of the School, none had transpired into an application. The School would be looking to recruit to the role over a longer timescale. Any interested parties or recommendations should contact the Secretary of the School.

2. Starred items

There were no starred items.

3. Principal business

3.1. Centre for Carbon Neutral Future

Professor Chris Abell was unable to attend due to an appointment at short notice. The item was postponed until the next meeting.

3.2. Draft School-level strategy and objectives

The Head of School presented a draft of the School-level strategy and objectives (Paper **T/19/8**). The Council of the School was asked to provide feedback on the overall strategic vision and plan, which would be circulated by the Secretary after the meeting.

The immediate next steps were identified as:
- The review of the terms of reference of the Research Committee and strategy
- The establishment of a seed fund to enhance research
- The review of the School's approval process for research ethics and integrity
- The creation of a Communications Manager at School level.

- The establishment of a fundraising committee to develop a fundraising strategy.

Professor Flewitt welcomed the suggestion of a School seed fund which might be employed to contribute as institutional funding for large grant applications.

It was suggested that an increase in student numbers could contribute to generating revenue. Mr Chung asked if this would affect teaching quality but it was generally agreed that although some departments had capacity to increase numbers slightly, there would be no adverse effects on quality. It was agreed that many courses could benefit from digital approaches to certain elements, potentially increasing quality and also making delivery more efficient than at present.

3.3. University Financial Overview

The Head of School gave a presentation on the financial overview of the University (see the attachment to the Needs Committee minutes in Paper **T/19/17**). A recent meeting with the Vice-Chancellor and the senior management of the University has proposed a cost saving of £1m for each School for 2019-20. As previously discussed at the Needs Committee, the suggestion of making small increases in student numbers on MPhil courses was made as a way of addressing the budget shortfall.

It was agreed that the Council of the School should communicate the financial situation to their Departments/Divisions.

4. Other Substantive Business

4.1. Institutional File Store: allocation

At the meeting, it was reported that the UIS was introducing a new service, the Institutional File Store (IFS), to provide general purpose file storage which would be managed at an institutional level and would potentially replace the need for locally maintained fileservers housed in institutions.

The School of Technology has been allocated 45TB (Paper **T/19/9**) and the Council of the School endorsed the recommended allocations from the ITSC:

Institution	Allocation
Chemical Engineering and Biotechnology	3 TB
Computer Science and Technology	4 TB
Engineering	19 TB
Institute for Sustainability Leadership	1 TB
Judge Business School	7 TB
School Office	1 TB
Shared Projects	10 TB

4.3. Cyber Security: IT Strategy Committee

The Chair of the IT Strategy Committee, Professor Wells, reported that there was a need for UIS to have a clear strategy for data storage because the absence of such a strategy has left both the Whittle Laboratory and CISL unclear about what to plan for in their new/refurbished buildings. The Secretary commented that this has been communicated to the Information Strategy Committee by Professor Lindsay Greer.

Professor Wells then reported on the following recommendations from the IT Strategy Committee:

- Basic cyber security training to be included as part of new staff induction;
- All Departments to work towards Cyber essentials accreditation, particularly as funders are beginning to ask for it as a requirement;
- ITSC, along with the Research committee to consider the need to create an Information Asset Register for research data; and
- CEB to install a firewall to enhance cyber security.

The recommendations were all endorsed by the Council of the School. In particular, Professor Hall reported that the last item was being actioned by CEB.

It was noted that UIS would review its website to make it more user-friendly. In particular, it would be helpful for UIS to provide guidance as to the appropriateness of the use of certain systems, such as Dropbox.

4.4. Strategic Research review: the Department of Computer Science and Technology

At the meeting, it was reported that the Department of Computer Science and Technology underwent a strategic research review in September 2018. The report of the review is available in Paper **T/19/10**, and the response of the Faculty Board of Computer Science and Technology is avalable in Paper **T/19/11.**

Professor Blackwell highlighted the response:
- academic and research staff had doubled but administrative staff had not,
- the low number of PhD students would be addressed, and
- although there is a large demand to study Computer Science at undergraduate level, increasing student numbers is difficult because of the lack of space.

The Head of School agreed to discuss these issues with the Head of Department. The Council of the School noted the response and the agreed action.

5. Straightforward Business

5.1. Academic Career Pathways

At the meeting, it was noted that the Pro-Vice-Chancellor (Institutional and International Relations) was consulting Schools and Departments over the revised academic career pathways scheme (Paper **T/19/12**). The deadline for comments was 1 March 2019. The individual departments have responded directly.

It was agreed that any other comments should be communicated to the HR Business Manager, Ms Tracy Brooks, as soon as possible.

5.2. EPSRC Centres of Doctoral Training update

At the meeting, it was noted that the EPSRC had announced on 4 February 2019 an investment of 75 new Centres for Doctoral Training (CDTs), of which five CDT's would be hosted at the University. Two would be in Engineering (plus three more with other lead institutions) and one in Chemical Engineering and Biotechnology.

The Council of the School noted the full list of the new CDTs with Cambridge involvement, as shown in Paper **T/19/13**.

5.3. Digital Teaching and Learning: IT Strategy Committee

The Council of the School noted the discussion on digital teaching and learning by the IT Strategy Committee, and that this was a potentially important area of cross-departmental collaboration within the School of Technology. There was a subsequent meeting organised by Mr Mark Andrews. The Chair and Professor Wells reported on the meeting.

It was agreed that some joined up initiatives could be trialled within the School:
- signposting for different initiatives, for example: how to start designing interactive courses?
- best practice for pod casting
- recommendations for which software to use for different types of online modules
- creation of some cross-Departmental courses which could be provided online.

It was suggested that, if the two central seed funds were not frozen, a bid could be made by the School to improve teaching and generate new income. It was agreed that the ITSC will consider this further.

5.4. Half year-end Financial Report

The half year-end Financial Report (Paper **T/19/14**) was not available and would be circulated after the meeting.

5.5. HR Briefing

The following was noted from the HR Briefing paper (Paper **T/19/15**):
- Outcomes from the joint survey on mutual respect would be delayed until after the completion of the Staff Survey.
- All Contribution Increment Schemes were being reviewed, possibly with more autonomy being given to Departments.

A question was raised as to why the contribution increment scheme was going ahead for Grade 12 academic-related staff when there was a possibility that the professorial pay review might be delayed for professorial staff. The HR Business Manager agreed to look into the query.

[Note added after the meeting: At PRC/RMC, 20th March, 2019, it was agreed not to delay the professorial pay review.]

5.6. Proposed dates for meetings in 2019-20

Proposed dates for the 2019-20 Council of the School meetings (Paper **T/19/16**) were approved:

Council of the School of Technology		
Fridays at 2:00 pm	**Venue**	**Room**
25 October 2019	Department of Engineering	Boardroom
29 November 2019	Judge Business School	W2.01
31 January 2020	Department of Engineering	Boardroom
06 March 2020	Department of Chemical Engineering and Biotechnology	Boardroom, West Cambridge Site
08 May 2020	Department of Engineering	Boardroom
12 June 2020	Computer Laboratory	FW11

5.7. Risk Assessment

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

6. ******Minutes of other committees***

Needs Committee	26 February 2019	**T/19/17**
IT Strategy Committee	30 January 2019	**T/19/18**
HR Committee	13 November 2018	**T/19/19**

7. **Any other business**

The Council of the School agreed to delegate power to the Head of School to deal with business outside of meetings.

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

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

This page has been left blank intentionally.