

The 131st meeting of the Council of the School of Technology was held at 2.00 p.m. on Friday 2 March 2012 in the Board Room, Chemical Engineering and Biotechnology, Pembroke Street.

- Present: Professor Howard Chase (Chairman)
Professor Michael Barrett
Professor Malcolm Bolton
Professor Nick Collings
Mrs Polly Courtice
Professor Neil Dodgson
Professor Dame Ann Dowling
Professor Sir Mike Gregory
Professor Andy Hopper
Professor Robin Langley
Professor Christoph Loch
Professor Jan Maciejowski
Professor Nigel Slater
Mr Sören Preibusch (Postgraduate representative)
Professor David Cardwell (School observer),
Professor Richard Prager (School observer)
Dr Shui Lam (Secretary)
Ms Charmain Allen (School Finance Manager)
Ms Rachael Tuley (Interim Assistant Secretary)
Mr Matt Oakey (Administrative Secretary)
- In attendance: Professor Steve Young, Pro-Vice Chancellor (Planning and Resources) attended throughout.
- Apologies: Professor Lisa Hall, Professor Chris Lowe, Professor Bill Milne and Professor Lindsay Greer (Observer).

The Chairman welcomed Professor Barrett to his first meeting.

UNRESERVED BUSINESS

DECLARATION OF INTEREST

There were no declarations of interest.

2157 MINUTES

The unconfirmed unreserved minutes of the Council of the School of Technology held on Friday 27 January 2012 were approved and signed.

2158 MATTERS ARISING

There were no matters arising.

2159 CHAIRMAN'S REPORT

The Chairman reported on the departure of the Development Office's Director of Development and Alumni Relations and on the technical review of the Statutes and Ordinances.

2160 DEPARTMENT UPDATES

There were no departmental updates.

2161 GOVERNANCE: COMMITTEE STRUCTURE

T/12/14	Office Note: Governance Structure within the School of Technology
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Paper **T/12/14** is a table showing the governance structure within the School of Technology, together with Terms of Reference for the individual committees.

The following suggestions were made to update the Terms of Reference:

Graduate School Committee

The [Interim] Assistant Secretary of the School is the Secretary

2 ROLE AND RESPONSIBILITIES

Implementation of University ~~Review of~~ policies on Graduate Education

- Consider and comment on documents describing University policies on Graduate Education such as periodic the final report of the University Reviews of Graduate Education and subsequent implementation action plans and develop a School response for the School representatives on the University Graduate Education Steering Committee and equivalent bodies.

HR Committee

Operational

- Take responsibility on behalf of the Council of the School for the local implementation of HR procedures relevant to the School of Technology including:
 - ~~Re-grading applications~~
 - Contribution Increment/s applications
 - Application to work beyond retirement

~~In this respect, it will take over work previously carried out by the School Awarding and Retirement Committees.~~

- Take responsibility on behalf of the Council of the School for the implementation of any new HR policies/ procedures or initiatives.

The Council of the School considered the papers and suggested some changes to the reporting lines of some Committees from the current practice which is as detailed in Paper **T/12/14**. The Chairman agreed to give consideration to the lines of reporting and a revised paper would be available to the Council of the School at a future meeting.

Action:	The Secretary
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A. STRATEGIC PLANNING & RESOURCE ALLOCATION

2162 NEEDS COMMITTEE

The unconfirmed unreserved minutes of the Needs Committee held on Tuesday 21 February 2012 were circulated. The Chairman highlighted the following items:

ITEM N1386 TAKEN FROM THE NEEDS COMMITTEE OF 21 FEBRUARY 2012

2163 RCUK EFFICIENCY 2011-15 (N1386)

T/12/15	RCUK Efficiency 2011-15: email dated 25 January 2012 from the Assistant Director of Research Operations Office in RCUK efficiency, attaching a guidance note
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*At the meeting of the Needs Committee, it was reported that in March 2011, RCUK advised that, due to funding constraints, the Research Councils would be applying efficiency savings on grant budgets already awarded. Paper **NC/12/10** details how these efficiency savings would be shared between Principal Investigators, Schools/Departments and the Chest. The Needs Committee noted how the split of these savings would be funded.*

The School's share of savings, as a result of indexation on the indirect costs, was £5,889 and the Needs Committee agreed that this amount would be funded at the School level from the School's Contingency Reserves.

Action:	School Finance Manager
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The Council of the School endorsed the approach suggested by the Needs Committee.

ITEM N1387 TAKEN FROM THE NEEDS COMMITTEE OF 21 FEBRUARY 2012

2164 RCUK EQUIPMENT FUNDING – 50% SHARE (N1387)

*At its meeting on 21 October 2011, the Council of the School agreed a School process for the management of the 50% School contribution towards Research Council equipment costing between £10k and the OJEU limit of £121,588 inclusive of VAT (Paper **T/11/69**). The process allowed the Departments to submit monthly reports to the School Office detailing the funding required, with the Needs Committee reviewing the commitment on this fund on a termly basis.*

The Needs Committee noted that since this procedure was approved, requests amounting to £191k have been received (for earmarking) from the Department of Engineering and as such, the School fund for this purpose is now £164k.

The Council of the School noted the information.

ITEM N1388 TAKEN FROM THE NEEDS COMMITTEE OF 21 FEBRUARY 2012

2165 EPSRC EQUIPMENT SHARING FUNDING CALL (N1388)

T/12/16	EPSRC equipment sharing funding: requests from the Departments of Engineering and Chemical Engineering and Biotechnology
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*At the meeting, the Needs Committee noted the funding requests from the Departments of Engineering and Chemical Engineering and Biotechnology which have been approved as detailed in Paper **NC/12/11**.*

The Needs Committee also noted that there might be additional funds available at a later stage and the Secretary of the School encouraged Heads of Department to apply for allocations from this fund in due course.

The Council of the School noted the outcome of the funding requests.

ITEM N1389 TAKEN FROM THE NEEDS COMMITTEE OF 21 FEBRUARY 2012

2166 CAPITAL FUND – EQUIPMENT AND CAPITAL (N1389)

T/12/17	Office note: A summary table for the processes for Equipment and Capital applications
T/12/18	Office Note: Capital Funds, Equipment 2011-12 and 2012-13, summary and the applications from the Departments
T/12/19	Office Note: Capital Funds, Major Minor Works 2011-12, summary and the applications from the Departments

*At the meeting, the Needs Committee noted the summary table (Paper **NC/12/12**) containing details of the different processes for bidding to the PRC/RMC in relation to equipment and capital items. The information would be available on the School website in the near future.*

Action:	The Secretary
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The applications submitted by the Departments for equipment items in 2011-12 and 2012-13 were considered and the Needs Committee agreed to prioritise the bids as attached to the back of the unreserved minutes, for submission to the Resource Management Committee.

Action:	The Secretary
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In addition, it was reported that there was the possibility of a major grant application being led by the Pro-Vice-Chancellor (Research), involving a PI in the Department of Engineering, in the area of Graphene which might require a significant investment in equipment from the Capital Funds.

*The Committee noted the Departments' applications for major minor works items for 2011-12 (Paper **NC/12/14**) which were submitted by the School Office to the RMC on Friday 17 February 2012, in advance of the Needs Committee meeting on 21 February 2012.*

The Council of the School approved the prioritisation of the equipment bids to be forwarded to the Resource Management Committee.

Action:	The Secretary
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2167 HALF YEAR END FINANCIAL REPORT

T/12/20	Office note: Half year end financial report, dated February 2012
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The half end of year financial report is detailed in Paper **T/12/20**.

The School Finance Manager summarised the half year report as follows:

- the School has generated a surplus of £4.8m in the first half of the 2011–12 financial year;
- all Departments are operating within their Chest allocations in 2011–12;
- the volume of research income is stable although the number of grants activated and applied for are lower than in prior years;
- the total value of grants activated and applied for are higher than prior years;
- trading activities in the Judge Business School have generated over £1m surplus to date;
- the Cambridge Programme for Sustainability Leadership has generated a surplus of £65k, which is below the expected full-year surplus of £0.4m forecast in the School's 2011 plan; and
- a new trust fund endowment of £1.4m and £2.4m of new donations have been received to date.

ITEM N1390 TAKEN FROM THE NEEDS COMMITTEE OF 21 FEBRUARY 2012

2168 GRADUATE NUMBER CONTROLS (N1390)

T/12/21	Office note: PG capped student numbers, proposed distribution of additional places
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At the meeting, it was noted that, subsequent to the submission of the School's plans as part of the 2011 Planning Round, fifteen additional places were made available to the School of Technology.

The Needs Committee considered various options for the distribution of these additional 15 places and agreed that distribution would be based on the proportional share of aspirational student FTEs not yet fulfilled:

<i>Engineering</i>	<i>6.0 FTE</i>
<i>Chemical Engineering and Biotechnology</i>	<i>3.0 FTE</i>
<i>Judge Business School</i>	<i>6.0 FTE</i>

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The Computer Laboratory decided that it did not require any additional places.

It was also agreed that these allocations would be made at departmental level and that it would be up to Heads of Department to distribute them across the different courses in their respective Departments.

Action:	Heads of Department
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The Council of the School endorsed the recommendation made by the Needs Committee.

B. EDUCATION

2169 GENERAL BOARD REVIEWS 2012-13

T/12/22	Letter from the Academic Division on the General Board Reviews of Learning and Teaching, dated 16 February 2012
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At the meeting, it was reported that the Academic Division has asked the Council of the School to consider the review schedule for the Departments within the School and the core guidance (as detailed in Paper **T/12/22**).

The Council of the School approved the proposed schedule and noted the core guidance.

ITEM N1391 TAKEN FROM THE NEEDS COMMITTEE OF 21 FEBRUARY 2012

2170 GRADUATE SCHOOL COMMITTEE (N1391)

T/12/23	Office note: Minutes of the meeting held on 2 February 2012
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*The Needs Committee noted the unconfirmed minutes of the Graduate School Committee meeting held on 2 February 2012 (Paper **NC/12/16**).*

In addition, the Secretary reported that there was a request from the Education Section to ask the School to consider concerns at the lack of satisfaction with supervision raised by graduate students (especially in the sciences) through the PRES student survey. The Graduate School Committee had already started work to address these issues.

The Council of the School received the minutes of the Graduate School Committee meeting, held on 2 February 2012.

Professor Cardwell highlighted the following matters:

- Concerns about the quality of supervision and how this is a University-wide issue;
- EDM at the Board of Graduate Studies;

- Variability of College provision for graduate students and how the School is engaging with the relevant College bodies on a proposal to group Colleges into sets;
- Completion rates;
- Transferable Skills budgets.

2171 POSTGRADUATE RESEARCH EXPERIENCE SURVEY (PRES) 2011

T/12/24	Office Note: PRES – proposed School of Technology response
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The General Board has requested that the Council of the School consider the Graduate School Committee's response to the Postgraduate Research Experience Survey (PRES) 2011 (Paper **T/12/24** refers).

Professor Cardwell reported that the high departmental response rate (58% for the School; 56% for the University) means that the results of this survey are significant. Supervision was a clear weakness and has arisen as an issue in the last three surveys.

The Council of the School learned that the Graduate School Committee was developing a survey on College provision, which will be expanded to include questions on supervision and general PhD experience, and which would be submitted at the next Council of the School meeting for consideration.

ITEM N1392 TAKEN FROM THE NEEDS COMMITTEE OF 21 FEBRUARY 2012

2172 COST OF DELIVERY OF MPhil PROGRAMMES (N1392)

It was noted that one of the issues identified during the PVC Planning Round 2011 review meeting related to future MPhil programme fees. The School was informed that it was likely that future setting of fees for MPhil programmes would need to be guided by the cost of delivery for the individual courses.

The Needs Committee discussed whether the cost of delivery for each programme should be reviewed and agreed that it would be sensible to do so. The School Finance Manager was requested to work with the Departments and course directors to investigate the possibility of modelling these costs.

Action:	School Finance Manager
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The Council of the School concurred with the suggestion that the cost of delivery for each programme should be reviewed.

C. RESEARCH

ITEM N1393 TAKEN FROM THE NEEDS COMMITTEE OF 21 FEBRUARY 2012

2173 RESEARCH COMMITTEE (N1393)

T/12/25	Office note: Minutes of the Research Committee, 30 January 2012
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*The Needs Committee noted the unconfirmed minutes of the Research Committee meeting held on 30 January 2012 (Paper **NC/12/17**).*

Regarding item RS114, it was important for Departments to be given sufficient time to check the HESA data before submission to HESA. The Interim Assistant Secretary was required to contact the Planning and Resource Allocation Office to put a process in place for departmental checking.

Action:	Interim Assistant Secretary
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The Council of the School noted the unconfirmed minutes of the Research Committee meeting, held on 30 January 2012.

The Chairman reported that the Interim Assistant Secretary was currently investigating procedures for checking HESA data with the relevant colleagues and that applications have been approved for three Knowledge Transfer Secondments in the School.

ITEM N1394 TAKEN FROM THE NEEDS COMMITTEE OF 21 FEBRUARY 2012

2174 COMPARATIVE RESEARCH FUNDING (N1394)

T/12/26	RPC 475: Early indicators of the current research environment, dated 26 January 2012 by the Research Operations Office
T/12/27	Postscript to RPC 475: Comparative Research Funding, dated 30 January 2012 by the Research Operations Office
T/12/28	Additional notes and points, dated 2 February 2012 from the Research Strategy Office

*The Needs Committee considered Papers **NC/12/18**, **NC/12/19** and **NC/12/20**. It was agreed that it would be helpful to receive more detailed information on the £95m award to Oxford.*

In addition, the Needs Committee felt that it would be interesting to receive a comparison of research income per head by different categories: research council, overseas, charities, industry, etc. between Cambridge and other institutions such as Oxford, Imperial, UCL, etc. The Secretary agreed to discuss this with the Assistant Director of the Research Operations Office.

Action:	The Secretary
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The Council of the School noted the documentation.

D. MISCELLANEOUS

2175 INTERNATIONAL STRATEGY

T/12/29	Report to the General Board, Cambridge and India by the International Strategy Office, dated 20 December 2011
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Paper **T/12/29** is a report received by the General Board from the International Strategy Office, setting out some key principals, short term strategy and future opportunities to build sustainable programmes in India and Cambridge.

The Council of the School noted the report.

ITEM N1396 TAKEN FROM THE NEEDS COMMITTEE OF 21 FEBRUARY 2012**2176 SUSTAINABILITY METRICS (N1396)**

T/12/30	Excerpt of the University Council meeting of 12 December 2011, concerning sustainability metrics
T/12/31	PRC 1256: Sustainability Metrics

*The Needs Committee discussed Paper **NC/12/23** on Sustainability Metrics. It was queried if citation index impact change was a good metric as it was not particularly important for disciplines keen on industrial collaborations.*

It was commented that, for the University as a whole to be sustainable, it would be important for the University to invest in success and provide incentive for Departments to be successful.

The Council of the School considered Papers **T/12/30** and **T/12/31** and noted that HEFCE currently recommended that our activities be sustainable and that scrutiny of a wide range of metrics may assist in verifying that position.

2177 HEALTH AND SAFETY MATTERS

The Council of the School did not have any Health and Safety matters to raise.

2178 RISK ASSESSMENT

The Council of the School did not require any action to be taken with regard to risk, in the light of any decisions/recommendations that have been made during this Council meeting.

2179 PROPOSED MEETING DATES FOR 2012-13

T/12/32	Office Note: Proposed meeting dates for 2012-13
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The Council approved the meeting dates suggested in Paper **T/12/32**.

2180 ANY OTHER BUSINESS

The Chairman thanked Professor Richard Prager for his contributions to the School's Undergraduate Education Committee and to the Council of the School of Technology.

2181 DATES OF MEETINGS OF THE COUNCIL OF THE SCHOOL OF TECHNOLOGY

The meetings of the Council of the School of Technology will be:

Council of the School of Technology Dates for 2011-12		
Fridays at 2:00 pm	Venue	Room Booked
04 May 2012	Engineering	Boardroom
08 June 2012	Computer Laboratory	FW11

School of Technology
27 April 2012