
The 130th meeting of the Council of the School of Technology was held at 2.00 p.m. on Friday 27 January 2012 in the Board Room, Department of Engineering, Trumpington Street.

Present: Professor Howard Chase (Chairman)
Professor Malcolm Bolton
Professor Nick Collings
Professor Dame Ann Dowling
Professor Sir Mike Gregory
Professor Lisa Hall
Professor Andy Hopper
Professor Robin Langley
Professor Christoph Loch
Professor Jan Maciejowski
Professor Bill Milne
Mr Joe Bristow (Undergraduate representative)
Mr Sören Preibusch (Postgraduate representative)
Professor Richard Prager (School observer)
Dr Shui Lam (Secretary)
Ms Charmain Allen (School Finance Manager)
Ms Rachael Tuley (Interim Assistant Secretary)

In attendance: Mrs Sarah Botcherby HR Business Manager for items 2148 - 2151.

Apologies: Professor Michael Barrett, Mrs Polly Courtice, Professor Neil Dodgson, Professor Chris Lowe, Professor Nigel Slater, Professor David Cardwell (School observer), Professor Lindsay Greer (Observer)

UNRESERVED MINUTES

DECLARATION OF INTEREST

There were no declarations of interest.

2132 MINUTES

The unconfirmed unreserved minutes of the Council of the School of Technology held on Friday 25 November 2011 were approved and signed.

2133 MATTERS ARISING

There were no matters arising.

2134 CHAIRMAN'S REPORT

The Chairman reported on the planning enquiry meeting, which was held on 24 January 2012, and highlighted the following items:

- The possible rise in Overseas students over the next five years and any potential social issues?
- Proposed increases to Masters' course fees. Central bodies are reviewing the PhD fee.
- The possibility that changes to the course in clinical medicine and the introduction of a new M. Phil in Public Policy might have the unwelcome effect of reducing the magnitude of the School's cap for certain one year graduate courses in the future;
- The School's executive education income will be almost on par with the School's research income by the end of the planning period;
- The School is urged to give consideration to integrating the Computer Laboratory's and the Department of Chemical Engineering and Biotechnology's libraries into the University Library;
- The School is urged to develop incentives to encourage PIs to be more effective when applying for and obtaining grants;
- It is anticipated that the EPSRC may have capital money to distribute among universities, with a very tight deadline; the School is therefore encouraged to have plans for capital projects or large-scale equipment prepared for submission at short notice;
- The School is advised to be in a position to bid for Doctoral Training Centres as soon as a call is made;
- The School is asked to consider what it is doing to encourage industrial grant applications;
- It is still uncertain to which Unit of Assessment Chemical Engineering and Biotechnology will submit in the REF;
- The School is asked to have a comprehensive record of its international engagements;
- The School is expected to have a strategy in place for spending the reserves. It is hoped that additional fee income will generate more income for the School.

On other matters, the Chairman referred to an initial allocation of £554k to the School for REF purposes. To that end, the General Board would be considering to produce a single Report to the University which would propose the establishment of a number of single tenure Professorships to cover proleptic fillings over the REF time-frame.

The Chairman also made reference to the next fund-raising campaign, which was expected to be more focused on the needs of Schools and the University.

Professor Hopper reported on two items from the recent University Council meeting: the architect competition for the North West Cambridge development and candidate nominations for Honorary Degrees. Members of the Council of the School were encouraged to submit nominations as the School of Technology is currently under-represented in the Honorary degrees awarded in recent years.

Action:	Council of the School
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2135 DEPARTMENT UPDATES

T/12/01	CPSL Annual Report for December 2011
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Paper T/12/01 is the CPSL Annual Report for December 2011. The Council of the School noted the Annual Report.

2136 COUNCIL OF THE SCHOOL MEMBERSHIP

T/12/02	Office note: Membership of the Council of the School of Technology
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The Council of the School noted paper T/12/02 and there would be a vacancy in class (e), the undergraduate student representation from the next meeting.

A. STRATEGIC PLANNING & RESOURCE ALLOCATION

2137 NEEDS COMMITTEE

The unconfirmed unreserved minutes of the Needs Committee held on Tuesday 17 January 2012 were circulated. The Chairman highlighted the following items:

ITEM N1369 TAKEN FROM THE NEEDS COMMITTEE OF 17 JANUARY 2012

2138 PLANNING ROUND 2011 (N1369)

T/12/03	Planning Round 2011: Objectives for the 2011 Strategic Plan
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Paper NC/12/01 contains the objectives and plans for the planning period. The School's annual planning meeting with the Pro-Vice-Chancellors will take place on 24 January 2012.

At its meeting the Needs Committee discussed the issue of the balance between home and overseas students. Concerns were raised about immigration policy eroding overseas applications to graduate courses, given that these students are now refused visas to work upon completion of their course. It was noted that there is a significant Chinese undergraduate student population in the Computer Laboratory, the Department of Engineering and the Department of Chemical Engineering and Biotechnology and the Needs Committee questioned the financial impact on the School if UK-China relations were ever compromised.

The Needs Committee also expressed concern that recent changes in policy in relation to funding of student support by the Research Councils is having a negative impact in terms of recruitment of Home students to PhD programmes.

The Council of the School received a verbal report, which featured under his Chairman's report, under item 2134 above.

ITEM N1370 TAKEN FROM THE NEEDS COMMITTEE OF 17 JANUARY 2012

2139 GRADUATE NUMBER CONTROLS (N1370)

T/12/04	E-mail communication, dated 12 December 2011, issued on behalf of the Pro-Vice-Chancellor (Education): Graduate Numbers cap
T/12/05	Office Note: Post Graduates Capped

Paper NC/12/02 is an e-mail, issued on behalf of the Pro-Vice-Chancellor (Education) regarding the graduate numbers cap for 2012. It was proposed that the Head of School retains the 15 additional places allocated to the School at School level and would consider bids as per the procedure in 2011, later in the year.

At its meeting the Needs Committee considered the paper and agreed that the allocations should be made to Departments as soon as possible, instead of being held at School level, to facilitate planning for course directors. The School Finance Manager was asked to produce options for distribution of the additional 15 places among Engineering, Chemical Engineering and Biotechnology and Judge Business School, which would be considered at the next Needs Committee meeting. (It was noted the Computer Laboratory does not require additional places.)

The Council of the School endorsed the approach suggested by the Needs Committee.

ITEM N1371 TAKEN FROM THE NEEDS COMMITTEE OF 17 JANUARY 2012

2140 POSTGRADUATE APPLICATION FEES (N1371)

T/12/06	E-mail communication which outlines the '£20 per application' distribution to Schools for 2011–12
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Paper NC/12/04 outlines the distribution of the '£20 per application' element to Schools for postgraduate applications.

At its meeting The Chairman of the Needs Committee reported that the Resource Management Committee has increased the £20 per application to £25 in 2011–12. It was agreed that once the exact distribution is established, payments will be made to Departments on an 'as-earned' basis for 2011-12 and all future years.

The School Finance Manager was asked to investigate (i) if indirect cost contribution (ICC, previously known as FWP) overheads will be levied on a fixed-term appointment using these funds, and (ii) if this funding will be subsumed into the RAM in future years.

Action:	The Finance Manager
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At the meeting of the Council of the School, Mr Preibusch queried whether the application fee would deter applicants from poorer backgrounds and whether it should be returned to these particular students. The Secretary of the Graduate School Committee agreed to consult with the Committee about whether Departments have had any correspondence with applicants from very poor backgrounds about whether the fee could be waived or whether there was any evidence that the fee was restricting applications from people whom Departments would wish to admit.

Action:	Graduate School Committee
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ITEM N1372 TAKEN FROM THE NEEDS COMMITTEE OF 17 JANUARY 2012

2141 FEE INCENTIVE SCHEME AND THE RESOURCE DISTRIBUTION MODEL (N1372)

T/12/07	Paper approved by the Resource Management Committee on fee incentive and the Resource Allocation Model
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Paper NC/12/05 (RMC E.258) describes the current fee incentive scheme running in parallel with the Resource Distribution Model (RDM). The paper notes that in 2012-13, a single addition to core Allocations will be made. The RDM is then expected to provide incentives and supplementary allocations thereafter.

At its meeting the Needs Committee noted this new policy and the proposal that bursaries be held centrally. The Needs Committee considered that for the current premium fees programmes, it would be more appropriate for the bursary schemes to remain under the control of course directors.

The Council of the School endorsed the views of the Needs Committee.

B. EDUCATION

ITEM N1373 TAKEN FROM THE NEEDS COMMITTEE OF 17 JANUARY 2012

2142 GRADUATE SCHOOL COMMITTEE (N1373)

T/12/08	Office note: Unconfirmed minutes of the meeting held on 01 December 2010
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The Needs Committee noted the unconfirmed minutes of the Graduate School Committee meeting, held on 24 November 2011.

At its meeting the Needs Committee noted the following items: College membership for graduate students (GS35i); the 56% response rate for the PRES (GS37); improving PhD completion rates for the Departments which have not met the minimum target of 75% (GS38).

At the meeting of the Council of the School, the Secretary reported on the following items at the request of Professor Cardwell in his absence:

GS35: The graduate school has prepared a paper that proposed grouping Colleges at the application stage to start to address the huge variation in provision for graduates across the Colleges. This would be considered by the Graduate Tutor's Committee. The initial aim was to ensure a more even distribution of applications across the colleges (not predominantly the big 4 or 5) to enable all Colleges to plan more effectively.

GS37: The 2011 PRES survey still identified poor supervision as the most significant area of concern in the School of Technology, and we would need to make continued attempts to address this (the return rate was 60%, so the data were significant).

GS38: PhD completion rates were improving, but they remained a concern.

GS41: The School was on-course to spend its full Robert's allocation.

C. RESEARCH

ITEM N1374 TAKEN FROM THE NEEDS COMMITTEE OF 17 JANUARY 2012

2143 SCHOOL STRATEGIC RESEARCH THEMES (N1374)

T/12/09	Thematic Strategy Statement for the School of Technology
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Paper NC/12/07 is the finalised version of the School's Thematic Strategy Statement, as approved by the Research Committee. It is intended that the statement will be accessible on the School website.

At its meeting the Needs Committee approved the statement and agreed that the document should be reviewed every three years.

The Council of the School approved the statement and, after much discussion, agreed that the Annex should be removed from the document.

D. ESTATE

ITEM N1375 TAKEN FROM THE NEEDS COMMITTEE OF 17 JANUARY 2012

2144 JUDGE BUSINESS SCHOOL: APPLICATION TO REFURBISH 'ARK BLOCK' OFFICES (N1375)

T/12/10	Application, issued by the Judge Business School, to refurbish the 'Ark block' offices
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Judge Business School has submitted an application for the 'Ark block' offices to be refurbished, funded by the Department's trading funds. At its meeting the Needs Committee considered and agreed to recommend the request made by Judge Business School for approval by the Council of the School.

On a separate but related estate matter, Professor Dowling sought the permission of the Needs Committee to submit to the Council of the School a business plan for the Royal Cambridge Hotel car park building. This request was granted subject to the paper being available early next week.

Action:	Professor Dowling
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The Council of the School, for its part, approved the application.

2145 ENGINEERING: ROYAL CAMBRIDGE HOTEL CAR PARK BUILDING

T/12/11	Business case prepared for the Royal Cambridge Hotel Car Park building, dated January 2012: to follow
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Paper T/12/11 contains a business case for the Royal Cambridge Hotel Car Park building for Engineering.

The Council of the School approved the academic case for the proposal and agreed to consider a revised version of the case, once it is finalised with the appropriate financial detail.

E. MISCELLANEOUS

ITEM N1376 TAKEN FROM THE NEEDS COMMITTEE OF 17 JANUARY 2012

2146 IT ADVISORY GROUP (N1376)

T/12/12	Unconfirmed minutes of the IT Advisory Group held on 1 December 2012
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The IT Advisory Group met on 1 December 2011 and agreed that it would be helpful to have one academic user from each Department.

At its meeting the Needs Committee considered the suggestion and agreed to forward the names of proposed academic representatives to the Secretary of the School.

Action:	<i>Heads of Department</i>
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The Council of the School noted the minutes.

2147 HEALTH AND SAFETY MATTERS

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

2148 HUMAN RESOURCES

T/12/13	HR Briefing, prepared by the HR Business Manager, dated January 2011
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Paper T/12/13 is a briefing and update on HR matters.

The HR Business Manager updated the Council of the School on the following items: retirements; immigration; voluntary severance scheme; recruitment project; equality and diversity.

2149 RISK ASSESSMENT

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

2150 ANY OTHER BUSINESS

This being his last meeting, Mr Joe Bristow was thanked for his contributions over the past two years.

2151 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
02 March 2012	CEB	Boardroom
04 May 2012	Engineering	Boardroom
08 June 2012	Computer Laboratory	FW11

School of Technology
24 February 2012