

**School of Technology**

**Council of the School**

**2.00 p.m. on Friday, 21 October 2016**

**Board Room, Department of Engineering**

**UNRESERVED MINUTES**

Present: Professor Richard Prager (Chairman)  
Professor David Cardwell  
Professor John Dennis  
Professor Andy Hopper  
Mrs Polly Courtice  
Professor Lisa Hall  
Dr Alice Hutchings  
Professor Stewart Cant  
Professor Robin Langley  
Professor Bill Byrne  
Professor Duncan Maskell (PVC Planning and Resources)  
Dr James Moultrie (School observer)  
Dr Claire Barlow (School observer)  
Professor Richard Penty (School observer)  
Dr Shui Lam (Secretary)  
Mr Matt Burgess (School Finance Manager)  
Ms Judith Collier (Interim School Administrator)  
Miss Yi-Jun Lin (Administrative Secretary)

In Attendance: Ms Tracy Brooks, Mr Jonathan Dean, and Ms Niamh Tumelty attended for item 3.2.

Apologies: Professor Christoph Loch, Professor Ross Anderson, Professor Peter Robinson, Professor Gishan Dissanaiké, Professor Sir Mark Welland, Dr Simon Guest, Professor Andy Neely, Mr Mikko Mantyla (Undergraduate Student Representative), Thomas Kopsch (Graduate Student Representative), Professor Mark Blamire (School observer) and Dr Mark Thompson (School observer)

**Declarations of interest**

There were no declarations of interest.

## **1 Minutes**

The minutes of the meeting held on 10 June 2016 were approved and signed.

### **Matters arising**

There were no matters arising other than those minuted here.

### **Chair's report**

The Head of School did not provide any report.

## **2 Starred items**

Starred items were approved.

## **3 Principal business**

### **3.1 Postgraduate Taught Experience Survey (PTES) 2016**

It was reported that the PTES response rate for the School of Technology overall this year was 89% and compared very well with the 65% response rate for the University. For the first time, the School had reliable data for two years to enable us to do some comparison. The courses have largely met the targets that were agreed a year ago for 2016. Where the targets were not achieved, courses had made improvements on the previous year. However, the targets for 2017 to 2019 would be tougher to achieve and require stronger actions to be taken.

The two key areas that require improvement are “assessment” and “feedback”. Furthermore, graduate education will not be included in the Teaching Education Framework for at least four years, and it is important to use the time to achieve the School’s PTES targets. The report summary is included as Paper **T/16/39**.

The Council of the School endorsed the approach taken by the Graduate School Committee to set up a working group with representatives from across the School to take forward discussions which are likely to focus on implementing large scale improvements in the areas where the scores are extremely low (such as “assessment” and “feedback”), and building on good practice.

Dr Moultrie departed from the meeting.

### **3.2 Future Library and Information Services for the School of Technology**

At the meeting, the Council of the School was reminded that it considered a report on the future library and information services for the School (a summary of which is included in Paper **T/16/40**) on 10 June 2016 and agreed to refer the report to the Faculty Boards and Syndicate within the School of Technology for comment. Paper **T/16/41** contains the feedback from the relevant bodies.

Ms Niamh Tumelty, the author of the report and recently appointed Head of the STEM libraries, attended the meeting to discuss the feedback with the Council of the School. She stressed that she was asked to work out a vision for library and information services provision at West Cambridge and not the details. The details (such as the level of support for different departments) would have to be worked out once the vision is agreed.

Ms Tumelty reported that she was due to meet with the School of Physical Sciences to discuss any potential engagement with the proposal by that School. It was expected that books and journals would be located reflecting their usage. The Chair stressed that planning was taking place and interested parties should discuss the proposal with Ms Tumelty.

### **3.3 Civil Engineering building (formerly UKCRIC): Business case**

At the meeting, the Council of the School was reminded that it has previously approved the Concept of Civil Engineering building at West Cambridge at the cost of £36m on 6 June 2016. The Full Case for the project (Paper **T/16/42**) has now been prepared by the Department of Engineering, circulated for approval by the Engineering Move West Project Board and approved by the West Cambridge Site Development Board on 6 October 2016.

Professor Cardwell stated that this was the first phase of the “Engineering Move West” initiative and the challenge had been to produce a detailed plan for this building while working on the inset masterplan for the whole Department at the same time.

Professor Maskell reported that the Planning and Resources Committee considered this paper and also the infrastructure plan for West Cambridge and approved both at its last meeting on 19 October 2016. Therefore, the Council of the School approved the paper.

Dr Hutchings enquired about access to re-fuel back-up generators located in the UIS, and she was reassured that this had been resolved.

## **4 Other Substantive Business**

#### **4.1 Planning round 2016**

At the meeting, the Council of the School was informed that the Planning Round 2016 had been launched over the summer.

Paper **T/16/43** is a letter from the Secretary of School, dated 21 July 2016, on the Planning Round 2016 attaching the guidance from PRAO. Planning guidance is broadly similar to previous years, in particular Chest envelopes are assumed to increase by 1% per annum over the planning period, consistent with prior years. The deadline for the plan is 1 December 2016. The Council of the School would receive most of the draft submission at the next meeting in November 2016 for approval, except for the following items below.

##### **A. Undergraduate student numbers**

The School is required to submit forecast undergraduate student numbers for 2017-18 to 2020-21 by 30 October 2016. The Council of the School approved Paper **T/16/44** which contains the planned student numbers agreed with the Departments.

It was commented that, although Departments would like to achieve these target student numbers, admission of undergraduates is not under the direct control of the Departments. Moreover, the School does not have any member of its academics on the Admissions Forum and does not have a direct route to influence admissions. Nevertheless, Professor Maskell commented that these figures are helpful to inform planning.

##### **B. Minor works**

The School is required to submit all planned minor works schemes over the planning period by 1 November 2016. In order to give Departments as much time as possible to prepare the applications, the Council of the School agreed to delegate power to the Head of School to approve minor works applications.

The Council of the School will receive a paper at the next meeting, summarising the applications submitted for the planning round.

## **4.2 Cambridge Institute for Sustainability Leadership Review**

At the meeting, the Council of the School was informed that a review of CISL by the General Board took place in the Michaelmas Term 2015 and Paper **T/16/45** contains the report of the Review Committee to the General Board. The Council of the School noted the minutes of the CISL Management Board as detailed in Paper **T/16/46**.

Mrs Courtice reported that it was a helpful review and CISL was well on the way to implementing the recommendations.

## **5 Straightforward business**

### **5.1 \*\*\*Undergraduate Admissions Reports from the Council of the School**

Dr Geoff Parks has prepared a report, Paper **T/16/47**, to the Undergraduate Admissions Committee on behalf of the Council of the School of Technology. The Council of the School noted that this report was considered by the UAC on Monday 3 October 2016.

### **5.2 \*\*\*End of year accounts 2015-16**

The Council of the School noted the 2015-16 Year end accounts for the School as detailed in paper **T/16/48**, dated October 2016.

### **5.3 HR Briefing**

The HR Business Manager produced a HR briefing as detailed in Paper **T/16/49**. Some members were concerned that the EJRA of 67, was too early and a later age of 69 or 70 would be more appropriate. Questions were also asked as to what constituted as an extension in the context of the new policy to allow only one extension for a University officer. The HR Business Manager reported that a single extension after 1 October 2016 would be permitted.

The HR Business Manager agreed to take the feedback to the HR Division.

### **5.4 Risk Assessment**

The Council of the School agreed that the School risk register should take into account the risk associated with the Civil Engineering building.

## **6 \*\*\*Minutes of other committees**

The following minutes were noted:

Needs Committee	11 October 2016	<b>T/16/50</b>
Graduate School Committee	07 October 2016	<b>T/16/51</b>
Graduate School Committee	24 June 2016	<b>T/16/52</b>
HR Committee	03 May 2016	<b>T/16/53</b>
Research Committee	16 May 2016	<b>T/16/54</b>
IT Strategy Committee	08 June 2016	<b>T/16/55</b>

## **7 Any other business**

There was no any other business.

## **8 Dates of Future Meetings 2016-17**

2.00 p.m. in Room W2.01, Judge Business School:  
Friday, 25 November 2016

2.00 p.m. in Board Room, Department of Engineering:  
Friday, 03 February 2017

2.00 p.m. in FW11, Computer Laboratory:  
Friday, 10 March 2017

2.00 p.m. in Board Room, Department of Engineering:  
Friday, 12 May 2017

2.00 p.m. Room tbc, Department of Chemical Engineering and Biotechnology:  
Friday, 16 June 2017