

SENATE

UNIVERSITY RESEARCH & KNOWLEDGE EXCHANGE COMMITTEE

MINUTES OF A MEETING HELD ON MONDAY, 14 JANUARY 2013

Present: Prof M Bennett (**Chair**); Prof S Allan; Dr M Cash; Dr C Dickson ; Prof M Hadfield; Prof S McDougall; H O’Sullivan; Prof D Patton; Prof J Parker; Prof J Roach; Prof H Schutkowski; Dr R Stillman; Prof T Zhang

In Attendance: G Rayment (Committee Clerk); J Taylor (RKE Ops).

Observers: M Frampton (Policy & Committees Officer); J Garrad (RKEO); D McQueen (University Board).

Apologies: J Beard; J Jenkin; Dr C Ncube; Prof S Page; Dr K Wilkes; Prof J Zhang

1. MINUTES OF THE PREVIOUS MEETING (29 October 2012)

The Minutes were approved as an accurate record.

1.1 Matters Arising not covered in the Agenda

1.1.1 Minute 4.4 – External bid advisers: Dr Dickson would re-circulate an updated list of the potential mentors identified to date.

1.1.2 Minute 7.3 – Ethical review and approval: Dr Dickson reported that beta testing of the new on-line ethical approval process was proceeding well. Members noted that some minor issues had been identified in respect of psychology related research proposals, and also that there appeared to be no remote access to the system. These comments would be reported back to the project lead.

1.1.3 Minute 8.4 – Data Management: Work was progressing on this issue and it was agreed that this item would be deferred to the next meeting of the Committee.

Other matters arising were dealt with under the substantive agenda items below.

<p>ACTION 1: Circulate list of potential external bid advisers ('mentors').</p> <p>ACTION BY: Dr Dickson</p> <p>ACTION 2: Report back comments on Ethical Review Process to Julia Hastings Taylor.</p> <p>ACTION BY: Dr Dickson</p>

ACTION 3: Add Data Management to the agenda for the next meeting of the Committee.

ACTION BY: Committee Clerk

2. RESEARCH & KNOWLEDGE EXCHANGE (RKE) STAFFING

- 2.1 Dr Dickson updated members on interim changes to the staffing arrangements in respect of the Research & Knowledge Exchange Office. Dr Corrina Dickson would provide maternity cover for the Head of RKE (Ms Julie Northam), with the exception of REF aspects which would be covered by Rita Dugan. Jo Garrad would take up a 6 month secondment to help cover the day-to-day operation management aspects of Ms Northam's role, with Dr Dickson providing leadership support (through attendance at key meetings etc.). It was also noted that Julia Taylor would shortly be leaving the University and the Chair expressed his thanks on behalf of the Committee for her excellent contribution to the work of the team. Further substantive changes to staffing arrangements were expected to emerge in due course through the development planning process.

3. FESTIVAL OF LEARNING UPDATE

- 3.1 Dr Dickson provided an update on progress. The focus of the Festival is around public engagement helping to demystify a complex, and at times, opaque organisation. During January and February staff would be encouraged to become involved with the Festival and contribute to existing activities and/or the central exhibition. The Marketing representative (Mrs O'Sullivan) tabled copies of the proposed creative work to publicise the Festival and on-line branding and resources. A large hoarding close to Cranborne House would be utilised with further external marketing to be implemented from April. A toolkit for event holders would also be made available from April to assist them in promoting their own events. Work was taking place to engage existing partners and mapping of further possible partners was being undertaken. Work was also being undertaken to engage with schools in the region through the 'Aim Higher' team.
- 3.2 Members were supportive of the proposed creative designs and discussed suggestions for additional marketing routes (such as various local press). The Chair asked that any detailed comments or suggestions on marketing the Festival be provided directly to the marketing representative.

4. BU's RKE PERFORMANCE

- 4.1 The Chair reported that he had discussed all of the RKE performance reports individually with the Schools concerned. The next set of reports were due to be produced at the end of January and were expected to provide more accurate and up to date projections. He invited Deputy Deans to give verbal updates on progress.
- 4.2 Bidding activity remained buoyant for the School of Applied Sciences. However, a shortfall of approximately £200,000 was predicted against budget

due to changes relating to Erasmus funding which were outside of the School's control. It was hoped to compensate for this shortfall in part through other enterprise activity. The Head of the Graduate School was aware of the issues concerning Erasmus funding and would be discussing these with individual Schools as appropriate.

- 4.3 The Business School was proceeding on target and was working to diversify its income streams through new KTP arrangements to decrease its reliance on a single client. It was also noted that SMART awards may include opportunities in respect of market research proposals on a matched funding basis. Given the possible relevance of this to other Schools, the Chair asked that Prof Patton circulate a short paper on SMART awards for the next meeting.

ACTION: Prepare a short information paper on SMART awards for presentation to the next meeting of the Committee.

ACTION BY: Prof Patton

- 4.4 The Chair informed members that the University would be subscribing to 'Business South' (formerly Business Solent) for an initial period of 12 months. This was a regional business network which aimed to provide marketing benefits and networking opportunities. Its activities included a number of action groups based on a variety of themes. The University expected to be closely involved in one of these action groups and it was hoped that opportunities would arise to set up themed events on issues such as dementia, tourism and digital media. Prof Patton agreed to provide further briefing on Business South to the next meeting of the Committee.

ACTION: Provide a short briefing paper on 'Business South' for presentation to the next meeting of the Committee.

ACTION BY: Prof Patton

- 4.5 The Chair also reported that he had been impressed by the Institute of Directors event which had taken place in December and asked that Prof Roach provide further briefing on the Institute to the next meeting of the Committee.

ACTION: Provide a short briefing paper on The Institute of Directors for presentation to the next meeting of the Committee.

ACTION BY: Prof Roach

- 4.6 The School of Design, Engineering and Computing had received HEIF funding in respect of activity in the field of securities and a KTP bid. It was also planned to run courses for Airbus in the Spring. A 0.4 fte Professorial appointment had been made to provide expertise in bid writing and this had helped to successfully increase the number of bids being submitted, notably in the area of psychology.

- 4.7 The School of Health and Social Care had an estimated budget gap of approximately 40% and there had been little progress in closing this gap since October. This was due to a number of factors, including the impact of the economic recession on public services generally. It was possible that there would be an increase in demand for CPD courses in March as institutions

aimed to spend their budgets before the end of the financial year. Staff were being supported in submitting bids through the grants academy and the use of mentoring. The Chair stressed the importance of continuity in leadership, noting the recent dramatic impact on the Media Schools enterprise income arising from a key member of staff leaving the University. Members also considered the issue of post qualification training in respect of social work and it was noted that the framework for CPD in this field had changed following the widely publicised 'baby P' case. This new framework may present a key area of growth and the School were being pro-active in seeking opportunities.

4.8 In the Media School, the Centre for Excellence in Media Practice (CEMP) now had a full complement of staff and was seeking to generate CPD. The School would be reviewing its delivery structures over the next 6 months.

4.9 The Chair thanked members for their updates and reiterated the importance of incorporating the staff appraisal and objective setting processes in their development planning to help motivate staff to work towards achieving the relevant targets.

5. REF HIGHLIGHT REPORT

5.1 The report was noted. The Chair explained that the final rehearsal stage for the REF submission was now underway and it would soon be necessary to start considering what the new work priorities should be following the final submission in November.

6. FUSION INVESTMENT FUND SUMMARY

6.1 The Chair reminded members that there were three key strands to the Fusion Investment Fund: Staff Mobility and Networking; Co-creation and Co-Production; and Study Leave. As funds for the SMN strand were still available, applications will be accepted on a rolling basis until April 2013, promoted on the blog by Corrina Dickson. On co-production, a similar number of bids had been received to the first round and all available funding had now been invested. The study leave strand had proved less popular with only 6 bids being received for the second round. Members debated the possible reasons for this and it was noted that the strand would be re-launched in the new financial year in a revised form. Overall there had been an even spread of investment across Schools and a definitive list of the projects funded would be available in due course.

7. INTERNAL COMPETITIONS: EU ACADEMIC DEVELOPMENT SCHEME AND GRANTS ACADEMY

7.1 This report was noted. Dr Dickson explained that the EUADS had proved very successful and generated 18 Marie Curie bids in August – many more than previously. The Grants Academy also continued to be very popular and had a waiting list of potential participants.

8. GRADUATE SCHOOL ACTIVITIES UPDATE

- 8.1 The Head of the Graduate School informed members that work was progressing on developing an admissions policy for PGRs to help ensure consistent good practice across the University. The new MRes programme had been validated and work was being undertaken to establish a PG student experience survey. The first round of Studentship applications was due to be considered at the end of the week, but early impressions were that the quality of submissions was variable and it was anticipated that a number of resubmissions may be required.

9. BU RESEARCH THEMES

- 9.1 The Chair informed the Committee that he had not received any comments or suggestions in relation to the Research Themes. Debate was ongoing as to the possibility of combining the archaeology and biodiversity themes. Dementia and aging was a possible theme in its own right and there was a need to bring greater focus to the culture and society theme. The Chair would present a paper on this to the next meeting of the Committee.

ACTION: Present a paper on Research Themes to the next meeting of the Committee.

ACTION BY: Prof Bennett

10. APF PROCESS

- 10.1 Ms Taylor presented a report on the new APF process which would be implemented from 1 February. The new process was designed to provide quality sign-off as well as financial approval. A paper was tabled providing detailed screen shots of the new automated on-line system and RKEO would be providing support and training to Schools individually. They would have greater control over the system and would be able to ensure that approvals were not delayed unnecessarily, for example if certain authorising staff were absent from the office. The system did not currently apply to internal bids (such as the Fusion Investment Fund). In the longer term there would be scope to customise the system and it would also be fully auditable. Members welcomed the proposals and the Chair also recommended the use of the internal peer review service to help ensure bid quality.

11. ANY OTHER BUSINESS

- 11.1 There was no other business.

Date of next meeting:

Monday 4th March, 3.00pm, The Boardroom (note: this meeting is re-scheduled from 27th February).