

University Research and Knowledge Exchange Forum Minutes

Monday 12th July 2012 13:00-14:30

Members Present

- Prof Matthew Bennett (MB) (Chair) – *PVC (Research, Enterprise & Internationalisation)*
- Prof. Alan Fyall (AF) – *DDRE (School of Tourism)*
- Prof. Rudy Gozlan (RG) – *UOA 17(7) Leader (School of Applied Sciences)*
- Prof Mark Hadfield (MH) – *Deputy Dean R&E (School of Design, Engineering and Computing)*
- Zita Lovaszy (ZL) – *Business Accountant (F&P)*
- Prof Stephen Page (SP) – *UOA 26 Leader (School of Tourism)*
- Prof. Jonathan Parker (JP) – *Deputy Dean R&E (School of Health & Social Care)*
- Prof Holger Schutkowski – (HS) – *Deputy Dean (School of Applied Sciences)*
- Helen Stickland (HSt) - *Marketing Manager (M&C)*
- Julia Taylor (JT) – *RKE Operations Manager (R&KE Office)*
- Prof Tiantian Zhang (TZ) - *Head of the Graduate School (R&KE Office)*
- Rebecca Edwards (RE) – *Public Engagement Officer (R&KE Office)*
- Jo Garrad (JG) (Secretary) – *Research Development Officer (R&KE Office)*

Apologies

- Dr David Ball (DB) – *Head of Academic Development Services (SAS)*
- Prof .Philip Hardwick (PH) – *Professor of Economics (Business School)*
- Dr Fiona Knight (FK) – *Graduate School Manager*
- Prof. Martin Kretschmer (MK) – *UOA 20 Leader (Business School)*
- Prof. Sine McDougall (SM) – *UOA 4 Leader (Psychology, DEC)*
- Cornelius Ncube (CN) – *UOA 11 Leader (School of Design, Engineering and Computing)*
- Julie Northam (JN) – *University Research Development Manager (R&KE Office)*
- Ede Olobia (EO) – *OVC Interim Change Management Officer*
- Prof Dean Patton (DP) – *Professor of Entrepreneurship (Business School)*
- Prof. Jenny Piesse (JP) – *Head of Management and Strategy (Business School)*
- Geoffrey Rayment (GR) – *Committee Clerk*
- Prof Barry Richards (BR) – *Acting Head of Research (Media School)*
- Prof Jim Roach (JR) (Joint Chair) – *Dean (School of Design, Engineering and Computing)*
- Prof Edwin van Teijlingen (ET) – *UOA 3 Leader (School of Health & Social Care)*
- Mike Weaver (MW) – *IT Project Practice Manager*
- Dr. Kate Welham (KG) – *UOA 17 Leader (School of Applied Sciences)*
- Mike Williams (MWil) – *Head of Change Management*
- Prof. Jian Jun Zhang (JJZ) – *Head of Computer Animation Research Centre (Media School)*

| Item | | Actions |
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| 1 | Minutes and Actions from 23 April 2012 The minutes were confirmed as accurate records. | |

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| <p>2</p> | <p>R&E Programme Board</p> <p>MB informed the forum that the management structure of CMB would be replaced by the Programme Board. MB gave an overview of the Programme Status Report – which is green and all systems are on track. Some of the key projects:</p> <p>BRIAN – this project went live on 22 June. See item 5. for more information.</p> <p>Collaboration Tools for Academics – this project is complete. Pilot in progress.</p> <p>PGR Monitoring System – on hold pending new implementation plan dates agreed with supplier for delivery in August 2013.</p> <p>CPD – delivery due in September.</p> <p>Research Ethics Checklist – Julia Hastings-Taylor conducted an ethics review and the Ethics Checklist has been created, which is aimed at reducing reputational risk by ensuring ethical compliance across BU. This will facilitate the improvement of compliance within the Schools. An electronic checklist would be created at the cost of £19K.</p> <p>The forum thought this was a sensible idea and endorsed the project.</p> | |
| <p>3</p> | <p>BU Postgraduate Research Prospectus</p> <p>Helen Stickland gave a brief overview of the prospectus, which has already been endorsed by MB and TZ. PGR focus groups were held where 99% of the information provided to them was irrelevant and so a bespoke publication was needed. The timescales have purposely been slipped so that the prospectus can compliment the BU Research Chronicle. It will also fit in with the graduate school launch and accommodation move. The publication will have a two year shelf life, aligning with research themes, and will be distributed through research administrators in Schools. It will be distributed at UK wide PGR events and the International team will ensure that it targets overseas students.</p> <p>AF queried why this wasn't solely web based, to which HSt replied that the focus groups wanted something tangible, but the on-line resource would also be available.</p> <p>HS asked why the existing publications would be separated. HSt replied that whilst it was a good idea, the messages for PGT's focussed on increasing their career potential, whilst PGR's were very different. This compromised research information and BU needed to focus on the research themes and target students, as the majority of information currently available was staff led. It was noted that PGR's should not be referred to as students.</p> <p>RG commented that different types of students (i.e. science or humanities) were attracted by different interests. MB replied that the PGT prospectus will be tailored around the 8 research themes and reflect these from a students perspective. There will be generic information about scholarships. The Research Chronicle will pick out projects to reflect the breadth of themes, showcasing students from across the different areas.</p> <p>URKEF members endorsed the prospectus.</p> | |
| <p>4</p> | <p>Public Engagement</p> <p>Rebecca Edwards introduced herself as the Public Engagement officer for BU. She gave a brief overview of two activities:</p> <p>Festival of learning – RE informed the forum that the deadline for proposals was 31 July. She had given a large amount of advice to over 50 potential applicants on public engagement and outreach activities. There was less activity around short courses and so Schools were encouraged to look at what they could do and in particular seek to re-run courses that have previously been offered. RE emphasised the support that she could provide and urged the forum to pass on her details. MB commented that there was centralised promotion of short courses around the festival, which could be held at the time of the festival or allied to it. He added that this would</p> | <p>All</p> |

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| | <p>be a massive statement of our engagement, with the impact of such a wonderful programme being important to BU and he encouraged people to contribute a proposal for the festival. The festival would be marketed aggressively (Admin support will be available from 1 August), with marketing focused around all households in the area and the programme would be included in the Daily Echo. Currently, it is envisaged that the core of the festival would run from 3-14 June 2013, although other short courses/public engagement events taking place next summer would be included in the centralised marketing (i.e. one programme, one website and social media campaign); the location of the events being driven by the proposals.</p> <p>National Coordinators Centre for PE – RE informed the forum that a manifesto for Public Engagement (PE) for institutions had been developed. BU need to sign up to this at a strategic level, taking a centralised approach, to demonstrate their commitment to PE, particularly as research funders expect PE to be supported. MB is currently considering a paper on the actions that BU need to take before signing up to the Manifesto.</p> | |
| <p>5</p> | <p>BRIAN JG provided the Forum with usage statistics for the first fortnight that BRIAN was operational. BRIAN was launched in June and six training sessions had taken place. The level of activity on BRIAN was positive and JG updated the Forum on what issues were still outstanding, which included the grants and REF modules, improving the system performance from an IT perspective, the student interface with supervisors, keywords, the BURO interface, and ordering of publications. JG reported that short instructional videos would soon be available to all staff.</p> <p>SP commented that he was having IT difficulties and JG agreed to look into these.</p> <p>MB encouraged the Forum to push people to update their details within BRIAN and to utilise the resource presently available within RDU. There will be a campaign around academic reach, impact and citations and so there will be a continued push for staff to update their profiles via BRIAN. MB also requested that the collaborative maps within the staff profile pages be reviewed as to their usefulness.</p> <p>AF commented that BRIAN had been well received.</p> | <p>JG</p> <p>All</p> <p>JG</p> |
| <p>6.</p> | <p>Open Access Emma Crowley introduced this paper provided by David Ball and gave a brief overview of the three types of OA and the Finch Report. EC identified the concerns around the report, in particular the policy requirements by the Wellcome Trust. David Willetts was in favour of OA as it enables enterprise and there would be much more discussion around this topic.</p> <p>MB commented that this was a useful paper and thanked David for producing it. There was a lot of information available about OA, which should also be captured on the BU Research Blog to help the community understand the issues. MB reminded the Forum of the OA fund available to staff and emphasised that all RCUK projects need an OA delivery mode. PI's need to ensure that journals are within the suite of outputs and MB asked the Forum to disseminate this.</p> | <p>All</p> |
| <p>7.</p> | <p>Fusion Investment Fund MB updated the Forum on the FIF. The deadline had passed and the proposals received under each strand were: 39 for Co-Creation and Co-Production; 19 for Staff Mobility & Networking; and 6 for Study leave. All panels would meet next week to make funding decisions. He reported that a lot of good ideas were received, but couldn't all be funded and so the Forum should be mindful of this. The next call deadline is 1 December. MB commented that a lot of people were looking for RA's when they could look for study leave opportunities. The perception is that this involves overseas working but it could be used imaginatively and build up 4-5 events at different institutions and so would not necessarily involve being away for large chunks of time. MB advised that better communications around applying for study leave was needed. MB was impressed with the co-Production research proposed.</p> | |
| <p>8.</p> | <p>HEIF-5 update MB held interviews for a Business Engagement lead and was currently negotiating with a potential candidate.</p> | |

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| | <p>MB reported that the Soho-on-Sea theme was strong. AF reported that a substantial bid from ESRC had been awarded in principle, and the Coastal Communities Fund bid, worth £2M, would be announced in late summer. This would be a challenge for the School of Tourism to manage two high profile external projects but was very positive. RG reported that the Science & Technology Hub had passed its 2nd stage for the EU Development Fund and was awaiting the outcome of whether it would proceed to the final stage. JP reported that the Dementia Hub was progressing well.</p> <p>MB reiterated that he was always in the market for big themes and encouraged staff to discuss ideas with him.</p> | |
| 10. | <p>REF Update MB reported that the code of practice was approved by HEFCE, with the comment that equality and diversity needed to be included, which it has been. The summer mock exercise was out to reviewers. Cover for the REF impact manager was in-hand. BU had completed the intervention census and so was in a strong position. There were a few areas of concern but a lot of case studies would be ready by October with the remainder ready in December. There will be a full set in place for the winter mock. MB was currently negotiating with Arts and Design and had been in discussion with the Chiropractic College.</p> | |
| 11. | <p>Graduate School Activities Tiantian Zhang introduced three papers, which had been put before the Research Degrees Committee, and preliminary papers had been seen by the Academic Standards Committee and the Senate. These had been discussed by the Student Body who was positive about the Research Masters Degree proposal. The programme was running and would be reviewed shortly. The Graduate School would map closely what they offered with the Vitae framework. TZ commented that training was offered at different levels and so there was a need for more generic development, which put students at the centre of their learning, encouraging a shared responsibility. The Graduate School will work with the Schools to clarify what training is offered and ensure there are no gaps.</p> <p>TZ fed back that at a recent PGR conference, employers were concerned about communication skills, working with people, and problem solving skills. This message of needing appropriate skills in order to be employable needs to reach the students. The Vitae framework has personal development built in and international perspective and activities are encouraged. The whole language of support needs more debate and consensus on how BU takes it forward.</p> <p>MB added that transferable skills had been a requirement for some time (i.e. Roberts skills) but we should factor this into marketing and recruitment. MH informed the Forum that SERC used to run CRAC courses in response to industry needs and asked whether there was scope to do something like that.</p> <p>TZ informed the Forum that the Graduate School would be moving next week to PG02.</p> | |
| 12. | <p>Updating Activity Proposal Form Process Julia Taylor had recently reviewed RKE Ops activities, which involved looking at the Activity Proposal Form. Whilst cost and recovery were mentioned, there was no emphasis on quality. Also the form was signed off at the end of the process when all of the preparation had been carried out and signatures were a last thought. The APF has been amended to include academic quality approval and the form would also be made available electronically. MB added that if a proposal had not been through RPRS then it must be signed off by an academic to ensure quality.</p> | |
| 13. | <p>AOB AF said goodbye to the Forum as he will shortly begin a year's secondment. Stephen Page would take over the reigns.</p> <p>MB concluded by asking for reflections and feedback on the functionality of the Forum. He also thanked everyone for their patience, time and contribution to the Forum.</p> | All |
| | <p>Next Meeting is a Senate meeting Date: 26th September 2012 Time: 2:00pm</p> | |

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