BOURNEMOUTH UNIVERSITY   **CONFIRMED**

SENATE

UNIVERSITY RESEARCH & KNOWLEDGE EXCHANGE COMMITTEE

MINUTES OF A MEETING HELD ON MONDAY, 1 JULY 2013

Present: Prof M Bennett (**Chair**); Prof M Hadfield; S Jukes; Dr F Knight; Prof I MacRury; J Northam; H O'Sullivan; Prof S Page; Prof J Parker; B Richards; Prof J Roach; Prof H Schutkowski; Prof R Stillman; E Van Teijlingen; Dr K Wilkes; Prof T Zhang.

In Attendance: Dr R Edwards (Item 3); Dr H Hartwell; Dr H Hassani; Prof A Innes; Prof A Newton; L Rossiter; Dr M Weaver (Item 2)

Apologies: S Allan; Ms M Barron; G Beards; J Beard; Prof A Blake; R Britton; Dr M Cash; Dr G Esteban; Prof B Gabrys; R Gozlan; P Hardwick; D Kilburn; M Kretschmer; Dr P Long; Z Lovaszy; Prof S McDougall; D McQueen (University Board); Prof A Mullineux; Dr C Ncube; Prof S Noroozi; Prof D Patton; Prof K Phalp; J Piesse; Dr K Welham; Prof J Zhang.

1.   **MINUTES OF THE PREVIOUS MEETING (6th June 2013)**

       The Minutes were approved as an accurate record.

2.   **GRADUATE SCHOOL ACTIVITIES UPDATE**

2.1.   **My PhD Progress Online Monitoring System, Communication Plan**

2.1.1 Following on from the discussion at the previous meeting, Prof Zhang presented an update to the report setting out the draft Communications Plan for the PGR Monitoring system ('myPhDprogress'). Prof Zhang reported that Steering Group had now been established and had decided that the new PGR system will be launched to all Schools at the same time. It was fully supported by the Steering Group that it would be more efficient to launch the system once for students, supervisors and administrators.

2.1.2 Dr Weaver (Project Manager IT) informed the Committee that the new system will be deliverable (the first part of the installation had already taken place) in the last week of June. Dr Weaver stated that a milestone and payment plan has been agreed with the supplier, and that training sessions and materials for the new system will be available in September 2013. There will be no integration with other systems at this point.

2.1.3 Dr Knight asked for representatives from each school to be involved with the testing of the new system. Dr Knight advised that the testing will take roughly 1 day.

> **ACTION:** Provide Dr Knight with names of those who will be prepared to represent their schools to test out the new PGR monitoring system
> **ACTION BY:** DDREs

2.1.4 The Chair advised that full support will be required to ensure the new system is a success. It was advised that all PGR students should be gathered together to prepare them for the new system. Additionally, it would be beneficial for the PG representatives to be involved and act as champions in each school.

2.2   PGR Framework (Update)
2.2.1 The report was noted

2.3   Master by Research (MRes) Information Sheet
2.3.1 The report was noted

2.4   Completion Status (Writing Up Fees)
2.4.1 The report was noted

2.5   BU Viva by Video Conferencing Guidance
2.5.1 The report was noted

3   FESTIVAL OF LEARNING

3.1.1 Dr Edwards presented the paper and fed back on the achievements of the first Festival of Learning. It was reported that approximately 4000 visits were made to the Festival, which has received extremely positive feedback from members of the public. Dr Edwards went on to say that evidence is emerging of a changed relationship between Bournemouth University (BU) and the region as a result of the Festival. In addition BU has been acknowledged at a national level for its commitment to public engagement, with recognition from stakeholders such as Universities UK and the possibility of the 2014 Festival of Learning being used as a bastion of public engagement during Universities Week 2014.

3.1.2 Dr Edwards informed the Committee that there were 1200 evaluation forms which were completed by Festival attendees. The feedback from these forms is currently being inputted and an evaluation report will follow shortly. Focus groups are also being held to retrieve feedback on the Festival.

3.2.1 The Chair invited the Committee to discuss what should be considered for next year's Festival to make it bigger, bolder and better. A number of suggestions for improvement were made by the Committee. It was suggested that it would be beneficial to host fewer and bigger events, and perhaps offer more events on the weekend and in the evening.

A member expressed that their perception of the Festival was that it didn't create the buzz atmosphere which tends to be associated with festivals. It was thought that this was largely as a result of the events being spread across campuses and due to it being drawn out over two weeks. Instead it was suggested that the Festival should be spread over a shorter time frame and the events should be scheduled to start later and finish later in the day, for example 1pm – 8pm. Signage should be improved and there should be more internal promotion of the events during the Festival.

It was noted that public engagement is firmly what the Festival is about and to ensure the success of next year's Festival it should continue to offer free

events, rather than including events which require payment. Committee members acknowledged that the Festival was an opportunity to showcase what the University does and, therefore, it would be appropriate to offer the events for free (potentially as tasters of events that could be charged for at a later date) because it exemplifies something being given back to the community.

It was raised that there had been good awareness of the Festival as a result of the PR campaign; but awareness of individual events was low. This meant that the attendance for some events was lower than expected. Attendance could be increased if events were clustered and advertised together in future.

A member of the Committee highlighted that local industry had not been made specifically aware of the Festival, therefore, it would be important to ensure that awareness is increased within local industry next year. To raise the profile of events suggestions were made to invite guest speakers and organise theme days, such as 'save the planet'.

The Committee was informed that events with obscure title names had generated more interest in comparison to those with 'drier', more academic titles, which provided a clear indication that further thought should be considered when creating the event titles for next year's Festival.

3.2.2 The Chair addressed that it was important to include and engage student's with the planning of next year's Festival programme and requested that the Festival Steering Group should include a student representative, PGR representative and at least one Academic Representative. It was also advised by the Chair that the Equality and Diversity Committee should be invited to be part of the planning process.

3.2.3 The Chair stated to the Committee that the programme for the next Festival of Learning needed to be confirmed by October 2014 and asked for Members to contribute ideas for it. Particularly requesting that the focus should be on ideas for themes and to think about future trends.

ACTION: Contribute ideas for the next Festival of Learning to the Chair as soon as possible.

ACTION BY: All Members and Attendees.

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4   BU RESEARCH THEMES

4.1   The Chair presented the paper on the updated BU research themes and briefly explained how the original and updated themes had come into existence. From August 2014 any QR money received by BU will be allocated to the research themes rather than to Schools as is the current model. This had been widely trailed during this year's delivery planning. A paper will be presented in the Autumn to propose how this will work in practice. This paper will require widespread consultation, as it represents a significant shift from the research

themes as 'shop windows' to them being important management structures with budgets.

4.2   Ms Northam informed members that Marketing and Communications need to update the descriptions for each new research theme for the new Postgraduate Prospectus and requested that short paragraphs are submitted by the 12th July. Ms Northam confirmed that she would send an email to members reminding them of this request.

4.3   The Chair verified to the Committee that an updated blog post will provide further information on themes.

> **ACTION 1:**   Research Theme Coordinators to send Ms Northam short theme descriptions for the Postgraduate Prospectus by 9th July
> **ACTION BY:** Research Theme Coordinators
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> **ACTION 2:**   Chair to add research theme post to the Research Blog
> **ACTION BY**: Chair

5. RESEARCH EXCELLENCE FRAMEWORK UPDATE (REF)

5.1 The Chair informed the Committee that the REF Academic Steering Group (RASG) met with UOA Leaders on 17th/18th June to look at staff selection by applying the working hypothesis inclusion threshold to each UOA and then working through each individual and their output profile. RASG would then meet with the Vice-Chancellor on 4th July to ratify the provisional staff selection decisions which would be shared with individuals by Friday 12th July, where possible. The Chair requested that expectations should be managed around appeals and clarified that academics can only make an appeal based on perceived procedural irregularities, on equality and diversity grounds, if they perceive they have been prejudiced against in some way during the process, and/or they wish to contest the decision made by the BU REF Circumstances Board. Appeals that contested the scores of the external reviewers would not be considered by the appeals panel. Individuals wishing to discuss a possible appeal are advised to talk to the Chair or Ms Northam in the first instance.

5.2 The Chair stressed that everyone contributes to the REF and that the submission is a combined effort. Individuals may submit outputs and/or impact case studies, and/or contribute to environment data such as PhD completions, research income, etc. The Chair commended everyone on their contributions and divulged that on the whole it was positive and there would be more individuals submitted to REF2014 than to RAE2008.

> **ACTION 1:**   Chair to add REFpost to the Research Blog about staff selection and combined contribution to the submission.
> **ACTION BY**: Chair

6. HIGHER EDUCATION INNOVATION FUND (HEIF)

6.1 The Chair reminded Members that HEIF funding was still available for innovative projects. As discussed at the previous meeting Ms Northam suggested that one possible theme might be explored around the development of Mobile Applications. A meeting will take place on the 17th July which will look into the coordination of this.

7. BU's RKE PERFORMANCE
Nothing to update

8. ANY OTHER BUSINESS

8.1 The Chair advised that there is a risk of losing studentship appointments if they are not undertaken by September. Members of the Committee requested more flexibility and called for another round to apply again for studentships in January 2014. The Chair noted this request and will discuss how to take this forward with Prof Zhang.

ACTION 1:   Chair to discuss the process and arrangements for advertising the studentships with Prof Zhang.
ACTION BY: Chair

Date of next meeting:

Tuesday 1st October, 1.00pm, Board Room, Poole House.

Lucy Rossiter
Committee Clerk
rke-1213-8-minutes 1 July 2013