

SENATE

RESEARCH & KNOWLEDGE EXCHANGE COMMITTEE

MINUTES OF A MEETING HELD ON Monday 29 October 2012

Present: Prof Matthew Bennett (**Chair**); Ms Jill Beard (for Jenny Jenkin); Dr Rob Britton; Prof Mark Hadfield; Ms Zita Lovaszy; Prof Sine McDougall; Ms Julie Northam; Prof Jim Roach; Prof Holger Schutkowski; Ms Helen Stickland; Ms Julia Taylor; Dr Kate Welham; Prof Tiantian Zhang

In Attendance: Ms Julia Hastings-Taylor; Mr G Rayment (Committee Clerk); Mrs J Sargeant (Committee Clerk); Mr S Furr (Observer)

Apologies: Prof Stuart Allan; Prof Philip Hardwick; Ms Jenny Jenkin; Dr Fiona Knight; Prof Martin Kretschmer; Dr Cornelius Ncube; Prof Stephen Page; Prof Dean Patton; Prof Jonathan Parker; Prof Jenny Piesse; Prof Edwin van Teijlingen; Prof Jian Jun Zhang

1. MINUTES OF THE PREVIOUS MEETINGS

1.1 Meeting held on 12 July 2012 (URKEF)

The minutes were confirmed as an accurate record.

1.2 Matters Arising not covered in the Agenda

The Chair informed members that that Jenny Jenkin had taken the place of David Ball on the Committee following his retirement. Jill Beard would deputise for Ms Jenkin as required.

1.3 Meeting held on 26 September 2012 (URKEC)

The minutes were confirmed as an accurate record.

1.4 Matters Arising not covered in the Agenda

The Chair explained that Senate had agreed that with immediate effect the Research & Knowledge Exchange Forum would be replaced by additional meetings of the formal Senate Research & Knowledge Exchange Committee. As a result, membership of the Committee would need to be considered in line with the revised Terms of Reference. However, the Chair confirmed that any previous member of the Forum who would not be a formal member of the Senate Committee would still be encouraged to attend meetings as an observer. The quorum would be calculated as per the membership laid down in the Terms of Reference. Any questions regarding the arrangements for meetings should be directed to the Committee Clerk in the first instance.

2. HEIF-5 UPDATE (Minutes of HEIF Management Panel 26 September 2012)

The minutes were noted.

3. GRADUATE SCHOOL ACTIVITIES UPDATE

- 3.1 Prof Zhang updated the Committee on the range of current and future activities. Two new programmes were being developed: the professional doctorate in research supervision/development and an MSc by Research. Work had continued on the PGR Development Framework with meetings having taken place with all Schools to refine the needs of PGR students. The Graduate School was also involved in the preparation for the forthcoming Institutional Review.
- 3.2 Work was on-going with Schools and the Chaplaincy to develop an enhanced social activity programme, including the establishment of a PGR Society.
- 3.3 Following an update on the BU Studentship Programme for 2012/13, the Chair highlighted its significance and confirmed the deadline for applications was 10 December 2012. Enquiries and applications had been received from Schools and 13 staff had signed-up to proposal writing workshops. Staff were encouraged to ensure a strong showing of applications across all academic areas. It was also agreed that new staff, appointed but yet to take up post, could apply and should therefore be informed of the process.
- 3.4 Marketing for the Graduate School was a continuing process and new branding and signage had recently been introduced. A new website had also been launched and Prof Zhang welcomed feedback to enable continuous improvement. The site can be viewed at www.bournemouth.ac.uk/thegraduateschool

4. BU's RKE PERFORMANCE

- 4.1 The Chair explained that at the previous meeting, he had given a presentation (copy attached to previous Minutes and circulated) on RKE Income asking Schools to reflect on targets and report back to this meeting. He also noted that those Schools represented at this meeting and which reported back (Applied Sciences and DEC) were not those which were most challenged by the income targets.
- 4.2 Members reported on activity within Schools. DEC had £1.1million worth of bids pending this academic year, with a focus on KTP. It was anticipated that DEC would meet its £772k target for the current year and was also on track to meet its targets in respect of publications and PhDs. The availability of space to house additional students continued to present a major challenge to the School. A 0.4 FTE Professorial post had also been recruited to work with Psychology staff on grant applications.
- 4.3 School representatives present confirmed that staff had attended Grants Academy workshops and found them helpful. However the Academy was now full for this academic year with a small waiting list being kept by the R&KEO. The Chair confirmed that funds could be made available for further workshops if there was sufficient demand.
- 4.4 The Chair reported that external bid advisers were being sought and that twelve people had so far been contacted, although not all Schools had so far been covered (for example the Business School). One reply been received to date.

It was agreed that Ms Northam would circulate the list of those that had been contacted in order for Schools to provide suggestions for other potential external bid advisers.

ACTION:

Julie Northam to circulate list of potential mentors who had been contacted in order for Schools to suggest other potential candidates.

ACTION TO BE TAKEN BY: JN/Schools

- 4.5 The Chair reminded members that the University had previously invested in large bids, for example to support the submission of an EU bid around the 'Green Economy'. He was keen to hear from any staff with a large proposal to ensure that adequate support in terms of bid preparation could be provided. It was agreed that this agenda item should be carried forward to the next meeting in order for those Schools not represented at this meeting to report back.

ACTION:

Agenda item to be taken forward to next meeting.

ACTION TO BE TAKEN BY: Committee Clerk

5. REF 2014 STAFF SELECTION

- 5.1 The Chair reported that the Summer mock assessments for REF 2014 had been completed. He stressed that it was important that there should be no negativity or anxiety among staff concerning star ratings as they received their individual feedback from this process and that it was imperative that this message, which had been posted on the blog, be cascaded down to relevant staff.
- 5.2 Decisions on the selection threshold would be made by the REF Academic Steering Group in May/June 2013. A paper was being prepared, which would set out the broad framework to guide those decisions and which would be presented to the ULT on 13 November, followed by RALT later in the month.
- 5.3 Members discussed different selection scenarios and agreed that the threshold would be complicated and bespoke to individual UOAs. It was noted that the optimum threshold would vary according to the different selection criteria and that account would also be taken of the risks associated with individual outputs.

6. BU RESEARCH THEMES

- 6.1 Following agreement at the previous meeting that further discussion and debate should take place on possible ideas for new research themes. However, as not all Schools were represented at the meeting, the debate would be carried forward to the next agenda.
- 6.2 Members debated the inherent difficulties arising from the large scale of some of the research themes. For example the Health, Ageing and Wellbeing and Culture and Society themes. These were huge subjects with potential for

collaborative projects but it was felt difficult to make progress due to their sheer size and complexity. Members suggested that it would help to have descriptions of the activity to be included within these more general themes. The Chair noted that this information was intended to have been showcased through the IT system but that Schools had been comprehensively let down by the failure of the Digital BU project. The Chair also explained that the broad research themes had been derived from the major areas of interest to key funders. Ideas for alternative themes were welcomed, but any suggestions must be grounded in possible funding sources (including the RCUK or EU). The Chair confirmed that Marketing & Communications should continue to work according to the current research themes.

ACTION:

Agenda item to be taken forward to next meeting.

ACTION TO BE TAKEN BY: Committee Clerk

7. ETHICS REVIEW

- 7.1 Julia Hastings-Taylor presented the report of the Research Ethics Review. The review had been commissioned in February 2012 to consider and assess ethics in connection with all research activity and with specific emphasis on addressing lack of awareness and risks.
- 7.2 A compulsory research ethics training e-module had been procured which was to be used by all academic staff and PGR students, full details of which were to be found in the formal Ethics Review report circulated to all members.
- 7.3 Work had also been carried out with IT to build an on-line ethical approval process. The on-line process was designed to address the problem of fragmented data collection and provide a central repository of information which would allow for improved monitoring and compliance. Beta testing was being carried out on the new system and Ms Hastings-Taylor welcomed suggestions for additional groups of staff who might participate in this testing process.

ACTION:

Volunteers to participate in the beta testing process to be notified to Julia Hastings-Taylor.

ACTION TO BE TAKEN BY: All Members

- 7.4 The Chair confirmed that at its previous meeting, Senate had approved the revised Terms of Reference of the University Research Ethics Committee. He suggested that the biggest challenges would be the transition to and adoption of the new processes, especially ensuring all students utilise the new on-line ethics approval form. It was confirmed that supervisors of individual students would be responsible for ensuring the use of this process and that the training e-module would assist the supervisors on this aspect. However, it was emphasised that the new system would not preclude other methods of assuring compliance. The new system would be accessible via the staff intranet, research blog and MyBU.

7.5 Following each UREC meeting, which met once a term, Ms Hastings-Taylor would attend the URKEC meeting to update members on any developments. She also agreed to speak to Prof McDougall direct concerning specific to ethical approvals related to Psychology.

8. AOB

8.1 Prof Roach confirmed that a project was on-going to develop a smoother on-line application and processing system for short courses. Testing of this would take place later this week. The on-line application would be integrated with the forthcoming Festival of Learning.

8.2 Prof Hadfield repeated his concerns regarding the availability of space and the Chair confirmed that this was being given serious consideration. A paper on space options for PGR students was being prepared for consideration by ULT and a major project was on-going to consider Estates Planning in the longer term.

8.3 Some Members queried whether it was correct that staff making proposals for short courses to be included in the Festival of Learning would not now receive a proportion of the income derived, as previously stated. This was not in line with messages that have been given to staff regarding their proposals and it was agreed that any such cases should be referred to the R&KEO for investigation.

8.4 Ms Hastings-Taylor informed the Committee that work was on-going in connection with a Data Management Plan and that a Data Management Roadmap would be presented to the next URKEC Committee.

ACTION:

Add the Data Management Plan to the agenda for the next meeting.

ACTION TO BE TAKEN BY: Committee Clerk

Date of Next Meeting

1pm, Monday 14 January 2013, Board Room