

Minutes of the meeting held on Tuesday, 12th November 2013 AT 13:30, Board Room

Present: Prof M Bennett (**Chair**); Prof A Blake; Dr M Cash; S Jukes; P Long; Prof I MacRury; Prof S McDougall; J Northam; Prof J Roach; Prof H Schutkowski; Prof R Stillman; E Van Teijlingen; Dr K Welham; Dr K Wilkes; Prof T Zhang

In Attendance: G Beards; Dr R Edwards (Item 3); Dr H Hartwell; Dr H Hassani; Prof A Innes; Prof J Fletcher; D McQueen; M Northam (Item 3); L Rossiter

Not in attendance: Dr G Esteban; Prof B Gabrys; Dr F Knight; J Garrad; P Hardwick; Prof M Kretchmer; P Lynch; Dr C Ncube; Prof S Noroozi; Prof J Piesse; E Powis; Prof J Zhang

AGENDA

1 WELCOME & APOLOGIES

The Chair welcomed Members to the meeting.

Apologies were received from: D Kilburn; Prof A Mullineux; H O'Sullivan; Prof S Page; Prof J Parker; Prof D Patton; Prof C Shiel

2 MINUTES OF THE PREVIOUS MEETING (1 October 2013)

- 2.1** It was raised by a committee member that the item discussion around the Terms of Reference (ToR) voting rights was not quite accurate. Instead the minutes should reflect that it was requested that 'theme leaders' should be allowed to vote. This was noted by the Chair and the ToR and previous meeting minutes will be amended accordingly.

3. RESEARCH WEBPAGES

Dr R Edwards and Mr M Northam presented the new Research webpages to the Committee. Dr Edwards conveyed to the Committee that the premise behind the new pages was to present the University's research work in the most effective way. Mr Northam provided the Committee with an overview of the new pages, informing them that the new pages have been designed to be more streamlined; with an emphasis on the research themes. Mr Northam informed the Committee that there will be a soft launch of the webpages at the end of November and committee members will be invited to attend training sessions on how to update the new webpages.

The Chair invited the Committee to feedback their thoughts on the pages and provided an opportunity for the Committee to raise questions to Dr Edwards and Mr Northam. It was asked when the pages would be available to look at and Mr Northam confirmed that the webpages will be accessible by the end of this week. One committee member asked how the pages will be edited and Dr Edwards proposed that the monitoring and editing of the pages will be managed by herself and the Research Communications Manager, Sally Gates. They will check that the posts are correctly categorised and tagged; this is especially important during 2014 as it is the REF assessment year.

A committee member queried if there should be dedicated resource in each school to monitor the webpages. The Chair responded that it was particularly important that the webpages should be theme led, rather than school led. Therefore theme leaders must play a key part in monitoring the pages too. This will ensure that the content of the pages stay current and will ultimately ensure that the theme provides enough research content to be worthy of carrying on. Mr Northam added that the pages will be very light in content at the beginning, because it will be the responsibility of the

academics to build these pages with their research news.

A member of the Committee questioned if whether external people would be allowed to contribute content to the pages. The Chair agreed that if an external contact was already engaging with a research theme, then they should be allowed to contribute. It was also queried if the pages could be edited after content has been uploaded. Dr Edwards confirmed that there was the function to edit content very easily due to the fact that the webpages are set up in Wordpress.

The Chair proposed to the Committee that it would be worthwhile to assign a group to edit the relevant themes. Dr Edwards also added that the pages will work very similarly to how the current Research Blog works. This will mean that the content will be archived and there will be the function to sort content via theme and date too.

It was acknowledged by the Chair that a request had been made by the School of Tourism to keep their 2 microsites active and it was confirmed that a decision on whether to keep them would be made in due course. The Chair alerted the Committee that no other microsites will be maintained going forward and those who had any objections should provide an evidenced case, aligned to one or more the previously circulated criteria, explaining why they should be kept.

4. URKEC TERMS OF REFERENCE (ToR) amendments

The Chair informed the Committee that he will be stepping down as Chair of URKEC from January 2014 and Prof John Fletcher will be stepping into this position. The Chair welcomed Prof Fletcher to the Committee. The Chair added that for the first time the Committee will have a Deputy Chair and confirmed that Prof Iain MacRury has been appointed this position.

ACTION: Committee Clerk to make amendments to the Terms of Reference (ToR). ACTION BY: end November 2013

5 GRADUATE SCHOOL ACTIVITIES UPDATE

5.1 Annual Research Degree Quality Reporting Process

The report was noted by the Committee

5.2 Guidance for publication

The report was noted by the Committee

5.3 The Chair reminded the Committee of the forthcoming PhD Studentship deadline. All proposals must be submitted by the 6th January.

6 RESEARCH BLOG

The Chair praised the award winning Research Blog and the impact it has made since it was launched in March 2011. Currently the blog posts are managed and populated by the team members based in the University's Research and Knowledge Exchange Office, as well as by academic colleagues. The Chair proposed that going forward a subset of the URKEC committee should join together to take ownership and lead on the population of the Research Blog. The Chair added that the blog required more involvement from the academic community to ensure that posts are research story led, rather than purely administrative.

There is opportunity for the content in the Research webpages and Research Blog to link and therefore a committee is needed to ensure that news on the Research Blog is kept engaging. Prof Iain MacRury volunteered to be part of the Research Blog Committee and it was suggested that a blog post should be posted onto the Research Blog calling for academic volunteers to join the new committee.

ACTION: Blog post on the Research Blog calling for academics to join the Research Blog Committee
ACTION BY: Prof Iain MacRury by the end of November

7 INTERNATIONAL DEVELOPMENT PLAN CONSULTATION

- 7.1 The Chair made the Committee aware that the plan was for information only and not for debate as it's a blue print/ working document at this stage. Instead the plan has come to URKEC in advance, before seeking staff engagement. The Chair added that a lot of work had been put into the current REF and it was important to set the course for the next one, likely to be REF 2020.

Ms Northam informed the Committee that a full staff consultation will be launched shortly and feedback will be managed and run through a password protected website. If staff are reluctant to post their feedback on the open blog, Ms Northam requested that feedback should be emailed to herself, or Prof John Fletcher.

- 7.2 A committee member was intrigued to find out if whether schools could be audited to find out how they have used their QR money expenditure. The Director of Finance and Performance agreed to look into how a school audit can be managed and implemented going forward.

ACTION: Mr G Beards to investigate into whether it's possible to audit school QR money expenditure
ACTION BY: To feedback to URKEC in 2014

8 UPDATE FROM RESEARCH CONCORDAT STEERING GROUP

Ms Northam informed the Committee that the steering group had met in August and are making positive progress. The steering group will continue to meet throughout the year and will work towards fulfilling the plan objectives. Ms Northam confirmed that to date 5 of the actions have been completed. This includes the design and launch of the Bournemouth Researcher Academic Development Scheme (BRAD). Ms Northam drew particular attention to the low numbers of staff attending the BRAD development sessions and asked the Committee to promote the uptake of these sessions to staff.

Ms Northam informed the Committee that the Research Representatives, Dr Marilyn Cash and Zoe Shepherd were leading in establishing a Research Staff Association. Dr Cash alerted the Committee that they were having difficulty identifying the number of staff employed on a research only contract, because HR were unsure of how many the University currently employs. The Committee acknowledged that they would support Dr Cash and provide her with a list of those who are currently employed in their schools on a research only contract.

The University will be audited in January 2015 to see how well it is doing with the plan. The next steering group meeting will be held on the 17th December and Ms Northam will provide an update in the New Year.

ACTION: DDREs to email Dr Cash a list of current staff employed on research only contracts in their school
ACTION BY: End of November 2013

9 FESTIVAL OF LEARNING 2014 UPDATE

Ms Northam referred the Committee to the paper for the proposed agenda for next year's festival. It was confirmed that the open call for ideas was still on going and the

Confirmed

deadline to submit event ideas for the Festival will be the 6th December. The Chair encouraged the Committee to think of ideas and in particular to look at how groups and themes can work together to generate event ideas.

ACTION: Open call for all schools to generate event ideas ACTION BY: Submit event ideas to Dr R Edwards by the 6 th December 2013

10 REF UPDATE

The Chair updated the Committee on the current status of the REF submission and confirmed that the aim would be to finally submit by the 27th November (the final deadline is midday on 29th November). The Chair informed the Committee that to celebrate all the submitted impact case studies; they will all be included in the next volume of the BU Research Chronicle. This will also include the case studies which just missed out on being included.

The Chair gave particular praise to the School of Applied Sciences for achieving c 30 academic submissions to the REF; UOA 17 is therefore the largest UOA.

11 HIGHER EDUCATION INNOVATION FUND (HEIF)

The Chair was pleased to announce that Prof Iain MacRury had been successful in his application to obtain funding for the Apps Development Project. In total £180,000 has been given to fund the 2 year project.

The Chair reminded the Committee that funding was still available to invest into further innovative project ideas and welcomed the Committee to submit any ideas to him.

12 BU'S RKE PERFORMANCE

The Committee reviewed all the targets per school and discussed shortfalls.

It was confirmed by the Chair that all future school targets will be reviewed by the Director of Finance and Performance, Graham Beards; who commented that he will be interested to find out what is in the pipeline for each school to cover the risk of any short falls. Attention was raised by the Media School to their report figures and indicated that they may need to be revised. Ms Northam acknowledged this and said that she would ask the RKE Operations Manager to clarify and revise the figures.

The Committee was made aware that the University missed last year's targets and the targets for this year have been increased. The Chair invited comments on this from the Board member in attendance, Don McQueen; who commented that if the targets are missed again at the end of this year, it will mean that the Board will have to be realistic when setting targets for the following year. Mr McQueen emphasised that it would be important to set realistic targets to ensure that there is no risk of setting schools up for another fall.

ACTION: Ms Northam to ask J Garrad to check Media School target figures ACTION BY: End of November 2013
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13 ANY OTHER BUSINESS

13.1 Ms Northam reminded the Committee that the Fusion Investment Fund was open and deadline for applications will be the 13th December at 2pm.

13.2 The Chair was delighted to announce that Prof J Zhang and his team have been successful with their ESPRC Doctoral Training Centre renewal bid. This excellent news will mean that the University will receive £5.1 million (To be shared with Bath University) The Chair also paid credit to Prof B Bogdan and his team for their application despite it not being awarded; complementing that it was a great example of cross collaboration between schools.

Confirmed

- 13.3** The Chair commended Andrew Harding for all his hard work on the eBU: Online Journal and was pleased to confirm that Andrew has been offered a full time PhD studentship in the School of Health and Social Care.

Date of next meeting:

Wednesday 4th December, 2pm, K101, Kimmeridge House

Lucy Rossiter
Committee Clerk
RKE-1314-11-minutes 12 November 2013