

School of Chemistry Management Team Meeting

Minutes

12th September 2016 at 12 noon in room 1.076

Present: Richard Winpenny (REPW) (Chair), Perdita Barran (PB), Neil Burton (NB), David Collison (DC), Rob Dryfe (RD), Nik Kaltsoyannis (NK) David Leigh (DL), Tracey Manifold (TM), Mike Turner (MT), Simon Webb (SW), Louise Feehily (LF) (Minutes)

Action

1. Apologies

Rachael Barker, Sabine Flitsch, Andrew Horn, Simon Holden, Steve Liddle, Andrew Munro, Rachel Spilsbury

2. Health and Safety Briefing (REPW in SH absence)

1. Incident report

Date	Type	Person	Description	Action Following
12/07/2016		N/A	Top sheared off a bottle of 70% nitric acid (no spillage)	Reminder sent to school of limited lifespan of plastic bottles containing this substance. Reminder circulated to Faculty. Eight more bottles reported and removed (7 from Chemistry building, 1 from PSI)
13/07/2016	Chemical Contamination	PhD	Syringe leaked phosphorus trichloride onto (gloved) hand	Diphoterine applied, no injury
15/07/2016	Injured by object	Admin. staff	Sprained wrist opening very stiff fire door	Treated in hospital, door reported to estates
17/07/2016	Manual handling	Tech. staff	Hurt back lifting bucket of ice	Treated by GP. Light duties for several days.
23/07/2016	Fire	PhD	Ignition in waste bin	Fire extinguished by local users. Security were not informed until the following Monday. PhD student had just wiped down fume hood with ethanol and threw paper in bin prior to ignition.
27/07/2016	Chemical	Tech.	Bottle of methanol fell and	Cardboard packaging

	Contamination	staff	smashed when being unpacked	was crushed at one side causing package to wobble over edge of table
03/08/2016	Chemical Contamination	Tech. Staff	Splashed in face when contractor was removing empty solvent bottles	Liquid tested – water with small trace of organic material
23/08/2016	Flood	Postdoc	Water tubing came away from condenser	Discovered by House Services. No damage or seepage to below.

2. REPW reported 8 incidents (noted above) in period from 12th July to 23rd August.

Amongst the list reported was one fire.

This is the 15th fire in the building since SH became School Safety Advisor (in June 2014) and the 4th that has been in a waste bin.

It is believed that all of these 4 fires were initiated by chemical substances.

All were quickly extinguished, the school's chemists are good at reacting to incidents – but if the ignition had been delayed until after the occupants had left then this could have been much more serious.

There is traditionally a sharp increase in the number of accidents occurring in late September/October as the building gets busy with the an intake of inexperienced chemists.

SH is aware that much work has gone into improving Health and Safety input in the Teaching Laboratories and hopefully this will have an effect in lowering this number.

SH requested that the Management Team remind PI's and supervisors that persons who may either be inexperienced or unfamiliar with the environment in which they are working be properly inducted to the laboratory and appropriately supervised.

3. Minutes of the previous meeting and matters arising

1. The previous minutes were agreed as correct.

4. Actions arising from previous minutes

1. Action points updated. (See end of minutes)

5. Head of School report (REPW)

1. Recruitment

It was a very challenging UCAS round. The school struggled to reach home UG numbers, and missed on overseas PGT and UG targets. This means that the school is in a slightly less favourable financial position than desired.

Overall recruitment numbers including home and overseas UG & PGT students is 10-15 down on target. This will mean that there will be slightly less pressure on the UG teaching labs for

first year.

The strategy for overseas undergraduate and postgraduate recruitment needs to be looked at in relation to the lower than expected overseas intake this year.

The Management Team discussed the possibility of sending academic staff abroad to give lectures and promote Chemistry at the University of Manchester and discussed the need to be better at advertising postgraduate funding opportunities within the school to attract prospective candidates.

REPW will liaise with the International Office regarding strategy for engaging and recruiting overseas UG, PGR & PGT students to the School of Chemistry.

REPW

NB to look at school advertising strategies in relation to student recruitment.

NB

The PGT course needs to be looked at with Chemistry PGT being one of the two most expensive courses within the University and therefore continuation needs to be considered once hard figures are available.

REPW and NB to discuss the possibility of offering fixed scholarships to entice PG applicants to the school.

REPW/NB

Recruitment and admissions will undergo a restructure, at the moment this is in consultation phase and there will be a meeting later this week to discuss further. A further update regarding this will be provided at the next Management Team meeting.

REPW also confirmed that the school needs to find a new admissions officer from September 2017. REPW will look at the school workload model and consider an appropriate person to shadow Peter Gorry in the lead up to his departure.

2. Restructure and what happens next

REPW recently attended a faculty meeting where there was a big emphasis of performance review and the university is looking very seriously now at performance review of underperforming staff. The school are going to have to identify staff and plans for each such staff member.

In light of this the academic workload in its entirety needs to be considered (i.e., teaching commitments, admin commitments and research). REPW will consider numbers from the workload model (which is currently being updated to include new colleagues from FLS) and consult with each line manager individually prior to having a meeting with all line managers collectively.

REPW confirmed that P&DRs will not be a part of the performance review process. If any issues are highlighted in an individual's P&DR they will be dealt with separately under performance review.

REPW confirmed there needs to be standardisation of guidelines regarding academic P&DR's. RS will provide this guidance (ongoing action from previous MT meeting).

3. Long term maintenance of Chemistry building.

The school are required to test all fume cupboards prior to the LTM work. This is due to the current testing used not being up to the UK standard containment test and all fume cupboards need testing as per UK requirements as part of the major refurbishment. The testing will begin with the OMIC fume cupboards. This may cause a further delay.

An issue has also been highlighted that the transformer in the building needs replacing

before any LTM work can take place. This will involve a 3 week shutdown of electricity within the Chemistry Building and will take place in August 2017.

REPW has requested a detailed proposal of how this shutdown will be managed (including requirements for office space during the shutdown period) be drafted and further communicated ahead of time.

4. School Budget

The school had an overspend in 2015-16 on the non-pay budget. Most of this was due to one offs (e.g. H&S disposing of old chemicals, new kit for teaching lab) but there will be a more stringent control on the budget this year.

Budget and forecasting is to be looked at in more detail at a future management team meeting.

REPW confirmed that financial arrangements in FLS were different to that of FSE and that REPW will contact new Chemistry colleagues who have moved from FLS to clarify the differences.

6. Teaching Issues (AH)

1. Teaching Arrangements for 2016-17

The attachment "Teaching_Arrangements.docx" contains a summary of the main changes and new implementations for the 2016-17 session, which commences on Monday 26th September.

Welcome Week starts on Monday 19th September. A detailed schedule for this available from the Education Office if anyone wants further details.

Current admissions numbers for Y1 are around 198 at the latest count.

2. Strategic Planning

The T&L leadership (from the VP for T&L) are much exercised by 'good degree' numbers, where most schools in FSE are perceived to be not performing as strongly as we could. The FSE VD for T&L has recently posed a series of question to DoTLs, with the main one being "If you were given one academic year to raise the percentage of good degrees by up to 10% from 2013/14 data how would you approach the challenge?". The attachment "Good_Degrees_TLLT.docx" summarises what I have conveyed to the TLLT for the School of Chemistry. Almost all schools in FSE share these opinions and/or have made similar proposals (independently).

The curriculum review will progress to Y2 in 2016-17, combined with further refining of Y1 and scoping of Y3. Y2 labs will also be reviewed (the 2016-17 roll-out of Y2 labs is largely structural, not having yet been reviewed on a content or skills basis).

3. Other

GTA training is currently in progress, based on generic faculty TA training resources and specialist in-house training. This is seen as a flagship activity through the faculty and Jenny Slaughter will be working with one of the AVDs (Prof Louise Walker) on developing and

rolling out improved FSE components for Sept 2017.

The university is moving ahead with plans to expand and improve DL-based courses and modules, having established a new directorate with a University Academic Director for DL (Prof Pam Vallely). Anything we do needs to be linked into this, but this may also be a route for us to defray some of the costs of setting up or expanding a programme. I have minutes from a presentation to TLLT from Pam if anyone is interested.

7. Research issues (SW)

1. Research Committee restructure

SW will need to reconstitute the Research Committee soon. SW suggests that each new management/research grouping propose someone to sit on Research Committee as the "DTC coordinator" for each grouping.

2. EPSRC DTG or School-funded PhD studentships

Last year the research hub sent out the call for applications on 23rd Sept. The competition can be run that same way as last year or could be devolved down to each newly established research grouping.

Confirmation needed of the number of studentships available for the forthcoming round, REPW to confirm number by e-mail and call to be issued as per previous years.

3. School website.

The School website will need to be remodelled to reflect the change in structure (e.g. the current structure is at <http://www.chemistry.manchester.ac.uk/our-research/research-themes/>).

SW also considering removing the "Challenges" part of the website (<http://www.chemistry.manchester.ac.uk/our-research/research-themes/challenges/>)

SW suggests that some of the current text currently in the old research groupings can be recycled (successor groupings in brackets afterwards)

Analytical and Physical Methods	(old Analy Phys Meth Chemistry)	
Chemical Biology	(→ Chem i
Computational Chemistry	(→ Com pu
Materials Chemistry	(→ Materials Chemistry)	
Nuclear and Radiochemistry	(Inorganic)	
Synthesis	(→ Organic)	

Some text from each grouping that reflects changes in personnel and emphasis would be great. The new pages would not have roll-overs and would look something like:
<http://www.chemistry.manchester.ac.uk/our-research/research-themes/capability-themes/computational-chemistry/>

4. Fellowships page on School website

An initial version has been developed (but is not live), see:
<http://www.chemistry.manchester.ac.uk/our-research/fellowships/>

Management Team requested to review and let SW know of any fellowship schemes that should be added.

REPW

Rob Dryfe requested to consider suitable materials candidates to apply for the Royal Academy of Engineers Fellowships.

5. Stern Review of REF published

Although already circulated, the link is

<https://www.gov.uk/government/publications/research-excellence-framework-review> . Key points:

- All academic staff involved in research should be submitted
- An average of 2 (instead of 4) research outputs would be expected, with the number of outputs for each individual member of staff ranging from 0 to 6 (would be very significant if 0 were permitted).
- Research outputs would not be 'portable' with staff (therefore need to look at publications from departed staff as well).
- Numbers of impact case studies should not increase from last exercise (despite increase in staff submitted).

Formal consultation based on Stern Review recommendations to come out by the end 2016. Decisions arising from consultation published in summer 2017.

RRE 2016/17: SW has suggested to Faculty that there is a moratorium on research review exercises until we know the outcome of the Stern recommendations.

6. International links

Kazakhstan.

A delegation from the Al-Farabi Kazakh National University (KazNU) will be visiting for a week commencing 14th November. Faculty are in the early stages of developing links for potential bids to the Newton Al-Farabi Fund. Delegates are:

- Muratov Mukhit Mukhametnurovich – Deputy Director of the National Nanotechnology Lab (Interests in plasma processes: Chris Whitehead)
- Gulmira Shariphovna Yar-Mukhamedova – Director of Solid State and Non-linear Physics Dept (Corrosion, graphene(?): Rob Dryfe)
- Kistaubayeva Aida Serikovna – Head of Biotechnology Dept (Biomaterials and biotech.: Nigel Scrutton, Simon Webb, Lu Shin Wong)
- Murat Tulepov – Head of Chemical Physics and Material Science (Coal and carbonised rice husks: Nick Turner?)
- Nazhipkyzy Meruyert – Department of Chemical Physics and Material Science (Fullerenes and soot: ?)

If anyone would like to meet them and discuss potential collaborations please forward to SW.

7. Gold Open Access funding for publications

The UoM library has agreed to continue to operate a 'first come, first served' approach to allocating the RCUK block grant at least until the end of October, pending confirmation of the 2016-17 allocation.

The University's Open Access fund will be strategically allocated from the beginning of October. Sabine and SW provided a list of journals and early career researchers that would be suitable for Gold OA funding.

8. Review of Photon Science Institute at The University of Manchester

PSI Management Board is reviewing its research base to maximise the use of the outstanding space and facilities. All current users have been asked to apply to use space and the equipment presently housed in the PSI.

“Directors of Research within individual Schools will coordinate this activity” – no information has yet been provided by Faculty, but September is the proposed deadline.

9. BBSRC - UoM success rates & BBSRC strategy

April 2015 - March 2016. Overall success rate across UK was 25% (of 1778 grant applications). Success rate by value was 25%.

Over this period, success rate for UoM was 29% (of 82 grant applications). Success rate by value was 23%.

The School of Chemistry had a success rate of 25% (of 8 grant applications). Success rate by value was 24%.

“BBSRC encourages collaboration with industry, knowledge exchange and translation” – UoM performs relatively poorly on this measure.

GCRF: “BBSRC will be continuing to work with other delivery partners in launching substantial new investment programmes”

10. Porous materials and separations meeting.

Aline Miller (DoR CEAS) and SW are arranging a meeting for researchers involved in separations, with a view to nucleating applications for GCRF funds etc. SW will contact the following to see if they are interested:

CEAS: Flor Siperstein, Andrew Masters, Gyorgy Szekely, Nima Shokri and Maria Gonzalez-Miquel

Chemistry: Martin Schröder, Peter Budd, Sihai Yang, Martin Attfield and Mike Anderson

Suggestions for other interested parties to attend to be forwarded to SW.

8. Head of section reports

None to report

9. Key dates for the diary

1. 11th October 2016 – FSE Dean Visit to the School of Chemistry (2:30pm – GE005 A/B)
2. 9th November 2016 – School Board Meeting (2:00pm – G.54)

10. AOB

1. Social Responsibility (PB)

All schools have been asked to identify examples of where sustainability appears as part of the curriculum. Management Team section heads asked to consider this and provide examples to PB.

2. Better World Showcase (PB)

The school is required to nominate up to 5 people for the 'Better World Showcase' awards based on 8 categories available. PB will circulate e-mail for nominations by October.

11. Date of next meeting: 3rd October 2016 at 12.00pm – Room 1.076

ACTION SUMMARY LIST

New:

- | | |
|---|-------------------------------|
| 1. Liaise with the International Office regarding strategy for engaging and recruiting overseas UG, PGR & PGT students to the School of Chemistry | Person:
REPW |
| 2. Consider school advertising strategies in relation to student recruitment | NB |
| 3. Discuss the possibility of offering fixed scholarships to entice PG applicants to the school. | REPW/NB |
| 4. Confirm number of studentships available for the forthcoming round via e-mail | REPW |
| 5. Consider suitable materials candidates to apply for the Royal Academy of Engineers Fellowships | RD |
| 6. Identify examples of where sustainability appears as part of the curriculum and forward to PB for consideration | Section Heads |

Ongoing:

- | | |
|---|-------------|
| 7. Draft ideas for creating sensible distance learning for Physical Chemistry students | AH |
| 8. Liaise with Nigel Scrutton regarding extending the Chemistry children at work policy to cover MIB building | REPW |
| 9. Liaise with all academics to offer support for those needing to conduct P&DRs prior to the new system being rolled out in Autumn | RS |

Attachments:



Teaching_Arrangements.docx



Good_Degrees_TLLT.docx