

THE UNIVERSITY OF MANCHESTER
SCHOOL OF CHEMISTRY

**Minutes of the Management Team Meeting held on
Monday 18 October at 1.00 pm in room 4.20**

Present: Professor J C Whitehead (Chair), Dr E M Armstrong, Professor S Flitsch, Professor E J L McInnes, Professor J Micklefield, Professor G Procter, Ms N Snook, Mrs C R Taylor (Secretary), Professor E J Thomas, Professor S Yeates.

1. Apologies for absence.

None.

2. Report from Health and Safety Committee and Estates Issues.

Received:

Verbal report from Dr Armstrong.

Noted:

2.1 The new format of the Health and Safety induction has been well received.

2.2 A survey of windows is to take place with a view to replacing single glazing with double glazing where necessary.

3. Minutes of the previous meeting.

The minutes were approved and Mrs Taylor was asked to make them available on the School intranet.

4. Matters arising from the previous minutes

Noted:

4.1 *Actum 4.1*

The draft contract for the EPR service has been received with a revised start date of 1 October 2010. There is a small funding issue but this should soon be resolved.

4.2 *Actum 4.2*

Feedback from the Head of School of Pharmacy on the proposals put forward for the new 'Chemistry with Medicinal Chemistry' course is still outstanding.

4.3 *Actum 4.4*

We are still waiting to hear from Mrs Morgan on the new plan to reform the non-research accounts section in the School.

Since losing Mr Smith to Mathematics, Ms Snook was asked to investigate the possibility of retaining Mr Kirwan on a permanent basis.

Action: Ms Snook.

5. **Report from the Head of School.**

Received:

Verbal report from Professor Whitehead.

Noted:

5.1 The public spending cuts are to be announced on Wednesday 20 October. It seems to be firming up that there will be 70-80% cuts to the teaching budget. To compensate for this loss, we would need to increase our tuition fee to £8,000 otherwise our income would drop by £1M.

5.2 Research Council cuts are expected to be around 10-15%. EPSRC have a strategy on how they will manage these cuts. It is expected that they will claw back on grants that do not match their strategy.

5.3 The UK Border Agency is reducing the number of visas issued to universities. For this academic year, the university has been given 68 visas in total. This will affect the recruitment of postdoctoral workers and lecturers.

5.4 Professor Whitehead met with a group of postgraduate students who graduated from the School in 2010 to discuss aspects of the 2010 National Student Satisfaction Survey. The students suggested that we could improve our service by the introduction of third and fourth year workshops and tutorials to mirror the course options in third and fourth year.

Professor Whitehead asked Heads of Sections to introduce these suggestions and let him know when this has happened.

Action: Heads of Sections.

5.5 Professor Paul Popelier has agreed to take on the role as Chief Examiner for the School.

6. **Report from Head of School Administration.**

Received:

Paper from Ms Snook.

Noted:

6.1 The departure of Mr Robinson on ERVS means that we are not able to replace this post so a change to the technical structure is necessary. Ms Snook put forward a draft proposal for restructuring the technical services. Agreement on the proposal could not be reached so the discussion has been held over until the informal meeting on Monday the 1 November.

Action: Mrs Taylor to add to the informal agenda.

7. **Report from Director of Teaching.**

Received:

Report received from Professor Procter.

Noted:

7.1 Professor Whitehead thanked Miss Charters and Professor Procter for their help in compiling the paperwork for the Periodic Review which is to take place on 17 November. This has been a time-consuming task and all staff should be appreciative for the hard work that has gone into the preparation.

7.2 A decision needs to be made very soon on which of the courses are to be dropped. A decision was made to withdraw Chemistry with Patent Law but keep Chemistry with Business Management for another year to see if the intake on this course increases.

Action: Professor Procter to inform Dr Gorry of this decision so that the programme can be withdrawn from the UCAS handbook and Chemistry literature.

8. **Report from Director of Research.**

Received:

Report received from Professor Micklefield.

Noted:

8.1 The portal for updating staff profiles for the Research Profiling Exercise is available from 15 November. It is the responsibility of each academic member of staff to ensure that their information is correct. The deadline for updating data is 31 January 2011.

8.2 Six REF impact cases have been submitted to Professor Micklefield. Further work needs to be done on these cases before being presented to FLT.

- 8.3 The School's average citations are still quite high but it is proposed that the School's strategy should be aiming to publish quality rather than quantity and to avoid publishing work that receives zero citations. An email to this effect should be sent to all academic staff.
- 8.4 The Dean has asked Schools how they intend to improve non-UK government funding. There are a variety of funding streams available. An email will be circulated to staff highlighting these funding streams. It is imperative that we meet our research income target of £8M.
- 8.5 The EPSRC DTA studentships for 2011/2012 is 6.2. These will be awarded through a School competition that is open to all staff.
- 8.6 The 4 year PhD submission rate has fallen slightly. It was suggested that the relevant supervisors are reminded of the September submission deadline. All PhD submissions after 4 years count as late submissions, irrespective of the circumstances.

9. **Any other business.**

- 9.1 It was pointed out that the demonstration in London about student fees may clash with the School Board.