

THE UNIVERSITY OF MANCHESTER
SCHOOL OF CHEMISTRY

**Minutes of the Management Team Meeting held on
Monday 16 May 2011 at 12.00 noon in room GE.005**

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

1. Apologies for absence.

Apologies were received from Professor Flitsch and Professor Yeates.

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

Received:

Verbal report from Dr Armstrong.

Noted:

- 2.1 Dr Armstrong emailed staff about diaphrotine. She received some responses from staff who were in favour of replacing showers with diaphrontine sprays and eyewash.
- 2.2 Dr Armstrong was pleased to report that there had been no accidents or incidents since her last report to the Management Team meeting.
- 2.3 Work to refurbish the goods lift will start on the 27 June. There will be disruption during this work to the main lifts, as one of these will have to be used to transport goods up and down the building.
- 2.4 Work has been agreed to add stair edgings to all steps in the stairwells. Instead of the usual metal strips, coloured adhesive strips will be used. This is to adhere to Health and Safety regulations. There is no commencement date for this work yet.
- 2.5 Dr Armstrong reported that Estates have promised to replace all window blinds following the window replacement programme.

3. Minutes of the last two previous meetings.

- 3.1 Both sets of minutes were approved.

4. Matters arising.

- 4.1 There were no matters arising.

5. Report from Head of School

Received:

Verbal report received from Professor Whitehead.

Noted:

- 5.1 Professor Whitehead asked that members took a few minutes to remember Andrew Sutherland who sadly passed away. He was an asset to the School and would be greatly missed.
- 5.2 Professor Thomas asked who was dealing with the sponsored Water's Chair appointment. Professor Whitehead said that he was acting as facilitator Water's and the University's Contract Office to get the contract signed off. Once this process has been completed, the post can then be advertised.
- 5.3 Following the conclusion of the staff research profiling exercise, Senate has approved the release of grades to staff. These grades have gone to the appropriate line managers and staff have the option of applying for their grade though they are under no obligation to do so.
- 5.4 The third ERVS Scheme is now open until the end of September 2011. The process to follow can be found online at the following web address <http://netstaff.cmsstage.manchester.ac.uk/employment/ervs/>
- 5.5 The Faculty has assembled three Working Parties to look at technical, SEO/EO support and workshop facilities across the Faculty. The Chair of these committees are expected to deliver reports by mid-June 2011.
- 5.6 The Away Day Meeting will take place on Tuesday 17 May at the Weston Conference Centre on Sackville Street. Topics to be covered include student employability, health and safety matters, REF, delivery of teaching and the executive report from the Think Tank Group.
- 5.7 Professor Whitehead reported that he had attended the HCUK meeting in London. A number of topics were covered namely a good presentation from Professor Richard Catlow on REF who has a good grasp of the scheme. Another topic covered was the partial accreditation of BSc courses from 2012/13, which the RSC is considering. All our MChem degree courses satisfy the Royal Society of Chemistry accreditation.
- 5.8 It has been announced that the University will charge fees of £6.5k for MSc degree courses. This is less than then the final year of an MChem degree course which costs £9k. Will this cost influence students on their choice of degree course? Will it matter to students that a BSc degree does not have full RSC accreditation like MChem degree courses do?

6. Report from Head of School Administration.

Received:

Verbal report from Ms Snook.

Noted:

- 6.1 Pat Sponder gave a presentation to Heads of School Administration on a student case which could have resulted in the University having its visa licence suspended following an incident with an overseas student who was not properly registered with the University. The student in question was in breach of visa regulations to remain in the United Kingdom. Pat Sponder has agreed to give the same talk to relevant staff in Chemistry. The procedures state that every student should have 10 documented meetings with their supervisor each year. This should be documented using e-prog. All supervisors should be alerted to this recent incident and be asked to inform Karen Charters of any absences relating to research students by completing the necessary paperwork.
- 6.2 The School's technical review is in its final stages. Interviews have been arranged for the posts of Research and Analytical Services Manager and a General Support Services Manager.
- 6.3 The Faculty has set up three working groups to review technical, SEO/EO support and workshop facilities. Professor Whitehead is Chair of the SEO/EO Group. Dr Muryn is a member of the Technical Staff Support Group and Mr Mottley is representing the School on the Workshop Group. The aim of the Groups is to develop initial recommendations from the reviews by mid-June.
- 6.4 New rules relating to English Language requirements for overseas students have been announced. The UK Border Agency English requirements stipulate that all overseas students must attain 5.5 in each of the four components (reading, writing, speaking and listening). This may have an impact on some of our prospective students holding offers that do not match this requirement.

7. Report from Teaching Committee.

Received:

Report from Professor Procter: see Appendix 1.

Noted:

- 7.1 There is still no sign of the Periodic Review report.
- 7.2 CHEM20710 will be replaced by two 10-credit units with the option of students taking MLP in place of one (in either semester). The new course units will be Grand Challenges in Chemistry (semester 1) and Environmental and Green Chemistry (semester 2).

- 7.3 The EPS Teaching and Learning Committee met on the 10 May. It received comments from Schools on the 'Draft Principles for New Taught Degree Regulations', which were not favourable. It is very unlikely that these new regulations will be implemented for this coming academic year. The proposal for a University College met with disbelief following circulation of the proposal. It was thought that this proposal had been withdrawn and some staff were surprised to learn of its resurrection.
- 7.4 The annual review of Chemistry degree courses has taken place. There is a proposal to withdraw Chemistry with Business and Management as it continues to fall short of the minimum number of 15 students. It was decided to withdraw this course at the first opportunity.
Action: Professor G Procter to arrange for this programme to be withdrawn from our portfolio of programmes.
- 7.5 The Advanced Theory course this year has only six students registered on it. There is pressure from within the University to reduce the number of courses with less than 15 students. As this is not a viable course to run, it was agreed to withdraw it for 2011/12. The Curriculum Review group are due to meet next academic year to review third and fourth year courses and the group will be asked to look at developing a new course which includes advanced theory. There will be no replacement for this course in 2011/12. It was noted that there is a demand also for an analytical chemistry course. The group will also be asked to look at more cross-sectional teaching when it meets next.
- 7.6 There were no major student issues raised at the last Student Representative Informal meeting with Professor Procter.
- 7.7 The National Student Survey has now closed. The School's response rate (86%) is up on last year (75%). Results will be released in August 2011.

8. Report from Research Committee.

Received:

Report from Professor Micklefield: see Appendix 2.

Noted:

- 8.1 Staff who have been invited for interview for either the EPSRC Leadership or Career Acceleration Fellowships have been asked to contact Adrian Jarvis to arrange for a mock interview.
- 8.2 Following the call for proposals for the School's EPSRC DTA Case studentship, three members of staff have indicated that they will be able to secure additional industrial funding. They have been asked to prepare short proposals that will be assessed by the Research Committee using the same criteria that were employed in the previous competition.

9. Any other business.

9.1 There was no other business to report.

10. Date of next meeting.

10.1 Monday 20 June at 12.00 noon in room 4.20.

Appendix 1.

Report from Teaching Committee.

- 1. Periodic Review:** No sign of the report yet.
- 2. Teaching Committee:** This has not yet met. The School underwent its Periodic Review in November 2010, so there will not be the usual formal meeting in July to discuss the School's Annual Review. This allows a more substantive meeting of the Teaching Committee can be held in July.
- 3. Curriculum Review Group:** Update on the new 2nd Year curriculum (see the previous two reports for details):
 - a)CHEM20710:** To be replaced by two 10-credit units, with the option of taking the MLP in place of one (in either semester). The new course units will be: Grand Challenges in Chemistry (semester 1) and Environmental and Green Chemistry (semester 2).
 - b)COMMUNICATING CHEMISTRY:** We still await the report from Students as Partners on the meeting of the student 'focus group' (Karen is chasing it up). In the meantime GP has asked the student representatives for comments and suggestions.
- 4. EPS Teaching and Learning Committee:** This committee met on May 10th and the main issues discussed were:
 - a)Draft Principles for New Taught Degree Regulations:** The School's response was included in Tony Brown's EPS response. The new regulations are unlikely to be in place for September 2011.
 - b)Proposed 'University College':** The School needs to submit its comments by Friday 20th May. GP has circulated the proposal and asked for comments by 18th May, and will compile a School response from these. Tony Brown will include these in his EPS response.
- 5. Portfolio Review:** (This year's annual review of degree programmes). The Dean has circulated their entry numbers to HoS. With an entry of only 9 this year, Chemistry with Business and Management continues to fall short of the minimum number (15) and in view of the message from the Dean it appears to be very vulnerable and its continuation effectively indefensible. Of this year's 9 new students, 3 have withdrawn, 2 of these are transferring to business/management programmes (this is not unusual for this programme). There is a proposal to withdraw this programme.
- 6. Courses with Fewer than 15 Students:** There is very strong pressure from the Dean (and on him from the Board of Governors) to reduce the number of such courses. The School has 4 UG courses in this category; Law Seminar Programme CHEM20802 (5), Biophysical Chemistry CHEM40262 (13), Forensic Science (14) CHEM21811, and Advanced Theoretical Chemistry CHEM40201 (6). It has been decided to withdraw this last course, and move Biophysical Chemistry to semester 1. It is anticipated that a new course with Advanced Theory content will be developed as part of next year's curriculum review of Years 3 & 4. The Forensic Science programme has 21 students in Year 1, and so CHEM21811 should have >15 students in 2012–13. Chemistry with Patent Law has been withdrawn, so CHEM20802 is being 'taught out', and will be delivered for the last time in 2013–14.
- 7. Student Representative Meetings (Informal):** No major issues have been raised.
- 8. NSS Survey:** This has now closed. The School's response rate (86%) is much better than last year (75%). Results will be available in August.

Appendix 2.

Report from Research Committee.

EPSRC Leadership Fellowship/Career Acceleration Fellowships: Staff who have been invited for interviews for either the EPSRC Leadership or Career Acceleration Fellowships have been asked to contact Adrian Jarvis adrian.jarvis@manchester.ac.uk who will assist them in their preparation by hosting mock interviews.

EPSRC DTA CASE studentship. Three members of staff have indicated that they will be able to secure additional industrial funding for a PhD CASE studentship. They have been asked to prepare short proposals, and complete the standard forms, which will be assessed by the Research Committee using the same criteria that was employed in the previous competition.

BBSRC has published its annual report and accounts (available at http://www.bbsrc.ac.uk/web/FILES/Publications/bbsrc_annual_09_10.pdf). The University of Manchester received the most grant funding (£17.79m) and postgraduate funding (£4.49m) in 2009/10. BBSRC have a number of vacancies on their Strategy Panels, Core Committees including the Training Awards Committee and the Pool of Experts. The closing date for expressions of interest is 27 May. Details of vacancies are available at <http://tinyurl.com/6kkuk5d>.

NMR: The University has agreed to fund the purchase of a new 800 MHz NMR. The instrument will be purchased by the end of July 2011 and will be located in MIB. This will be linked to the refurbishment of the existing 600 MHz NMR spectrometer in MIB and the appointments of a full time Chair in Biological NMR and a manager of the NMR facility. An additional 500 MHz NMR will also be relocated into MIB, to provide a state-of-the-art high-field NMR facility.

MIB Fellows: Plans are underway to establish an MIB fellowship scheme, which aims to attract up to 6 early career fellows to MIB, over the next 3 years. It is suggested that the fellowships will follow a model adopted by FLS, which includes interviewing and selection at the outset, followed by a 6-year monitoring, assessment and probation period. The fellow would need to secure an external fellowship (e.g. 4-5 years) but salary costs would be underwritten for the remainder of the 6-year period. Potentially the fellows could be supported through any of the relevant faculties, including FEPS. This could be an opportunity for the School to attract new talent in biological and related chemistry that is relevant to the School research themes. Details will be announced shortly.