

The University of Manchester
SCHOOL OF CHEMISTRY

**Minutes of the Management Team meeting held on
Monday 8 October at 12.00 noon in room G.02**

Present: Professor J C Whitehead (Chair), Professor P M Budd, Professor D Collison (*vice* McInnes), Professor G A Morris (*vice* Yeates), Professor D Procter, Professor G A Procter, Ms N Snook, Mrs C R Taylor (Secretary).

1. Apologies for absence.

Professor McInnes and Professor Yeates.

2. Minutes.

These were approved and Mrs Taylor was asked to add them to the Chemistry intranet site.

3. Matters arising.

- 3.1 The University of Manchester has agreed to participate in the Brazilian Government's Science Without Borders (SWB) Scheme. This is open to Brazilian postgraduate students who wish to undertake a PhD in the UK. The School has committed itself to taking on two postgraduate students starting in 2013.
- 3.2 Professor Whitehead recently met with Professor Withers about BP ICAM. As a result of this discussion, Tracey Lowe arranged to meet with Professor Whitehead about a Chemistry specific project.

4. Report from Head of School.

- 4.1 Student numbers for 2012/13 are still shifting. Our present undergraduate intake is 181 home and 10 international. This leaves a shortfall of 14 and 15 respectively. Considering where we were after receiving the A-level results we have done extremely well.
- 4.2 Twenty two students have registered for the taught MSc course. This leaves a shortfall of three. As we are now three weeks in to the Semester it is too late to admit anymore students.
- 4.3 Our postgraduate research intake for home and international students for 2012/13 are above agreed targets. As students can register anytime during the academic year this causes a discrepancy in the School accounts as the financial year is not in sync with the academic year.

- 4.4 Mr Ian Bradley is undertaking a review of the School's undergraduate and postgraduate recruitment procedures. He is commissioned to talk to staff working in these areas. He will complete a report on the conclusion of his review and submit it to the School.
- 4.5 The UK Border Agency is visiting the University in November 2012 to scrutinise the way we handle international students as part of our duties as Sponsors under our licence to admit international students. Thus it is essential that we see the original certificates and diplomas of all our international students and their attendance and progression is up to date on eProg. The University is expecting 100 percent compliance.
- 4.6 EPSRC are preparing to issue a call for proposals for Doctoral Training Centres. Prior to the call being made, EPSRC have started to engage with key stakeholders on priority areas which has involved a dialogue with Universities. It was noted that DTC are a costly way to recruit PhD students especially in terms of teaching, travel and administration.
- 4.7 Neil Viner is visiting the University on Tuesday 23 October and is spending time meeting Head of Schools. If anyone has any issues they would like raising, they should let Professor Whitehead know so that he can put on his agenda in time for the meeting.
- 4.8 The time allocation survey needs to be completed by academics. It is important when completing the survey that staff give an honest reflection of their time spent as we are obliged to demonstrate to our funders (HEFCE and RCUK) that the institution is managed in a financially sustainable way.

5. Report from Head of School Administration: see Appendix 1.

- 5.1 As reported by Professor Whitehead, the UK Border Agency expects full compliance from the University under the Tier 4 visa rules. This means that each School has to confirm sight of the original examination certificates when students arrive on campus. This is for new and returning students. Each student received an email asking them to come forward with their certificates.
- 5.2 The next School web meeting is planned for Friday 12 October. Dr Neil Burton has agreed to take the School lead on this. The planned launch of our new website was going to be 5 November but due to bereavement the schedule has been delayed.

It was stressed at the meeting that this project needs to be completed as quickly as possible and it was suggested that this can only be achieved by engaging a dedicated web designer to work with staff in the School.

Mrs Taylor was asked to arrange for Professor Whitehead, Dr Burton and Ms Snook to meet as soon as possible to discuss this matter.

Action: Mrs Taylor.

6. Report from Director of Teaching: see Appendix 2.

- 6.1 It was noted that the next meeting of the EPS Teaching and Learning Committee will discuss employability. The Committee wants to know what schools are doing to enhance the students' chances of gaining employability after graduation. Professor Procter said that he would submit a report at the next Management Team meeting on the discussion that took place.
- 6.2 A University wide review of all taught programmes is to start soon. Chemistry with Forensic Science and Analytical Chemistry will probably come under close scrutiny because present numbers enrolled on the course are five (3 home and 2 international). The Teaching Committee suggests that we offer this course for another year but if recruitment to the course remains the same we should consider phasing out the course. Enrolment on the MChem Chemistry with Study in Europe course only has five home students registered on it. It has been suggested that we combine 'Chemistry with Study in Europe' and 'Chemistry with Study in North America' into one programme called 'MChem Chemistry with Study Abroad'.
- 6.3 The KIS data is now available to the public. The KIS data does not use all the internal data that we produce hence the discrepancy between the NSS data and KIS data. We need to put the data into perspective and add to our internet pages.
- 6.4 Professor Procter was thanked for analysing the NSS data. He was asked to take this data to the Teaching Committee to assess why some results have dropped to certain questions. Our NSS results were second in the Faculty after triple EEE.

7. Report from Director of Teaching: see Appendix 3.

- 7.1 Professor Budd reported on research awards and applications. The statistics show that staff have been very busy submitting applications and Professor Whitehead was pleased that staff have taken heed of the need to increase research income. The value of applications submitted during the period 1 August 2012 to 30 September 2012 amount to £10,073,435 (22.82 projects). This excludes the Marie Curie Fellowship applications as they are not logged on RMS. If included the value of applications applied for amounts to £11,291,154 (27.82 projects).

The value of awards during the period 1 August 2012 to 30 September 2012 amount to £1,930,747 (8.85 projects).

It was noted that Dr Natrajan has just been awarded a Research Leadership Award by the Leverhulme Trust. Professor Whitehead said that he would send round an email to colleagues announcing this news.

Action: Professor Whitehead.

7.2 Nominations for RSC 2013 prizes and awards are now open. Head of Sections are encouraged to make nominations. Closing date for applications is 15 January 2013.

Action: Head of Sections.

7.3 *REF preparation.*

(a) Staff should be advised that if they are planning to submit new quality outputs they need to get these published within the publication period (1 January 2008 to 31 December 2013). Professor Budd was asked to send staff an email with this information.

Action: Professor Budd.

(b) The deadline for REFPE2 is Monday 15 October 2012 and all staff are required to visit their REF portal to review and update their publications. Professor Budd was asked to send round an email to staff reminding them of this deadline and include the link to the portal.

Action: Professor Budd.

(c) The publication of 2012/2013 REFPE results will be made known on 23 January 2013.

(d) The code of practice deadline for feedback to staff on the likelihood of inclusion in the REF final submission is 31 January 2013.

7.4 The new research support team has been in place since 9 July and have been kept busy submitting applications. The team has settled in well and are working well together.

8. Any other business.

8.1 There was no other business to discuss.

9. Date of next meeting.

9.1 Monday 5 November 2012 at 11.00 am in room G.02.