

The University of Manchester
SCHOOL OF CHEMISTRY

**Minutes of the Management Team meeting held on
Monday 17 December at 12.00 noon in room G.02**

Present: Professor J C Whitehead (Chair), Professor P M Budd, Professor S Flitsch, Professor E J L McInnes, Professor D Procter, Professor G Procter, Ms N Snook, Mrs C R Taylor (Secretary), Professor S Yeates.

1. Apologies for absence.

There were no apologies received.

2. Minutes of the last meeting.

These were approved and will be published on the School intranet.

3. Matters arising.

3.1 *Actum 2.12*

It was reported that the room temperature in laboratory GE.006 is presently constant during the day.

3.2 *Actum 5.1*

Representatives of the University recently returned from a successful trip to Mexico, Chile and Brazil. A further 200 CONACyT scholarships were secured on top of the existing 100. These scholarships are fully funded and are available across all areas of the Faculty. Potential students for these scholarships will be interviewed in Mexico. Dr Teresa Alonso-Rasgado is the Director of the EPS-CONACyT programme and research projects should be forwarded to her. Her email address is teresa.rasgado@manchester.ac.uk. Discussions with Chile and Brazil are continuing.

3.3 *Actum 5.3*

It is expected that EPSRC will issue a call for Centres for Doctoral Training (CDT) in February 2013. In advance of this call, the University has done an initial assessment of research area strengths against the EPSRC CDT priority areas. Universities are encouraged to start having discussions with potential collaborators. AstraZeneca has indicated an interest in putting in a bid with us and two other Northern Universities such as Liverpool, Leeds or Sheffield. The contact at AstraZeneca for discussions on this topic is John Leonard.

3.4 *Actum 5.7*

The EPSRC Core Capability bid was successful and the procurement of equipment has now started.

3.5 *Actum 7.3*

Dr Agger and Dr Heath put themselves forward to serve on the Faculty Disciplinary Panel meetings. It was also suggested that Dr Regan would be a suitable candidate for this role.

4. Report from Head of School.

- 4.1 Undergraduate applications to Chemistry are up by 40% on last year and by 18% in 2011. The last time we saw these numbers was back in 2004. Due to the increase in numbers we need to increase the pool of interviewers by three per section as we need to invite more applicants up per visit. It will not be possible to arrange additional visit days after the Easter break because Chemistry lecture theatres are not available.

Applicants have until the 15 January 2013 to put in UCAS forms so it is likely that we will receive more forms after the Christmas and New Year break. As we need to translate offers into acceptances, a letter with School news will be sent to those who have already received an offer from us.

- 4.2 Professor Whitehead informed the meeting about the ventilation project due to start in April 2013. The sixth floor will be used as decant space and will be refurbished incorporating research laboratories and writing up rooms. The initial plan is to relocate staff who already occupy space on the sixth floor to allow the refurbishment to get started. Once the work on the sixth floor is complete, one side of each floor will be moved to the sixth floor for approximately 3 months. It should be noted here that staff may not end up back in the same location as consideration needs to be given to those academics that have got expanding research groups. It was suggested at the meeting that this might be an opportunity to think of creating teaching space for taught masters' students. It was also suggested that this might be an opportunity to think about putting in a service tube for nitrogen and a helium recovery system. The work will take approximately 4 years to complete.
- 4.3 It has been suggested that Radiochemistry activity across the Faculty should form a Centre and be based in the School of Chemistry.

5. Report from Head of School Administration.

- 5.1 Administrative staff in the School have been busy checking that we have all the required documentation for all international students to ensure that we are compliant with UKBA requirements. The work has been completed well ahead of time. There will be an audit on this work carried out by the UKBA early next year.
- 5.2 The web text for Chemistry's main landing page has been received and requires revision. It is hoped that our website will be ready to go live in the New Year. The problem will still remain that without dedicated web support the website will soon get out of date. The SEAES website has gone live and some snagging issues have been identified.

6. Report from Teaching Committee: see Appendix 1.

- 6.1 Dr Danielle George met with Professor Garry Procter and Dr Mark Whiteley. Dr Peter Gorry was invited to attend the meeting so that he could raise the problems he encountered with Blackboard 9 when preparing material for the teaching of mathematics to first year students. After discussion, Dr George said that she would speak to Alex Szymanski about this to get the problem sorted. Professor Whitehead said that he had apologised to first year students and reassured them the problem is under investigation by Faculty IT services.

- 6.2 The main discussion at EPS Teaching and Learning Committee was the timetabling project. Karen Charters' concerns are listed in Appendix A.
- 6.3 The Curriculum Review Group met and the main actions from this meeting can be seen in Appendix B. A suggestion put forward at the meeting was for a lecturer of a course to offer tutorials on that course so as to offer more insight and depth on the topic. The more you know about a topic the more interesting it becomes.

7. Report from Director of Research: see Appendix 2.

7.1 Award and applications from 4 October 2012 to 14 December 2012.
We have been awarded £7,180,875.99 and have applied for £21,881,419.24. We have been awarded £9,135,523.50 this financial year which does not include £1M for Professor Micklefield's BBSRC LoLA, the £1.25M in Marie Curie Fellowships, Professor Popelier's EPSRC Fellowship or the BP money. This is excellent news for the School.

7.2 The deadline for nominations for RSC 2013 prizes and awards is 15 January 2013. Nominations are encouraged.

7.3 The Research Committee met on the 12 December to review applications for DTA studentships. Eight applications were received and the Committee recommends that the following collaborative projects be funded:

1. Greaney/Micklefield: integrated catalysis
2. Clayden (PI), Turner M (Col): molecular telecommunications
3. Fielding (PI), Flitsch and Webb (Cols): carbohydrates for cell-specific targeting.

If a fourth studentship becomes available then Dr Natrajan and Dr Coe have very good proposals and either would be acceptable to be the recipient of the studentship.

No application was received for the CASE studentship so the Industrial CASE competition has been re-opened with a deadline of 21 January 2013.

7.4 The University has adopted a Research Data Management (RDM) Policy (see Appendix 1). A key aspect of this policy is that it is the responsibility of a principal investigator on a relevant project to ensure that a Research Data Management Plan is created, recorded, adhered to and updated as necessary. The plan must follow guidelines, which have not yet been written. It is in the School's interest to ensure that the guidelines are written so as not to place an excessive burden on PIs. Each School has been asked to provide at least one representative for an RDM working group.

8. Any other business.

There was no other business to discuss.

9. Date of next meeting.

Monday 14 January 2013 at 12.00 noon in room G.02.