

The University of Manchester
SCHOOL OF CHEMISTRY

**Minutes of the Management Team meeting held on
Monday 21 January 2013 at 12.00 noon in room G.02**

Present: Professor J C Whitehead (Chair), Professor P M Budd, 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.

Professor Flitsch and Professor Yeates.

2. Minutes of the last meeting.

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

3. Matters arising.

3.1 *Actum 5.1*

Following a successful trip to Brazil, there is an initial agreement to take on undergraduate students for a one year internship. During the internship, the students will study a mix of second and third year courses. It is anticipated that the School will take five students. It is hoped that once these students have had a taste of Manchester they will return to do a PhD.

3.2 *Actum 5.3*

The process of managing bids for EPSRC Centres for Doctoral Training (CDT) is to be managed at the University level by the Manchester Doctoral College. Professor Richard Winpenny and Professor Ann Webb have been nominated to coordinate the Faculty's EPSRC CDT bids. The Faculty would like to have eight CDT which means that 20 proposals need to be submitted to secure this number. People in Chemistry working on proposals include

- David Procter (Synthesis bid)
- Paul Popelier
- Mike Turner (Functional Materials and also Polymers bids)
- Nick Turner (bid in Chemo/bio-Catalysis involving University of Manchester colleagues Greaney/Turner/Scrutton/Procter/Clayden et al.), Leeds and Liverpool
- Dr Nick Bryan (renewal of NOWNANO)
- Professor Rob Dryfe
- Professor R Goodacre (Biophysical Methods (joint MIB/PSI bid))

3.3 *Actum 7.3*

As previously agreed, Dr Andrew Regan was suggested a suitable candidate to serve on the EPS Disciplinary Panel. Professor David Procter was to inform Dr Regan of this decision and then confirm with Professor Procter.

4. Report from Head of School.

- 4.1 Our undergraduate applications continue to rise. We have received 1100 applications which is a rise of 41.5% on last year. Before Christmas, 330 applicants were invited for interview and the remaining applicants have been invited for interview during the months of February and March. This is very good news even though it has created more work for everyone involved with admissions.
- 4.2 The first plan of the layout of the sixth floor to facilitate the whole of the ventilation project has been received. The space will accommodate synthetic laboratories, writing up rooms and open laboratory space where glove boxes can be placed. The date that is emerging for the work to start is the 10 July.
- 4.3 Professor Whitehead announced that the following people were successful in their bids to the Dean's Strategic Fund for 2013:
- Paul Popelier, Veronica Sanchez-Romaguera, Roy Goodacre, Garry Procter, Patrick O'Malley, Sven Koehler, Neil Burton, Graham Booth, Lu Shin Wong and Louise Natrajan.
- Thus, the total amount awarded to the School was £144k from the total of £1M. A significant amount of this money went to support teaching activities including equipment for the teaching laboratories and the refurbishment of the Schunck Library on the fourth floor of the Chemistry Building.
- 4.4 The School is now half way through the financial year. A major concern is that research spend is running half a million below projection. Ms Snook was asked to liaise with Dr Rozentals to investigate why this is happening.
- 4.5 Professor Whitehead and Nicky Snook are currently involved in budgeting for the financial year 2013/14. This involves meetings with finance staff to discuss our budget requirements.
- 4.6 Dr Claire Evers has announced that she has accepted a new appointment at Liverpool and will leave at the end of her three months notice.
- 4.7 Dr Rozentals is to go on maternity leave from July 2013. By this time most of the work for the REF exercise will have been completed. Permission for a replacement with a four week overlap has been approved. Ideally the best person would be to appointment someone from within the University who is doing a similar role. The advert is to appear soon.

5. Report from Head of School Administration.

- 5.1 Mr Ian Bradley conducted a review of our current systems and procedures for undergraduate and postgraduate admissions. He interviewed staff who work in these areas and produced a summary of his findings together with recommendations. One major concern is the use of an old Apple Mac which manages many aspects of the undergraduate admissions process. This is an in house system created by Dr Gorry which only runs the visit days/interviews/letters/reports/conversion stats part of the UCAS process. In addition, the system is not easy to maintain and in terms of maintenance is managed only by Dr Gorry which presents a significant risk to the School. It is

recommended that after the 2013 admissions cycle is complete the School discontinues using the Apple Mac system and investigates other alternatives.

- 5.2 The review also suggested that the School sets up a Postgraduate Committee to cover admissions, recruitment, pastoral care, progression checking, etc. Mrs Taylor was asked to contact Dr Pritchard to ask him to draw up an outline terms of reference for this committee.

Action: Mrs Taylor.

- 5.3 Mr David Gordon is the only glass blower within the University. To train an apprentice takes 5 years and Mr Gordon will have retired before the end of the 5 years so will not be able to complete the training. Ms Snook will take this matter forward to Mrs Rachel Brealey, Head of Faculty Administration, to find a solution.

- 5.4 The new Chemistry web site will hopefully go live on the 11 February. The web team have asked Ms Snook to provide names of staff who can be highlighted on our new web pages as success stories. Names were suggested for Ms Snook to contact.

6. Report from Teaching Committee: see Appendix 1.

- 6.1 The EPS Teaching and Learning Committee met on 15 January. The main topic on the agenda was for each School to report on a 'discussion point' from their Teaching Action Plan. Chemistry will report on its Curriculum Review process. The idea is just to share in good practice amongst schools.

- 6.2 The Curriculum Review Group met on 16 January and the main matter for discussion was the possible changes to the Year 3 practical course. The majority of feedback on the plan was not to progress with the suggested changes. Special thanks were extended to Hayley Teixeira-Roxburgh for organising and running a consultation exercise with a group of year 4 students to discuss this plan for change. An alternative proposal will be explored at the next Curriculum Review Group meeting.

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

- 7.1 Applications have been received for a CASE studentship from the DTA. These applications will be reviewed at the Research Committee meeting on 7 February.

- 7.2 Management Team members discussed possible names to be representatives on the EPS Focus Group for the Research Data Management Policy. Names were suggested and Professor Budd was asked to make contact with them to ask if they would be willing to represent the School.

- 7.3 Each year the School is asked to provide a nomination to EPS for Researcher of the Year. How do we progress this in the School? It was suggested that Professor Budd sends an email to Heads of Sections for a nomination which is then fed to the Head of School to encourage the nominee to apply.

8. Any other business.

There was no other business to discuss.

9. Date of next meeting.

Monday 11 February 2013 at 12.00 noon in room G.02.