

## School of Chemistry

**MANAGEMENT TEAM****Minutes of the Management Team meeting held on  
Monday 28 May 2013 at 12.00 noon in room G.02**

Present: Professor Christopher Whitehead (Chair)  
Professor Peter Budd  
Professor Eric McInnes  
Professor Gareth Morris  
Professor Garry Procter  
Mrs Christine Taylor (Secretary)

**1. Apologies for absence.**

Apologies were received from Dr Armstrong, Mrs Barker, Professor Flitsch and Professor Procter.

**2. Minutes.**

2.1 The minutes were approved and would be placed on the Chemistry intranet.

**3. Matters arising.**

To note:

**3.1 Actum 2.4 Building work**

The fourth floor Schunck library is to be transformed into a writing room for undergraduate students. Work is expected to commence in the last week of June.

**3.2 Actum 6.1**

Dr Andrew Horn is the School's contact for Remondis. He has liaised with Remondis regarding MChem projects for our industrial placement students. As an aside, Dr Peter Gardner has been actioned with setting up an Analytical Centre within EPS which will encompass teaching and research. Thus, it might be appropriate for Dr Gardner to engage with Remondis with regard to them contributing to the project. It has also been suggested that Remondis liaise with the University's Careers Service to strengthen recruitment activities.

#### **4. Report from Head of School.**

To note:

- 4.1 Following a request from the Head of School, many members of staff have expressed concerns about the service offered by HR in particular since the introduction of the centralised service. This is placing pressure on staff in the research hub. A meeting has been arranged for three Heads of Schools within EPS to meet with Karen Heaton, Director of Human Resources, to raise these issues with her.
- 4.2 Dr Sarah Heath has been awarded the President's Distinguished Achievement Medal for Teacher of the Year for 2013. This will be conferred at the Distinguished Achievement Awards Presentations on Friday 28 June 2013.

#### **5. Report from Director of Teaching – see Appendix A.**

To note:

- 5.1 Professor Procter discussed his report which is detailed in Appendix A.
  - 5.1.1 There is a proposal at Faculty level to implement a five year review of all academic teaching staff which would be undertaken by two reviewers; one external to the University. The proposal will be submitted to Senate for approval.
  - 5.1.2 The Head of School and the Director of Teaching met with year students and the feedback from these meetings have been very positive. If this is a reflection of how students feel then the result of NSS survey should be good.

#### **6. Report from Director of Research – see Appendix B.**

To note:

- 6.1 A paper copy of awards and applications were circulated at the meeting for information.
- 6.2 It is now known that the Graphene, Nownano and Nuclear bids have been successful at Faculty level and staff have been invited to put forward full bids to EPSRC for Centres for Doctoral Training in these areas. Full applications are to be ready for submission by 18 July.

#### **7. Another other business.**

- 7.1 There was no other business to report.

#### **8. Date of next meeting.**

- 8.1 Monday 8 July at 12.00 noon in room G.02.