

The University of Manchester

School of Chemistry

Minutes of Research Committee Meeting Number 27
held on Thursday 8 March 2007 at 4.00 pm in Room 7.28
Operations Subgroup

Present: Dr DJ Procter (Chair), Professor JNL Conner (*vice Hillier*) Dr RAW Dryfe, Dr AC Regan, Dr PLA Popelier, Dr ML Turner, Dr A Fretwell (Secretary)

1. Apologies for absence

Apologies were received from Professor Clayden, Professor Hillier, Professor Kell, Professor Morris, Dr Schroeder, Professor N Turner, Professor Winpenny

In the absence of Professor Morris, Dr Procter chaired the meeting.

2. Minutes from previous meeting

No corrections to the previous minutes of the operations subgroup meeting on 2 Nov 06 were recorded.

3. Matters arising

Dr Popelier and Dr Regan reported that the new reports from Oracle Financials on grant expenditure, which are available to all principal investigators, are satisfactory.

Dr Popelier requested that important School documents, for example exam board dates and student lists, are placed on the School intranet in a very obvious location. Dr Regan suggested that circular emails could indicate when updated documents are available on the intranet (with their URL), rather than email out the document to everyone.

4. Review of web research pages (DJP)

Dr Procter reported on the current research pages of the School web-site. The personal pages for all academics have been created using a standard template and have a uniform style; however some personal pages are more comprehensive than others. The group pages, which are linked to from the personal pages, are of very variable style and quality, with some pages particularly out of date. Dr Procter felt it would be preferable to remove links to out of date group pages, rather than have them potentially damage the profile of the School.

It was noted that there is no standard template for group pages, but that Dr Liem will assist with creating pages if he is given the content.

Action: Dr Procter to email all academic staff to give them a deadline of one month to update their personal and group web pages. If group pages are not updated the link to them will be removed. Heads of research groupings will be asked to monitor that their members have updated their web pages.

5. **Research away day planning for 11 May (DJP)**

A research away day is currently planned for 11 May, Dr Procter asked the Committee for their ideas on a suitable format for the day. The following topics were suggested:

- A review of the President's 2015 agenda, and the implications for the School of meeting its objectives
- A sandpit type event to produce ideas for collaborative projects within the School, within groupings and between groupings
- To select a single theme, e.g. energy and sustainability and look at how the School can address this area
- To select a variety of themes, for example the themes identified at the previous strategy meeting, and allow participants to split into groups to discuss them
- A presentation on EU FP7 opportunities, followed by a discussion of how the School can be involved

Concern was expressed over the timing of the research away day and its closeness to the teaching away day

6. **RAE2008 update**

Dr Procter informed the committee that digital object identifiers (DOIs) are required for each output submitted for RAE and that the Faculty has provided some but not all of these on its database. Committee members felt that DOIs are easy to obtain and that the School could provide any that are missing. Dr Fretwell explained that she would be asking everyone to update their four selected RAE outputs in May. A discussion over the merits of communications versus full papers took place; the general feeling was that each should be considered on its own merits and that it was difficult to give a judgement on this.

7. **School Research Report for 2005/2006**

The board members discussed the current Research Report and gave suggestions for the new one. The following points were noted:

- The current version is rather text heavy; more images should be included in the new version
- Is it necessary to give all the information on PhDs awarded, is it sufficient just to indicate the number, year and list of countries, to indicate the volume and international profile of the School studentship base?
- The merits of listing all the papers for everyone was questioned, no conclusion was reached on this
- Could we use a graphical representation (bar charts, pie charts etc.) for grant income, no of PhDs, no of papers etc
- Research Institutes and external collaborations should feature
- Good quality, glossy, paper is essential

8. **School training and development plan**

Professor Turner requested that the reference to customer service is removed from the suggested Investors in People document; he felt it was inappropriate to use it to describe the academic and student relationship.

Action: The Management Team should be urged to reconsider this document.

9. EPSRC Energy Science and Innovation award

Professor Turner noted that the School could have looked at a bid to build capacity in the area of energy, but that the shortness of the deadline now pre-empted that.

10. Any other business

No other business was discussed.

11. Date of next meeting

Operations subgroup: Thursday 10 May, 4.00pm in room 7.28

Ann Fretwell
15 March 2007