**ALLIANCE MANCHESTER BUSINESS SCHOOL**

**WAM MANAGEMENT GROUP**

**Wednesday 23rd October 2019**

**NOTES & ACTIONS**

**Present:** Fiona Devine (Chair);Ken McPhail; Christina O’Connor (Notes); Janine Ellis; Eva Niesten; Helen Dean, Andy Peet

1. **Apologies:** Elinor O’Connor, Suzanne Espenlaub
2. **Minutes of the last meeting**. The minutes of the previous meeting were accepted with no revisions.
3. **Matters arising from last meeting.**

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| **Action Point** | **Action** | **Outcome** |
|  | Christina to invite Susanne Espenlaub to the meetings until Isabel Tavora returns. | **Completed.** |
| **3 – previous minutes.** | **Role descriptions**: Janine to speak to Leo Tarasov regarding the Head of Research Centre and Head of Research Group roles. | **Leo Tarasov will complete this by the end of October for the missing roles.** |
| **3 – previous minutes.** | **PGR Courses –** to be finalised by Ken & Anne. | **This is currently ongoing as part of the RTP review taking place. The changes need to be in place for next September so it is important we are able to see a timeframe regarding this review in order to manage any implications.** |
| **4 – previous minutes.** | **Journal Editors:** Needs to be finalised. | **Completed: The wording has been revised however it may be worth revisiting this in relation to FT50.** |
| **4 – previous minutes** | **Athena Swan draft action plan:** Outcome of June Meeting. | **A meeting was held on 18th June. There are no specific WAM outcomes following this meeting.** |
| **4** | **WAM summary report for 2018/19 – draft paper -** Janine and Andy to make the necessary changes suggested and Janine to circulate the final version of the report. | **To be discussed in today’s meeting.** |
| **5** | **WAM Framework document –** Report passed by WAM committee and will be put into practice. | **To be discussed in today’s meeting.** |
| **6** | **Ethics –** Elinor to raise the issue of ethics in relation to other UK Business Schools at The Russell Group meeting. | **Janine to follow this up with Elinor.** |
| **6** | **Ethics –** Ken to raise ethics next week when he meets with the School of Environment, Education & Development (SEED) | **To be discussed in today’s meeting.** |
| **7** | **WAM guidelines 2019/20 –** Janine to finalise this document for circulation. | **Completed.** |

1. **WAM summary report for 2018/19.**

* **Noted:** Janine updated that this had been presented at the SLT away day in July and that the only change made was to add data on research buy-outs across the Divisions.
* **Action: Following discussion at the School board regarding the WAM, it was agreed to add commentary to accompanying graphs/tables in this document.**
* **Action once agreed by SLT and the WAM Management Group, Janine to upload to the intranet.**

1. **WAM guidelines 2019/20.**

* **Noted:** Janine and Andy updated on the changes they have made to the guidelines.
* **Action: Andy to check with Jo Couling and update 4.1 Presidential Fellows section of the report as Fiona believes this should be zero teaching in the first year and then follow the probationers’ criteria in year one, two and three.**
* **Action: Janine to check MBA allowances with Fran Johnson.**
* **Action: Andy and Janine to update and streamline the report making it more logical and keeping all teaching roles and admin roles separate.**
* **Action: Fiona to circulate this report once finalised together with the WAM summary report 2018/19 and upload this information to the intranet.**

1. **Issues raised by Divisions/Activity Areas.**

**Ethics roles (KM)**

* **Noted:** Ken explained the current ethics procedures and how time consuming they are. Two new Ethics Co-ordinators have been appointed – one for PGR and one for MSc programmes both with 10% work allocations. In its current form the MSc role is exceeding this 10% workload.
* **Action: Following discussion amongst the group it was decided that the issues around the ethics paperwork, procedures and dissertation ethics application form should be documented by Ken and sent to Fiona.**
* **Action: Fiona to raise this with the Faculty Leadership Team (FLT) on Monday.**
* **Action: Ken to investigate how ethics is managed in the School of Environment, Education & Development (SEED) and also speak further with the MSc Ethics Co-ordinator.**
* **Agreed:** MSc Ethics Co-ordinator to receive an extra 10% WAM allocation in the interim until this problem is rectified.
* **Action: Ken and Fiona to liaise with one another regarding any feedback received from Faculty and then discuss what help can be provided to the situation.**

**Presidential Fellows allowances** – discussed above.

**Consultancy days (JE)**

* **Agreed:** It was agreed by the group that outside work for Executive Education and Global MBA should be the equivalent of 50 WAM days.

**Allowance for staff attending HNAP who are not on probation (JC/NP)**

* **Agreed:** Following discussion it was agreed that the wording in the 2019/20 scheme document should be changed to staff on fixed term contracts with ‘appropriate experience’ may be allocated up to 20% probation reduction in year 1 if the role is a first role since PhD or if the appointee has limited experience. A 10% allowance was recommended for staff attending HNAP who are not on probation.

**Internal peer reviews (PMO)**

* **Action: Janine to check how many people this involves and arrange a meeting with Elinor and Michelle Kipling to discuss the policy from Faculty and if there is a need for people to be conducting an internal review of people on probation.**

**Moderation on Global MBA course units (MSM)**

* **Noted:** Fiona mentioned that this should be a 10% allowance in line with PGT.
* **Action: Janine to check this with Fran Johnson.**

**AHT & Programme Directors hours (MSM)**

* **Action: Fiona to speak with Jamie regarding this.**

**Unfortunately due to time constraints it is proposed that the following points are addressed via email, with the group sending responses to Janine:**

**Programme Director Over-load**

**IMP issues (SM)**

**HNAP portfolio review marking (A&F)**

**7. Feedback from CABS WAM meeting (AP)**

**8. Any other business.**

**9. Date of next WAM Management Meeting: 27th February 2020.**

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| **Action Point** | **Action** | **To Action** |
|  | Future meetings to be 1.5 hours. | **C O’C** |
| **3 – previous action** | **Role descriptions:** To be completed by end of October 19 by Leo Tarasov – Janine to provide update. | **JE** |
| **3 – previous action** | **PGR Courses**: Ken to provide an update as this is currently ongoing as part of the RTP review. | **Ken M** |
| **6 – previous action** | **Ethics:** Elinor to provide an update regarding ethics in relation to other UK Business Schools at The Russell Group meeting. | **E O’C** |
| **4.1** | **WAM summary report for 2018/19**: Following discussion at the School board regarding the WAM, it was agreed to add commentary to accompanying graphs/tables in this document. | **JE/AP** |
| **4.2** | **WAM summary report for 2018/19:** once agreed by SLT and the WAM Management Group, Janine to upload to the intranet. | **JE** |
| **5.1** | **WAM guidelines 2019/20:** Andy to check with Jo Couling and update 4.1 Presidential Fellows section of the report as Fiona believes this should be zero teaching in the first year and then follow the probationers’ criteria in year one, two and three. | **AP** |
| **5.2** | **WAM guidelines 2019/20:** Janine to check MBA allowances with Fran Johnson. | **JE** |
| **5.3** | **WAM guidelines 2019/20:** Andy and Janine to update and streamline the report making it more logical and keeping all teaching roles and admin roles separate. | **AP/JE** |
| **5.4** | **WAM guidelines 2019/20:** Fiona to circulate this report once finalised together with the WAM summary report 2018/19 and upload this information to the intranet. | **FD** |
| **6.1** | **Ethics:** Following discussion amongst the group it was decided that the issues around the ethics paperwork, procedures and dissertation ethics application form should be documented by Ken and sent to Fiona. | **Ken M** |
| **6.2** | **Ethics:** Fiona to raise this with the Faculty Leadership Team (FLT) on Monday. | **FD** |
| **6.3** | **Ethics:** Ken to investigate how ethics is managed in the School of Environment, Education & Development (SEED) and also speak further with the MSc Ethics Co-ordinator. | **Ken M** |
| **6.4** | **Ethics:** Ken and Fiona to liaise with one another regarding any feedback received from Faculty and then discuss what help can be provided to the situation. | **Ken M/FD** |
| **6.5** | **Internal peer reviews (PMO):** Janine to check how many people this involves and arrange a meeting with Elinor and Michelle Kipling to discuss the policy from Faculty and if there is a need for people to be conducting an internal review of people on probation. | **JE** |
| **6.6** | **Moderation on Global MBA course units:** Janine to check the allowances with Fran Johnson. | **JE** |
| **6.7** | **AHT & Programme Directors (MSM)** Fiona to speak with Jamie regarding this. | **FD** |
|  | Programme Director Over-load  IMP issue (SM)  HNAP portfolio review marking (A&F)  Feedback from CABS WAM meeting (AP)  Any other business | **To be addressed via email - All** |