**ALLIANCE MANCHESTER BUSINESS SCHOOL**

**WAM MANAGEMENT GROUP**

**Thursday 5th November 2020**

**NOTES & ACTIONS**

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

1. **Apologies:** None
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** |
| **3 – previous actions** | **Role descriptions:** These have now been completed and can be uploaded to the intranet. | **Completed** |
| **3 – previous actions** | **PGR Courses**: Ken to provide an update once the RTP has been completed. | **Completed** |
| **6.1-6.5 – previous actions** | **Ethics:** The group proposed that a representative from Human Resources Management, Organisation Psychology and Data Analytics (excluding programme directors) to review ethics cases, sit on the ethics panel as well as the UREC committee and receive a 10% WAM allocation for this role. Ken to discuss this with HoDs. | **Completed** |
| **6.6 – previous actions** | **Internal peer reviews (PMO):** Elinor to meet with Michelle to review the policy with a view to allocating internal reviewers the same WAM allocation as external reviewers. Once this is confirmed the WAM policy will be updated to reflect this for the next academic year. | **Completed** |
| **6.9 – previous actions** | **IMP Issues:** It was decided that the topic of internal examination of doctoral exams should be revisited as part of the Service and Leadership role. | **Completed** |
| **6.10 – previous actions** | **IMP Issues**: Janine to check University guidance on Institute Directors with Gerard Hodgkinson. | **Completed** |
| **4** | **WAM summary report:** Andy to circulate the 2018/19 report to WAM members and HoDs asking for observations and feedback before incorporating into the 2019/20 draft report, presenting it at the next WAM meeting. | **Completed** |
| **4** | **WAM summary report for 2018/19.** To be added to the SLT agenda. | **2019/20 report now complete and to be discussed at SLT** |
| **6.1.1** | **KTPs:** Andy to speak with Jamie as to when the matched allocation for KTPs should be implemented due to the current KTPs already running. | **Completed** |
| **6.1.2** | **Editorships**: The criteria for Associate Editors to be elaborated on and updated in the WAM document. | **Discussed today** |
| **6.2.1** | **Co-ordination Hours – Karen Niven**: Janine and Andy to have a look at the data and include an additional column to cover larger courses up to 400+ students with an allocation of 90 and 180. | **Completed**  |
| **6.4** | **Citizenship – extract from FLT actions**: this wording will be added to the Citizenship section of the WAM document. | **Completed** |
| **6.6** | **Returner’s Scheme – Isabel Tavora:**  Isabel to send the link to Fiona to make sure that the HoDs are aware of this new procedure. | **Completed** |
| **8** | **Any other business:** WAM allocations for people developing or adopting blended/online learning courses to be added to the agenda for the next meeting | **Completed** |

1. **WAM summary report for 2019/20.**
* **Noted:** Fiona would like to see in the data in the report:
1. A situation where the majority of colleagues have a WAM allocation which reflects our overall commitment to the 40:40:20 model.
2. Consistency across divisions.
* **Noted:** Following discussions today the report is to be brought to SLT to discuss with the HoDs before being shared more widely.
* **Action:** WAM allocation by category: Andy to separate out by contract type teaching and research staff and teaching and scholarship staff.
* **Action:** In response to Ken, Janine to add a footnote to the ‘WAM hours by category graph’ how the WAM data compares to TRAC data collected in similar categories.
* **Noted:** It was noted that next time we may need to reconsider excluding the Elizabeth Garrett Anderson Programme staff in the overall workload data as this is a unique programme.
* **Action:** Additional citizenship to be reviewed again as the allocations in this category have started to increase again. The course development allowance also needs to be explored to ascertain if this is being consistently applied.
* **Action:** UG courses with the highest WAM hours per student: Andy to check these courses as a number of them were discontinued for low numbers, could contain multiple cohorts and MEC course numbers need checking to see if they contain only AMBS or University wide students.
* **Action:** In response to Ken, Fiona is to speak with Philippa Woods regarding the contribution analysis and whether this is being produced for 19/20.
* **Action:** Janine/Andy to add in staff:student ratio numbers to the WAM report document.
1. **WAM guidelines 2020/21.**

New section on graduation attendance included under citizenship in 6.3.3

* **Action:** Janine to slightly amend the wording of this paragraph.
* **Action:** Divisional Managers to keep a spreadsheet planning academic staff attendance at graduation ceremonies.
1. **Editorship issues.**
* **Noted:** It is proposed that for this year that only 4 and 4\* journals are allocated WAM allowance.
* **Action:** Janine to amend the wording in section 6.3.2 of the WAM document to ‘normally editing’.
* **Action:** Fiona to speak to SLT and HoDs next week to discuss and confirm this.
* **Action:** Janine to send the list of people who are involved with External Advisory Board or Committee membership to Fiona.
1. **Issues raised by Divisions/Activity Areas.**

**7.1 Blended learning allowance**

**Action:** Elinor to take this to Faculty to see if any Faculty-wide guidance is being prepared for this area.

 **7.2 Moderation of MBA courses: global courses in particular (and full time)**

**Action:** Andy to translate this into the WAM to be a similar allowance to that on UG/MSc programmes.

**7.3 WAM allocations for people developing or adopting blended/online learning courses**

As per action 7.1

 **7.4 MRes Supervisions**

 **Action:** Andy to pro rata the MSc dissertation WAM allowance.

 **7.5a Probationers and PGR supervision**

 **Action:** Andy to investigate if and why this affects anyone and circulate this information to

 Fiona and Ken.

 **Action:** Janine to speak with Sharon Clarke regarding this and if it is allowed.

 **7.5b Doctoral supervisory loads**

 **Action:** Andy to circulate this information to members to identify if there is a problem and also

 to understand if this is across all divisions.

 **7.6 Editorships – WAM Additional Citizenship Allocations**

 Already addressed in agenda item 6.

 **7.7 Faculty Promotions Committee**

 Agreed: There should not be an allocation for this.

**7.8 A&F Admin Allowance**

 **Agreed:** Academic liaison with professional accounting bodies should be done within A&F existing allowance and could be approved by the Head of Division.

1. **Any other business**

**Action:** Actions and recommendations to be shared with the group as soon as possible in view that the next meeting is not until February.

1. **Date of next meeting: 25th February 2021, 10-11:30**

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| **Action Point** | **Action** | **To Action** |
| **4** | **WAM summary report for 2019/20:** Andy to separate out by contract type teaching and research staff and teaching and scholarship staff. | **AP** |
| **4.1** | **WAM summary report for 2019/20:** Janine to add TRAC comparison data to footnote to the ‘WAM hours by category graph’ | **JE** |
| **4.2** | **WAM summary report for 2019/20:** Additional citizenship to be readdressed in 20/21 and the course development allowance checked for consistency. | **JE/AP** |
| **4.3** | **WAM summary report for 2019/20:** UG courses with the highest WAM hours per student: Andy to check these courses and highlight ones for further investigation. | **AP** |
| **4.4** | **Contribution analysis:** Fiona to speak with Philippa Woods regarding this. | **FD** |
| **4.5** | **WAM summary report for 2019/20:** Janine/Andy to add in staff:student ratio numbers to the WAM document | **JE/AP** |
| **5** | **WAM guidelines 2020/21:** Janine to slightly amend the wording in paragraph 6.3.3 regarding graduation attendance. | **JE** |
| **5.1** | **WAM guidelines 2020/21:** Divisional Managers to keep a spreadsheet of academic staff graduation attendance. | **HD** |
| **6** | **Editorship issues:** Janine to amend the wording in section 6.3.2 of the WAM document to ‘normally editing’. | **JE** |
| **6.1** | **Editorship issues:** Fiona to speak to SLT and HoDs next week to discuss and agree this. | **FD** |
| **6.2** | **Editorship issues:** Janine to circulate the list of people who are involved with External Advisory Board or Committee membership to Fiona and Ken. | **JE** |
| **7.1/7.3** | **Blended learning allowance: Editorships**: Elinor will take this to Faculty for guidance. | **E O’C** |
| **7.2** | **Moderation of MBA courses: global courses in particular (and full time) -** Andy to add this into the WAM. | **AP** |
| **7.4** | **MRes Supervisions:** Andy to pro rata the MSc dissertation WAM allowance. | **AP** |
| **7.5a (1)** | **Probationers and PGR supervision:** Andy to investigate if and why this affects anyone and circulate this information to WAM members.  | **AP** |
| **7.5a (2)** | **Probationers and PGR supervision:** Janine to speak with Sharon Clarke regarding this and if it is allowed. | **JE** |
| **7.5b** | **Doctoral supervisory loads:** Andy to circulate this information to members to identify if there is a problem and also to understand if this is across all divisions. | **AP** |
| **8** | **Any other business:** Actions and recommendations to be shared with the group as soon as possible in view that the next meeting is not until February. | **All** |