

SCHOOL BOARD MEETING

Minutes of the School of Environment, Education and Development Board Meeting held on Wednesday 04 May at 12.00pm via zoom

Present:

Ransford Acheampong; Paul Armstrong; Catherine Atkinson; Martin Banks; Niki Banks; Alex Baratta; Tanja Bastia; Polly Betts; Laura Black; Stefan Bouzarovski; Paul Brierley; Rachel Collie; Steve Courtney; Iain Deas; Janice Dodds; Martyn Edwards; Martin Evans; Aurora Fredrikson; Tomas Frederiksen (Chair); Lisa Gregory; Liam Grindell; Terry Hanley; Kirstie Hartwell; Jonny Huck; Philip Hughes; Sara Jackson; Shirley Jenner; Steve Jones; Christopher Kitchen; Caglar Koksall; Joe Lake Rees; David Lawson; Nicola Lester; Jonathan Lillie; Miguel Antonio Lim; Sylvie Lomer; Eric Lybeck; Andrew Lyons; Isabella Machin (minutes); Sarah MacQuarrie; Kerry McCann; Ian Mell; Gail Millin-Chalabi; Lisa Murtagh; Khalid Nadvi; Kelly Osgood; Steve Pettifer; Rebecca Phillips; Josef Ploner; Jaco Renken; Kate Sapin; David Spendlove; Diane Slaouti; Rory Stanton; Alfredo Stein; Juup Stelma; Abi Stone; Karenne Sylvester; Sotirios Thanos; Eero Valtonen; Matthew Wells; Laura Winter; Pakhang Wong; Jamie Woodward; Razieh Zandieh

1 Introduction and Apologies

Apologies: Lawrence Ado-Kofie; Danielle Alderson; Loretta Anthony-Okeke; Amanda Banks-Gatenby; Adam Barker; Karen Beswick; Liz Birchinall; Alison Browne; Andreas Schulze Baing; Mark Baker; Tom Bishop; Polyanna da Conceicao Bispo; Philip Black; Sarah Brown; Selma Carson; Debapriya Chakrabarti; Carly Chadwick; Bin Chen; Admos Chimhowu; Sophina Choudry; Gareth Clay; Heather Cockayne; Liam Collins; Kate Cooper; Natalie Cunningham; Shelley Darlington; Christopher Darvill; Louisa Dawes; Xiang Deng; Bertie Dockerill; Joanne Doherty; Jamie Doucette; Alex Duffy; Kelechi Ekuma; Charis Enns; Henrik Ernston; James Evans; Linda Evans; Lujia Feng; Francisca Alvarez Figueroa; Miri Firth; Will Fletcher; Catriona Fraser; Andrew Fryers; Claire Forbes; Kim Forster; Camilo Gamba; Alexander Gardner-McTaggart; Louise Gorton; Claire Goulsbra; Lisa Griffin; Zhou Haorui; Earl Harper; Diane Harris; Richard Heeks; Jonathan Herbert; Martin Hess; Sam Hickey; Bob Hindle; Kay Hodgson; Claire Hoolohan; Rory Horner; Jana Hoyte; Sophie van Huellen; Anna Hughes; Bee Hughes; Laura Ingleby; Mark Innes; Deljana Iossifova; Georgia Irving; Aura Istrate; Harriet Jackson; David Johnson; Elaine Jones; Ross Jones; Emma Kelly; Martin Kelly; Karen Kilkenney; Richard Kingston; Uma Kothari; Tom Lavers; Peter Leigh; Sarah Lindley; Ksenia Litvinenko; Feargal Logue; Karen Lucas; Jing Ma; Muhammad Hashim Latif Malik; Narinder Mann; Amy Matthews; Susie Miles; Scott Miller; Andy Milne; Jenna Mittelmeier; Diana Mitlin; John Moore; Emma Moores; Gary Motteram; Rachid M'Rabty; Tanja Mueller; Anupam Nanda; Harry Odell; Anna Maria Pacheco; Maria Pampaka; Fidel Peacock; Saska Petrova; Nuno Pinto; Lorna Pontefract; Kate Pruce; Pamela Qualter; Harry Radzuan; Deborah Ralls; Joe Ravetz; Stephen Rayner; Nick Ritchie; Kate Rowlands; Matthew Sanderson; Dael Sassoon; Kunal Sen; Daniel Shipman; Emma Shuttleworth; Leonie Smith; Paul Smith; Tania Smith; Fiona Smyth; Garry Squires; Anne Stefaniak; Joanne Taberner; Rebecca Taylor; Richard Ternouth; Tia Thompson; Erla Thrandadottir; Huseyin Ulukuz; Vidhya Unnikrishnan; Stephen Walker; Lesley Warr; Saskia Warren; Anna Webster; Bridie Williams; Julian Williams; Umit Yildiz; Helen Zheng; Haorui Zhou

2 Minutes of SEED Board held on 23 March 2022

The minutes were agreed to be an accurate record of the meeting.

3 Head of School Report (ME)

Graduation ceremonies recently took place for 2020 and 2021 students and thanks were given to all colleagues who were involved in the arrangements and processions.

Since the March 2022 School Board, 9-10 fieldtrips have taken place around the UK. Colleagues were thanked for the efforts made to convert these from worldwide trips.

New appointments have been made in SEED:

- Phil Hughes will take over from James Evans in August 2022 as Head of Geography.
- Louisa Dawes will be the new AD for Assessment.
- Tom Donnai will replace Alex Baratta as the new AD for Widening Participation.
- James Evans and Karen Lucas have been appointed Director and Deputy Director of MUI respectively, replacing Kevin Woods in August 2022.

Recruitment continues and the following roles will be appointed in the coming weeks:

- Co-Chair of Ethics Committee
- AD for EDI (maternity cover)
- Head of Architecture
- Academic posts across departments

Outcomes have been positive and colleagues were thanked for their support on interview panels.

The Faculty Committee is a relatively recently formed body that sits between School Board and Senate, where issues can be aired and escalated accordingly. An email has been circulated regarding a SEED seat that is currently available on this Committee and colleagues were encouraged to apply.

The new University Consultancy policy went live on 25th April 2022 within the Faculty of Humanities, with significant improvements made to procedures and guidance. It was noted that there is now a single point of contact for any consultancy work submitted via the relevant form. Further details on this form and its requirements will be circulated in due course. It was also advised that the new policy allows for the usage of 80% of the income from consultancy work compared to the previous arrangement of 20-40%. This should facilitate further consultancy and strengthen external relations. Staff were reminded that delays may continue but the new system is still effective for use.

Ian Mell (IM) was advised that existing contracts should continue through the current process; further extensions should be transferred to the new system for timeliness. ME is happy to discuss individual cases with academics.

REF results will arrive in the University on Monday 9th May 2022 and then published on Thursday 12th May 2022. It was noted that REF submissions were strong therefore, results should be positive. The REF results will provide the University an academic check on progress and success within Research.

Alfredo Stein (AS) recommended linking the future REF to the consultancy issue. The University assesses if consultancy should be part of the REF submission and it was advised that the majority of consultancy is based in research but not supported by research funds. This has not previously been considered in the REF process.

ME agreed and recognised that there was a fine distinction between the two. Consultancy is prioritised as it is a quick and effective way of building relationships, which ultimately leads into REF as these relationships intersect with impact.

Caglar Koksall (CK) requested an update on international fieldtrips and if the format should be that of pre-COVID times. Academic leads could then decide whether to bring these fieldtrips closer geographically, taking into account carbon and climate crisis impacts.

National Geographers have produced a set of guidelines around sustainable and ethical fieldwork which SEED have adopted with the importance on justifying the destination pedagogically. Conversations are underway at SEED SLT due to the need to alert students imminently on any fieldtrip modifications. The working hypothesis from discussions is that short haul European trips were to go ahead; long haul trips are still to be decided.

University staff net pages continue to be amended to alert students of fieldwork alterations in order to manage expectations. Fieldwork will not be halted but offered in a more ethical way.

The documentation on the Turing Scheme references long haul flights to China, India and the Americas. It may be useful for the School to have discussions around how to facilitate this when the Scheme requires minimal travel throughout the year.

Action: JS and JH to discuss fieldwork best practice and sustainability at next SLT leading to the potential for a new policy.

4 Timetabling Policy and Project (SP / PB)

Please refer to presentation circulated.

Juup Stelma (JS) was assured that the algorithm could help to eradicate issues around students and staff having back to back seminars and other commitment clashes, via the use of hard and soft constraints. These constraints are defined as factors that must be taken into consideration and those that would ideally be taken into consideration respectively. The team cannot guarantee to meet all soft constraints under all circumstances however, the process aims to maximise soft constraints whilst meeting all hard constraints. Colleagues are encouraged to advise on the constraints they value the most and minimise the amount of electives so as to increase the success of a workable timetable. It was noted that hardware and software availability as well as requirements for specialist spaces will remain a hard constraint.

Steve Jones (SJ) added that for pedagogical reasons, SEED has a high level of functionality which can result in a miscalculation of student sign-up to courses. This remains an issue across the University especially as the insight on the alterations that can be made to facilitate this is still at a local level. The new process aims to bring this knowledge together in order to test scenarios quickly without the delay of colleague response.

The process works with course unit codes however, the Committee were reassured that the Faculty teams will work closely with Schools to capture detailed information where course codes relate to a number of courses. Course Unit Directors, Programme Administrators and Programme Directors should be consulted for information.

The 2022/2023 timetable will not drastically change from the current timelines in the first year of implementation, but there will be a review to see how timelines can be adjusted.

Please refer to <https://documents.manchester.ac.uk/display.aspx?DocID=13110> for information on timetabling. SP is happy to be contacted directly with any issues.

5 Athena Swan (LW)

Please refer to presentation circulated.

The parental leave pilot completed but incurred delays in development due to COVID. Jonny Huck (JH) assured the Committee that this continues to be worked on and an update will be received in due course. The University's EDI Academic lead, Rachel Cowen, has kept this programme on the radar for roll out.

The Athena Swan working group continues research on the lack of women represented at Head of Department level. The SLT away day in June will be discussing the role of the Head of Department and whether there are structural issues around the nature of the role that makes it unattractive to future colleagues. The committee were encouraged to give any feedback on this where applicable.

Further to this, it was advised that data on gender and ethnicity and who takes up coaching/mentoring/leadership training courses is not currently available on a local level. Questions around this will be included in the staff survey.

Abi Stone (AB) added that when considering women and Athena Swan, whilst the University tackles parental leave and fertility well, there is less focus on support around infertility and the

menopause. LW confirmed that there was more awareness at University level so this should filter through to School level over time.

Laura was thanked for all her hard work on Athena Swan and its submission.

6 PGR (LB)

Please refer to presentation circulated.

Data on numbers of students submitting in journal format is consistently monitored and suggests an increase in popularity. This may be because submitting a series of articles as part of a PHD covers many of the requirements for a PGR who is interested in an academic career. This may be difficult for examiners who are not familiar with this process. Nevertheless, the format in which VIVAs have had to be conducted due to the pandemic has encouraged the use of Independent Chairs. This has been helpful in directing the examination team to recognise the work that goes into journal submission.

The new format also ensures the quality of work due to the fact they it will submitted for publication. Not all projects lend themselves well to the new format compared to the monograph format therefore, the supervisory team will continue to monitor this.

Guidance for the presentation of the journal format thesis is available on staff net.

For information on the PGR Conference, please visit: <https://pgrconfseed.wordpress.com/>

7 Any Other Business

Senate elections will close at lunchtime on 9th May 2022.

The next School Board will be scheduled during the Autumn of 2022.