



The
University
Of
Sheffield.

Office UEB/2019/2307/01
Of
The President &
Vice-Chancellor.

Minutes

University Executive Board

Date: 11 June 2019

Present: Professor K Lamberts (KL) (in the Chair),
Professor J Derrick (JD), Mrs H J Dingle (HJD),
Professor M J Hounslow (MJH), Professor D Petley (DP), Mr R Sykes (RS),
Professor G Valentine (GV), Professor C Watkins (CW)

In attendance: Dr T Strike (TS); Dr R Birch (RB) (items 4 and 5), Mr A Carlile (AC) (item 6)

Apologies: Professor S Fitzmaurice (SF), Professor J Marsh (JM), Professor W Morgan (WM), Professor Dame Pamela Shaw (PS)

Minute Secretary: Mr M Borland (MB)

1. Minutes of UEB held on 9 April 2019

1.1 The Minutes of UEB held on 9 April 2019 were approved as an accurate record.

2. Minutes of UEB held on 7 May 2019

2.1 The Minutes of UEB held on 7 May 2019 were approved as an accurate record.

3. Notes of UEB Away Day held on 14 May 2019

3.1 The Notes of the Away Day held on 14 May 2019 were approved as an accurate record.

4. Planning Outcomes

(Rhiannon Birch in attendance for this item)

4.1 UEB considered a paper which confirmed the outcomes of the planning process in a collective action plan developed from UEB discussion of Faculty and Professional Services narratives and through discussion at the UEB Away Day.

4.2 The efficiency of the University's estate was discussed and it was noted that actions to enhance efficiency would continue through business as usual activities.

4.3 UEB approved the action plan for 2019/20, which would be shared via the information cascade and as needed by each Faculty Vice-President.

4.4 In terms of next steps, the Action Plan would be reported to July Council and then be shared with Professional Service Directors centrally in order to support delivery.

5. Planning Processes

(Rhiannon Birch in attendance for this item)

5.1 UEB considered a paper which accompanied the Planning Outcomes from 2018/19 and provided an overview of the planning process for 2019/20 to enable Faculties to establish the dates for their own planning processes. It was highlighted that if a

revised University Strategy was approved then there would be consequential changes to the planning round processes.

- 5.2 The development of a revised University Strategy and its fit with the planning round process was discussed and the working assumption was to use the process and timescale as set out in the paper. It was suggested that there may be a benefit in piloting any significant changes to the processes. It was clarified that the International Faculty did not take part in the Planning Round.
- 5.3 UEB noted the overview of the Planning Round process for 2019/20.
- 5.4 UEB agreed that for planning purposes the AMRC, Nuclear AMRC and the AMRC Training Centre be treated as departments, and the UEB sub group be treated as a Faculty with the Vice-President Research & Innovation to chair planning related items.
- 5.5 **Actions:**
 - (a) Faculty Vice-Presidents to ensure that Faculty planning activities are aligned with the timetable set out.

6. Update on the work of the Strategic Change Office (Al Carlile in attendance for this item)

- 6.1 UEB considered a paper which provided an overview of the development of the Strategic Change Office (SCO) and proposed next steps. Attention was drawn to the work supporting two major change initiatives: the Student Lifecycle Project (SLP); and Programme Level Approach (PLA). The exploration of three other areas had not led to the establishment of major change initiatives. Sector trends in change and project management were also highlighted.
- 6.2 The following comments were made during discussion:
 - It was important to retain the learning from each major change initiative.
 - The importance of service design, in advance of any potential technical solutions, was recognised,
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- 6.3 UEB approved the priorities of the SCO set out in the paper under the headings of 'Supporting the delivery of key change initiatives' and 'Improving our ability to manage projects and change'.

7. MLTC Proposals

- 7.1 UEB considered a proposal to transfer the Modern Language Teaching Centre (MLTC) from Academic Services into the Faculty of Arts and Humanities. It was highlighted that the transfer would support the delivery of a newly articulated vision by that Faculty for the support of languages. Staff in the MLTC had been consulted and had confirmed that they had no objections to this proposal.
- 7.2 During discussion, UEB noted that the transfer of MLTC into the Faculty of Arts and Humanities was being proposed on academic grounds, and that the proposal had the full support of the Faculty Vice President, Arts and Humanities.
- 7.3 UEB agreed the proposal go forward to the June Senate and, subject to Senate's approval, to July Council.

8. SEAS Proposals

- 8.1 UEB considered a proposal that the School of East Asian Studies (SEAS), currently based in the Faculty of Social Sciences, join the Faculty of Arts and Humanities with effect from 1 September 2019. Attention was drawn to the points that cultural studies was as central to the School's success as its more traditional social science

foundations, and SEAS was now home to a larger and more diverse staff base that include a much larger community of humanities scholars. Consultation had supported the move into the Faculty of Arts and Humanities.

- 8.2 UEB agreed that the proposal go forward to the June Senate and, subject to Senate's approval, to July Council.

9. Closed Paper and Minute

10. Departmental Definitions

- 10.1 UEB considered a paper which proposed a working definition of an academic department and provided examples that met the working test. It was highlighted that the University has several academic groups or centres, which exist outside of academic Departments, and outside of Faculties, which do not have the name or status of a department. Advice had been sought by some of those groups and units on whether they should remain as groups or centres, or when and if they could or should seek Departmental status from Senate and Council.

- 10.2 UEB agreed that it was not currently necessary to create a definition of an academic department. Individual proposals, based on strategic grounds, for a centre or a unit to become a department would be considered as and when they were brought forward.

11. Report of the Strategic Advisory Group – Student Numbers and Fees (Meeting held on 22 May)

- 11.1 UEB considered the report and agreed the following:

11.2 Study abroad fees

- (a) A £15,500 fee for fee paying students on the Study Abroad Programme for 2020/21 who study at TUOS for a full academic year.
- (b) A £8,250 fee for fee paying students on the Study Abroad Programme for 2020/21 who study at TUOS for one semester.
- (c) A lower fee of £14,100 (full academic year) or £7750 (single semester) to be offered to students from institutions that the University has a partnership agreement with but who are unable to come through the exchange process.

11.3 Island fee structures

- (a) The University continue to charge Home fees to Undergraduate students from the Islands for all programmes and all years, except for the clinical years of Medicine and Dentistry undergraduate courses, which would charge an additional rate equivalent to the teaching grant received for Home students.
- (b) Confirm the same commitment for PGT and PGR students and advertise this accordingly.

12. Round Table

- (a) Senate elections: TS provided an update on the process regarding the elections.
- (b) UKRI Development Plans: DP gave an update on the publication of 10 documents which set out the plans for the Research Councils.

ACTION:

Research Services be asked to provide a summary of the Development Plans.

- (c) TEF: RS gave an update on the TEF.
- (d) Departmental name change: CW updated that there was a proposal going to June Senate to change the name of the Department of Politics to the Department of Politics and International Relations.

- (e) Ministerial visit: KL updated on a forthcoming ministerial visit.