



MONTHLY SUMMARY FROM COURT, SENATE, PME AND ITS BOARDS: JUNE/JULY 2004

STAFF NEWS

Election of Dean (Arts, Humanities and Social Sciences)

Professor Alan Prior, School of the Built Environment has been elected as Dean of the University for a period of three years from 1 October 2004.

The Senate, which approved the nomination, also expressed gratitude to Professor Ian Mason for the work he had undertaken since October 1998 as Dean of the Faculty of Economic and Social Studies, and subsequently as Dean of the University, and his valuable contribution to the University.

Reappointment of Vice-Principal

Professor John E L Simmons has been reappointed as Vice-Principal for a further term of two years from 1 August 2004.

Promotion to Professor

The following members of staff have recently been promoted to Professor:

- Dr Ian Galbraith, School of Engineering and Physical Sciences;
- Dr Colin Grant, School of Management and Languages;
- Dr Richard Szabo, School of Mathematical and Computer Sciences;
- Professor Colin MacBeth, Institute of Petroleum Engineering.

Conferment of Title of Professor Emeritus

In terms of Ordinance 18, the Court on the recommendation of the Senate has approved the title of Professor Emeritus to be conferred upon Professor D Mair, School of Management and Languages from 1 October 2004.

POLICY DEVELOPMENT

PME has approved a draft Capability Policy for presentation to the Staffing Strategy Committee and subsequently to the Court.

COURT REFORM

The Court, at its meeting in June 2004, approved recommendations for changes to the composition and frequency of the Court and its executive committee meetings in line with governance reform and operational efficiency. Proposals for changes to the composition of the Court will be presented to the Privy Council. The proposed new membership and timetable which will be effective from August 2004 includes:

- A reduction in membership of the Court from its current 34 members to 25;
- A schedule of five meetings of the Court each year, one of which should be an away-day to consider a review of University vision/strategy. The number of meetings of the Finance, Audit, Estates Strategy and Staffing Strategy Committees will be similarly reduced;
- The Nominating and Review Committee should meet once per year reporting to the May or June meeting of the Court dependent on which option is adopted. The Committee should form an integral part of a five yearly process of review of the operation of the Court;
- The Remuneration Committee should meet in October or November each year to set senior salaries for the year and agree any performance bonuses for the previous year. The Committee should report in general terms to the December meeting of the Court;

- The Vacation Committee, to be renamed as the Court Emergency Committee, should deal on an ad-hoc basis with urgent business which cannot await the next formal meeting of the Court, and will meet when deemed necessary by the Chairman of the Court;
- The remaining Committees of the Court, the Collection Committee, JNCC(AUT), JNCC(EIS) and the Joint Military Education Committee should meet on an as required basis submitting an annual report to the Court.

REVIEW OF SENATE

The Working Group approved by the Senate in December 2002 to consider all matters relating to the conduct of the Senate and its future role, reported its findings to the Senate at a special meeting on 11 June 2003. The Senate subsequently approved the recommendations of the Working Group detailed below and noted that any modifications to Statute XIII: the Senate would require the approval of the Privy Council. It was agreed that for 2003-4 a committee of the Senate – the Senate Council - should be established in terms of Statute XIII with the full delegated authority of the Senate. It was agreed that in June 2004, the committee would report on its operation throughout the year, making a recommendation for a modification to Statute XIII if deemed to be an efficient and effective substitute for the Senate.

Recommendations:

i) The Role of the Senate

- The remit of the Senate in terms of Statute XIII should remain.
- To enable the Senate to provide an academic focus for the University, matters of strategic importance should be considered by the Senate. Consideration should be given to such matters at a sufficiently early stage so that the Senate's views may be properly considered in policy formation.
- Matters of policy and strategy should be considered by the Senate as well as by PME.
- There should be a mechanism in place for the policy issues of the Learning and Teaching Board, the Research Co-ordination Board and the Support Services Board to be offered to the Senate for discussion prior to a final decision being taken. The three Boards should communicate to the Senate as a matter of course.

ii) The Composition of the Senate

- The Principal will remain the Chairman of the Senate.
- There should be a core membership of ex officio staff (about a third). Professorial staff (including those at Edinburgh College of Art) should no longer have automatic membership. The Senate membership should have a strong elected component and each School/PG Institute should elect representatives. The number of representatives per School/PGI would be based upon the number of staff (FTE) in the School eligible to vote and to be elected.
- Consideration should be given to the categories of staff eligible to be elected and to vote. Currently only permanent full-time academic staff are entitled to vote or stand for election. This should be extended to include permanent part-time academic staff and research staff on permanent contracts.
- All members of the Senate should be eligible to vote on matters of Senate business.
- The Principal of Edinburgh College of Art should be an ex officio member of the Senate (to be reviewed in the light of Edinburgh College of Art electing to have degree validation from the University of Edinburgh from 2004-5).
- The proportion of members constituting a quorum should be 50%.
- Procedures for election of members are contained in Statute XIII and Ordinance 13. It was agreed that detailed consideration should be given to procedures for election once the proposed changes to membership had been approved.

iii) The Conduct of the Senate

- The brief of the Principal and Deans Committee should be strengthened through it having responsibility for determining, well in advance, the programme and agenda of meetings of the Senate.

- A representative of the elected members of the Senate should be elected on an annual basis by the Senate to the membership of the Principal and Deans Committee.
- Meetings of the Senate should normally commence at 3.30 pm and finish by 5.30 pm at the latest.
- The Senate should normally meet six times per year at regular intervals and there should be an additional meeting between July and October if required.

Operation of the Senate Council

It was noted that Regulation 47: Senate Council had been approved by the Senate and that it determined the remit and composition of the Senate Council. The Senate Council currently comprises 65 members with two thirds being School representatives elected by Schools.

The Senate Council met on five occasions during 2003-4 as detailed in SP/04/10 and minutes of the meetings are available at <http://www.hw.ac.uk/internal/senate-council/>. Discussion items included the following topics: development of research partnerships; QAA Enhancement-Led Institutional Review; the University's financial position; strategy review; and semesterisation.

Future Operation of the Senate Council

The Senate noted that the arrangement detailed above had allowed the functioning of the Committee to be evaluated prior to seeking the approval of the Privy Council to modify Statute XIII. The Senate agreed that the Senate Council had served the University in an appropriate manner and had acted as an efficient and effective substitute to the Senate during 2003-4. Evidence of this included attendance of approximately two thirds of members at meetings, the large number of members contributing to discussions at meetings and the quality of debate. Accordingly, the Senate agreed that in terms of Regulation 47, the current arrangement should continue for a further year to enable the Charter and Statutes Committee to draft a proposal for consideration by the Privy Council, to be effective from 1 October 2005 or from the date of its approval, whichever occurred first.

The Senate agreed to recommend to the Court that the appropriate Statutes be modified to reflect Regulation 47, and that the Charter and Statutes Committee be established by the Court to prepare a recommendation for consideration by The Privy Council.

STRATEGIC PLAN 2004

The University's Strategic Plan, submitted to SHEFC at the end of June 2004, is available on the intranet at: www.hw.ac.uk/internal/reference/stratplan.pdf

NEWS FROM THE LEARNING & TEACHING BOARD

University Strategy: Learning & Teaching Strategy

At the Learning and Teaching Board meeting on 22 April, the Principal provided an update on the development of the University's Strategy, including a report on discussions with Heads of Schools. The Board noted that the intended outcome was to provide a University Strategy which was consistent with and linked to School/Section strategies and based around the shared structure of: Mission, Vision, Strategic Imperatives, KPIs. Discussions across the University had revealed a consistency between the emerging University Strategy and its components, including Learning and Teaching; in consequence, the focus of such discussions was being directed to identifying strategic priorities.

The Principal informed the Board that, in discussions with Heads of Schools, the following areas had emerged as key to the University Strategy: Learning and Teaching, Research, International Business Opportunities, Students, Staff, Finance, Estates. With regard to Learning and Teaching, three key issues had been identified: flexibility, quality and mix (the latter referring to intra- and inter-School courses and cross- institutional collaborations).

As part of the annual process of submitting the University's Strategic Planning Documents to the Funding Council, the Learning and Teaching Board has updated the Learning and Teaching Strategy section of the Plan. See 'Strategic Plan 2004' above.

SHEFC/SFEFC E-Learning Strategic Development Fund

At the meeting in April, the Learning and Teaching Board noted that the Funding Councils had allocated a total of £3m for FE and £3m for HE from existing strategic fund budgets and aimed to invest this funding during 2004/05 and 2005/06 in process re-engineering to embed e-learning in the core business processes of Scottish FECs and HEIs. The Board noted that funding was likely to be directed towards a small number of major, collaborative projects which would have to be funded by the participating institutions after two years of sector funding.

The Board agreed to support the proposal for a virtual college for Scotland involving HWU and FE Colleges and based on SCHOLAR activities initially in the area of IT/Computing and Business as the University's preferred bid (HWU as the project leader), and the VLE implementation proposal as the secondary bid (HWU as a project participant). Bids were subsequently submitted. Further information is available from the Clerk to the Board.

Partnership with Further Education Colleges

An FE/HE Strategy Group has been established as a sub-group of the Learning and Teaching Board, with the Director of Recruitment and Admissions as the Chair. The Group, which will provide a strategic, co-ordinating role for partnership working with FE, should include among its members Professor P John, as Chair of the SCHOLAR Forum, and representatives from the Schools. The remit of the Strategy Group will be considered in detail in due course.

INTERNATIONAL ACADEMIC AND BUSINESS DEVELOPMENT FORUM

PME has approved the establishment of a new International Academic and Business Development Forum for the delivery of an internationalisation programme for the University. The Forum will be chaired by the Deputy Principal (International Academic and Business Development) and will include in its membership representatives from each School and Postgraduate Institute, Director of Recruitment & Admissions, with other relevant colleagues in regular attendance. The Forum will make best use of existing resources to deliver on the University's international strategic aims and ambitions.

GRADUATIONS: JULY 2004

The University's July 2004 graduation ceremonies were very successful with more than 1,900 students graduating with degrees and other awards. This number included 550 MBA graduates.

The University conferred nine Honorary Degrees to the following:

Mr Jasper Conran - a Doctor of Letters in recognition of his outstanding contribution to design.

Ms Anna Kajumulo-Tibaijuka, Director, of UN HABITAT - Doctor of Science in recognition of her distinguished contribution to welfare economics and womens' rights.

Professor Sir Keith O'Nions, Chief Scientific Adviser, Ministry of Defence - a Doctor of Science in recognition of his distinguished academic career and contribution to science.

Mr Philippe Busquin, European Commissioner for Research - a Doctor of the University in recognition of his distinguished record of public service and promotion of academic research.

Councillor Eric Milligan, Lord Provost of Edinburgh 1996-2003 - a Doctor of the University in recognition of his distinguished record of public service.

Mr John Houston, painter - a Doctor of Letters in recognition of his distinguished artistic career.

Sir Brian John Stewart CBE, Chairman of Scottish & Newcastle Breweries - a Doctor of Science in recognition of his distinguished career in the brewing industry.

Ms Susan Rice CEO, of Lloyds TSB - a Doctorate of Letters in recognition of her distinguished business career.

Ms Tanni Grey-Thomson OBE, athlete, media presenter and sports administrator - a Doctorate of Letters in recognition of her outstanding career as an athlete and role model to young people.

For the first time this year the Careers Advisory Service took a stand at all of the Graduation ceremonies, to highlight the services available to students both before and after their graduation.

EXTERNAL NEWS/CONSULTATIONS

FUNDING COUNCILS' STAKEHOLDERS SURVEY

When SFEFC and SHEFC published their joint corporate plan last year, the Councils confirmed that they would conduct periodic surveys of their stakeholders. The first of these surveys is now being undertaken (SHEFC Circular Letter HE/30/04). The Councils have commissioned Partners in Evaluation Scotland (PiES) to undertake the survey which is intended to find out the views of partners and stakeholders so that the Councils may have a better understanding of their needs and improve methods of communication and operation. An online survey of staff in colleges and higher education institutions can be accessed through a dedicated website: www.pieonline.co.uk between 9 August and 24 September. A hard copy can be requested by contacting tony@evaluation.u-net.com. The results of the survey will be available later in the year on Council websites: www.sfefc.ac.uk and www.shefc.ac.uk. Colleagues are encouraged to participate in the survey.

PROPOSAL ASSISTANCE FOR CO-ORDINATION OF EUROPEAN RESEARCH (PACER) FUNDING

SHEFC has recently announced (Circular Letter HE/28/04) additional funding to support Scottish higher education institutions to participate in large-scale European Framework Programme 6 (FP6) projects. The funding has been provided by the Scottish Executive through a scheme, Proposal Assistance for Co-ordination of European Research Funding (PACER) with funding designed to offset the costs involved in preparing FP6 submissions at the pre-award stage. Further information is at: www.shefc.ac.uk

RAE 2008

SHEFC has recently notified (Circular Letter HE/27/04) institutions of arrangements for RAE 2008 (Units of Assessment and recruitment of Panel members). For further information see: www.rae.ac.uk/pubs/2004/03/

The information sets out the Funding bodies' decisions in relation to configuration of Units of Assessment (UoAs); the grouping of sub-panels under main panels; how the panel structure will work; and procedures for recruiting members of the main and sub-panels, including an invitation to nominate. Nominations for members of RAE 2008 assessment panels are invited by email to the RAE team by 15 September 2004. The University's key co-ordinator/contact for RAE is Gillian McFadzean (G.McFadzean@hw.ac.uk).

TRANSPARENCY REVIEW

SHEFC Circular Letter HE/24/04 reports on progress made by higher education institutions in implementing systems for costing their activities following the Transparency Review. Available at: www.shefc.ac.uk

REPORTING ON LEARNING & TEACHING QUALITY

SHEFC Circular Letter HE/18/04 gives guidance on the approach which institutions should take in the provision of information about the quality of learning and teaching. Available at: www.shefc.ac.uk
The Higher Education Academy (previously ILTHE and LTSN) has issued a national consultation document entitled '**Towards a Framework of Professional Teaching Standards**' at: www.hefce.ac.uk/Pubs/rdreports/2004/rd05_04/

PUBLICATIONS

INTERNAL

'Heriot-Watt University: An Illustrated History' by Professor Patrick N O'Farrell was launched on 12 July 2004. This definitive history charts the University's rise from its origins in 1821 as the first Mechanics' Institute to give ordinary people access to education in science and technology, to the present day. The publication is available at the special introductory price of £22.50 (plus P&P).

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EXTERNAL

The Scottish Executive has published the 2004 edition of the **National Dossier on Education and Training in Scotland**. The National Dossier is a comprehensive and up to date guide to all sectors of education and training in Scotland and is published annually by the Scottish Executive Education Department (SEED) for both national and international audiences. The publication is available at: www.scotland.gov.uk/publications

The Scottish Executive has also published the second report by the Scottish Ministers on **Implementation of the Freedom (Scotland) Act 2002**. The report sets out details of the work that has been carried out during the year from May 2003 in putting in place the necessary infrastructure for the FOI regime. The report is available at: www.scotland.gov.uk/about/FCSD/MCG-NW/00018022/2004minrep.pdf

The Engineering and Technology Board has published a new report called **'Frontiers of Innovation – Wealth Creation from Science, Engineering and Technology in the UK'**. This report is the result of a study initiated by the ETB in partnership with the Royal Society, the Royal Academy of Engineering, the Office of Science and Technology and the Engineering and Engineering & Physical Sciences Research Council. This report has been timed to contribute to and influence the current Government Long Term Spending Review (SR04). The report is available on-line at: www.scenta.co.uk/wealthcreation

SHEFC has published **'Learning and Skills for Sustainable Development'**, which has been produced by Forum for the Future. The publication is one of the outputs of the UK Higher Education Partnership for Sustainable Development (HEPS). It is intended to help higher education institutions to integrate sustainability literacy into the curriculum. The document is aimed at colleagues who have responsibility for procuring, designing and delivering courses. The publication is available at: www.forumforthefuture.org.uk/publications/HEPSLearningandskills_page1463.aspx

SHEFC has also published the first in a series of reports, entitled **'Higher Education in Scotland: A Baseline Report'**. This report brings together a comprehensive and authoritative set of facts and figures on the provision of higher education in Scotland. By collating and evaluating a range of statistical, demographic and socio-economic data, it gives an account of the role and contribution of higher education within the economy and society at the present time. The report can be found at: www.shefc.ac.uk (Circular Letter HE/25/04).

FORTHCOMING EVENTS

22 May – 5 Sep Robot Exhibition, Callendar House, Falkirk

Please note that The Robot Exhibition continues through July and August.

Tickets are still available for the following lectures –

Lectures:

19 August	iiRobotics
26 August	Marc Desmulliez

(Tickets available from Falkirk Council. Tel 01324 503 771)

Please contact Press and PR for further details of the above events. Ext 3242.