

ACADEMIC BOARD

RESEARCH AND KNOWLEDGE EXCHANGE COMMITTEE

CONFIRMED

**Minutes of the meeting of the Research and Knowledge Exchange Committee held on
Wednesday 12 November 2014, 14.00 – 16. 30, Dartington Suite, Farmhouse, Frenchay**

Present: Prof. Martin Boddy(Chair),
Prof Jenny Ames, Richard Bond, Prof Richard Coates,
Amanda Conway, Prof Olena Doran, Prof Julie Kent, Dr Chris Potter,
Prof Peter Rawlings, Prof Jon Tucker, Dr Neil Wiley, Tracey John,
Dee Smart, Julia Weston, Prof Myra Conway, Jane Newton,
Adediran Olaiya,

Apologies: Dr Paul Manners, Prof Glenn Lyons Prof Nicholas O'Regan,
Prof Melvyn Smith, Mandy Rose, Rachel Cowie,

In attendance: Lesley Brock (Officer), Ros Rouse, Angel Lai, Dr Andrew Mearman

WELCOME AND APOLOGIES FOR ABSENCE

RKEC 14.11.1 Apologies for absence were noted from those detailed above.

MINUTES OF THE PREVIOUS MEETING

RKEC 14.11.3 The minutes of the meeting held on Wednesday 11th June 2014 (Paper **RKEC 14.10.1**) were agreed as accurate subject to minor changes.

ACTIONS AND MATTERS ARISING

RKEC 14.11.4 See the action list at the end of these minutes for progress on actions from the meeting held on 11 June 2014. There were no matters arising from the minutes of the last meeting.

MEMBERSHIP

RKEC 14.11.5 The Chair welcomed those present to the meeting, introducing new members Prof. Myra Conway, Chair of the Human Tissue Sub-committee and student representative Adediran Olaiya. He also announced that Prof. Richard Coates would be stepping down from the committee as the ACE Research Centre representative and will be replaced by Mandy Rose the Director of the Digital Cultures Research Centre. The Chair thanked Prof. Coates for his contribution to the work of this committee. The Chair also asked the Committee to note that there was currently a vacancy on the committee for a Research Staff representative. Steps were being taken to try and fill this vacancy before the next meeting.

RESEARCH REVIEW AND RESEARCH: FUTURE FOCUS - UPDATE

Update

RKEC 14.11.6 The Chair updated the Committee with the activities taking place under the Research Review. The ultimate goal is a robust Research Strategy for UWE. The Research: Future Focus had been well attended with those taking part engaging positively with the process and generating useful ideas to take forward. Notes of the event had been circulated to all those invited and further comments welcomed. All relevant documentation has been uploaded to an open Sharepoint site. More information and documentation will be uploaded as and when available.

Once the REF results have been announced work on the review will become more focused. It was intended to align resources with excellent research but it was also stressed that opportunities should be available for new and emerging researchers and research areas where there was the potential for excellence.

Research Impact

RKEC 14.11.7 Prof. Ames outlined (with reference to her paper **RKEC 14.11.2 Ensuring Impact from our Research beyond Academia**) the work that she had been leading on Research Impact, why it was being done and future plans. She highlighted the upcoming symposium and a series of follow-on seminars on impact.

RKEC 14.11.8 Prof. Ames then introduced her second paper, **RKEC 14.11.2a Impact discussion for URKE121114**, highlighting in particular the points for discussion on page 2, and invited comments. A discussion followed during which it was agreed that Prof. Ames would share the HAS REF Impact Guidelines and a Draft Example REF Impact Plan with the rest of the committee.

Action: Prof. Ames to share documents detailed above with the committee.

RKEC 14.11.9 The following were the main points to come from the discussion:

- Impact has become very important and should be considered as part of research, not something separate. It is the same for everyone across the sector.
- The papers were considered useful in promoting a better understanding of impact and could be disseminated more widely.
- Rather than set up new stakeholder advisory group on impact at the institutional level, as suggested, the feeling was it would be more beneficial to make use of existing links such as Research Centre advisory groups.
- There was some concern in the academic community about the time, space and energy required to focus on impact. However it was now embedded in funding applications and had to be seen as part of research activity, not an add-on.
- It was agreed that PGR students should also be thinking about impact and that this should be built into their progression processes.

RESEARCH EXCELLENCE FRAMEWORK

HEFCE Policy on Open Access and the REF

RKEC
14.11.10 Richard Bond and Amanda Conway presented a joint RBI/Library paper **RKEC 14.11.3 HEFCE policy for OA and the REF: implications for UWE**. The recommendation was that UWE should adopt a policy that mirrored the HEFCE requirements for the next REF. This was agreed by the Committee. It was noted that many staff were beginning to engage with Open Access (OA) but that a lot of work still needed to be done to embed it. For example, the costs of OA needed to be included, where possible, in funding bids. It was noted that the Library holds a pot of RCUK funds for OA publication costs emanating from RCUK funded work.

Plans for release of results

RKEC
14.11.11 The Chair informed the Committee that individual university results would be released to institutions on the 16th December 2014 along with national averages. However, there will be an embargo on the wider dissemination of these results until 18th December. RSIG will use this time to analyse the results before the general announcement on the 18th. An event will be organised for the 18th December to make the announcement to staff, to include the results and the initial analysis. It was agreed that the Chair and Richard Bond would firm up the plans and let staff know what was happening.

Action: Prof. Boddy and Richard Bond to finalise plans for the release of the REF results and announce what will be happening

RKEC
14.11.12 The Chair also took this opportunity to inform the Committee that HEFCE had sent a letter commenting on the impressive case studies that were produced for the REF and that these will be made available if approved by the owning university. The VC has been advised to approve this for all case studies except those of a confidential nature.

RESEARCH GOVERNANCE AND ETHICS

UREC Annual Report

RKEC
14.11.13 Prof. Julie Kent presented paper **RKEC 14.11.4 the UREC Annual Report**. The points highlighted were:

- The Graduate School was now represented on UREC.
- There is still an urgent need for Data Protection training for researchers- the current guidance was not considered fit for purpose.
- The lack of IT support for developing a UWE-wide electronic system to deal with ethics applications meant that inconsistent local processes remained in place
- There remained a lack of training for student supervisors in ethics. This will be discussed with Academic Directors.

RKEC 14.11.14 Prof. Kent asked if it was felt there should be student representation on UREC. The Committee agreed that it was a good idea. Adediran Olaiya volunteered to take this role on but this would need to be ratified via the Student Union.

RKEC 14.11.15 Discussion followed on the points highlighted by Prof. Kent.

- It was agreed that Data Protection is an issue that needs to be resolved but would need further discussion with the relevant parties within the university.
- With regards to IT support for a university wide system for ethics applications, the Committee was informed that work was being done towards a common system but a complete IT solution would probably not be in place until UWE has a Current Research Information System which was some years off.

RKEC 14.11.16 The Committee approved the UREC Annual Report and recommended that it go forward to Academic Board.

Policy and Code of Good Research Conduct

RKEC 14.11.17 Ros Rouse attended the meeting in order to present this item, paper **RKEC 14.11.5 Policy and Code of Good Research Conduct**. The Committee was invited to consider the latest iteration of the document in the light of a UWE-wide consultation and to recommend it go forward to Academic Board for approval.

RKEC 14.11.18 After discussion it was decided that three areas of the Code should be considered for possible amendment in future, but this should not hold up its progress to Academic Board. One was the Intellectual Property section, which Tracey John agreed to check. The second was the positioning of Financial Regulations within the Code, to be discussed with Angel Lai. Thirdly the possible inclusion of guidance dealing in more detail with the issue of liability in the publication of research findings, which may result in individuals or UWE, being sued (for example in cases where fraud is exposed by research).

Action: Tracey John to check wording of IP section of Code of Good Research Conduct.

Action: Ros Rouse and Angel Lai to discuss the positioning of financial regulations within the Code of Good Research Conduct.

Action: Ros Rouse to give further consideration to the guidance on the publication of sensitive research findings.

RKEC 14.11.19 The Committee recommended that the document go forward to Academic Board for approval. The Chair thanked Ros Rouse for her work on the Code, and expressed the view that it was an excellent document, which covered a great deal of important territory and that much work needed to be done to ensure its implementation.

BUSINESS AND PUBLIC ENGAGEMENT

RKEC Tracey John reported on this item, highlighting various activities. Innovation for

14.11.20 Growth was a major project involving 48 companies and £4m. It was proving to be a significant success, a measure of which was that many of the companies involved had come back to UWE for involvement in other projects. The Innovation Vouchers project ended in January 2015 but work was on-going to try and extend it. The iNets initiative ends in June 2015. UWE will be involved in a range of public engagement activities connected with Bristol being the European Green Capital 2015.

RKEC
14.11.21 Tracey also made the Committee aware that the RBI Business Intelligence Team was there to help with project marketing campaigns, finding potential collaborators for projects, etc.

GRADUATE SCHOOL

RKEC
14.11.22 Dr Neil Willey, Director of the Graduate School, presented paper **RKEC 14.11.6 the Graduate School Report for Academic Year 2013-2014**. He highlighted the PGR student numbers for 13/14 as it had been felt that these might drop this year but in fact there was a slight increase. The figures were in line with the University's KPIs. From the list of key developments during the year he wanted to particularly mention the development of a new process for 'Progress Review' which had been successfully implemented.

RKEC
14.11.23 During discussion the issue of compulsory training for PGR supervisors was raised and how this might be implemented. Although it was not a QAA requirement, there was a strong steer that such training should be compulsory, particularly for new supervisors. This also tied in with the need for governance training for supervisors. Dr Willey agreed to give this some further consideration. It was also suggested that PGR completion rates/numbers be added to future reports.

Action: Dr Willey to include PGR completion rates in future Annual Reports.

RKEC
14.11.24 Further discussion covered the quality of students being recruited to do PhDs. It was felt that the minimum requirements in the regulations should be set out more clearly. Dr Willey asked for specific concerns to be fed to him outside of the meeting.

RKE COMMITTEE REPORT TO ACADEMIC BOARD

RKEC
14.11.25 Richard Bond presented paper **RKEC 14.11.7 the draft RKEC Annual Report 2013/14**. He informed the Committee that he would be attaching the UREC and Graduate School annual reports to this report as annexes when it went to Academic Board. The Committee agreed that the Report should go forward to Academic Board.

RESEARCH CENTRES

RKEC
14.11.26 Dr Andrew Mearman was invited to attend the meeting in order to present the paper **RKEC 14.11.8 Proposal for a new Centre of Excellence: Bristol Economic Analysis**. As requested at the last meeting of this committee, Dr Mearman had revised this proposal with the assistance of Angel Lai from Financial Business

Systems to include a more detailed business case. He reiterated for the Committee the reasoning behind the proposal for the new centre. There followed a discussion about various aspects of the new centre including capacity, resources, staffing, the initial focus of the centre and funding. At the end of this discussion the Committee agreed that a recommendation be made to Academic Board for the Centre to be approved.

RKEC
14.11.27 Paper **RKEC 14.11.9 Bristol Social Marketing Centre: Proposed Name Change.**
In the absence of anyone to present the proposal, it was considered but whilst the rationale behind the name change was understood, the actual name and particularly the abbreviation were thought to be unwieldy and could cause problems with web urls. The Committee recommended that this proposal be reconsidered.

RKEC
14.11.28 The Committee was asked to note the change of Director for the Bristol Centre for Linguistics. Professor Richard Coates had stood down and Dr Kate Beeching has taken on this role. The Chair thanked Prof. Coates for his contribution as a Centre Director.

RESEARCH DATA

RKEC
14.11.29 Richard Bond presented paper **RKEC 14.11.10 Analysis of research bids and research income for 2013/2014.** This was briefly discussed and the Committee requested that there should be a trend analysis included in future iterations of the paper.

Action: Richard Bond to included trend analysis of the bidding figures in future reports.

RKEC
14.11.30 Angel Lai presented **RKEC 14.11.12 Financial Performance 2013/2014** explaining that the information presented was based on all bids going through PASS not just research bids and also explained the reasons behind some significant fluctuations.

LIBRARY SERVICES UPDATE

RKEC
14.11.31 Amanda Conway presented paper **RKEC 14.11.11 Library Report – November 2014.** She highlighted the acquisition of the RCUK block grant for open access publishing (see RKEC 14.11.10 above). Other highlights included on-going work on the data repository to help meet the need for compliance with EPSRC data management policy, the increasing use of bibliometric and altmetric tools, and data on the usage of the UWE Research Repository. It was emphasised that Repository usage was increasing in terms of both adding outputs and in them being viewed and downloaded.

ANY OTHER BUSINESS

RKEC
14.11.32 No items were raised.

DATES OF NEXT MEETINGS:

4 February 2015

22 April 2015

10 June 2015

(Meetings in Dartington Suite, Farmhouse, Frenchay Campus)

Actions

Reference	Detail	Owner	Status
RKEC 14.11.8	To circulate HAS REF Impact guidelines and an example Impact Plan.	Jenny Ames	Completed
RKEC 14.11.11	To finalise plans for the release of the REF results and announce what will be happening	Martin Boddy and Richard Bond	Completed
RKEC 14.11.18	To check wording of IP section of Code of Good Research Conduct.	Tracey John	Completed
RKEC 14.11.18	To discuss the positioning of Financial Regulations within the Code of Good Research Conduct.	Ros Rouse and Angel Lai	Completed
RKEC 14.11.23	To include PhD Completion rates in future Graduate School Annual Reports.	Neil Willey	For 2014/15
RKEC 14.11.29	To provide a trend analysis of the bidding figures in future reports.	Richard Bond	On-going