



Department of Governance

GLASGOW CALEDONIAN UNIVERSITY		
UNIVERSITY RESEARCH COMMITTEE		
Minutes of the meeting held on 11 September 2018		
Present:	Mr M. Anderson, Professor C. Donaldson (Chair), Professor R. Emmanuel, Professor J. Harris, Dr L. Gray, Dr D. Lukic, Professor O. Pahl, Professor B. Steves,	
In attendance:	Ms C. Anderson, Mr P Woods (Secretary)	
Apologies:	Professor R. Clougherty, Professor L. Elliot, Professor B. Hughes, Dr J. Thomson, Professor J Woodburn	
MINUTES		
018.001	Considered	The unconfirmed minutes of the meeting held on 2 May 2018 (REC18/01/01).
018.002	Resolved	That the minutes be approved as a correct record.
MATTERS ARISING		
Online Research Surveys (arising on RCM017.140)		
018.003	Reported	By the Secretary that the IT Director had replied that she was aware of the action from the Operations Group but no discussions had taken place. IT Services had reviewed the market to find out who is using what service and this had raised some questions about our issues with Survey Monkey, i.e. whether there was an option to pay for the corporate version and what were Survey Monkey's plans to be GDPR compliant. She suggested it would be useful to identify a business owner(s) for the software so we can collectively progress the matter.
018.004	Resolved	That a shortlife group be convened involving Strategy & Planning, Governance, IT and research stakeholder (s).
Industrial SCF (arising on 017.144)		
018.005	Reported	By Mr Anderson there was a need to look at wider definitions e.g. delivery not just technology. The KT Manager would be writing to some people. Thinking about promotional; seminars also possible brokerage events. Need to get involved.
Research Data Management (arising on 017.145)		

018.006	Reported	By the Secretary that the Director of Library Services intended to submit a report to the next meeting of URC.
018.007	Reported	By Mr Anderson that Aridhia, an informatics company, had been in touch and he thought the product had looked impressive.
REF 2021		
018.008	Considered	An update on the REF 2021 preparations including July 2018 publications: <ol style="list-style-type: none"> 1. Unconfirmed minutes of the REF 2021 Management Group meeting held on 27 August 2018 (RMG18/01/01) 2. Draft guidance on submissions (RMG17/09/01) 3. Consultation on the panel criteria and working methods (RMG17/10/01) 4. Draft guidance on codes of practice (RMG17/11/01) 5. Guidance to panels (RMG17/12/01) 6. Equality briefing for Research Excellence Framework panels (RMG17/13/01)
018.009	Reported	By the Chair that the REF publications from summer 2018 were included on the agenda for information. More consultation was being requested on the <i>Draft Guidance on Submissions</i> and the <i>Panel Criteria and Working Methods</i> . A grey area remained in the eligibility of staff for submission in the definition of significant responsibilities for research. There may be staff who are not research focused but still have some outputs. This would need to be carefully addressed in the Code of Practice.
018.010	Discussion	There was some discussion on sharing information regarding the REF stocktakes. Members were reasonably comfortable with this but with the caveat that the data systems were not verified as 100% accurate at this stage.
018.011	Resolved	<ol style="list-style-type: none"> 1. That there is follow up on the Hesa staff return to ascertain what implications are for REF return 2. That UOA Leads are identified 3. That the REF Management Group consider REF2021 awareness events 4. Check with Gary Steele re GCU London people on Pure
RESEARCH INTEGRITY		
018.012	Considered	Annual report for information and possible activity for 2018-19 (REC18/02/01).
018.013	Reported	By the Secretary that the report had been prepared for the University Court and published on the University website following Court approval.
018.014	Discussion	Discussion about website and web groups. Frustration expressed. Also noted that the revision is progressing slowly.
018.015	Resolved	<ul style="list-style-type: none"> • That the report is circulated to School Research Committee for comment. • That Staff and students are both considered for any training/awareness events • UKRIO case studies – make available?
GDPR/DATA PROTECTION: GUIDANCE FOR RESEARCHERS		
018.016	Considered	The GDPR Guidance for Researchers (REC18-04-01) and information about

		training to be provided by Thornton's Solicitors.
018.017	Reported	By the Secretary that the GDPR guidance had been produced following consultation including with URC. The Head of Information Compliance had also informed of training that would be available from Thornton's Solicitors with specific focus on GDPR and research.
018.018	Discussion	Members still concerned about specific applications. FAQs mentioned. Also training might be oversubscribed. Others say key thing is local champions similar to Glasgow University model, e.g. where there are research integrity champions.
018.019	Resolved	<ul style="list-style-type: none"> • Worked example (when available) • FAQs • Need champions at local level and student champions • Embed this guidance • Ethics updates
URC ANNUAL REPORT		
018.020	Considered	The draft report to Senate on URC business during 2017-18 (REC18/03/01).
018.021	Resolved	<ul style="list-style-type: none"> • OK (minor updates) • Further comments to me
LIVE ISSUES		
018.022	Reported	Lyle reports on lack of progress for PGR student employments/contracts etc. Check history – get Deans together?
018.023		
URC COMPOSITION, MEMBERSHIP AND TERMS OF REFERENCE 2017/18		
018.024	Approved	The URC Composition, Membership and Terms of Reference for Session 2017/18. (Doc REC18/05/01)
		Discussion about student representation.
RESEARCH DEGREES COMMITTEE		
018.025	Received:	The confirmed minutes of the meeting held on 18 April 2018 (RDC17/23/01).