



Department of Governance

GLASGOW CALEDONIAN UNIVERSITY		
UNIVERSITY RESEARCH COMMITTEE		
Minutes of the meeting held on 14 March 2018		
Present:	Ms M. Daly, Professor C. Donaldson (Chair), Professor L. Elliot, Professor R. Emmanuel, Ms Y. Glover (<i>vice</i> Professor J. Lennon) Dr L. Gray, Dr D. Lukic, Professor O. Pahl, Professor B. Steves, Dr J. Thomson, Professor F. Van Wijk (<i>vice</i> J Woodburn)	
In attendance:	Ms C. Anderson, Mr R. Ruthven, Ms K. Roden, Mr P Woods (Secretary)	
Apologies:	Professor R. Clougherty, Professor J. Harris, Professor B. Hughes	
MINUTES		
017.087	Considered	The unconfirmed minutes of the meeting held on 24 January 2018 (REC17/25/01).
017. 088	Resolved	That the minutes be approved as a correct record.
MATTERS ARISING		
Researcher development (arising on 017.052)		
017.089	Reported	By Professor Steves that arrangements were now being made and she envisaged there would be a meeting in 3-4 weeks' time.
PGR student numbers (arising on 017.052)		
017.090	Reported	By the Chair that there were 4 task groups: <ul style="list-style-type: none"> 1. Review use of studentship monies 2. Create a Single Admissions Panel 3. Review areas of progression and success 4. Review supervision capacity The groups would report to the next meeting of URC on 2 May 2018.

PURE (arising on 017.052)		
017.091	Reported	By Mr Ruthven that researchers had been sent instructions to update their profiles in Pure and there is administrative support in the Library where required.
Authorship (arising on 017.052)		
017.092	Reported	By the Secretary that the UKRIO guidelines would be edited to incorporate good practice on PGRs ahead of publication on the University website.
Fame Lab		
017.093	Resolved	By Professor Steves that it was a good event but there were no GCU participants. She encouraged more participation from GCU staff and students for future events.
RESPONSE TO SENATE EFFECTIVENESS REVIEW		
017.094	Considered	A draft response by the PVCr to the Senate Effectiveness Review Report (REC17/26/01).
017.095	Reported	By the Chair that the action by Senate specified communications on research and commercialization.
017.096	Discussion	<p>Members discussed how to respond to the request. The following was suggested:</p> <ul style="list-style-type: none"> • Quicker publication of research-related items to the website or intranet; • Engagement of staff and raising awareness of mechanisms for commercialization; • Greater visibility of policies and propagation of policies to help embed them in the research culture; • Use of different communications e.g. social media; • Intranet use for updating the internal audience. <p>Members discussed a perception that learning and teaching issues were discussed in more depth than research issues. It was suggested that there could be more engagement with Senate with an aim to provide more regular updates and agenda items.</p> <p>It was suggested that the URC terms of reference could be updated to reflect a more regular reporting on a range of issues rather than one all-encompassing annual report.</p>
017.097	Resolved	That any further suggestions or feedback be sent to the Chair.
RESEARCH DATA MANAGEMENT		
017.098	Considered	A verbal update by the Director of Library Services on the Research Data Management Working Group.
017.099	Reported	By Mr Ruthven that the working group had been set up. The aims of the group were to talk to research community about current practice and what is needed going forward. He informed members that a new Research Information Manager

		post was to be established in the Library. There was also an Elsevier product trial for enhanced management of research data which would be happening soon.
017.100	Discussion	Members asked if a template for project data management plan would be drafted. Mr Ruthven replied that he expected to do this and for it to be provided to the research community.
017.101	Resolved	That the update be noted.
REF UPDATE		
017.102	Considered	An update on REF and the minutes of the REF Management Group (RMG17/08/01)
017.103	Reported	By the Chair that following discussion at RMG on the provisional Stock takes the Group had decided to do expanded stock takes on a School/Research Centre basis. The reason for this was that a School-wide stock take implied no prejudgment with regard to unit of assessments and cross- disciplinary issues (i.e. where staff could potentially be submitted in a UoA that is not managed within their School) are averted.
017.104	Discussion	One member asked if the Pure Dashboard could be configured for GCUL. There was concern around Artemis and discussion around much needed support to ensure data quality in lieu of any alternative system being in place ahead of the REF 2021 submission. The Chair informed members that discussions were ongoing with the Head of Programmes and Planning in the Professional Services Directorate to seek a solution. Members discussed potential joint submissions. The Chair stated that scoping and discussions with potential partners would need to take place in the first instance.
017.105	Resolved	That the update be noted.
PRES UPDATE		
017.106	Considered	An update on PRES by the Director of the Graduate School (REC17/27/01) .
017.107	Reported	By Professor Steves that the University had adapted its approach to student survey outcomes (e.g. NSS, PRES etc.) and rather than requesting individual action plans, responses are integrated into the overall Student Experience Action Plan (SEAP). The SEAP would have actions applicable to all students as well as specific actions relevant to PGR students.
017.108	Reported	By Ms Roden that this was now standard procedure and avoided much of the duplication that was created by the previous model.
017.109	Discussion	Ms Daly reported that there was ongoing engagement with PGR students in HLS to garner feedback and the main issues would appear to be research culture; resources; skills training. These would be fed back to the Graduate School and to PGRTs.

		Members agreed that ownership (via RDC) of the appropriate areas was crucial to successful outcomes.
017.110	Resolved	That the update be noted.
HR EXCELLENCE IN RESEARCH AWARD – REVIEW VISIT		
017.111	Considered	An update on the HR Excellence in Research Award (REC17/28/01).
017.112	Reported	By Professor Steves that following the phone “visit” a report was expected in in April 2018. She felt that the visit had gone well and the report would detail the recommendations and requirements for future activity.
017.113	Reported	By the Chair that he would be seeking to establish an ECR group in relation to researcher development. It was still to be decided what role and activities the group would undertake but it was hoped bringing ECRs together would help to stimulate initiatives.
017.114	Discussion	Members asked if there had been any further consideration of Professorship bands. The Chair replied that some work had been done on this but there was no final outcome.
017.115	Resolved	That the update be noted.
LIVE ISSUES		
017.116	Considered	Other issues to report not otherwise dealt with on the agenda.
Professor Sir Mark Walport Visit		
017.117	Reported	By the Chair that Professor Sir Mark Walport, Chief Executive Designate of the newly formed UK Research and Innovation (UKRI), would be visiting the University for a Professoriate meeting. He would be arriving the night before so could have time for a meeting with ECRs or other researchers. If members had any further ideas they could contact the Chair directly.
Staff locations		
017.118	Reported	By Ms Glover that RIE had moved from Milton Street to the Harley building. The Graduate School would also be moving to Harley Building in near future. There will be a launch event in association with the relocation.
017.119	Reported	By Ms Anderson that Research Business support staff were now located in A213.
Scottish Crucible		
017.120	Reported	By Professor Steves that 2 applications from GCU ECRs had been submitted to the 2018 Scottish Crucible programme.
Carnegie Trust PhD Scholarships		
017.121	Reported	By Professor Steves that the University had nominated 3 candidates for Carnegie Trust PhD Scholarships.
Research Celebration		
017.122	Reported	By Professor Steves that the Research Celebration is on Monday 19 th March with Jorge Cham, creator of "PHD Comics", as guest speaker.

GDPR and Research		
017.123	Reported	<p>By the Secretary that Hazel Lauder (Assistant Head Governance - Information Compliance) had met with Professor Lennon and Yasmin Glover on Wednesday morning to discuss the next steps. She had also discussed the matter with Robert Ruthven and felt there may be scope to include the work for GDPR with the review of research information management that's required for the Research Data Management project.</p> <p>In the short term Ms Lauder had advised that there was a need to understand the requirements of the new data protection legislation and how this can be incorporated into revised documentation. Edinburgh University was leading on research as part of the preparation for GDPR and their output should be helpful in incorporating good practice in GCU guidance and templates.</p>
017.124	Reported	By Ms Glover that there would be further discussions around research and research data management and implications for current University guidance, such as the research ethics handbook. This would involve looking at guidance from UKRIO and funders and reviewing the response of the sector and then disseminating guidance to the research community.
017.125	Reported	By Mr Ruthven that there was some overlap with research data management and he was discussing this with Ms Lauder.
UNIVERSITY PHD STUDENTSHIPS		
017.126	Received:	Update to the 2018 timetable (REC17/29/01).
017.127	Reported	By Professor Steves that she was aware of difficulties with the online application process and was working with admissions and the web team to resolve it.
RESEARCH DEGREES COMMITTEE		
017.128	Received:	Minutes of the meeting held on 29 November 2018 (RDC17/10/01).
SCHOOL RESEARCH COMMITTEES		
017.129	Received	<ol style="list-style-type: none"> 1. SEBE Research Committee minutes 15 November 2017 (SEBE RC 17/75). 2. GSBS Research Committee minutes 10 May 2017 (HLS/RC17/03/1). 3. GSBS Research Committee minutes 1 June 2017 (HLS/RC17/04/1).