



Department of Governance

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| GLASGOW CALEDONIAN UNIVERSITY | | |
| UNIVERSITY RESEARCH COMMITTEE | | |
| Minutes of the meeting held on 9 September 2015 | | |
| Present: | Mr S. Brown, Professor A. de Ruyter, Professor C. Donaldson, Professor R. Emmanuel, Professor S. Hutchinson, Dr L. Gray, Professor B. Hughes, Professor M. Mannion (Chair), Professor J. Marshall, Dr P. Martin, Professor J Woodburn, Professor B. Steves, Professor B. Stewart, Professor O. Walsh | |
| In attendance: | Dr L. Amrane-Cooper, Mr M Anderson, Mr R. Clougherty, Ms M. Miller, Mr. P. Woods (Secretary) | |
| Apologies: | Professor P. Shukla | |
| MINUTES | | |
| 015.001 | Considered | The unconfirmed minutes of the meeting held on 1 April 2015 (REC14/40/1). |
| 015.002 | Resolved | That the minutes be approved as a correct record. |
| MATTERS ARISING | | |
| 015.003 | Reported | By the Chair that there were no matters arising not otherwise being dealt with on the agenda. |
| CHAIR'S REPORT | | |
| 015.004 | Reported | By the Chair that there no matters to report not otherwise being dealt with on the agenda. |
| RESEARCH STRUCTURES | | |
| <i>Secretary's note: Professor Marshall assumed the Chair for this item (only) to allow Professor Mannion to take questions on the proposals being presented to the Committee.</i> | | |
| 015.005 | Considered | A paper outlining the research structures for the University (REC15/5/1). |
| 015.006 | Reported: | By Professor Mannion that the proposals had been considered by the University |

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| | | Executive Board, informed by discussions with the ADRs and Director of Yunus Centre. He welcomed members' comments and questions on the proposals. |
| 015.007 | Discussion | <p>Members asked if there were fixed expectations about the size of research groups.</p> <p>Professor Mannion responded that there was no stipulated size but the expectation would be that around 5-6 members was appropriate.</p> <p>Another member asked about the time allocations to research theme leaders and if this would be the same for all of them.</p> <p>Professor Mannion replied that it was expected to be a standard time allocation for all and added that the role would be on a 3 year rotational basis.</p> <p>Another member pointed out that the Deans were not represented in the management structure diagram and Professor Mannion agreed that the diagram would be amended accordingly.</p> <p>Professor Mannion stated that other roles were largely devolved to Centres. It was intended that the Research Centres would be focused in its cognate area of research and aligned to Research Strategy themes.</p> |
| 015.008 | Resolved | That subject to some minor changes as noted, the proposals be approved and recommended to Senate (PVCR). |
| RESEARCH STRATEGY PROGRESS REVIEW and PURE UPDATE | | |
| 015.009 | Considered | Final PGRS number 2014-15 (REC15/7/1) |
| 015.010 | Reported | By Professor Steves that there had been further reconciliation with the HESA statistics due to DPpsych registrations being coded separately from PhDs. This meant that the strategic recruitment target was achieved but it was concerning that both full-time and part-time PhD recruitment was down on 2013-14. In contrast Professional Doctorate recruitment had recovered in 2014-15 having experienced a dip in 2012-14. |
| 015.011 | Discussion | <p>Members discussed potential reasons for declining numbers in fulltime and part-time PhD recruitment. The anecdotal possibilities discussed were:</p> <ol style="list-style-type: none"> 1. The University is too rigid in its application of UKVI policy. It was claimed that GCU has rejected applicants who have been accepted by other UK HEIs. 2. That fees are too low rather than too high leading applicants to question the quality of the experience/supervision. |
| 015.012 | Resolved | <ol style="list-style-type: none"> 1. That the Graduate School provide a breakdown of the Table 2 statistics by School (Graduate School). 2. That a gender breakdown of (table 2) is also provided for information (Graduate School). 3. That there is dialogue with International Admissions regarding any misapplication of UKVI policy detrimental to PGR student recruitment |

| (Chair of RDSC/RDSC). | | |
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| 015.013 | Considered | Research Income Report 2012-15 (REC15/8/1) |
| 015.014 | Reported | By the Chair that he was pleased to note an increase in research income 2014-15. |
| 015.015 | Considered | PURE Development Update including report format for research outputs quality assessment (REC15/9/1) |
| 015.016 | Reported | By Professor Marshall that currently the University was in the process of upgrading to Pure version 4.2 as part of the longer term upgrade to Pure 5. IT Services had experienced technical problems but Atira had diagnosed these as server related and requiring a server upgrade. Professor Marshall had informed IT Services that this is an institutional priority and he requested the support from the Committee in pursuing this matter. |
| 015.017 | Reported | By Professor Marshall that the Committee had requested that a template from Pure to be provided for reporting on quality assessment of research outputs. A REF style format is provided in the appendix to this paper. Professor Marshall asked members to note that the upgrade to Pure 5.0 is required for current period functionality (in the reports) and staff would also require to be associated with a UoA. |
| 015.018 | Resolved | <ol style="list-style-type: none"> 1. The Committee supports the recommendation to IT services that priority be given to solving the existing problems with the PURE 4 upgrade and that a schedule for the upgrade to PURE 5 is prepared as soon as is practicable. 2. It is agreed that the University Research Committee should contribute to the development of the University's digital strategy in so far as it impacts on research activity. 3. That the draft formats for reporting on quality assessment of research outputs provided in the appendix are appropriate. (Director of Academic Research Development) |
| CHANGES TO PGR STUDENT GOVERNANCE ARRANGEMENTS | | |
| 015.019 | Considered | Proposals for revisions in PGR Student Governance Arrangements (REC15/6/1). |
| 015.020 | Reported | By Professor Steves that the proposal devolved some PGRS governance to Schools whilst retaining central oversight in the Research Degrees Subcommittee and University Research Committee. Operationally responsibilities would transfer from the Graduate School to the Registry. |
| 015.021 | Reported | By Dr Gray that he supported the proposal and that although there may be some initial disruption, the new arrangements would be an enhancement. A rigorous application of the established regulations would underpin the change. |
| 015.022 | Discussion | <p>One member asked about the mechanism to ensure consistency of PGR Progression and Awards Boards.</p> <p>Dr Gray replied that there was cross School representation, a Registry role and a Graduate School role accounted for in the composition to ensure consistency.</p> <p>Another member pointed out that the appointment of Examiners is currently</p> |

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| | | <p>ratified by HDSC so this should be reflected as part of the remit of the Research Degrees Committee.</p> <p>There were some concerns raised about resourcing in Schools but the academic principle of the changes was welcomed.</p> |
| 015.023 | Resolved | That the proposals be approved and recommended to Senate (PVCR). |
| POSTGRADUATE RESEARCH STUDENT EXPERIENCE: ISSUES RELATING TO DELAYED COMPLETION FOR FUNDED STUDENTS | | |
| 015.024 | Considered | A paper outlining issues related to funded PGRS and delayed completion (REC14/43/1). |
| 015.025 | Reported | <p>By Dr Gray that there had been a series of meetings to investigate the issues raised by students. The report detailed the main issues raised, actions already taken/ being taken and recommended actions.</p> <p>The problems were identified as primarily:</p> <ul style="list-style-type: none"> • Variability in PGRS experience • Communication • Delays in research degree completion. <p>A number of actions had been taken:</p> <ul style="list-style-type: none"> • Research Programmes Enhancement Committee (RPEC) working group established to examine issues surrounding Teaching & Demonstration. • People Services have been asked by the PVC Research to examine all the issues surrounding PGRS teaching duties and casual hours working by PGRS. • The letter in Appendix B was sent to all ADRs for dissemination to all staff with responsibility for PGRS to indicate current GCU practice. • The PVC Research has considered the issues surrounding payment of PGRS for teaching duties and reached the decision that all PGRS will be paid for teaching irrespective of status. This information has not yet been released. • Responsibility for monitoring & administration of PGRS to be moved into Academic Schools. <p>Proposed actions – for discussion</p> <ul style="list-style-type: none"> • Issue a clear statement of the services PGR students can access as staff and/or students to academic & support departments • Provide regular workshops to allow sharing of best practice for all PGRS supervisors including experienced supervisors • A complaint/conflict resolution process to be established for PGRS. • Regular meetings of PGRS with PGRTs/ADRs – which may be part of monitoring & administration processes within Academic Schools (as above). • Examine whether the start date for PGRS could be better aligned with undergraduate/taught PG or whether PGRS could be invited to participate in some of the activities of undergraduate induction, which |

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| | | <p>are of use to all new students.</p> <ul style="list-style-type: none"> • That ADRs operate open-door, confidential pastoral support and this is being communicated to the PGR Students to enable anyone who feels that they have been subject to bullying to seek support and resolution of the issues they face. • A clear process for applying for funds for consumables, conference travel should be in place in all Schools. |
| 015.026 | Discussion | <p>Dr Gray reported that there was general confusion amongst the cohort about roles and responsibilities and an over reliance on the Graduate School as a first point of contact. The proposed actions set out above dealt with a number of these and attempted to embed the resolution of major and minor issues within Schools.</p> <p>Other members identified a limited sense of community, communication issues with supervisors, lack of induction and excessive teaching/demonstrating duties as particular issues giving concern to PGR students.</p> <p>Professor Steves stated that supervisors were required to attend refresher training and take up had been disappointing. It should be noted that this training is mandatory for supervisors.</p> <p>The Chair stated that he had commissioned a colleague in People Services to investigate the issues surrounding teaching/demonstrating duties and payment for casual hours.</p> <p>Dr Gray drew members' attention to the memorandum, from Chair of HDSC and Director of the Graduate School, attached as appendix 2 which set out the current position with regard to PGR students and their teaching/demonstration duties.</p> <p>Many members felt that there was a disconnection between those allocating these duties (under the Head of Department/Assistant HoD) and the students' supervisors.</p> |
| 015.027 | Resolved | <ol style="list-style-type: none"> 1. That the ADRs provide the Chair with an update on the numbers of students undertaking teaching/demonstration duties, including number of hours and payment (ADRs). 2. That the memorandum is circulated widely in Schools, particularly to those staff with responsibilities for allocating teaching/demonstration duties (ADRs). 3. That the role of PGR tutors within the Schools is examined (RDSC). 4. That the Director of the Graduate School is tasked with ongoing communication of actions to the PGR Student community (Director Graduate School). |
| OPEN ACCESS POLICY UPDATE | | |
| 015.028 | Considered | HEFCE REF Revised Policy Position and EU Open Access Published Guidance (REC15/10/1) |
| 015.029 | Reported | By Professor Marshall that the Funding Councils had announced a change to the |

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| | | <p>date by which the open access policy for REF2020 required to be implemented. This was largely as a result of the challenges compliance with policy made to institutional systems. It would allow more time to develop workflows anticipated in parallel with the Pure 5.0 upgrade.</p> <p>Therefore this reinforced the need to prioritise the upgrade to PURE version 5 in order to allow full open access compliance workflow for REF2020. Also staff needed to be encouraged to deposit author final text of research journal articles and conference proceedings in PURE at the <u>point of acceptance by the publisher</u> for REF2020 purposes.</p> <p>Assistance for staff in relation to open access policy compliance and deposition in PURE would be made available via RIE and the Library.</p> |
| 015.030 | Reported | <p>By Professor Marshall that as the EU-funded Open AIRE2020 project's National Open Access Desk, JISC is contacting HEIs to provide detailed information and support on the Horizon 2020 Open Access policy requirements and to provide guidance on how to take part in the Horizon 2020 Open Research Data Pilot and the FP7 Post-Grant Open Access Pilot.</p> <p>He recommended that consideration should be given to identifying possible GCU candidates for participation in the FP7 post grant open access pilot in order to improve understanding of support for open access in developing Horizon 2020 projects.</p> <p>To help facilitate this he also recommended that the Europe Office should contribute to the work of the Committee's working group on Open Access.</p> |
| 015.031 | | <p>That the following recommendations are approved:</p> <ol style="list-style-type: none"> 1. Priority is given to upgrade of PURE to version 5 to allow full open access compliance workflow for REF2020. 2. Staff need to be encouraged to deposit author final text of research journal articles and conference proceedings in PURE at the point of acceptance by the publisher for REF2020 purposes. 3. That the Open Access Working Group co-opts the Head of the Europe Office. 4. That consideration of identifying possible GCU candidates for participation in the FP7 post grant open access pilot is undertaken by the Open Access WG. (Director Academic Research Development/OAWG) |
| RCUK OPEN ACCESS ANNUAL INSTITUTIONAL REPORT REQUEST | | |
| 015.032 | Considered | The draft report on progress towards open access on research publications (REC10/13/1). |
| 015.033 | Reported | <p>By Professor Marshall that, as they did in 2014, RCUK had requested that UK HEIs provide an annual institutional report concerning compliance with Open Access policy requirements.</p> <p>RIE will be contacting academic staff holding RCUK grants currently and assist them as necessary in ensuring compliance with open access policy.</p> |

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| | | An institutional report will be sent to RCUK by the closing date of 31st October 2015. |
| 015.034 | Resolved | That the process is noted. |
| RESEARCH DATA MANAGEMENT | | |
| 015.035 | Considered | The RCUK research data management concordat (REC15/11/1). |
| 015.036 | Reported | By Professor Marshall that RCUK is seeking feedback on a draft concordat on open research data. The process for providing institutional feedback is outlined in this paper. |
| 015.037 | Resolved | That the process is noted. |
| RESEARCH INTEGRITY UPDATE AND PLAN | | |
| 015.038 | Considered | An update is provided in relation to the University's engagement with the UK Research Integrity Office (UKRIO) and a plan of action for AY2015-16 proposed (REC15/12/1). |
| 015.039 | Reported | By Professor Marshall that the University has joined UKRIO which would be of help in taking forward the University's activity related to the Concordat. In the first instance it was proposed that the Committee should invite the CEO of UKRIO to make a presentation on the assistance his organisation provides to members at the meeting on 11 November 2015 or another occasion. In preparation for this meeting, it was proposed that Schools and other academic units engaged research will conduct a preliminary assessment of our compliance with the provisions of the concordat using the UKRIO self-assessment tool. |
| 015.040 | Resolved | 1. That the CEO of UKRIO be invited to present to the Committee at the meeting on 11 November 2015 (Director ARD). 2. That the Chair would consider a process for a preliminary assessment using the UKRIO self-assessment tool (PVCR). |
| REF2020 UPDATE | | |
| 015.041 | Considered | A summary of recent developments in relation to preparations by UK funding Councils in advance of the next REF exercise (REC10/15/1). |
| 015.042 | Reported | By Professor Marshall that a formal consultation organised by the four UK Funding Councils would be likely to take place in October 2015. |
| 015.043 | Resolved | That preparations to convene a REF Management Group comprising PVCR as Chair, ADRs and Yunus Centre Director, advised by Director Academic Research Development are put in progress. (URC Secretary) |
| TERMS OF REFERENCE, COMPOSITION AND MEMBERSHIP OF URC | | |

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| 015.044 | Discussion | <p>One member voiced concern that the membership of the Committee was now too large to allow for productive discussion and action. Another member also felt that the co-option of Deans was not required as the Associate Deans Research were able to represent their Schools.</p> <p>The Chair responded that he was willing to hear considered arguments against the proposed composition but informed members that there were valid counter arguments which he felt were convincing.</p> |
| 015.044 | Approved | That, in principle, the updated Composition and Membership and Terms of Reference of the Committee and recommended to Senate (REC15/02/1). |
| 015.045 | Resolved | That the Chair would consider arguments for changes to the Composition received prior to Senate. |
| RESEARCH COMMITTEE ANNUAL REPORT | | |
| 015.046 | Approved | The Research Committee Annual Report 2010-11 (REC15/03/1) subject to minor textual amendments (URC Secretary). |
| RESEARCH ETHICS SUBCOMMITTEE | | |
| 015.047 | Received | Minutes of the Meeting held on 30 October 2014 (EC14/1/1) |
| HIGHER DEGREES SUBCOMMITTEE | | |
| 015.048 | Received | The minutes of the meeting held on 6 May 2015 (HDC14/199/1) and 24 June 2015 (HDC15/ 2/1). |
| SCHOOL RESEARCH COMMITTEES | | |
| 015.049 | Received | SEBE Research Committee minutes 11 February 2015 (SEBE RC 14/12). |