

- In the Chair: Professor Richard A Williams, Principal and Vice-Chancellor*
- Present Also: Professor Julian Jones, Vice-Principal
Professor Robert Craik, Vice-Principal (Malaysia)*
Professor Ammar Kaka, Vice-Principal (Dubai)*
Professor Gill Hogg, Deputy Principal (External Relations)
Professor John Sawkins, Deputy Principal (Learning and Teaching)
Professor Gavin Gibson, Interim Head (Mathematics and Computer Sciences)
Professor Robert MacIntosh, Head (Management and Languages)*
Professor Stephen McLaughlin, Head (Engineering and Physical Sciences)
Dr Peter Morris, Interim Head (Life Sciences)
Professor Gareth Pender, Head (Energy, Geoscience, Infrastructure, and Society)
Professor Fiona Waldron, Head (Textiles and Design)
Ms Ann Marie Dalton, Secretary of the University
Mr Andrew Menzies, Director of Finance
- In Attendance: Professor Beatrice Pelloni, Head Designate (Mathematics and Computer Sciences)
Mr Richard McGookin, Director of Planning
Ms Ruth Moir, Assistant Principal (International Development)*
Mr Mike Bates, Director of Recruitment and Admissions
Mr Martyn Spence, Director of Marketing and Communication
Mr Brett Dodgson, Clerk
- Apologies: Professor Duncan Hand, Interim Deputy Principal (Research and Knowledge Exchange)
Mr Alick Kitchin, Acting Head (Edinburgh Business School)

* Indicates member participating remotely

MINUTE REF

M16/046 WELCOME AND ANNOUNCEMENTS

The Chair welcomed to the meeting the members of the UE, those colleagues who were in attendance, and Professor Beatrice Pelloni who would be joining the University in spring 2016.

M16/047 MINUTES OF THE LAST MEETING

The UE considered the minutes of the meetings held 1 February 2015 and 8 February 2015 and approved them as a correct record.

M16/048 MATTERS ARISING AND ACTIONS LOG

Arising from minute 16/041, the UE noted that the Principal had met with the Acting Chair of the Edinburgh Business School to discuss the process for appointing a new Chair and a new Head of School. The Deputy Principal (Learning and Teaching) and the Head of the School of Management and Languages had been invited to advise on the academic scope of the Head of School role; members of the UE were invited to provide them with any comments or suggestions in relation to this. The UE noted that an appointment schedule would be circulated. Also arising from minute 16/041, the UE noted that a group had been convened to consider and develop proposals for the future academic strategy of the Edinburgh Business School. The UE agreed that the actions log should be updated to reflect this.

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The UE received and noted the actions log.

M16/049 REPORT FROM THE CHAIR

In a verbal report the Principal and Chair noted that the University had still not received from the Scottish Funding Council notice of its indicative funding settlement [minute 16/027]. The delay was likely to reflect the difficulties in agreeing how overall reductions in funding would be applied across the higher education sector.

The Principal noted that the University was currently recruiting for a number of senior positions – Deputy Principal (Research and Innovation); Deputy Principal (Enterprise and Business); Deputy Vice-Principal (Dubai); and Deputy Vice-Principal (Malaysia).

[Reserved Section – Ref. FOI(S)A, s.30 and s.33]

At its meeting held 9 February 2016, the Finance Committee had considered a report from the Vice-Principal on the development of the 2016 five year plan. The Vice-Principal had reported on the principles and assumptions behind the development of the plan as had been reported to the UE in January 2016 [minute 16/008].

The Research and Knowledge Exchange Board, as part of a current project relating to the research student life-cycle, was examining issues relating to research student recruitment and admissions. This would include the setting of turnaround time targets for applications for admission. Heads of Schools were invited to liaise with the School Directors of Research should they wish to contribute comments or suggestions on this work.

The UE noted that the next University Leadership Forum would be held 20 May 2016. In advance of the Forum, the UE would have its own away day to be held 10 May 2016 and all members were expected to attend; the away day would be followed by a dinner from 18:15 finishing at 20:15.

M16/050 IMPLEMENTING THE REFINED HERIOT-WATT BRAND [Paper UEP/16/034]

The UE considered a paper on plans to implement the University's refined brand positioning and brand design.

The UE noted that, as part of the refined brand design, the University logo had been simplified through the removal of the ribbon device and background colour. The simplified logo had been developed in such a way that it could be launched and, in the short-term, used alongside the existing logo without significant incongruity between the two. This meant that the introduction of the simplified logo could be phased over time without the need to immediately replace architectural signage, promotional materials, and other items featuring the logo.

[Reserved Section – Ref. FOI(S)A, s.30 and s.33]

The UE endorsed a phased approach to the introduction of the refined brand positioning and brand design over the period February 2016 to December 2016 and approved the associated communications plan.

M16/051 TAUGHT POSTGRADUATE PROGRAMMES STRATEGIC DEVELOPMENT

The UE considered a presentation on the strategic development of the University's portfolio of taught postgraduate programmes.

[Reserved Section – Ref. FOI(S)A, s.30 and s.33]

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M16/052 APPLICANT CONVERSION UPDATE [Paper UEP/16/036]

The UE considered a paper on the numbers of applications for admission to undergraduate and taught postgraduate programmes at the Scottish campuses where a decision was pending at 12 February 2016.

[Reserved Section – Ref. FOI(S)A, s.30 and s.33]

The UE noted that the Deputy Principal (External Relations) was preparing a paper for the UE on applicants to UK-based programmes who had or were seeking refugee status. Heads of School were invited to notify the Deputy Principal (External Relations) of any current applicants who were known to have or be seeking refugee status.

M16/053 APPLICATION HANDLING TARGETS

The UE considered a verbal report on the work of the applicant conversion group [minute 16/042].

It was noted that the group was continuing to examine the systems and practices which underpinned applicant conversion activity. The UE agreed that the group should, as part of its work, examine aspects of the admissions process which might be automated. The group had continued to meet weekly and, at its next meeting, it was intended that it would agree recommendations for application turnaround time targets which would then be presented to the UE for approval.

M16/054 ATHENA SWAN ACCREDITATION RENEWAL [Paper UEP/16/038]

The UE considered a paper on plans to seek renewal of the University's Athena SWAN accreditation.

It was noted that the University's current accreditation would expire at the end of 2016 and that it was intended that its application for renewal of that accreditation would be submitted in November 2016. The renewal process would be coordinated by a project board led by the Deputy Principal (External Relations).

[Reserved Section – Ref. FOI(S)A, s.30 and s.33]

The UE agreed that the existing Athena SWAN Strategy Group would continue to have an important role in coordinating the delivery of the University's Athena SWAN commitments. Members of the Group were thanked for their contributions to its work.

M16/055 CAMPUS SERVICES MANAGEMENT BOARD [Paper UEP/16/039]

The UE received the minutes of the meeting held 18 January 2016.

M16/056 RESEARCH AWARDS AND PROPOSALS: JANUARY 2016 [Paper UEP/16/040]

The UE received analyses of research awards and proposals as at January 2016.

M16/057 DATE OF NEXT MEETING

The UE noted that its next meeting would be held 22 February 2016.

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Signed by Chair

Date