

Secretary's Board Bulletin

The School and Professional Service representatives of the Board are:

Ms Ann Marie Dalton,
Secretary of the University (Chair)

Mr Mark Adderley,
Director of Human Resources

Ms Philippa Burrell,
Director of Administration (SBE)

Ms Sue Collier,
Director of Governance and Legal Services

Mr Malcolm Deans,
Director of Campus Services

Ms Maggie Dunn,
Director of Administration (SLS)

Ms Morag Heggie,
Director of Administration (EBS)

Ms Lesley Lindsay,
Director of Administration (TEX)

Mrs Gillian McFadzean,
Director of Research & Enterprise Services

Mr Andrew Menzies,
Director of Finance

Ms Theresa Merrick,
Director of External Affairs

Ms Lorna Morrow,
Director of Administration (MACS)

Mrs Kathy Patterson,
Academic Registrar & Deputy Secretary

Mr Derek Penman,
Director of Administration (EPS)

Mr Campbell Powrie,
Director of Administration (SML)

Mr Mike Roch,
Director of Information Services

Ms Sheelagh Wallace,
Director of Administration and Registrar (Dubai)

Welcome to the December edition of the Secretary's Board Bulletin, the monthly communication from the Secretary's Board.

The Secretary's Board is the forum for the leaders of all the Professional Services across the University to meet and work together to ensure we are delivering integrated services across the University to support teaching, research and the student experience.

The Board met at the beginning of December and the main outcomes of that meeting are reported in this bulletin.

We welcome your feedback on these bulletins. Contact Review2012@hw.ac.uk with your comments or suggestions.

Minutes of the Secretary's Board meetings can be found at: www.hw.ac.uk/committees/secretarys-board/minutes.htm

1. REPORT FROM THE DIRECTORS OF ADMINISTRATION IN THE SCHOOLS

Schools continue working with Research and Enterprise Services on REF preparation. Guidance has been given to the steering group and REF returnable staff on the selection process and preparing for the REF Selection Board which will take place with the Principal on 14 December 2012.

External consultant, Professor Martin Woolley, Associate Dean of Applied Research, Coventry School of Art and Design is making his second REF visit to the School of Textiles and Design in December 2012.

The School of the Built Environment hosted a visit in November from Sigrún Þorgeirsdóttir, and Vilborg Jonudottir from the School of Science and Engineering, Reykjavik University as part of an Erasmus funded initiative. The purpose of the visit was to observe the administrative support provided by staff within the School, with a particular focus on distance learning and research administration.

2. CAMPUS SERVICES

Hospitality Services

Retail catering outlets are adjusting the services available as the semester proceeds, for example the catering outlet in the Library has extended its hours in line with the Library opening 24/7.

The University has successfully retained the British Small Animal Veterinary Association (BSAVA) conference for the next three years and the British Universities and Colleges Sports (BUCS) conference has confirmed that its 2013 conference will also be held at Heriot-Watt.

Centre for Sport and Exercise (CSE)

The CSE has been awarded a grant for the next two years to develop a Heriot-Watt Community Sports Hub (CSH). We are the first University to be awarded CSH status. This grant will be used to develop links with the local community and with sports clubs. A main element of this is to link students to volunteer sports roles in the community.

As of 31 October, the Sports Union membership was up 650 to 1,540 against the same date in 2010.

Following a tender process, Balance Physiotherapy has been the company selected to operate the Sports Medicine Services at Heriot-Watt.

Estates Services

The demolition works of Residences 1 at the Edinburgh Campus will commence on 4 February 2013 for eight weeks. Action will be taken to minimise disruption and noise. The reinstatement of landscape works will be undertaken by Heriot-Watt's Estates Department directly.

3. EXTERNAL AFFAIRS

Development and Alumni Relations

Implementation of a Feasibility Study has taken place, which will help gauge what level of support is available for a significant University fundraising campaign. A presentation was also given to the University Executive about the ambitious plans to increase donations. Planning for a fundraising telethon in January 2013 is also underway.

Events

Dr Vince Cable, Secretary of State for Business, Innovation and Skills, visited the University and toured the International Centre for Brewing and Distilling in the School of Life Sciences, and the Deep Wave basin and the new Geopavement and Railway Accelerated Fatigue Testing (GRAFT II) facility in the School of the Built Environment.

Recruitment and Admissions

Recruitment visits to UK schools and colleges in advance of submission of UCAS applications have taken place. International recruitment trips have also taken place to the Middle East, Malaysia and Kurdistan.

4. GOVERNANCE AND LEGAL SERVICES

An audit of the University's compliance with the Copyright Licensing Agency (CLA) HE Comprehensive Licence was carried out on 6 November 2012. The CLA has no major concerns about the University. The University was commended for its inclusion of copyright training as part of its mandatory PGCAP course; for the level of knowledge and understanding in the Library; and for the rigor of its processes in the Edinburgh Business School.

It is probable that there will be changes to the CLA Licence, effective from the start of the next academic year. If introduced these will have implications in respect of materials used at our Dubai and Malaysia Campuses and for the materials that can be provided to students at our Approved Learning Partner institutions (ALP's).

Thanks to all those who participated in preparing for and attending what was a successful audit.

5. INFORMATION SERVICES

Usage of the Edinburgh Campus Library and PC facilities continues to grow: there were 131,455 visits in November (an increase of 9.7% in 2010/2011), including 1,344 overnight visits during 24/7 opening. Information Services is working with the Students Association, the Deputy Principal (Learning and Teaching) and Director of Campus Services to

discuss options for easing pressure on study space at the Edinburgh Campus Library. An internal review of space usage is to be carried out, with the goal of increasing our capacity to accommodate more students.

Intranet site editors for each Professional Service Directorate have been trained and are now working on their pages, which should be live from the start of 2013. Unlike our websites, these Intranet sites will be for internal use and will feature pages directed specifically at University colleagues.

The updated VISION service is now settling down after suffering a number of minor incidents, which have now been resolved. Up to half-a-million pages are being accessed each day, and the Blackboard Mobile Learn app has been used to access VISION from over 3,500 individual devices.

6. FINANCE

The Finance team is in the process of finalising the University's Annual Accounts for 2011/12. The Accounts have been considered by the Finance and Audit and Risk Committees at recent meetings, and will be submitted for approval to the University Court on 17 December.

Work is continuing to complete the implementation of Oracle R12 Financials. A separate communication regarding progress on the project will be sent out to all colleagues shortly.

7. HUMAN RESOURCE DEVELOPMENT

2012-2013 National Pay Award
Negotiations have concluded, and this year's national pay award will be paid in December salaries, with any backdated pay also being paid in December.

'Your Development'

We are approaching the end of the calendar year, and are planning sessions to explain the development opportunities open to staff. 'Your Development' sessions will be held on 14 January (10.30 and 12.15 in the Court Room), and all colleagues are encouraged to attend if they can - more detail to follow.

Leadership Excellence

The Leadership Excellence Programme has now commenced, with 14 delegates from across the University participating.

Staff Survey

An interim Pulse Survey will be completed in Spring 2013, with the full Staff Survey being completed in 2014. The Pulse Survey will be completed using a smaller set of questions across a sample of colleagues.

8. REGISTRY SERVICES

Student Support & Accommodation

- The International Office is in the process of implementing the British Council Syria HECBP Scholar Hardship Fund and has been in contact with all Heriot-Watt University Syrian students.
- Two resource rooms within the Edinburgh Campus Library have been refurbished; they include a wide screen monitor/magnification system and provide a quieter place for students with a disability to study.
- Along with the Senior Counsellor, the Head of Student Support and Accommodation presented the findings of a study into 'Preventing International Student Isolation' at the 'Across Continents and Cultures: International Students' Mental Wellbeing Conference in London.

Student System Unit

- A proposal was submitted to publish provisional results online and was approved by the Student Learning Experience Committee.
- As part of the continuous development of our Student Records System, discussions have been taking place with Banner customers in other institutions and Ellucian, in order to influence the sequence in which new functionality is released.

Academic Registry

- Eleven graduation ceremonies took place during November. These included two graduation ceremonies in Dubai. An Honorary Degree was awarded to Sunny Varkey, leading education entrepreneur and founder and Chairman of GEMS education. Sheikh Nahayan Mabarak Al Nahayan, UAE Minister of Higher Education attended the ceremony.
- Quality Enhancement: Two further summary briefing papers on quality assurance and learning and teaching policies and procedures have been produced:
 1. Quality Enhancement Framework in Scotland
 2. Policy on Block TeachingThese can be found on the University internet:
<http://www.hw.ac.uk/committees/ltb/ltb-briefing.htm>

£3.3m of new awards was made in October 2012 (16 proposals) and £35.7m in new proposals were submitted (85 proposals). This is the largest number of proposals RES and colleagues in Schools have ever handled in a month and the second largest proposal value.

A technology license was signed in November bringing to eight the number for 2012/13 Academic Year and 28 in total for 2012. Licensing income for AY2012/13 to date is over £40,000.

Converge Challenge has been shortlisted for the 2012 'Interface Excellence Awards' in the category of Outstanding Contribution to Knowledge Exchange.

9. RESEARCH AND ENTERPRISE SERVICES (RES)

REF preparations are gathering momentum the current focus on working with the Schools on their preparation. Research outputs in PURE currently stand at 26,680 (1,169 of which have been proposed as REF outputs).