

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)

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 Phil McNaull,
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

Welcome to the third edition of the Secretary's Board bulletin, the monthly communication from the Secretary's Board.

The Secretary's Board is the forum for the central and school Professional Services 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 April and the main outcomes of that meeting are reported in this bulletin.

We welcome your feedback. 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/

1. CAMPUS SERVICES

Hospitality Services

Approval was given to progress the redevelopment of the central food court (Middle Floor, Hugh Nisbet Building). This will take place from April to June.

Extended hours and weekend service in the Edinburgh Campus Library began in March, following the 24/7 pre-exam opening hours.

Centre for Sport and Exercise

Student memberships have increased by 225 members. The overall membership now stands at 3,540.

The Watt Challenge, a series of sporting events to encourage staff and students to improve their health and fitness, was a great success. The three parts of the challenge were well attended and the feedback from the events was positive.

Estate Services

RBS has confirmed that the branch on campus is not going to be closed.

2. EXTERNAL AFFAIRS

Media Services

The design of the Chinese Prospectus has received positive feedback from all audiences.

In response to interest expressed by the academic community, Media Services has been working with Research and Enterprise Services (RES) to define various legislative and contractual issues relating to lecture content prior to the deployment of a lecture capture system. The technical evaluation of available systems is ongoing as a parallel activity.

Corporate Communications

The Corporate Communications team has now moved from the George Heriot Wing to the Scott Russell Building.

Several events have taken place throughout March including the Edinburgh Residencies 'Topping Out' ceremony, the Edinburgh Lecture by Dr George Kerr, the Applicant Visit day, Multi-Lingual Debate and the Nobel Prize Winner Lecture. Communication plans are being developed for the new Malaysia Campus, the new University's strategic plan, Research Exercise Framework 2014 and staff engagement.

Development and Alumni

Gregor Colville, former President of the Watt Club, was presented with a quach to thank him for his contribution as Manager of Chevron's University Partnership Program, which has recently awarded £188,000 to support a number of programmes for Chemical, Mechanical and Petroleum Engineering students.

Recruitment and Admissions

New developments include the increase in recruitment activity in Brazil with a view to fully engaging with the new Brazilian Government 'Science Without Borders' scholarship scheme. A working group with representation from relevant schools is in the process of being established. Some highlights of the latest report on Undergraduate and Postgraduate applications include:

- Undergraduate applications show 17% increase at the same stage in the 2011 entry cycle, and non-EU international applications have increased by 22%;
- Postgraduate applications have increased by 18% on the same point last year and there has been an increase of 17% in firm acceptances;
- Over 500 applicants and parents have attended information events in London, Birmingham, Leeds, Newcastle, Manchester, Belfast and Londonderry.

3. REGISTRY SERVICES

Student Service Centre

Over 70 actions are being taken forward as a result of the Student Service Centre Student Experience workshops and will be completed pre-enrolment.

Approximately 500 Approved Learning Partner (ALP) matriculation cards, and in excess of 2,000 graduation payments, are currently being processed.

Student Support and Accommodation (SSA)

In partnership with the Recruitment and Admissions team, members of the SSA team attended five recruitment events across England and Northern Ireland to promote the overall Heriot-Watt student experience and student accommodation.

The process for assessing tuition fee enquiries for RUK students has been finalised and a summary guide produced for Academic Schools. All enquiries should be directed to Lesley West in SSA.

Staff contributed to the PG CAP training programme run by Academic Enhancement to promote disability awareness and the use of assistive technology for students with disabilities.

Academic Registry

The External Partners' Guide to Quality Assurance Procedures has been produced and copies will be sent to all ALP partners shortly.

The final Spring Examinations timetable for continuing students was published on 12 March.

A number of reviews have been prepared by Academic Registry:

- Internal Reviews of Mechanical Engineering and Business Management;
- The Annual Monitoring and Review process for Quality and Standards Committee;
- The Collaborative Agreements and ALPs are being reviewed;
- A review of processes for a single repository for programme/course approvals for descriptors and structures is underway.

Careers Service

The Destination of Leavers of Higher Education survey has closed. Official figures will be released in July/August.

Student Union

The shortlist for the Learning and Teaching Oscars 2012 has been announced. A total of 1,369 nominations were received, an increase of 60% on last year's number of nominations.

The Union has been given a Silver Green Impact Award for its environmental work.

4. INFORMATION SERVICES

A period of consultation with staff in Information Services is now underway about the proposed senior management structure for the directorate.

The Vision VLE update is on schedule, the system having been branded and integrations between SAS and the VLE written. Extensive testing of the system continues.

The IT Helpdesk team has been relocated from Linlithgow A building to Allen McTernan building. Various trial advice services will be run within the Library.

5. HUMAN RESOURCE DEVELOPMENT

Pay and Pensions

A number of pay and pensions issues have been discussed at a national level in the last month, and the University is monitoring the outcome of these locally. In partnership with Trade Union colleagues, we will continue to support local changes across the University and work towards making the consultation processes more efficient and effective.

Process and Policy

Performance and Development Review (PDR) is progressing towards completion across the University. The process helps staff to have clear direction for their everyday work.

People

Academic Enhancement continues to design, deliver and contribute to excellent research and teaching development locally and nationally. Activities in March included the QAA Enhancement Theme Conference, Heriot-Watt and Scottish Crucibles, PhD Research Student Induction, and delivery of courses of the Research Futures, PGCAP and LEADS programmes.

The Leadership Excellence Framework was approved at the Secretary's Board, to form the basis for leadership development and recruitment going forward.

The nomination process for the Spirit of Heriot-Watt Awards is now open and will close on 4 May 2012. The awards recognise those staff members who have gone the extra

mile and demonstrate Heriot-Watt values in everyday activities. This year, a new 'Spirit of Heriot-Watt Partner Award' has been launched to recognise other individuals and organisations that work with and for the University.

Nomination form and guidance notes are available on

<http://www.hw.ac.uk/equality/Values/Values%20Index.htm>

6. RESEARCH AND ENTERPRISE SERVICES (RES)

The Research Excellence Framework (REF) Code of Practice has been approved by the University Executive and was sent to REF National for approval. A response is expected in July.

RES have developed information and advice web pages to assist staff with PURE, the new research management system. The University has been successful in winning the leadership of several EU Research and Development projects.

A call from the Scottish Funding Council for mini Thematic Innovation Centres in both technological and other areas is expected and preparations to position research areas for bids are being undertaken by Business Development. Licensing and company creation activity within the University is developing robustly.

The launch of the 3rd Converge Challenge programme, which Heriot-Watt lead and deliver with participation from all other Scottish universities, has attracted government interest with Mike Russell planning to attend the awards ceremony in September 2012.

7. FINANCE

Treasury Management

Several meetings have been held with the Clydesdale Bank and Treasury to implement the hedging arrangement required for the £25m loan agreement which will provide funds to build the new residences. Changes to the cash flow model have been implemented to predict and monitor contract compliance with bank covenants.

Internal Audit Reports

Ernst & Young published two internal audit reports in March. The finance team is working through the agreed actions and some of the recommendations have already been implemented.

Five Year Plan Development

The first financial consolidation of the plans is complete. To run the second draft consolidation, the finance team is currently processing the changes agreed at planning meetings held for all schools and sections.

Financial Controllers will work with their budget holders to ensure complete agreement about the second draft five year plan for each area. This includes both the Revenue Income and Expenditure plans and the Capital Expenditure plans.

Financial Sustainability Strategy Group (FSSG)

Heriot-Watt volunteered to be part of the next phase pilot on developing sector wide metrics and reporting on financial sustainability of Higher Education Institutions. The main issues discussed at the first meeting of this group will be raised at the University's Strategic Workshop on Financial Sustainability.

8. REPORT FROM THE DIRECTORS OF ADMINISTRATION IN THE SCHOOLS

Schools are at various stages of involvement with attendance at working groups/meetings relating to the preparation of documentation for Programmes to be offered at the Malaysian campus.

School administrative staff are participating in the Student Life Cycle review by making considerable developmental contributions to the first working group on Recruitment, Enquiries and Admissions.

Arrangements are underway for the commencement of examinations.

Other main activities covered during the past month are:

- Hosting UCAS applicant visits;
- Preparing for a Fashion Show and Exhibition at the Dovecot in Edinburgh;
- Managing the implementation and expectations of staff with the forthcoming introduction of Oracle 12;
- Interviews for academic positions and the estate issues raised by new appointments.

Please send any questions or comments to

Review2012@hw.ac.uk