

# **DEPARTMENT OF PHYSICS**

## **DEPARTMENTAL COMMITTEE**

**Minutes of the Meeting Held on  
Wednesday 5<sup>th</sup> December 2018, 10-12**

**Lecture Theatre AB101  
Robertson Wing of the John Arbuthnott Building**

**Present:** A Arnold, N Badnell, D Berger, D Birch, T Briggs, J Bruckbauer, L Caspani, A W Cross, P Edwards, B Eliasson, J Feehan, L Ferrans, P Griffin, J Gillan, E Haller, J Hastie, N Laurand, O Henrich, B Hourahine, J Jeffers, A Kemp, M King, S Kuhr, K Lagoudakis, K Lefering, R W Martin, L Mazzarella, K Munro, G McConnell, M McInanny, P McKenna (chair), J McLaughlin, B W McNeil, G L Oppo, F Papoff, B Patton, A Phelps, J Pritchard, J Revie, E. Riis, G Robb, K Ronald, Z M Sheng, M Strain, J Sutter, C Trager-Cowan, S Van de Linde, I Watson, G Weir, M Wiggins, S Wylie

**Apologies:** T Ackemann, R Bingham, Y Chen, A Daley, M Dawson, B Hidding, A Hurtado, D Jaroszynski, N Langford, N Lockerbie, K Mathieson, D McKee, D Oi, A Yao

**Minutes:** C Cheshire

Paul opened the meeting and thanked staff for attending. The aim is to hold this format of meeting, which will be open to all staff, at least once per year. As with the regular DC meetings, it will include invited guests attending to present on various aspects of University or Faculty policy or strategy, as well as the regular DC business.

Paul welcomed two invited guests to this meeting, Annie McLaughlin, the University's Equality and Diversity lead/Gender Equality Officer and Professor Iain Stewart, Associate Principal & Executive Dean of Science.

### **1. Presentation and Discussion of the University's Dignity and Respect Policy**

Annie McLaughlin presented an overview of the University's Dignity and Respect policy. The presentation covered:

- What is meant by Dignity and Respect
- Why a policy is needed and what it contains
- What constitutes bullying, harassment and unacceptable behaviour
- What staff should do if they are subjected to or witness unacceptable behaviour
- Ways in which staff can promote a positive environment

The slides from this presentation will be circulated after the meeting and will also be made available on SharePoint.

## **2. Address and Q & A session with the Dean of Science**

The Dean thanked staff for taking the time to attend this meeting. He briefly introduced himself and advised that there would be an opportunity for staff to ask any questions on the challenges and successes of the department after his address. He reported that he met with Paul and Gabrielle in November on a visit to the department. On this visit he received a tour of some research labs, including biophotonics, quantum optics and SCAPA, and will be returning in the New Year to visit the TIC building and other research labs in the John Anderson Building.

### Global Talent Round

The Dean reported that we are well into the latest Global Talent recruitment round. This scheme is an excellent tool for attracting top talent and Physics are doing very well in this process. This year the competition was run by theme and it generated a lot more work than in previous years. This information has been fed back to HR via the Faculty.

### Principal's Engagement Sessions

The Dean reported that he will be accompanying the Principal on the forthcoming engagement sessions. These engagement sessions will be open to the whole department and as yet a date has not been confirmed for Physics, but it is likely to be January or early February.

The Dean then opened up the floor for any questions. A question and answer session then followed.

## **3. Departmental Business**

### **3.1 Introduction by Head of Department**

Paul reported that this is the first meeting with this all-staff format and any feedback on this is welcome. Paul presented the following slides to the meeting:

- Management and Leadership Roles and Responsibilities
- Overall Committee structure
- Department strategic activities aligned to Strathclyde-2025

These slides will be made available on SharePoint.

### **3.2 Minutes of Previous Meeting**

The minutes of the previous meeting (5.10.18) were approved following an amendment on page 4, Research Section under Research Funding. It should read: Office of Naval Research income to Alan Phelps and Kevin Ronald.

### **3.3 Strategic Activities**

#### Staff Matters

There have been a couple of staff changes since the last Departmental Committee Meeting in October.

Paul welcomed Jamie McLaughlin, who joined the IT team in October.

Wenlong He left for an academic position in China, although he retains a collaborative link to the University. Paul thanked Wenlong for his contributions to the Department and in particular his work on the International Committee.

#### Department Leadership roles and responsibilities

Alan Kemp has agreed to take on the role of REF Impact Coordinator. This role is fulfilled at present by Brian McNeil, who as mentioned at the last DC, will take on the role of Director of Teaching next year. Paul thanked both Alan and Brian for taking on these important roles.

Bengt Eliasson has agreed to take on the role as the departmental library representative. Paul thanked both Bengt for taking on this role and Kevin O'Donnell who previously carried out this role.

#### Global Talent round

As mentioned by the Dean earlier in the meeting we are now well into the latest Global Talent recruitment round.

The first of the relevant short-listing meetings for Physics will take place in the week of 10<sup>th</sup> December and all of the short-listing will be completed before the Christmas break. A meeting of the Professorial Advisory Group has been called for Monday 10<sup>th</sup> December to get additional input to that process.

Paul thanked colleagues for being proactive in helping to identify suitable candidates and in contributing to the short-listing process.

#### SUPA – Annual Gathering

The SUPA Annual Gathering will be held on Wednesday 29<sup>th</sup> May 2019 in the TIC Building (i.e. here at Strathclyde) with the IAC being held the following day. Staff should make every effort to attend the Annual Gathering and encourage group members to attend and present posters. This is particularly important as we are the host institution this time. Details regarding speakers and the agenda are being worked on at present and will follow in due course.

#### Principal's Engagement session

The Principal will be engaging with all academic and professional service departments over the coming months. Over 30 engagement sessions are currently being scheduled. A date has not been confirmed for the Physics meeting, but it is likely to be January or early February.

The engagement sessions will be whole department meetings, open to all staff within the Department, to ensure that all categories of staff are involved.

Ahead of this engagement visit, Paul has been asked to produce a written submission focusing on 'how to enhance both academic performance and financial sustainability' tied into 'Horizon 3' of Vision 2025 timeline, and leading in to the Planning and Budget-setting Round for 2019-20.

This statement will be made available to staff ahead of the Principal's Engagement session.

### Strategic Planning

We are now entering the next planning cycle.

The Department Quarterly review with the Dean takes place next week and this covers planning and budgets.

#### 3.3.1 Teaching

Nigel Langford sent his apologies to the meeting and in his absence Brian McNeil reported on Teaching Matters. The next Teaching Committee will be held on 17th December 2018 and the minutes will be circulated after the meeting. If staff have any issues they should raise them with Brian, Gabrielle or Nigel.

The next AAC is on the 5<sup>th</sup> December and Brian reported that there is nothing causing concern.

Nigel and Alison are working on the curriculum for new level 2 classes to be taken in 2<sup>nd</sup> year.

Staff will soon be approached regarding teaching duties for next year.

New external examiners have been nominated: Dr Neil S Beattie (University of Northumbria) for years 3 – 5 and Dr Lucy Hadfield (University of St Andrews) for Year 1 and then year 1 and Year 2 from 19/20. A new external will be required for next year as the appointment of Prof Öhberg ends this year.

Gabrielle has been looking at questionnaire comments and will circulate key themes.

Several feedback meetings with 4<sup>th</sup> and 5<sup>th</sup> year students have been held. Also, a meeting with 1<sup>st</sup> year students was held and the students seem reasonably happy with the current shape of the curriculum.

Thanks to all of those who helped out at the Open Evening. Help with Advanced Higher Days will also be required soon.

Thorsten sent his apologies to the meeting and in his absence Brian reported on PGT Matters.

The schedule for MSc projects 2019 is detailed below. Thorsten asked that academics be proactive this year and respect the deadline so that the selection can be finalised before the exam period.

**8/1/2019**      Presentation of group leaders or representatives on department, research structure and project opportunities.

Students have opportunity then to discuss tailored projects with potential supervisors.

**31/1/2019**      Deadline for academics to submit project proposals

<b>21/2/2019</b>	Deadline for students to submit their project choices
<b>28/2/2019</b>	Target for allocation
<b>3/6/2019</b>	Start of project
<b>19/8/2019</b>	Hand-in deadline
<b>26-30/8/2019</b>	Assessment, potentially a few students a little bit earlier or later

### 3.3.2. Research

Gail reported on Research matters. Notable congratulations to:

- Antonio Hurtado & colleagues at the IOP for their FET-Open project ‘ChipAI’, which involves different research teams at academic and industrial partners including INL and Univ. Lisbon (Portugal), TU/e (Holland), UiB (Spain), Glasgow and Strathclyde (UK), IQE (UK) and IBM Research (Switzerland). The total value of the project is €3.9M with the funds awarded to Strathclyde amounting to €540K.
- Jonathan Pritchard on his EPSRC success, Microwave and Terahertz Field Sensing and Imaging using Rydberg Atoms, £585k FEC.
- Original research articles published by staff and students in the Department in journals including Nature Physics, PRL, Physical Review X.

### REF

Gail advised staff that the Audit is commencing shortly, and all staff should be working to increase their number of 3\* and 4\* papers and those who were involved in impact case studies should be enhancing them.

John Jeffers advised that colleagues should have now started proposing their research outputs for the audit. The deadline date is 18<sup>th</sup> January 2019.

A Kemp will be liaising with staff on getting impact cases into shape.

The departmental audit meeting will take place on 26<sup>th</sup> March 2019.

Daniel Oi was absent from the meeting and in his absence Timothy relayed the message that staff should forward any research news to Daniel for the departmental website.

### pFACTs

Gail reported that it is good to see pFACTs coming through, with most staff giving 5 working days of notice and sending their pFACTs to Kirsten for checking ahead of the 5 day deadline. Staff should remind any ECRs they are supporting who are submitting pFACTs and proposals to do the same.

The plan is to hold a session for ECRs on preparing fellowship applications in Spring 2019, ahead of the expected Summer/Autumn 2019 deadlines. Gail will be approaching colleagues to contribute to this early in the New Year, but if staff would like to volunteer to get involved, please get in touch with Gail or Gabrielle.

### Plan S

Gail reported that discussions are taking place within the Faculty and the Executive Team regarding the 'Plan S' proposal for open access publishing, and the adoption of DORA. Further details are available at [https://www.scienceeurope.org/wp-content/uploads/2018/09/Plan\\_S.pdf](https://www.scienceeurope.org/wp-content/uploads/2018/09/Plan_S.pdf), and <https://sfdora.org/> respectively.

### PGR Matters

Gordon Robb reported on PGR matters.

#### PGR Recruitment:

- Renewal of FindaPhD adverts – staff are reminded to make sure that their FindaPhD adverts are active and up-to-date. Gordon reported that the department pays for 1 advert per academic.
- Presentation to our undergraduates regarding PhD opportunities will take place early in semester 2.
- Carnegie PhD studentships – the internal deadline for applications is 23<sup>rd</sup> January 2019. Applicants must have or expect to obtain a 1<sup>st</sup> class UG degree from a Scottish University.
- Work based doctorates - Doctorates@work – University pays 50% of fee for 2 years. The student remains an employee of the company.

#### REA/SEA Studentships:

- REA/SEA allocations similar to last year and REA studentships have been allocated to research areas.
- SEA studentship deadline is March, but applications can be made now. Staff are encouraged to discuss promising applications with Gordon.

### 3.3.3 Knowledge Exchange

Keith Mathieson sent his apologies to the meeting and in his absence Alan Kemp reported on KE matters. The KE report was circulated prior to the meeting and Alan highlighted a few points from the report:

- First departmental KTP awarded (with TMD Technologies Ltd)
- 6 funded Innovate UK projects
- 4 patents filed – bringing the Department's portfolio to 6.

### 3.3.4 Operational Excellence

### Safety

Adrian reported that the link from the John Anderson fire alarms to the Livingstone Tower security has been broken. A volunteer who will be working in the John

Anderson building tonight 6pm to 10pm, Wednesday the 5<sup>th</sup> of December 2018 to act as the fire safety coordinator in case a fire alarm goes off is needed. The person present in the John Anderson can then phone security 2222 to inform them there is a fire in the building. Without a volunteer then the Building will have to be closed this evening. Adrian thanked Elmar Haller who will be working late tonight in the John Anderson and who has agreed to act as the fire safety coordinator from 6pm to 10pm. Adrian thanked Carol Trager Cowan for carrying out this role for the evening of Tuesday the 4<sup>th</sup> of December 2018.

There was a S1 near miss report in a laser lab which resulted in the updating of the Method of Work, Local Rules, PI training sessions with the users, cross-inspection of labs at postdoc/PGR level and a follow up visit by Richard Wright (OHS&W) and the Radiation Protection Adviser (RPA) to the department to discuss lessons learned with the wider group of laser users. To ensure lessons learned are distributed as widely as possible an e-mail was sent out by the Head of Department on Friday the 23<sup>rd</sup> of November 2018 in response to the near miss to all staff and postgraduate students in the department.

Department of Physics has a safety audit coming up. All documents were submitted to OHS&W on Friday the 23<sup>rd</sup> of November 2018. Adrian thanked colleagues who submitted their material, RA, MoW etc to John Gillan. It will involve a visit to the department in early 2019. Adrian urged PIs to liaise with the nominated safety personnel for their group to make sure all safety material in the labs, Methods (Systems) of Work, Risk Assessments, DSEAR and manual handling are up to date in terms of signatures and approvals etc.

New University Occupational Health and Safety Standard - Ionising Radiation has been drawn up and feedback has been provided on behalf of the department.

New University Occupational Health and Safety Standard for the use of EM field generating equipment has been drawn up and feedback has been provided on behalf of the department.

New University Occupational Health and Safety Standard –“The management of Road Risks” is being prepared by Wes Boulstridge and is due to be submitted to SACSOH in May 2019. There may be new rules about using your own car for work related travel which if not followed may result in not being able to claim your travel mileage.

#### Cyber Security Training Update

Gabrielle reported that in addition to her previous emails PGR students should now have been reminded to complete their Cyber Security Training at their annual reviews.

The University continues to monitor completion rates which were reported as of mid-November as below:

51% of PGR students completed  
78% of staff completed

### Equality and Diversity

The Athena Swan application to renew our bronze status was submitted on Friday 30<sup>th</sup> November 2018. Gabrielle thanked staff who contributed by way of making suggestions and organizing activities mentioned in the application. She especially thanked colleagues who provided substantive comments and amendments to sections of the drafts.

We are not expected to hear whether the application has been successful or not until the end of March 2019.

The next task is to start implementing the associated Action Plan, which will be coordinated through the Equality and Diversity Committee.

The full submission is available on SharePoint.

### Disability

Kirsten reported that since the previous DC meeting she has now spoken with Gill Watt, Acting Director of Student Experience. Kirsten explained the ongoing concerns over communication, the PGR Disability record and the current PEEP procedure.

Gill informed the department that a new Disability system was being developed and that the first phase of this would be available in due course.

In the interim Gill would speak with the Disability Service and Wes Boulstridge, Safety Services regarding the PEEP procedure to move this forward.

The PGR notifications have now been resolved and these are being managed centrally by the Disability Service. Each departmental DDC will be notified directly of new PGR students being uploaded to the system. There is still an ongoing issue regarding the content of the PGR record but this will take time to resolve and Kirsten will continue to liaise with the Disability Service in order to bring this to a satisfactory conclusion.

The final issue of communication is being looked at and a plan will be devised to keep DDCs informed. This will be an ongoing process and Kirsten will inform the Committee of new developments as they arise.

### Finance

Kirsten reported that the 2018-19 running cost budget has now been allocated and Catherine Cheshire has notified group heads.

RTSG funding for 2018-19 has not been allocated as yet and RKES has indicated that this will take place from January 2019.

The Overseas Allowance for the cohort of students in 2017-18 has not been allocated as yet. Kirsten has contacted the Faculty for further information and awaits their response.



### Infrastructure

John reported that the department has a safety audit coming up. The audit will cover various documentation, rules and procedures. If staff have submitted documents to the safety committee for auditing they should ensure that a signed copy is available during the lab inspection in January.

Following on from the meeting with Estates in September 2018 funding is available for the following works:

- JA 325 fire doors to be replaced
- Level 3 East wall above JA 3.14 and JA 3.17 to have cavity trays fitted
- Level 4 foyer north wall water ingress to be investigated
- Level 4 east entrance bi-folding door will be substituted by an automatic break out door which will replace the fire escape route to the car park
- Repairs to car park – the car park will have restricted parking from March to June due to the installation of cavity trays on the east car park wall.

The South Lift No.120 still remains out of action and John is pushing to have a solution in place. John expressed his concern regarding the impact this is having on staff and students, and in particular students with disabilities.

### 3.4 Any other business

The Christmas Party will take place on 12<sup>th</sup> December from 4 pm in JA Common Room. Tickets are now available (£4). All staff and PGR students are welcome.

### Date of Next Meeting

The next meeting will be held on Monday 4<sup>th</sup> March 2019 at 2 pm.