

# University Research Committee (URC)

## Minutes

**date:** 18 October 2013  
**time:** 09:30 am  
**location:** G5.05 - High Wycombe Campus

### **13.08 Welcome / Apologies for absence**

13.08.01 The Chair welcomed members to this special meeting of the University Research Committee which had just the one agenda item – to discuss submissions to the Research Excellence Framework.

13.08.02 There were five apologies for absence.

### **13.09 Research Excellence Framework – draft submissions**

13.09.01 Documentation had been prepared and circulated to members of the committee for five Units of Assessment (UoA).

- Art & Design: History, Practice and Theory
- Sport and Exercise Sciences, Leisure and Tourism
- Business & Management Studies.
- Allied Health Professions, Dentistry, Nursing and Pharmacy
- Social Work & Social Policy.

It was agreed that the University's intention was to submit all of these UoA if the outstanding work required on the submissions can be completed by the deadlines set. To this end an Action Plan was to be produced identifying work to be undertaken and those responsible for ensuring it is completed. The work required includes:

- Entering text into HEFCE templates
- Producing missing sections (eg output commentaries and portfolios in Art & Design)
- Reducing word lengths to fit the validation requirements
- Strengthening the text, especially the Impact Case Studies, and ensuring all the statements are clear
- Identifying any institution-wide statements which could be included in the Environment section, though these may need to be tailored for each discipline area
- Writing the Impact Templates (REF 3a)
- Editing and proof reading – in terms of style it was agreed to use surnames when writing about individuals (with title for first reference), and to always use "Bucks" and not "BNU"

The deadline for undertaking this work was set at 31 October, with the aim of reporting the status of the submission to SMT on 4 November. In order to achieve this it was agreed that the following would be asked to take responsibility:

*Art & Design: History, Practice and Theory* – **Head of School (Design, Craft and Visual Arts)**

*Sport and Exercise Sciences, Leisure and Tourism* – **Academic Dean (DMM)**

*Business & Management Studies* – **Academic Dean (DMM)**

*Allied Health Professions, Dentistry, Nursing and Pharmacy* – **Head of Research (S&H)**

*Social Work & Social Policy* – **Head of School (SSPICE)**

In w/c 11 November the Chair, the Academic Dean (DMM) and the Head of Research (S&H) to meet and spend 1-2 days working through all the submissions to ensure consistency of approach with regard to University policy.

- 13.09.02 **Allied Health Professions, Dentistry, Nursing and Pharmacy**  
Draft submission considered to be robust. Work required with editing (environment section is over length). ACTION Chair to assist with editing.
- 13.09.03 **Business & Management Studies**  
Coherent niche area – a strength. Work still required on the environment section and the Impact Case Studies. ACTION Academic Dean (DMM) to take responsibility
- 13.09.04 **Social Work & Social Policy**  
One of the impact case studies and the environment section needs further work. To involve the Head of School (SSPICE) in identifying staff to assist the Head of Research (S&H).
- 13.09.05 **Sport and Exercise Sciences, Leisure and Tourism**  
While the outputs had been verified by external assessors, there was still concern over the strength of the Impact Case Studies. It was agreed that the Academic Dean (DMM) would meet with relevant members of the team to work on the Impact Case Studies and the environment section. It was also suggested that the Impact Case Studies should be sent to an external for comment, and some suggestions were put forward. ACTION Academic Dean (DMM)
- 13.09.06 **Art & Design: History, Practice and Theory**  
Work still to be done on the Impact Case Studies and the environment section, plus production of missing commentaries on the outputs and the portfolios. Head of School to be approached to take on editing of the commentaries in order to ensure consistency, and Head of Research (DMM) to brief her over what is required. ACTION HoR (DMM)  
Chair to edit the environment section. ACTION Chair
- 13.09.07 **Finance sections**  
Data had been provided by Finance. Agreed that those identified as responsible for overseeing the finalising of the submissions (see 13.09.01 above) should also confirm that the UoA to which Project Income had been assigned are correct – this needs to be undertaken urgently so that the finalised amounts recorded in the Finance sections can be reflected in the environment sections.
- 13.10 Way Forward**
- Action Plan with deadlines to be produced and circulated – ACTION Research Unit
  - Deadline of 31 October for all text to be produced, reduced where required to fit the templates, entered into templates, and first editing to have taken place.
  - Report status to SMT on 4 November
  - Finalising group to meet mid November for institutional review of documentation and final editing.

- Final recommendation to SMT 25 November
- Submission 29 November

**13.11**      **Date of next meeting:** 22 November 2013

Prepared by: Minute Secretary

File location: S:/AQ/Committees/Research Committees/University Research Committee/ 2013-2014/Minutes