UNIVERSITY ENGAGEMENT COMMITTEE

14 JUNE 2017

Present: Professor Richard Davies (Chair), Professor Mark Birch-Machin, Dr James Callaghan, Dr Lynne Corner, Dr Joan Harvey, Mrs Andrea Henderson, Professor Werner Hofer, Ms Abi Kelly, Mr Rene Koglbauer, Mr Marc Lintern, Ms Caroline McDonald, Professor Phil McGowan, Dr Alan Murphy, Mrs Charlotte Pearson, Mrs Suzie Robson, Ms Jill Taylor-Roe, Professor Daniel Zizzo and Mrs Sam Taylor (Secretary).

Apologies: Professor Amanda Broderick, Professor Eric Cross, Ms Fiona McCusker, Professor Mark Shucksmith, Professor John Simpson, and Mr Jack Taylor.

MINUTES

1. MINUTES

Noted that: The minutes from the meeting held on 3 May 2017 were agreed as an accurate record. Fiona McCusker asked (via email) if it could be noted in Section 3.9 of the minutes that it is important to develop a successful model in the region before rolling out VCSE internationally. The Chair advised that the model should be delivered in conjunction, both regionally and internationally.

2. MEMBERSHIP

Noted that: Professor John Goddard, Emeritus Professor of Regional Development Studies and Special Advisor to the Vice-Chancellor and President, has accepted an invitation to join the membership of University Engagement Committee, commencing the next academic year.

3. MATTERS ARISING FROM THE MINUTES

3.1 Promoting Excellence: Academic Conferencing Fund

i) The Faculties should agree on the strategic priorities that, from a Faculty perspective, are to be considered when evaluating applications to the Conferencing Fund. These priorities should be made transparent for applications, ahead of the funding calls and should be considered when evaluating applications received. (Action: Professor Mark Birch-Machin/Professor John Simpson)

Noted that:

1. Professor Birch-Machin reported that the strategic priorities will be considered at Faculty level at a meeting later today, and the outcome would be fed back to UEC.

2. Mr Marc Lintern asked if the Fund was only applicable to Academic Conferencing. The response was that although this was primarily to be used to fund academic conferencing with a limited budget, the panel would remain open minded and if there was an exceptional case submitted from Professional Services this would be considered.

3.2 Strategic Objectives
Professor Hofer reported that SAgE Impact Case Studies are in the process of being developed into Red/Amber/Green categories, and Professor Zizzo reported that HaSS Impact Case Studies are in the process of being screened for level of REF readiness and supported as required, as part of stepping up REF preparations, working with the Faculty Impact Officers and Engagement & Development Managers to co-ordinate and complete the process. (Action: Professor Mark Birch-Machin/Professor John Simpson)

Noted that:

1. Professor Birch-Machin reported that the Faculty Impact Officer is well organised in the processing of the FMS Impact Case Studies and is extremely diligent in working with the relevant PIs. The Impact Working Group is in place to consider the Impact Case Studies and are monitored by a Red/Amber/Green process.

2. An event in London is due to be held on 12 October, to highlight the Newcastle University Business Community. This will be followed up with a similar type event in Malaysia and Singapore. Professor Birch-Machin stated that he would preferred to have held this event in NUL campus, but it has proved difficult to arrange.

3. A discussion followed on Impact Case Studies and when they can be made available on the University website, in line with HEFCE guidance, REF preparation and the reputation and ranking targets. It was noted that the Faculty Impact Officers meet on a regular basis with the Engagement Manager and the Press Team. It was suggested that a joint discussion with University Research Committee to further discuss Impact Case Studies would be helpful once the new Pro-Vice-Chancellor Research Strategy and Resources, Professor Brian Walker is in post, and Professor Nick Wright in his new role as Pro-Vice-Chancellor Innovation and Business should also be invited to attend. (Action: Sam Taylor)

ii) KPI Student Placements: the information relating to student placements is now included in the prospectus for future students. The Careers Service will undertake a project to identify the total number of placements undertaken by students in 2016/17. (Action: Marc Lintern)

Noted that: Mr Marc Lintern advised that this project will be undertaken after the summer period.

iii) Members of UEC requested clarification on the definition of business income and research business income, and what can be included within the HESA data. Dr Colin Campbell, Director of Strategic Planning will attend the meeting in September 2017.

Noted that: It has been arranged for Dr Colin Campbell to attend the meeting of UEC on 27 September 2017.

3.3 City of Sanctuary

i) Professor Judith Rankin has agreed to convene the Working Group for the proposal of University of Sanctuary status. The purpose of the Working Group will be to carry out a scoping exercise to establish what requirements and
resources are necessary to achieve the University of Sanctuary status. Professor Mark Shucksmith as the agreed project lead, will feedback to UEC members on the progress of this. Once the scoping exercise is completed this should be brought back to UEC for further consideration, before a decision is made to request for Executive Board endorsement.

ii) The report from UEC to Executive Board was considered at the meeting on 30 May 2017, and agreed that Executive Board would support the pledge of support for the City of Sanctuary.

Noted that:
1. Executive Board approved the recommendation to sign the pledge to support the City of Sanctuary only. With regard to University of Sanctuary status, nothing further has been agreed until the outcome of the working group is known, and is communicated back to UEC for discussion, and then fed back to Executive Board for further consideration if appropriate.
2. Professor Mark Shucksmith as the agreed project lead for this matter, will communicate the University’s decision to support the City of Sanctuary status. A press release will be issued with this decision.

4. FREEDOM CITY 2017

Received: An update from Andrea Henderson, Engagement Manager on Freedom City 2017.

Noted that:
1. Members of UEC received a viewing of the draft film to be shown to members of the alumni at the meeting of Convocation on Saturday 17 June. The film is comprised of interviews with current students and alumni who were present at Dr King’s ceremony. Although there is still some editing of the film to be completed ahead of the Convocation meeting, Ashleigh King, FC2017 Project Co-Ordinator should be thanked for a great job in creating this film.
2. A Freedom City Cultural Partners event was held on 18 May, bringing together all of the cultural partners involved with the programme to discuss the organisation of the event, ahead of the full programme launch which will be released in August.
3. Patrick Collerton from Northern Roots is no longer involved with the project. Leila D’Arnonville is the new Managing Director for Northern Roots. This announcement has been welcomed by all of the cultural partners.
4. It is expected that the Freedom on the Tyne event on Sunday 29 October will receive over 6,000 spectators.
5. The FC2017 website will provide full updates of the programme, and has a mailing list which can be subscribed to: http://freedomcity2017.com/
6. It is important to consider the long term impact of FC2017 in terms of the legacy, and that this will continue long past November 2017. The School of Arts and Cultures have introduced a module in to their teaching programme and there are numerous research projects underway which would feature under the Grand Challenge headings in conjunction with NISR, and City of Sanctuary.
7. Mr Rene Koglbauer informed the committee that the annual European Day of Languages competition in schools and sixth form colleges will focus on the Freedom City 2017 theme. The annual competition is organised by Network for Languages North East (based in North Leadership Centre & School of ECLS) and has been a national competition since 2015 with hundreds of schools taking part.
As the theme is based on ‘We have a dream’, younger language learners are invited to provide short, illustrated descriptions of their dreams, whilst more experienced language learners might explore aspirations and social issues in their illustrated dream texts. The competition is linked to information about Freedom City 2017, and the Martin Luther King Jr. Day 2018. The judging panel have agreed to explore the theme of Great Exhibition of the North, for the 2018 competition.

5. GREAT EXHIBITION OF THE NORTH

Received: An update from Andrea Henderson on the Great Exhibition of the North

Noted:
1. A Working Group has now been established with representation from the three faculties, and relevant teams within Professional Services to co-ordinate the offer from Newcastle University.
2. The NGI call closed on 22 May. There has been a significant number of projects submitted for consideration, and there may be a further opportunity to submit proposals.
3. A proposal to Executive Board has been submitted for Art on Campus and Interpretation Boards, the final sum of committed funds is yet to be agreed. There is an opportunity to profile art work from current students and to loan artwork for the exhibition.
4. Caroline McDonald has agreed to communicate to NGI on the feedback received relating to information available on the GEON website and the lack of communication being received once registered.

6. ANNUAL REPORT TO SENATE

Received: The draft annual report to Senate.

1. The report is scheduled to be presented to Senate at its meeting on 27 June 2017, and reflects on the business considered by UEC for the current academic year, based on the Strategic Objectives from the Engagement Strategy.
2. The report is subject to additions for inclusion as a result of this last meeting of UEC for the current academic year.
3. It was noted that the longer term navigation of the webpages need to be looked at, this work will be undertaken in the new year, to align with the Vice-Chancellor’s strategy.
4. It was suggested that Kirsten Edmondson, Head of Digital Experience should be invited to attend a future meeting of UEC to provide members of the committee with an oversight of the plans for the University website, and the intranet relaunch in the Autumn (Action: Sam Taylor).[Secretary’s note: This has been arranged for the meeting on 15 November 2017]

7. AOB

Noted:

1. Dr Phil McGowan reported that the Institute for Sustainability annual report is now available and a link to the report has been circulated to members of UEC.
2. Andrea Henderson reported that the next Engage and Learn Forum is scheduled to take place on Tuesday 11 July, and is open for all staff to attend. The meeting will
include presentations from the Special Collections team, the Great Exhibition of the North and Professor Rob Wilson on NET: Leaders for Social Change.

3. Newcastle University will be taking part in the Northumbrian Water Group Innovation Festival, which will be held at Newcastle Racecourse from 10-14 July. The display stand will contribute toward the GEON and will showcase a range of work carried out at Newcastle University.

8. DATES OF MEETINGS FOR 2017-18

The meetings of UEC for 2017-18 will be held on the following dates from 09:00 until 10:30. All meetings will be held in room L5.15, King’s Gate:

- Wednesday 27 September 2017
- Wednesday 15 November 2017
- Wednesday 24 January 2018
- Wednesday 7 March 2018
- Wednesday 2 May 2018
- Wednesday 20 June 2018
In the absence of the scheduled meeting of the University Engagement Committee (UEC) on 27 September, documents for information were circulated to members of the committee on 18 September 2017. Notes have been produced in place of formal minutes to reflect a record of the business circulated to the committee.

NOTES

1. MINUTES

Noted that: The minutes from the meeting held on 14 June 2017 were circulated to the members of the committee. Approval of the minutes will be considered at the November meeting.

2. MEMBERSHIP

Noted that: The Terms of Reference for University Engagement Committee were circulated to members of UEC for the annual review. Members were asked to note the following editorial changes:

i) The Director of Student Services (or their nominee) has been replaced with The Director of Careers Services – Mr Marc Lintern.

ii) The Committee may co-opt not more than three members with particular expertise.

iii) The current co-opted members of the committee are:
   - Emeritus Professor John Goddard (Regional Development Studies & Special Advisor to Vice-Chancellor and President)
   - Dr Ben Fisher, Business Development Manager (Corporate Engagement)
   - Mrs Fiona McCusker, Business Development Manager (VCSE)

iv) The Chair has agreed that Mr Martin Cox, Head of Research Enterprise Services (FMS) will attend future meetings of UEC, in the absence of the Director of Research Enterprise Services.

3. MATTERS ARISING FROM THE MINUTES (this item is to be carried over to the next meeting, 15 November 2017)

3.1 Promoting Excellence: Academic Conferencing Fund

To note: The Faculties should agree on the strategic priorities that, from a Faculty perspective, are to be considered when evaluating applications to the Conference Fund. These priorities should be made transparent for applications, ahead of funding calls and should be considered when evaluating applications received. Professor Birch-Machin advised that this was due for consideration at Faculty level, and he would provide feedback to the next meeting of UEC. (Action: Professor Mark Birch-Machin)

3.2 Strategic Objectives:
To note: KPI Student Placements: the information relating to student placements is now included in the prospectus for future students. The Careers Service will undertake a project to identify the total number of placements undertaken by students in 2016/17. (Action: Marc Lintern)

4. ANNUAL PROGRESS REPORT TO SENATE

Received: The annual progress report was submitted to Senate on 27 June 2017. This report provided Senate with the progress of the implementation of the University Engagement Strategy for the period from June 2016 to May 2017.

5. PUBLIC ENGAGEMENT BID

Noted that: Fiona McCusker, Business Development Manager reported that the University has been unsuccessful in the Public Engagement Bid funded by RCUK. The funders are still very keen to support the University to develop the ideas closest aligned with call aims to help better understand and embed support for public engagement with research.

6. AOB

Noted: Dr Ben Fisher provided information on the Newcastle Biomedical Sciences: Exploring Possibilities event which will be held on Thursday 12 October, at NU London (see below). Ben, Martin Cox and Mark Birch-Machin will all be in attendance at this event, therefore UEC will be well represented.

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- Wednesday 15 November 2017
- Wednesday 24 January 2018
- Wednesday 7 March 2018
- Wednesday 2 May 2018
- Wednesday 20 June 2018
NEWCASTLE BIOMEDICAL SCIENCES

EXPLORING POSSIBILITIES

Professor Chris Day, Vice-Chancellor and President of Newcastle University, and Professor David Burn, Pro-Vice-Chancellor of the Faculty of Medical Sciences, are pleased to showcase Newcastle University’s world class clinical and academic expertise.

Please join us in London to hear about our cutting edge research and development work in Biomedical Sciences and Diagnostics, delivering Clinical Trials, and new investment opportunities in our spin-out companies.

Thursday 12 October, 3.15pm for a 3.45pm start, until 6pm
There will be plenty of opportunities for networking over drinks (until 7pm)

VENUE
Newcastle University London, Middlesex Street, E17 EZ

RSVP
By 1 September 2017 to nu.biomedicalsciences.london@newcastle.ac.uk

INVITATION
UNIVERSITY ENGAGEMENT COMMITTEE

15 NOVEMBER 2017

Present: Professor Richard Davies (Chair), Professor Mark Birch-Machin, Dr Lynne Corner, Mr Martin Cox, Professor Eric Cross, Mr Ben Fisher, Dr Joan Harvey, Mrs Andrea Henderson, Professor Werner Hofer, Ms Abi Kelly, Mr Rene Koglbauer, Mr Marc Lintern, Mrs Fiona McCusker, Mr Ronnie Reid, Mrs Suzie Robson, Ms Jill Taylor-Roe, Professor Liz Todd, Professor Daniel Zizzo and Mrs Sam Taylor (Secretary).

Apologies: Professor Amanda Broderick, Professor John Goddard, Ms Fiona McCusker, Ms Caroline McDonald, Dr Phil McGowan, Dr Alan Murphy, and Professor John Simpson.

In attendance: Ms Rebecca Bainbridge, Dr Colin Campbell, Ms Michelle Duggan, Mrs Anna Gardner and Mrs Margaret Taylor.

1. MINUTES

Noted that:

1. The minutes from the meeting held on 14 June 2017 were agreed as an accurate record.
2. The notes of the business circulated to members of University Engagement Committee, in the absence of a meeting were agreed.

2. MATTERS ARISING FROM THE MINUTES

2.1 Strategic Objectives

i) KPI Student Placements: the information relating to student placements is now included in the prospectus for future students. The Careers Service will undertake a project to identify the total number of placements undertaken by students in 2016/17.

Noted that:

1. In 2017/18, a total of 432 undergraduate students are undertaking a 9-12 month placement. This represents an increase of 56% on the 2016/17 total (277) and a 109% increase on the 2015/16 total (207).
2. Students are undertaking placements with 275 organisations across 24 different countries.
3. 56 of our students are undertaking placements at 22 Times Top 100 organisations, an increase from 49 students at 20 organisations in 2016/17.
4. Students from 19 Schools are on placement, compared to 12 Schools in 2016/17.
5. Of the 432 students on placement, 3% are International Students, 102 have a North East based placement and 56 are undertaking more than 1 placement.
3. BUSINESS INCOME AND RESEARCH INCOME

Received: A report from Dr Colin Campbell, Director of Strategic Planning.

Noted that:
1. At the meeting of UEC on 3 May 2017, members of UEC requested clarification on the definition of business income and research business income, and what information can be included in the HESA data.
2. Dr Campbell provided a report to clarify the categorisation of business income, including a diagram to illustrate the different categories and whether they could be included in the HESA return.
3. The HESA return for 2016/17 is due for submission and this return will be circulated to UEC members for information. This data will be used as a basis for the Knowledge Exchange Framework (KEF).
4. Mr Rene Koglbauer will contact Colin directly to discuss the information submitted by the North Leadership Centre.
5. Professor Eric Cross asked if some guidelines on the KEF criteria could be provided to members of UE, once this information becomes available. (Action: Colin Campbell)
6. The data on CPD reflects an underperformance. Data broken down at Faculty level would be informative.
7. Concern was expressed whether data may have been captured in more than one area, e.g. Research and Engagement. Some clear parameters around the capturing of data is necessary.

4. PLACE AND ENGAGEMENT: VICE-CHANCELLER AND PRESIDENT, NEW STRATEGY.

Received: An oral update from Professor Richard Davies on Place and Engagement which will be incorporated as part of the new Vice-Chancellor and President’s strategy

Noted:
1. A consultation process has been underway across all four campuses, including Town Hall meetings, to consider the revised strategy and its content. A parallel exercise with external stakeholders was also undertaken and the feedback and recommendations will be encompassed in the development of the new strategy.
2. There are 5 key elements to the strategy: Education, Research, Engagement, Place and International. Professor Davies clarified that he is co-ordinating the ‘Engagement and Place’ and ‘International’ elements and is chairing a Writing Team group to help write these elements of the strategy.
3. A discussion followed on what geographical dimension ‘Place’ would encompass. It was clarified that this would predominately be the city, but would also include national and international.
4. Societal challenges will still be included in the strategy although the current descriptors would need to be reviewed to ensure they are more relevant and meaningful to Newcastle.
5. Comments were raised that the new strategy should not be a backward facing exercise, but should reflect what we should be thinking about for tomorrow.
6. The strategy is due to be considered at the forthcoming Heads of Academic Unit Forum on 16 November. Feedback can be given at this forum, or sent to Professor Davies directly.
7. Once completed, the Engagement and Place elements of the strategy will be presented to UEC for information. (Action: Richard Davies)
8. The revised strategy is scheduled to be submitted to Senate for approval on 21 November.

5. GREAT EXHIBITION OF THE NORTH

Received: A report from Professor Eric Cross and Ms Michelle Duggan on the Great Exhibition of the North.

Noted:
1. A number of proposals have been submitted from the University as part of the creative commissioning process, although it is not yet know which of these proposals have been successful.
2. Once the list of successful projects is known, discretionary funding may be considered by the University for any unsuccessful bids which could be progressed.
3. Professor Eric Cross is the academic lead for all GEON activities with Project Management support from Michelle Duggan.
4. A working group has been established, with representation from each of the faculties, along with colleagues from ESS, Marketing and Engagement. The group meets on a monthly basis.
5. Estates Support Service is represented on the GEON logistics group, alongside local authority and transport representatives. It is important to ensure the correct use of campus space, to enable the University to showcase innovation, student experience and art on campus.
6. Members of UEC are asked to contact Michelle Duggan directly by email to michelle.duggan@ncl.ac.uk with any comments they wish to make.
7. A revised list of projects will be presented to UEC at the meeting on 24 January 2018. (Action: Eric Cross/Michelle Duggan)

6. GLOBAL CAREERS SUMMIT

Received: A report from Mr Marc Lintern on the forthcoming Global Careers Summit event.

Noted:
1. Newcastle University has been selected to host the Global Careers Summit in March 2018. This will be he held in Great North Museum and The Core, and 100 Careers Service Directors from around the world will be invited to attend, along with suppliers and global recruiters.
2. The benefits of this event to the University include PR opportunities, International exposure and networking opportunities. As an event host, Newcastle University will be entitled to a free place at all future Global Career Summits.
3. An application to the academic conferencing fund for this event was rejected as it was not considered to meet the necessary criteria. Subsequent applications have raised concern regarding academic conferencing fund criteria, including a recent TEDX type event from a student group. The Faculty of Medical Sciences have subsequently awarded the student group £2k funding towards this application. It is expected that the outcome of the event will have a 9.5m reach of online viewings via YouTube.
Agreed: Members of UEC agreed that Chair’s action can be taken to revise the criteria for Academic Conferencing Fund. This will be circulated to members of UEC for information once revised. *(Action: Richard Davies/Andrea Henderson)*

7. POLICY ACADEMY

Received: An update on the Policy Academy following evaluation of the programme, from Mrs Suzie Robson and Mrs Margaret Taylor.

Noted:
1. Working with the Organisational Development Team, an evaluation of the first year of the Policy Academy has been undertaken. The outcome was that this has been very well received with some improvements to be considered for next intake.
2. The call for the 2018 Fellows Programme closed on 20 October 2017, and the candidate selection is currently underway. The group size has increased from 16 to 20, however not all places have yet been taken up. Communication and the anticipated commitment of time to the programme could be key factors to be considered. Further promotion and communication of the programme is necessary.
3. Masterclasses will be organised for the Fellow Programme Alumni, it is expected these will take place twice per year.
4. Working with NISR, a pilot programme aiming to deliver a Knowledge Exchange Seminar Series (KESS) is in development, and will be led by Professor Sally Shortall.
5. The delivery of a suite of open events, foundation workshops and masterclasses in conjunction with the Fellows Programme are scheduled for the 2018 programme.
6. It has been brought to the attention of the Organisational Development Lead, Dr Liz Kemp that Engagement is missing from any training/induction programme.
7. The team and all those involved with the Policy Academy were thanked for the successful delivery of the programme.

8. AOB

8.1 FMS Engagement Forum

Noted: The National Co-ordinating Centre for Public Engagement (NCCPE) is held in Bristol each year. Following an announcement that this conference could be hosted elsewhere in the country, the University, working with National Institute for Health Research (NIHR) have submitted an application to host the conference for 2018.

8.2 Freedom City 2017

Noted:
1. The Chair reported on what an incredible day it had been with the unveiling of the statue of Martin Luther-King and the Honorary Degree Ceremonies – it was an historic moment.
2. The University received a letter from the King family, thanking the University and sending good wishes for the day.
3. Following the recent FC2017 events there is now a great deal of interest in terms of legacy. This is the next phase to be considered and progressed.
4. Congratulations to the Public Orators and to everyone involved with all of the planning over the last two years, including the Corporate Affairs team involved and
in particular to Andrea Henderson, Engagement Manager who has led on this from the beginning.

8.2 Faith Space

Noted: Consultation of the faith space provision within the University is underway. This matter is also being considered at the Student Council to determine a long term solution and solidify the University’s commitment to multi faith prayer space. A report from the Students’ Union will feed into the consultation process, and will be considered at a future meeting of the Estates Capital Strategic Planning Committee (ECSPC) and Senate.

9. DATES OF MEETINGS FOR 2017-18

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