University of Portsmouth

School of Computing

Research and Knowledge Services Committee

Minutes of the meeting held on 17th October 2012, 14:30 in BK1.15

Present

Jim Briggs	Chair
Djamel Ait-Boudaoud	Dean, Faculty of Technology
Annette Wilson	Head of School
Alexander Gegov	Reader
Mo Adda	Pervasive Computing Group
Mohamed Gaber	AI group
Carl Adams	IS group
Nedyalko Petrov	PhD Student Representative
James Whitton	Minutes Secretary

1. Apologies for absence
Ivan Jordanov

Jie Tong

2. Approval of previous minutes
The previous minutes were accepted as an accurate record.

3. Matters arising
1. Jim Briggs stated that he had put together the Terms of Reference and had distributed them prior to the meeting. **Action Complete.**
2. Mohamed stated that he had promoted the Faculty Research Day to the PhD students and hoped for a good turnout. **Action Complete.**

4. Reports on recent activity
Jim Briggs had distributed graphs previous to the meeting.

1. Funding. Jim explained that the red line on the graph represents money brought in from external sources. Jim noted that the aim is to get this line as steep as possible and from the graph Jim said that it was getting there. The blue line represented expected funding which Jim revealed that the department had been too optimistic in the previous year.
2. Publications. Jim tabled the latest list of SoC publications. It was noted that there had been a declining trend of publications over the past few years but from the graphs it was evidently picking up. Jim noted that this is seasonal depending on projects happening at the time.
3. Research students. Jim stated that the blue line which represents current students on the graphs was provisional as it did not account for the new intake of students; this line will increase to reflect recent admissions. Jim was confident that many students were in the final stages of their research and thus close to completion. It was expected that the blue line (current students) will go down as the yellow line (completions) goes up. This was not a negative factor, instead it is a positive as the department was not losing

students for the wrong reasons. Alexander Gegov announced that there had been a steady flow of applications and many interviews were being scheduled.

4. SoC and CSI seminars. Alexander Gegov noted that the SoC seminar started strongly with 15-20 people attending, however the second seminar was not as successful. It was suggested that an email should be sent to the other departments stating that there had been a lack of people in the seminar and to promote it.

ACTION: Alex Gegov to email other departments asking them to promote the second seminar in future.

5. New appointments and departures. Jim Briggs stated that there had been two new members of staff joining the School of Computing: Gareth Owen and Athanasios Paraskelidis.

6. Incoming visitors. Jim Briggs noted that there had been a lot of visitors; the aim was to keep track of these and keep records.

7. Outgoing visits. It was commented that there had been no records of outgoing visits. However, there were some people going to small conference trips.

8. Web pages. It was announced that Mohamed Gaber would be taking on additional responsibility to improve accuracy and data of the web pages.

5. Report from Faculty R&KT Committee

Jim Briggs tabled the minutes of the most recent Faculty R&KT Committee meeting and sent them to the members of the meeting.

6. Strategy and goals

Jim Briggs explained that the Faculty strategic plans were being published on the 25th October and from this a SoC action plan was needed. It was agreed to discuss goals and agree actions at the next meeting.

7. Staff development for researchers

It was agreed to have an in-depth discussion about staff development in the next meeting.

8. Future meetings

Jim Briggs noted that the Research and Knowledge Transfer Committee meetings were now included in the SoC Calendar.

9. Any other business

Carl Adams stated that the department needs an ethics advisor and asked what the progress of this was. Annette Wilson explained that she was in the process of appointing an ethics advisor which will be announced in due course.