

# CONFIRMED

## **RESEARCH COMMITTEE:** **Wednesday 31<sup>st</sup> October 2018, HCA 023**

**PRESENT:** Professor A. Nagar (Chair), Dr P. Bamber, Professor D. Bolt, Professor N. Donnelly, Professor D. Jeyaraj, and Dr Z. Kinsley.

**By Invitation:** Mr A. Bibby, Mr C. Cooper, Ms S. Murray, Dr Richard Budd (representing Dr C. O'Connell.)

**Apologies: Members:** Professor S Davismoon, and Dr D Reid, **By invitation:** Dr Asad Ghalib, Dr C. O'Connell and Dr C. Montoya Londoño.

**Secretariat:** Mr Marc Jones

### 1. Minutes of the previous meeting

Members had received the minutes of the meeting of Research Committee held on 16<sup>th</sup> May 2018 (RE 846), which were **APPROVED** as a correct record.

### 2. Matters Arising

#### **Guidelines on co-authored research papers jointly with PGR Students**

The Chair informed members that he has drafted some guidelines on this matter. Dr Bamber suggested that, due to its relevance to PGR students, the matter be referred to RDSC. The Chair undertook to add this to the next RDSC agenda.

#### **Terms of Reference**

The Chair informed members that the Terms of Reference had been updated as discussed.

#### **Public Engagement Statement**

The Chair informed members that the Public Engagement Statement would be discussed under agenda item 5b.

#### **Archbishop Desmond Tutu Centre for Wear & Peace Studies**

Mr Cooper reported that he has worked with colleagues in the centre on a strategy for attracting external funding and that Dr Montoya Londoño is distributing details of funding opportunities to centre members in an email bulletin.

#### **Research Centres' Conference Income**

The Chair reported that he had discussed the matter and would be presenting a paper to the Rectorate Team in due course.

#### **Research Ethics Sub-Committee: staff ethical clearance**

Professor Jeyaraj informed members that staff ethical clearance would be discussed under agenda item 10.

# CONFIRMED

## HEBCIS Guidelines

The Chair confirmed that he had circulated the guidelines and encouraged everyone to forward the guidelines to colleagues in the Faculty and encourage them to timely report such returns.

### 3. Terms of Reference

Members had received the updated terms of reference (RE 847). The Chair requested that Mr Bibby be added to the group's composition under 'By Invitation', as Financial Advisor.

Subject to this change, members **RECOMMENDED** the Terms of Reference for approval by the Senate.

The Chair informed members that he would table the Research and Scholarship Development Plan at the next meeting of the Research Committee, adding that the current plan ends in 2020. The Chair asked Mr Jones to circulate the current Research and Scholarship Development Plan to members.

### 4. Preparations for REF 2021

#### a. Minutes of REF Steering Group

Members had received minutes of the REF Steering Group of 3<sup>rd</sup> October 2018 (RE 848). Professor Nagar informed members that access to the Hope Environment Capture System has now been released. This software system is accessible from your My Hope portal under the option My Research-> REFlect. It is similar to the existing Hope Impact system, but is designed for Unit of Assessment (UoA) Coordinators and their collaborators to record the research environment for their respective Unit of Assessment.

The Chair informed members that the University has made its submission of response to the REF2021 consultation, which closed at 12 noon on 15<sup>th</sup> October, adding that the outcome of this consultation will be published in the form of final guidance for submission documents, working methods and criteria early in 2019.

The Chair informed members that he will be organising a series of workshops in the near future for colleagues who are intending to submit impact case studies as part of the University's REF2021 submission and he will also work on a schedule of workshop/sessions for Environment narratives.

The Chair informed members that following discussions at the Rectorate meeting, it has been agreed that all correspondences with REF External Advisors, including sending out of prospective REF outputs will be done/sent, and reports received from external advisors via his office rather than individual UoA coordinators directly liaising with the External Advisors.

Dr Kinsley requested clarification as to the submission status of Music and Drama, asking whether the two subject areas would be treated as a single unit for submission. The Chair confirmed that this was the case and outlined the benefits of submitting a single UoA as oppose to a split multiple submissions. He added that decisions on potential multiple submissions will be made after discussions at the Rectorate.

Professor Jeyaraj asked whether each of the University's research centres would be treated as discrete units for submission. The Chair replied that although colleagues will be mapped to one of the 34 UoAs I REF 2021, there would be an option on individual UoA's submissions

## CONFIRMED

to note that they were affiliated to a particular research centre/group and details of the research centres/groups will also form part of the narrative for the UoA's Environment and esteem descriptors..

### **b. Public Engagement Statement**

Members had received the draft Public Engagement Statement (RE 849). The Chair requested any feedback on the document be sent to him by Friday 9<sup>th</sup> November 2018. Dr Kinsley requested that the statement's reference to the 'Cornerstone Festival' be updated to 'Angel Field Festival' to reflect the festival's change of title. The Chair explained that Public Engagement can often provide the opportunity for impact to take place, and although public engagement itself is not Impact (such like dissemination of research is not Impact) but it can be referred to as a Pathway to Impact which is an important intermediate step in making Impact happen and for collating relevant evidence for such Impact. Prof Nagar explained that this statement has been prepared in response to the NCCPE's (National Coordinating Centre for Public Engagement - [www.publicengagement.ac.uk](http://www.publicengagement.ac.uk)) invitation to the University to sign-up their manifesto for public engagement which will enable Hope to claim a role as a participating member and for recognition of the public engagement activities that we are already doing as an institution.

### **5. Reports from Research Centres**

The Chair outlined that Research Centres present their regular reports at the Research Committees and are annually reviewed by the Senate. He also reminded that these centres are multi/interdisciplinary University wide entities.

#### **a. CCDS**

Members had received an update from CCDS (RE 850). Professor Bolt informed members that the centre's seminar series continues to be well-attended. Professor Bolt added that the centre's journal has been evaluated and accepted for inclusion and indexation in SCOPUS, the largest abstract and citation database of peer-reviewed literature. Professor Bolt concluded by informing members that budget allocated to CCDS will fund a doctoral panel in December 2018, electronic access to the centre's book series and a planned seminar series. Professor Bolt informed members that the total cost of these projects is £2,000.

#### **b. CEPA**

Members had received an update from the Centre for Education and Policy Analysis (RE 851). Dr Budd informed members that the centre has attracted grants to the value of £24,108 since the start of the 2018-19 academic year. Dr Budd added that the centre has ten research events within its seminar series for the year and hopes to host eight guest speakers from outside the University.

#### **c. Archbishop Desmond Tutu Centre for War & Peace Studies**

Members had received an update from the Archbishop Desmond Tutu Centre for War & Peace Studies (RE 852). Dr Kinsley informed members that the centre has collaborated with a variety of external partners at local, national and international level, adding that the centre has supported external applications for Visiting Fellowships and PhD studentships.

This academic year the centre intends to maintain the focus on events that serve the research interests of its academics and students' experience and strengthen its links and visibility with outside institutions

## CONFIRMED

d. **Andrew F Walls Centre of the Study of African and Asian Christianity**

Members had received an update from the Andrew F Walls Centre of the Study of African and Asian Christianity (RE 853). Professor Jeyaraj drew members' attention to *Tirukkural Beyond the Frontiers of Tamil India*, a high impact conference jointly organised by the Andrew Walls Centre, the Institute of Asian Studies in Chennai and the International Tamil Diaspora Association, Mauritius. Representatives from government and non-governmental sectors in Australia, China, Hong Kong, Singapore, Malaysia, India, Sri Lanka, Mauritius, South Africa, Germany, France, United Kingdom, and the United States participated in this conference. Around 150 participants attended various sessions.

e. **SEARCH**

Members had received an update from SEARCH (RE 854). Members noted the centre's focus on exploring the socio-economic impact of Everton in the Community (EitC).

### 6. Library Resources Update

a. **Minutes of Library Steering Group**

The Committee had received the minutes of the Library Steering Group for 10<sup>th</sup> October 2018 (RE 855).

b. **Library update**

Members had received the Library update (RE 856). Ms Murray drew members' attention towards the training and one to one support available to colleagues who have non-text format outputs to add to HIRA.

Ms Murray added that 206 ORCID IDs linked to Liverpool Hope email have been created.

The Chair raised the issue of creating an electronic archive of PGR submissions. It was agreed to make progress with this during 2018/19 Academic Year and this will also involve support from the IT Services who would need to create a way to separate staff and student materials on the HIRA Research Archive and Repository.

### 7. Research Funding

a. **Quarterly reports on progress on research and grant income activity**

Members had received the External Funding Bids update (RE 857). Mr Cooper informed members that to date this year £700k of applications have been submitted and £300k awarded, with a 67% success rate. The Chair reminded the importance of encouraging colleagues to submit grant applications and Faculties to have a 'Peer-Review' process for these grant applications before these are submitted.

b. **University Research Funding**

Members had received the Internal Research Funding update (RE 858). Mr Bibby informed members that to date 13% of the University's internal research budget has been allocated. It was noted that the impact of Legacy Awards, i.e. late transactions relating to awards made from the previous Academic Year's (AY) budget. Mr Bibby outlined that this is an annual problem that occurs when awards are made for activity planned to take place in the following financial year. Faculties should consider the

## CONFIRMED

timing of activity when assessing bids and plan accordingly so as to minimise the impact.

### 8. **Research Degrees Sub Committee**

Members had received minutes of the Research Degrees Sub Committee of 10<sup>th</sup> October 2018 (RE 859). The Chair drew members' attention to the proposed update to Q4 of the Code of Practice for Postgraduate Research Degrees, and the proposed addition of the words:

'Oral examinations are open to the student's supervisor(s). However, the candidate must request the presence of their supervisor and provide a rationale. The supervisor(s) must remain silent throughout the examination if they are in attendance and may not take part in any discussions.'

Members **APPROVED** the proposed change.

The Chair informed members that the majority of the University's PGR on Vice Chancellor Scholarship students who started their studies in 2015 are nearing completion. Dr Budd raised the issue of the impact upon the University's doctoral community of such a number of students leaving the University at the same time. The Chair responded that discussions are under way with a view to launching the next round of the Vice Chancellor's Scholarships programme.

The Chair drew members' attention to the ARE reports detailed within the minutes, noting the partner institutions' appreciation of the collaboration and support provided by colleagues from the University. The Chair added that the collaboration with Maryvale Institute has come to an end and that a legacy agreement is being established for remaining students. With respect to Hope's ARE, the Chair noted that in the last 3 years there has been only a couple of appeals cases – one case being at the pre-admission stage.

The Chair concluded by drawing members' attention to the update to the assessment descriptors for part one of Professional Doctorate Degrees, outlined in the appendix to the minutes. The PGR conventions (Appendix 2 on the conventions) on EdD have been updated in light of the indicative assessment descriptors that were introduced last year to bring the assessment mapping in line with the new assessment descriptors.

Members **APPROVED** the proposed change.

### 9. **Research Ethics Sub Committee**

Members had received minutes from the Research Ethics Sub-Committee (RE 860) of 2<sup>nd</sup> October 2018. The Chair asked Professor Jeyaraj for assurance that ethical processes were being followed uniformly across the University. Professor Jeyaraj confirmed that this was the case. The Chair suggested a 'light-touch' audit be conducted on the staff ethical clearance process. Professor Jeyaraj undertook to add this as an agenda item at the next meeting of Research Ethics Sub Committee.

### 10. **Reports from Faculty Research Committees and Reports: Monitoring of Strategic Goals**

#### a. **Science**

## CONFIRMED

The Committee had received minutes from the meeting of the Faculty of Science Research Committee of 24<sup>th</sup> October 2018 (RE 861).

### **b. Arts & Humanities**

The Committee had received minutes from the meeting of the Faculty of Arts & Humanities Research Committee of 7<sup>th</sup> June 2018 (RE 862).

### **c. Education**

The Committee had received minutes from the meetings of the Faculty of Education Research Committee of 3<sup>rd</sup> May 2018 (RE 863a) and 28<sup>th</sup> June 2018 (RE 863b).

## **11. Monitoring Strategic Goals**

The Chair emphasised the importance of Faculties identifying areas of (1) research excellence; (2) emerging research excellence; and (3) potential excellence as well as areas of interdisciplinary research and asked Chairs of Faculty Research Committees to submit a papers in relation to this at the next meeting of the University's Research Committee.

## **12. New Appointments and Promotions:**

Members had received the update on recent academic appointments (RE 864).

## **13. Chair's Business**

The Chair updated members re plans for the University's 175<sup>th</sup> Anniversary celebrations in 2019, informing them that a number of research-related events are planned. The Chair asked members to supply him with details of research-related events in their departments by the end of November 2018, for inclusion in the programme of events. As an example, the Chair informed that he is hosting and organising a major International Conference on Artificial Intelligence (AI) here at Hope Park campus and has asked for these dates of this prestigious conference (02<sup>nd</sup> to 04<sup>th</sup> September 2019) to be included in the calendar of events for these celebrations. The Chair also reminded members that there will be a number of inaugural professorial lectures and distinguished lectures as part of the 175<sup>th</sup> anniversary celebrations and encouraged active participation and attendance at these events.

### **ACTION LOG FOR NEXT RESEARCH COMMITTEE MEETING**

| <b>Issue</b>  | <b>Action</b>   | <b>Responsibility</b>        | <b>Progress</b> |
|---|---|------------------------------|-----------------|
| Guidelines on co-authored research papers jointly with PGR students | Professor Nagar to look into various practices reg. papers co-authored with doctoral students | Professor Nagar              | Completed       |
| Terms of Reference  | Amend to include receipt of REF Steering Group minutes plus minor corrections                 | Mr Dykins                    | Completed       |
| Public Engagement Statement   | Draft for next meeting of Committee   | Mr Dykins                    | Completed       |
| Archbishop Desmond Tutu Centre for War & Peace Studies              | Review strategy for attracting external funding   | Centre members and Mr Cooper | Completed       |

## CONFIRMED

|   |  |   |  |
|---|--|---|--|
| Research Centres: Conference income does not channel into Centres.                    | Discuss further with Deans in order to feed back into Departments.   | Professor Nagar                             | Completed  |
| Research Ethics Sub Committee: staff ethical clearance                                | Provide report for next Research Committee meeting   | Professor Jeyaraj                           |  |
| In relation to the KEF HEBCIS guidelines to be circulated as a reminder for Faculties | HEBCIS guidelines  | Professor Nagar                             | Completed  |
| Guidelines on co-authored research papers jointly with PGR students                   | Professor Nagar to add to next RDSC agenda.  | Professor Nagar                             |  |
| Research and Scholarship Development Plan   | Mr Jones to circulate the current Research and Scholarship Development Plan to members.                                | Mr Jones                                    | To be circulated soon after the October Research Committee for feedback/discussions at the February 2019 Research Committee. |
| Public Engagement Statement   | Mr Jones to update 'Cornerstone Festival' to 'Angel Fiend Festival' to reflect the festival's change of title.         | Mr Jones                                    |  |
| Staff Ethical Clearance   | Professor Jeyaraj to add audit of staff ethical clearance to agenda for next meeting of Research Ethics Sub Committee. | Professor Jeyaraj                           |  |
| Areas of Excellence   | Chairs of Faculty Research Committees to identify areas of excellence and potential and emerging excellence.           | Chairs of Faculty Research Committees (FRC) |  |
| 175 <sup>th</sup> Anniversary Celebrations  | Members to supply details of research-related events in their departments scheduled for 2019.                          | All.  |  |