



Research Staff Forum Meeting

Wednesday 20 June 2018, 12noon, FW11

Agenda

Membership

Daniel Bates (DB)

Alan Blackwell (AFB)

Claire Chapman (CLC) (Secretary)

Matt Danish (MRD)

Alice Hutchings (AH)

Stephen Kell (SRK) (Chair)

Andrea Kells (ARK)

Ekaterina Kochmar (EK)

Marwa Mahmoud (MMAM)

Andy Rice (ACR)

Zohreh Shams (ZS)

James Sharkey (JPS)

Caroline Stewart (CS)

Noa Zilberman (NZ)

1. Apologies

Alan Blackwell

Matt Danish

Alice Hutchings

Andy Rice

Zohreh Shams

James Sharkey

2. Minutes of last minutes

The minutes from the last meeting held on 28 March 2018 are attached.
(2018-06-02)

3. Report on actions from last meeting

i. RA guidelines on applying for travel/conference funds in exceptional circumstances

To make the Wiseman Award more visible (CLC)

To add details of the Cambridge Philosophical Society to the Induction Checklist (CLC)

ii. Finance Training for RAs and guidelines on Research Grants for web

Meeting between ARK, Nicholas Ward (NW), AH, SRK, TP and NZ on the revised document (SRK)

iii. Cycle Parking

The proposals were put to the Buildings and Environment Committee on 30 April and have now gone to the Head of Department Team for discussion (CS)

iv. How to improve the Progression of Post-docs beyond their current position in the Department

The questionnaire was circulated in May. (NZ)

- v. **Tracking the career path of past student alumni**
Suggestion of AH to hold a talk on the new Data Protection Act talk and how it will affect research. AFB submitted the following report:-

A session on Issues in online research and observation of human participants is presented by Cecilia Mascolo already in the Lent Term Research Skills Programme and is open to all forum members. Cecilia has suggested that AH covers the course next year, if she would like her own presentation to avoid overlap of material.

- vi. **Admissions Selection help for Directors of Studies**
A list of attendees who attended the Undergraduate Admissions Training course run by Cecilia Mascolo and Andy Rice on 11 May should be located in reception. (CLC)

4. Revising the naming of the Forum and its statement of purpose

The name of the Forum has been changed to Research Staff Forum on the committee page and the remit has been revised. (CLC)
List of all RAs in the Department (excluding PhD students) to JPS. (CLC)

5. Post Doc training fund

Draft paragraph outlining why research money should not be used to fund training from SRK to ARK (SRK)

6. Researcher Development Fund

What funds does the Department receive from the University's central Researcher Development Fund and how is it spent? (CLC)

7. Lecturing opportunities for RAs, and what the Department might do to facilitate more of them.

This item was taken to the TMC on 14 May – see report below from Dinah Pounds.

The Teaching Management Committee discussed the Post-doc forum proposal for a shadowing scheme and for wider opportunities as guest lecturers. This was very much welcomed. The Committee has a policy on Tripos courses which should always be overseen by a UTO and IA and IB courses should be lectured by a UTO. Guest lecturers are used at the lecturer's discretion but any more than 2 guest lectures per course must be agreed with the TMC. We envisaged that shadowing post-docs could undertake such things as- deliver part of a lecture, check exam questions, be involved in practical's and be active supervisors.

We thought it would be helpful if the Post-doc forum could put together their suggestions for a scheme and bring it back to the TMC for our meeting on 29 June 2018.

8. Replacement of Chair for 2018-19

A new Chair is sought from the Forum.

9. Any other business

10. Date of next meeting

To be held in Michaelmas Term



Minutes of the meeting of the Post-Doc Forum held at 12 noon on Wednesday 28 March 2018, in Room FW11, William Gates Building

Present: Daniel Bates
Alan Blackwell
Claire Chapman (Secretary)
Matthew Danish
Alice Hutchings
Stephen Kell (Chair)
Ekaterina Kochmar
Angeliki Koutsoukou-Argraki
Marwa Mahmoud
Thomas Pasquier
Andy Rice
Zohreh Shams
James Sharkey
Nicholas Ward

1. Apologies

David Chisnall (who has advised he will be stepping down from the forum)
Andrea Kells
Caroline Stewart
Noa Zilberman

2. Welcome to James Sharkey and all RAs joining the open meeting

SK welcomed all members to the meeting and asked for those attending as part of the Open Meeting to come forward if they wish to officially join.

3. Minutes of last minutes

The minutes from the meeting held on 27 November 2017 were approved.

4. Report on actions from last meeting

i. RA guidelines on applying for travel/conference funds in exceptional circumstances

In order to make the Wiseman Award scheme more visible, members suggested details about the award should be added to the Induction Checklist under the section on '*Travel for research purposes*'. Other suggestions to make it more visible included: publicising details of past prize winners and to include case studies of why they were successful.

AR advised that the Cambridge Philosophical Society also fund travel for conferences and this should also be added to the Induction Checklist. Lise Gough has details of how to apply and the current membership.

Action: CC

ii. Finance Training for RAs and guidelines on Research Grants for web

It was agreed that the following members below will meet with AK and NW to identify any further additions and information needed to the revised document.

Alice Hutchings
Stephen Kell
Thomas Pasquier
Noa Zilberman (subject to her agreement)

NW will contact them to arrange a suitable time to meet in April.

AR said that attendance at the planned Research Skills Programme on funding should be made mandatory for all Post docs to attend before they can apply for funding.

Action: NW

iii. **Cycle Parking**

MD gave an overview of the Cycle Park Report he had produced. He reported that in January he had attended an Estate Management meeting and as part of the Cavendish Site Development, a separate cycle and pedestrian pathway on JJ Thomson Avenue will be put in the planning.

It was agreed the report on cycle parking should be forwarded to the Buildings and Environment Committee for discussion and possible implementation. MD will also send it to his contact at Estate Management.

Action: CC and MD

iv. **How to improve the Progression of Post-docs beyond their current position in the Department**

ZS gave a synopsis of the Postdoc Career Progression Report which she had produced with NZ. Jan Samols had been amenable to Item 2.2 and would like to hear from Research Groups who would be interested in attending a research event with industrial researchers.

It was agreed to add this question to the questionnaire *'Are you aware of the Department Funding available?'*

If any members have further comments or feedback on the questionnaire, it was agreed they should send them to ZS and NZ before 28 April 2018 as the planned circulation date is early May.

Action: All members

b) Tracking the career path of past student alumni

ZS said that Jan Samols had replied to say that Post docs career paths are not successfully tracked, due to Post docs not being forthcoming at providing this information.

AB reported that the new Data Protection Act will come into operation from 1 May 2018 and the new regulations state that evidence has to be provided of every database which is held. It also requires that the people on each database have to be contacted to ask if they wish for their details to remain.

AB said that *The Ring* already holds a database of all alumni and Post docs can register to join this list. He suggested that it may be useful if Jan Samols holds a talk for Post docs on the services *The Ring* provides.

AH suggested that it may also be useful for a talk to be held by the Ethics Committee on how the new Data Protection Act will affect research.

Action: AB and CS

v. Admissions Selection help for Directors of Studies

Cecilia Mascolo and Andy Rice will hold a Computer Lab Undergraduate Admissions Training session on Friday 11 May, 1-4pm, FW11 which will qualify attendees to take part in undergraduate interviews. This will run as part of the Research Skills Programme

It was agreed that after the training, the names of attendees will be published at Reception so that Director of Studies are aware of those who have completed the training.

Action: AR

5. Revising the naming of the Forum and its statement of purpose

It was agreed to change the name of the forum to '*Research Staff Forum*' and to include Research Staff in the remit.

It was agreed to ask CS to let JS have the list of all RAs in the Department (excluding PhD students).

Action: CC and CS

6. Post Doc training fund

Discussion took place on the proposal from the Research Operations Office and Office of Postdoctoral Affairs to include a mandatory training budget of £500 on all X5 costings. The consensus was that research money should not be used to fund training. It was agreed that on behalf of the forum, SK will draft a paragraph outlining why it is not required and send to AK for distribution.

Action: SK

7. Lecturing opportunities for RAs, and what the Department might do to facilitate more of them.

It was agreed the opportunities for guest lecturing on non-examinable courses should be publicised more widely. AR said that it may be possible to hold a course on '*Introduction to Lecturing*' as part of the Research Skills Programme and the remit will be made broader to include Post docs.

AR suggested that a shadowing scheme for Post docs and UTOs may be beneficial and two members expressed an interest. This proposal will be sent to the TMC for discussion.

Action: CC and CS

8. Replacement of Chair for 2018-19

SRK announced that he will be leaving in August 2018 and a new Chair for the forum is sought. Members are asked to nominate themselves or a colleague at the next meeting.

9. Any other business

None.

10. Date of next meeting

To be held in June and arranged by Doodle Poll.