



Workload Committee Meeting
Thursday, 5 December 2019, Room SW00, William Gates Building

Agenda

Members

Dr Andy Rice (Chair)
Celia Burns (Secretary)
Dr Alice Hutchings
Prof Larry Paulson
Malcolm Scott
Caroline Stewart

1. Apologies for Absence

2. Minutes of the Last Meeting

The minutes of the last meeting held on 10 October 2019 are attached.

3. Update on Pending Actions

i. Terms of Reference

ACR has provided an updated version of the Terms of Reference, which has been posted on the website.

ii. Workload Model Proposal and Objectives

ACR has provided an updated version of the Proposal and Objectives document, which has been posted on the website.

iii. Google Drive Document

ACR was going to create a document with headings such as who, what, purpose of information, etc. for CB to then populate with information. ACR to report.

iv. Administrative Databases

MS was going to look at the various existing databases holding information related to workload. MS to report.

v. Markus Kuhn's Collection of Data

ACR was going to look at Markus Kuhn's data. ACR to report.

vi. Graduate Education Office's Databases

CS was going to consult with the Graduate Education Office. CS to report.

vii. Workload Committee Website

Stewart Carswell and CB have set up a Workload Committee website.

viii. Communiqué for UTOs

AH and LP were going to draft a communiqué regarding the work of the Committee and circulate to UTOs. AH/LP to report.

4. **Next Steps**
5. **Any Other Business**
6. **Date of Next Meeting**



Workload Committee Meeting
Thursday, 10 October 2019, Room GC22, William Gates Building

Minutes

Present:

Dr Andy Rice (Chair) (ACR)
Celia Burns (Secretary) (CB)
Dr Alice Hutchings (AH)
Prof Larry Paulson (LP)
Malcolm Scott (MS)
Caroline Stewart (CS)

1. Terms of Reference

Committee members approved the proposed terms of reference, agreeing to add that the Committee would report to the Head of Department Team, and would post agendas, minutes and papers on a Workload Committee website.

It was also agreed that this Committee would look at the workload model for UTOs only. No member should spend more than one hour per week on the work of the Committee, and the Committee would meet twice per term (six times per year).

ACR agreed to provide an updated version of the Terms of Reference.

Action: ACR, CB

2. Workload Model Proposal and Objectives

Committee members agreed that the objectives provided by ACR reflected the conclusion of discussions with the table scribes at the Away Day. The concept of dual use of the data was reiterated, as well as the need for an incentive for UTOs to self-update their data, and the importance of linking in with other administrative databases rather than having a stand-alone system.

Regarding the proposed objectives, individual items were discussed as follows:

- *Item 2, information about the data we currently have:* it was decided that it would be useful to establish how each category of data is collected. The issue of self-updating was also discussed, as well as the possibility of requesting professional support staff resource for data collection.
- *Item 4, presenting individual summaries to each UTO:* it was noted that this was a useful way to check whether any information had been omitted.
- *Item 6, sharing the information between UTOs:* this item had not been included on the initial list of proposed objectives, but was regarded as an important issue to consider. Four possible sharing models were proposed for consideration: none, aggregated information, anonymised information, and open/full information.

ACR agreed to provide an updated version of the Proposal and Objectives document.

Action: ACR

It was noted that there is already a lot of data available; in particular, Markus Kuhn has collected a lot of information about roles, and administrative staff hold information for their own purposes. Sorting and updating workload information clearly needs some sys-admin work from a technical perspective, and we need to be clear what we want sys-admin to provide.

3. Department's Spreadsheet of Roles

The Committee discussed the Departmental Secretary's record of roles/teaching load, etc., noting that:

- some of the information was out of date
- the addition of PI time on research grants/fellowships would be useful
- the nature of filling in the teaching column was quite laborious; and Markus Kuhn held data relating to teaching

CS reiterated that this was a working document that had been produced for her own purposes as an easy checklist of who was doing what, so it was provided to the Committee for information rather than a completely up-to-date list of roles.

It was agreed that the workload model was about data and not about the *interpretation* of data. ACR agreed to update the Proposal and Objectives document accordingly.

Action: ACR

3. Allocation of Tasks

The following actions were agreed:

Action:	Action by:
Set up a Google Drive document with headings such as who, what, what the information is being used for, etc	ACR
Fill in the rows of the above-mentioned document with information	CB
Look at the various admin databases	MS
Look at Markus Kuhn's collection of data	ACR
Consult with the Graduate Education Office about their databases	CS
Set up a website for Workload Committee agendas, minutes, etc	CB/Stewart Carswell
Draft a communiqué for UTOs regarding the work of the Committee	AH and LP

Action: Committee Members

5. Any Other Business

None.

Action: CB

6. Date of Next Meeting

A date for a meeting during the week commencing 2 December 2019 will be arranged by Doodle poll.

Action: CB