Present
Professor Stephen Frosh (Chair), Professor Sasha Roseneil, Professor Alex Poulavassilis, Professor Marjorie Lorch, Dr Maya Topf, Professor John Kelly, Professor Roger Luckhurst, Professor Li Wei,

In Attendance
Katharine Bock (Head of Governance and Corporate Support), Robert Atkinson (Director of Library and Media Services), Professor Jean-Marc Dewaele (for item 28), Paul Rigg (for item 29)

25 MINUTES
Confirmed
The Minutes of the meeting of the 30 January 2014

26 MATTERS ARISING FROM THE MINUTES
Discussed
26.1 The potential impact on research resulting from the merging of language departments in the School of Arts was raised. The Committee discussed the various staffing changes that have, or are due to, take place within the School. Academic Board Executive Committee had confirmed that the merger was expected to strengthen not inhibit research. It was noted that the role of Research Centres in Languages would become more important in promoting collaboration in research post-merger.

Noted
26.2 Point 17.5 of the minutes of the meeting of the 30 January 2014 note the need for a College level discussion on the expectations for the role of impact officers to take place well in advance of the 2020 REF. The Committee was informed that this discussion is currently taking place.

26.3 Point 20.3 of the minutes of the meeting of the 30 January 2014 details the potential for the School of Arts to engage in a trial with Ubiquity Press in relation to the running of open access journals. The committee was informed that this trial will now not take place because funding was not found.

26.4 The committee was, however, informed of new developments within the School of Arts concerning the promotion of open access, specifically; the English Open Access Research Initiative. This initiative involves the creation of a new Literature,
Technology and Publications Research Centre along with new staff appointments of individuals significant in the field of open access.

27 REPORT TO THE ACADEMIC BOARD
Noted
The report made to the Academic Board following the 30 January meeting (RC 2013 35)

28 RESEARCH CENTRES
Considered
28.1 The report from the Centre for Multilingual and Multicultural Research (RC 2013 36)
Noted
28.2 The Centre for Multilingual and Multicultural Research was established in 2007 with the aim of promoting the best of Birkbeck and University of London research across the spectrum of multilingualism and multiculturalism, making the results of research available and encouraging civic and public debate. Furthermore, the centre aims to present its research from the perspective of London in a global context: the effectiveness of this approach is reasoned on the basis of the United Kingdom’s rich multilingual and multicultural heritage and the fact that London is one of the most multilingual cities in the world, with over 300 languages spoken in the capital.

28.3 At its inception the centre was closely linked with the IoE, currently the Centre attracts a diverse range of colleagues from London Universities and Colleges. The committee was informed that whilst the Centre is currently engaged with several psychologists (though not necessarily Birkbeck psychologists) they would like to strengthen ties and build more relationships in this area.

28.4 The CMMR regularly hosts Bloomsbury Applied Linguistics Seminars during lunchtimes and in the evening; speakers at these events include eminent researchers from the UK and abroad.

28.5 The CMMR also organizes the Bloomsbury Roundtable on Communication, Cognition and Culture. This is an annual, international event, jointly hosted by adjacent colleges of the University of London, especially Birkbeck and the Institute of Education, where researchers at different stages of their career are invited to present the latest work in the broad fields of Language, Communication and Cognition.

28.6 The CMMR attracts a variety of stakeholders such as visiting MA and PhD students and prominent academics from other institutions and. Furthermore, the Centre has demonstrated its activity in the generation of research grants: winning the Equality and Diversity Research Award in 2013 and receiving a grant from notable corporations such as PG Tips, (for the ‘Taste words for Tea’ project).

28.7 The CMMR has good links with the School of Arts and was involved in two impact studies with Arts for the REF 2014.

Considered
28.8 The report from the Centre for Planetary Sciences \textit{(RC 2013 37)}

Noted

28.9 The Centre for Planetary Sciences is a joint Birkbeck and UCL Centre established to both strengthen links between the two institutions and increase the joint REF return. Collaboration between Birkbeck and UCL is essential in terms of attracting research grants.

28.10 In the academic year 2012/13 the Centre organised and hosted activities and events conducive to furthering the aims and objectives of the College mission, including: the European Planetary Sciences Congress, November 2013, a one-day discussion meeting at the Royal Astronomical Society on ‘Advances in Mars Research’ and the publication of 54 papers related to planetary science in refereed journals.

28.11 Members of the Centre have obtained funding from a variety of sources with finances being distributed by member departments.

28.12 The Centre for Planetary Sciences is active in several public outreach activities, such as public and school talks. The Centre also hosts the NASA Regional Planetary Image Facility and actively encourages public visits.

Considered

28.13 The report from the Birkbeck Institute \textit{(RC 2013 38)}

Noted

28.14 The Birkbeck Institute is an overarching structure encompassing three interdisciplinary institutes: the Institute of Humanities, the Institute of Social Research and the Institute of the Moving Image.

28.15 The Birkbeck Institute is funded centrally and funding bids for activities are annual. Between the three interdisciplinary institutes a large range and volume of activities take place: approximately 50 externally facing events each.

28.16 The Birkbeck Institute for Humanities has run a Summer School for the past 5-6 years; income received from this event is recycled back into the institution’s other activities such as the Visiting Fellows Scheme.

28.17 The Birkbeck Institute for Social Research runs research and development activities and attracts interns and PhD students.

28.18 The BISR was formed prior to the 2008 Research Assessment Exercise; to facilitate submission to the sociology Unit of Assessment. In relation to the current REF the BISR has again played an essential role.

28.19 The Birkbeck Institute of the Moving Image has made great strides in showcasing the Cinema and joint programmes of events with other parts of the Birkbeck Institute. The three interdisciplinary institutes are collaborating more frequently than in past years.
28.20 The Committee considered the possibility of integrating some of the activities of the School of Business with those of the BISR. It was determined that a detailed discussion of the practicalities and implications of this would take place at the annual Birkbeck institute meeting in January 2015.

28.21 The Committee also heard that the annual Birkbeck Institute meeting would be moving from a ‘reporting’ style format to a ‘Strategy day.’

29 OPEN ACCESS

Received

29.1 A report on the progress in implementing HEFCE’s Open Access policy in advance of REF 2020 (RC 2013 47)

Noted

29.2 The HEFCE’s new policy on open access comes into force on 1 April 2016; any submission accepted after this date will be subject to the new qualifying criteria. HEFCE are encouraging the adoption of this policy as soon as possible.

29.3 The initial provisions of the policy are the same as the existing college mandate in terms of immediate deposit and optional access. However, the policy goes further in specifying discoverability and accessibility criteria.

29.4 In relation to the REF the policy applies to outputs only and not impact case studies.

29.5 Outputs covered by the policy:
  - Journal Articles
  - Conference Proceedings with an ISSN (not book series with both an ISBN and ISSN such as Lecture Notes in Computer Science.

29.6 Outputs not covered by the policy:
  - Monographs, chapters and other long-form publications
  - Working paper
  - Creative outputs (Novels, poetry etc)
  - Practical outputs
  - Data

29.7 Where the College is able to demonstrate that it has taken steps towards enabling open access for outputs not covered by the policy, credit will be given in the research environment component of the next REF.

29.8 In order to comply with the policy the ‘Author’s Accepted Draft’ (peer reviewed but pre-publication), of an output must be deposited, discoverable and accessible.
  - Deposited: Submitted in an institutional or subject repository within three months of acceptance by a publication.
  - Discoverable: Available to freely read and/or download upon official publication or as soon as possible thereafter.
  - Accessible: available at all times thereafter.
Publisher embargos can be respected by locking the full-text: the authors must still deposit a metadata record with a full-text file in the repository.

HEFCE defines the embargo start date as that of first publication (including online).

The full-text must be made open access no more than one month after the embargo ends. If there is no embargo then the full-text must be made available no more than one month after the live deposit date.

The committee was informed that the ongoing embargo of a publication would not prevent its submission to the REF and that embargo dates would not be reset of the Published Draft replaces the Author’s Accepted Draft.

Embargos apply up to a maximum of:
- 24 months for Social Sciences, Arts & Humanities subjects (REF main panels C & D)
- 12 months for STEM subjects (Panels A & B).
- 24 months for any output submitted across the four main panels.

Outputs do not have to allow automated text-mining, but credit will be given in the Research Environment component of the REF submission where this is demonstrated.

Any academic staff moving to Birkbeck from other higher education institutions can move publication records from their previous institutions providing there is no gap in availability.

Outputs may be considered beyond the scope of the policy if they fall within pre-defined exception criteria; if submissions fail to comply for reasons outside of those defined by HEFCE then a short written explanation will be required. Exceptions fall into three criterion areas; deposit exceptions, access exceptions and technical exceptions.

Deposit exceptions apply where:
- There is no appropriate repository available at date of acceptance. (May apply to staff arriving from institutions without an IR, and for whom there is no appropriate subject repository).
- The author does not have access to the final refereed draft to deposit it within one month of acceptance (i.e. a multi-authored paper where an author did not receive the final text in time).
- The author was not employed by a HEI at time of submission.
- Deposit would be unlawful. (Needs clarifying. Copyright issues are covered by the access exceptions so this may be a broad stroke designed to encompass many potential scenarios.)
- Deposit represents a security risk.

Access exceptions apply where:
• The full-text contains 3rd party copyright objects which have not been cleared for open access. (Potentially more likely in subjects like History of Art.)

• The publication’s embargo exceeds HEFCE’s preferred 12/24 months, but it is still considered the most appropriate journal in which to publish.

• The publication does not allow green OA but it is still considered the most appropriate journal in which to publish.

(These are both broad get-out clauses, seemingly designed for instances where prestigious journals decline to comply with HEFCE’s policy.)

29.19 Technical exceptions apply where:

• The author was at an HEI which did not comply with the policy when the output was accepted.

• There was a short-term or transient technical failure which prevented compliance. (e.g. a significant down-time on BiRON which meant that a deadline for deposit could not be met.)

• A failure by external service provider (ULCC or a subject repository) prevented compliance by failing to open a previously locked file or ceasing to operate at all.

In all cases of technical exceptions, HEFCE urges HEIs to meet the criteria retroactively, as soon as possible and no later than the REF submission date.

29.20 If output falls within the scope of the policy but does not comply with it (and does not fall within one of the pre-defined exceptions) it will be fall into the ‘unclassified’ category in the next round.

29.21 Under the new policy there will be a significant shift in responsibility for the submission of research, with the onus falling more significantly on individual academics due to the fact that as authors they will be better placed to track the progress of their submission.

29.22 Members considered the need to widen knowledge about BiRON: Several ideas were put forward, including: the use of an informative leaflet in induction packs for new academic staff members, inviting new academic staff members to an ‘introduction to BiRON’ meeting and making the link to BiRON more prominent on the College website.

29.23 The Committee discussed the risk that resistance to the BiRON system from some academic staff could influence others. It was agreed that a sustained effort on culture change would be needed. It was suggested that the standardisation of expectations would go a long way towards instilling confidence in the system. Practical measures, such as clearly defined terminology and standard pdf coversheets were proposed as constructive ways to achieve these goals.

29.25 Concern was expressed over the publication of the ‘Author’s Accepted Draft’ in Word doc. format. It was stated that academics would prefer the more polished
format of the finalised pdf draft. The committee was informed that the depository will point the reader in the direction of the published version of a submission.

29.26 The possibility of introducing an annual voting system as a secondary check on the compliance of submissions was suggested. This would involve academic staff members voting for their top four publications annually; the extra scrutiny on publications would promote compliance. However, concern regarding overemphasis on publication volume was expressed.

29.27 HEFCE and JISC have informed HEIs that there is the potential for them to develop a system for automated downloads from gold route journals, but this is unconfirmed.

Agreed

29.28 Paul Rigg to compile and circulate a fact sheet for staff detailing the requirements of the new HEFCE policy and the steps the need to take.

29.29 Katharine Bock to liaise with ITS to determine ways in which the website can promote BiRON, specifically, inserting a link to BiRON on the front page of the website and linking individual’s BiRON accounts with their staff profiles.

30 RESEARCH STRATEGY

Considered


Noted

30.2 The document is the result of wide consultation throughout the College; it has been drafted via the Research Strategy Working Group and has taken into account feedback from senior academic staff.

30.3 The first section of the document is comprised of an outward facing mission statement regarding research at Birkbeck, the second section details the processes through which the research work will be done and who will be responsible for different areas of the work.

30.4 The College’s current Research Strategy is a public document. For the 2014-2019 Research Strategy it is envisioned that the first section will be published openly, whilst the second section, being of more relevance to internal staff, will be published internally.

30.5 Members commended the distinctive Birkbeck tone of the document, and the originality of format and content.

Discussed

30.6 More clarity was requested on the responsibilities of individuals, committees and departments and the leadership structure, in relation to research at Birkbeck.

30.7 It was noted that in the current post REF period the potential for a lack of clear leadership to result in work losing momentum or even slipping through the cracks amounted to a substantial risk.
30.8 There are currently various individuals, committees and departments that share responsibility for research work at Birkbeck, including: School Research Committees, Executive Deans, Assistant Deans, Department Research Leads, the College Secretariat and the Pro-Vice Master for Research. Members emphasised the need to clearly align roles and responsibilities.

**Agreed**

30.9 The Draft Research Strategy 2014-2019 will be sent to the next meeting of the Executive Committee of the Academic Board for consultation.

30.10 In parallel to this consultation the draft strategy will also go to the Assistant Deans for Research of each School who will then take the document through the School’s Research Committee for feedback, and request input from the School Executive Dean.

30.11 The strategy will then be presented for formal endorsement at the next meeting of the Research committee in October 2014.

31 **RESEARCH STUDENTS SUB-COMMITTEE**

**Received**

31.1 The Report of the Research Student Sub-Committee *(RC 2013 41).*

**Noted**

31.2 The College is working with the Consortium for the Humanities and Arts in South East England (CHASE), which has an AHRC Doctoral training grant, to explore how Birkbeck can work with CHASE.

31.3 The College is intending to make a bid to the Leverhulme Scholarship Programme. Four bids were put forward from Schools, of which two have been encouraged to go forward with a full proposal. Decisions on the success of bids are due to be made in July; if unsuccessful the College may fund one or more of the bid applications if they are of sufficiently high quality.

31.4 The future of the Bloomsbury Studentship Scheme is unclear given the merger of the Institute of Education and University College London.

31.5 The decision over the Bloomsbury ESRC DTC renewal has been postponed until after the general election and the REF outcome. Again, there is uncertainty due to the merger of IoE and UCL. IoE is the current Lead College of the venture. Birkbeck will need to think closely about its strategy for future collaborations.

31.6 In collaboration with the Vice Master Designate the RSSC has been discussing a Research Student Strategy. It has been established that many of Birkbeck’s research activities are dispersed between academic and administrative departments. It was determined that RSSC could act as a focal point and to draw together discussions and individual School strategies.

31.7 As part of the review the implementation of a new single website for PhD research students was supported by the RSSC. The site would contain information on funding,
studentships and would provide access to an intranet with student records, including information on progression and first destinations of students.

31.8 There is a recognised need to improve and coordinate research student administrative procedures and to co-ordinate the research specific aspects of student information, finances and studentships.

31.9 Members noted that there is also a need for better data management, specifically, in relation to completion rates.

32 EXTERNALLY FUNDED RESEARCH GRANTS AND CONTRACTS

32.1 The reports from the Research Grants & Contracts Office:
- Research Income 2012/13 (RC 2013 42)
- All research grants current and confirmed (RC 2013 43)
- Grant Applications 2012/13 (RC 2013 44)
- Grant Applications 2013/14 (RC 2013 45)

Noted

32.2 Overall the reports showed that the College has held steady on research income, though there has been an uneven distribution between Schools, with Science bringing in the most.

32.3 Birkbeck is receiving less grants from Research Councils, and is deriving more of its research income from EU grants and charity grants, resulting in fewer overheads.

32.3 It was noted that income was roughly £1.5 Million less than it was four years ago. Income has picked up in the last year it has still no recovered from the loss of the Sure Start grants.

32.3 Several departments were noted to have procured low amounts of research grant income

Action

32.4 Liz Francis to check Iberian Studies data for consistency.

32.5 Katharine Bock to bring departmental comparative data on research grant income to the next meeting of the Strategic Planning Committee.

32.6 An annual round of business schedule to be produced by the next Research Committee with the purpose of defining what business the assistant deans and School Research Committees should be addressing at what times of the year.

32.7 The Schools of Law and Business, Economics and Informatics to confirm their research grant demand management procedures.

33 FUTURE MEETINGS

Noted
- Wednesday 22 October 2014, at 2pm
- Wednesday 4 February 2015, at 2pm
- Wednesday 13 May 2015, at 2pm