UNIVERSITY OF WARWICK

FACULTY OF SCIENCE

BOARD OF THE FACULTY OF SCIENCE

There will be a meeting of the Board of the Faculty of Science on Wednesday 21 May 2003 at 4.15pm in the Council Chamber, Senate House.

Dr J W Nicholls
Registrar

AGENDA

1. Minutes

    TO CONSIDER:

    The minutes of the meeting of the Board of the Faculty of Science held on 5th February 2003 (copy attached).

2. Matters Arising on the Minutes

    (a) Faculty Information Technology Committee (minute 26/02-03 refers)

    TO REPORT:

    That at the last meeting of the Board it was resolved:

    That the support for the audio visual equipment in lecture theatres seemed very low with too high a frequency of breakdown and that the appropriate member of ITS be invited to the next meeting of the Board to discuss the issue of support and service of equipment in lecture theatres.

    TO RECEIVE:

    An oral report from a representative of ITS on the quality of the infrastructure to support teaching in lecture room including issues such as network and server reliability and speed.

    (b) Periodic Review reports (minute 21/02-03 refers)

    TO REPORT:

    That the Board of Undergraduate Studies on 6 June 2002 considered the review of Computer Science and Computer Systems Engineering and the department's responses and resolved:

    (i) That the Computer Science and Computer Systems Engineering Periodic Review report (paper BFS29/01-02), be approved.

    (ii) That the formal response to the Computer Science and Computer Systems Engineering Periodic Review report from the Department of Computer Science be revised to include further details of the steps that will be taken to implement the recommendations of the report and a suggested time frame in which they will be carried out.

    and that the Academic Quality and Standards Committee on 12 June considered these and resolved:

    (i) That the report as set out in paper BFS29/01-02 be approved.

    (ii) That it was the view of the Committee that the Department's response to the report was inadequate as a statement of how the Department intended to address the issues and recommendations raised in the report.

(iii) That the Committee approved the recommendation of the Board of Undergraduate Studies that the formal response to the Computer Science and Computer Systems Engineering Periodic Review report from the Department of Computer Science be revised to include further details of the steps that will be taken to implement the recommendations of the report and a suggested time frame in which they will be carried out.

TO CONSIDER:

A revised response from the Department of Computer Science on the Periodic Course Review (paper BFS26/02-03, copy attached).

(c) Annual Course Reviews (minute 28/02-03 refers)

TO REPORT:

(i) That at the meeting of the Academic and Quality Standards Committee held on 26 February 2003 (minute 47/02-03 refers) at which Annual Course Reviews submitted by all Faculty Boards were considered, it was resolved:

(A) That a pro-forma for Annual Course Review reports be brought forward to the next meeting of the Committee.

(B) That from 2002-03 Faculty Board Secretaries produce a composite report on Annual Course Review reports identifying best practice and areas of concern.

(C) That clarification be provided of the mechanism for following up with departments and reporting to the Committee areas of concern highlighted in Annual Course Review reports.

(D) That it be noted that it was the expectation of the Committee that areas of concern be addressed at Faculty level, unless an issue of principle was revised and that, to this end, the Committee expected to receive a report from the BFSS in the Summer Term on the issues raised in connection with the MSc Management Science & Operational Research.

(ii) That at the last meeting the Board resolved that it be noted that some departments in the Faculty had both a Senior Tutor within the department as well as an Undergraduate Course Director while in some departments one person performed both roles, and that further guidance in this area should be sought from the Senior Tutor's Office.

(iii) That following consultation with the Senior Tutor, it should be noted that it is not required to have separate departmental Senior Tutors and Directors of Studies within a department, as long as both functions are being covered, noting however that the Senior Tutor's Office does request one named contact person per department.

TO CONSIDER:

The following Annual Course Reviews which were not considered at the last meeting:

(iv) Computer Science 2001/02 (BFS27/02-03, copy attached)
(v) Computer Systems Engineering 2001/02 (BFS28/02-03, copy attached)
(vi) Computer and Business Studies 2001/02 (BFS29/02-03, copy attached)

(d) Faculty Advisory Board

That the following individuals have agreed to serve on the Faculty's Advisory Board, noting that the Board's first meeting is to be scheduled shortly:

(i) Faculty representatives:

(A) Professor D Rand, Mathematics
(B) Professor K Lamberts, Psychology
(C) Professor M Cooper, Physics
(D) TBC

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       (ii)   External representatives:

           (A)   Professor Michael Brady
           (B)   Dr Ian Gibson, MP
           (C)   Dr John Ferrie
           (D)   Ms Rebecca George
           (E)   Professor Kathy Sykes
           (F)   Dr Clyde Warsop
           (G)   Mr Peter Warry
           (H)   Sir Eric Ash
           (I)   Ms Jane Wild

3.   Chair's Business

4.   Report from the Sub-Faculty

    TO RECEIVE:

    The minutes of the meetings of the Sub-Faculty held on 7 May 2003 (to follow).

5.   Report from the Graduate Studies Committee

    TO RECEIVE:

    The minutes of the meeting of the Graduate Studies Committee held on 14 May 2003 (to follow).

6.   Report from the Science Faculty IT Committee

    TO RECEIVE:

    The minutes of the meeting of the Faculty IT Committee held on 6 May 2003 (copy attached).

7.   Report from the Course Specifications Sub-Group

    TO RECEIVE:

    The minutes of the meetings of the Course Specifications Sub-Group on 20 February (copy attached) and 1 May (copy attached), noting that the meeting scheduled on 14 May was cancelled.

8.   Warwick Skills Programme

    TO REPORT:

    That at its meeting on 12 Mary 2003, the Senate resolved under Minute 50/02-03 (unconfirmed):

    That the Delivery Plan of the next phase of development of the Warwick Skills Programme from 2003 to 2005 be approved in principle, as proposed in paper AQSC28/02-03 (revised) and that the Delivery Plan be referred for comment and discussion to Faculty Boards in the Summer Term 2003, together with information about the successful early implementation of the Warwick Skills Certificate; noting that an initial pilot phase of embedding of the Skills Programme within the curriculum with selected departments would commence in the academic year 2003-04.

    TO CONSIDER:

    The Warwick Skills Programme: Delivery Plan to 2005 (BFS30/02-03, copy attached), noting that Ms Kay Sanderson was invited to attend the meeting for this item.

9. Faculty Board Elections

(a) Committees of the Board of the Faculty of Science

TO CONSIDER:

The nominations for membership and Chairs of the following committees:

(i) The First Year Board of Examiners for 2002/03 (paper BFS31/02-03, copy attached)

(ii) The Examination Appeals Committee for 2002/03 (paper BFS32/02-03, copy attached)

(iii) The Sub-Faculty of Science for 2003/04 (paper BFS33/02-03, copy attached)

(iv) The Faculty Graduate Studies Committee for 2003/04 (paper BFS34/02-03, copy attached)

(v) The Faculty Information Technology Committee for 2003/04 (paper BFS35/02-03, copy attached)

(vi) The Board of the Faculty of Science for 2003/04 (paper BFS36/02-03, copy attached)

(b) Chair of the Board of the Faculty of Science

TO CONSIDER:

The nomination of Professor Easton to serve as the Chair of the Faculty of Science for a further year from Autumn 2003, it being noted that he has served one year in office to date.

(c) Representation on Senate

TO CONSIDER:

Two members of the Board to serve on the Senate, noting that the term of office for Professor D. Anderson and Professor K Lamberts ends on 1 August 2003.

(d) Other Board Elections

TO CONSIDER:

The election of the following:

(i) Two representatives of the Board of the Faculty of Science to serve on the Board of Graduate Studies for 2003/04 (the representatives for 2002/03 are Dr a Dowd and Dr R Wilson)

(ii) A representative of the Board of the Faculty of Science on the Board of the Faculty of Arts for 2003/04 (the representative for 2002/03 is Dr E Heit)

(iii) A representative of the Board of the Faculty of Science on the Board of the Faculty of Social Studies for 2003/04 (the representative for 2002/03 is Dr I Morley)

(iv) A representative of the Board of the Faculty of Science on the Board of the Faculty of Medicine for 2003/04 (the representative for 2002/03 is Prof T Bugg)

(v) Up to two representatives of the Board of the Faculty of Science on the Board of Lifelong Learning (the representative for 2002/03 is Dr J Pickering).

(vi) A representative of the Board of the Faculty of Science on the Partnerships and Distance Learning Sub-Committee of the Academic Quality and Standards Committee (the representative for 2002/03 are Dr J Pickering)

(vii) A representative of the Board of the Faculty of Science on the Careers Advisory Board for 2003/04 (the representative for 2002/03 is Dr K Flint)

(viii) Two representatives of the Board of the Faculty of Science on the Equal Opportunities Committee for 2003/04 (the representatives for 2002/03 are Dr E Hines and Dr K Flint)

(ix) One representative of the Board of the Faculty of Science on the Campus Life Committee for 2003/04 (the representatives for 2002/03 is Prof R Freedman)

10. Streamlining Consideration of Teaching Quality Business

TO RECEIVE:

A paper from the Academic Quality and Standards Committee regarding the consideration of Teaching Quality Business, including e-circulation and publication of committee papers and consideration of papers by committee members (paper BFS37/02-03, copy attached).

11. Periodic Reviews

TO REPORT:

(a) That the Periodic Review of Undergraduate Courses in the Department of Biological Sciences took place on 15 May 2003.

(b) That the Periodic Review of Undergraduate and Postgraduate Courses in the Department of Mathematics is scheduled for 23 May 2003.

12. Issues to be brought to Senate

TO CONSIDER:

Whether there are any items which the Board wishes to report to Senate for discussion.

13. Deadline for Papers

TO REPORT:

That the deadline for the receipt of papers is 12noon on the Tuesday of the week preceding each meeting of the Board of the Faculty.

14. Any Other Business

15. Reserved Items

See separate agenda (copy attached) for academic members of the Board of the Faculty only.

YSW/AB/BFS21May03Agenda