

UNIVERSITY OF WARWICK

FACULTY OF SCIENCE

BOARD OF THE FACULTY OF SCIENCE

Minutes of the meeting of the Board of the Faculty of Science held on Wednesday 4 February 2004.

Present: Professor Easton (in the Chair), Professor Ball, Professor Cooper, Professor Dupree, Dr K Flint, Mr D Kelley (UG student representative), Mr J Khawaja (PG student representative), Dr G R Martin, Dr K Neailey, Professor Paterson, Dr T Price, Dr J Robinson, Professor Singer, Professor J Q Smith, Dr C Sparrow, Professor Wills,

Apologies: Professor Battacharyya, Dr RA Beare, Professor Carpenter, Professor Copas, Professor Derrick, Professor Dowson, Professor Freedman, Professor Gardner, Professor Green, Professor Haddleton, Dr S Joseph, Mr J Khawaja (PG student representative), Professor Lamberts, Professor Rand, Professor Roberts, Professor Taylor, Professor Thomas, Dr R Tribe, Professor Wilson

In Attendance: Mr J Darwin (for item 37/03-04 only), Professor Hutchins (for item 34/03-04 only), Ms H Ireland

MINUTES

27/03-04 Minutes

RESOLVED:

That the minutes of the meeting of the Board of the Faculty of Science held on 5 November 2003 be approved.

29/03-04 Matters Arising on the Minutes

(a) Progress of Faculty Recommendations

REPORTED:

That the Academic Quality and Standards Committee at its meeting on 19 November 2003 considered and recorded its approval of the Faculty Recommendations under the following headings:

(i) Annual Review Reports

The summary reports of the Annual Review of Undergraduate Courses 2002/03 for the following faculties, it being noted that the Board of Undergraduate Studies, at its meeting on 12 November, recommended that the summary reports be circulated to departments in advance of the relevant meetings of the Faculty Boards, it being noted that this may mean the deadline for submission of Annual Review reports by departments would have to be brought forward:

- (A) Faculty of Arts, paper BUGS 6/03-04.
- (B) Faculty of Science, paper BUGS 7/03-04.

And resolved:

- (C) That the Annual Course Review reports listed above be approved.
- (D) That Annual Course Review reports should not identify individual students.
- (E) That Annual Course Review reports on courses falling within the remit of the Board of Lifelong Learning not also be considered by the relevant Faculty Board. (minute AQSC 30/03-04 refers)

(ii) Periodic Review: Engineering

It being noted that at its meeting held on 13 November, the Board of Graduate Studies approved the report, noting that WMG would continue to monitor turnaround times for the marking assessed work and that guidance on feedback to students was provided to WMG staff and that AQSC resolved that the Periodic Review report on postgraduate provision in the School of Engineering, paper BFS 19/03-04 and the response from the School, paper BFS 20/03-04 be approved; it being noted that the School would need to keep under review the timeliness of feedback to students on assessed work. (minute AQSC 42c/03-04 refers)

(iii) Periodic Review: Mathematics

It being noted that at its meeting held on 13 November, the Board of Graduate Studies considered the report and resolved that it be approved as set out in papers BFS 4/03-04, noting that the Department of Mathematics' Self-Evaluation Document could be used as an example of good practice. (minute AQSC 42e/03-04 refers)

(b) Integrated Undergraduate Masters Degrees (minute 6/03-04 refers)

REPORTED:

That at its meeting on 19 November 2003, the Academic Quality and Standards Committee considered the issue of Integrated Undergraduate Masters Degrees and departments' responses to the consultation by the Senior Assistant Registrar (Teaching Quality), who subsequently sent a memo to Science Chairs of Departments explaining the resolution (paper BFS21/03-04).

(c) Representation on the Board and its Committees

REPORTED:

That Mr Douglas Kelley has been elected as the undergraduate student representative to the Board to replace Mr S Watling.

30/03-04 Chair's Business

RECEIVED:

Faculty Advisory Board

An oral report from the Chair on the meeting of the Chairs of the Faculty Advisory Boards and the Faculty Boards to be held at Warwick on 3 February 2004, noting that the second formal meeting of the group would be held in the next two to three months and that further efforts would be made to invite external members of the Board to visit departments at Warwick and to develop a web portal for Faculty Advisory Board members.

31/03-04 Report from the Sub-Faculty

RECEIVED:

- (a) The minutes of the meetings of the Sub-Faculty held on 28 January 2004.
- (b) An oral report from the Chair of the Sub-Faculty.

32/03-04 Report from the Graduate Studies Committee

RECEIVED:

- (a) The minutes of the meeting of the Graduate Studies Committee held on 28 January 2004.
- (b) An oral report from the Chair of the Graduate Studies Committee.

33/03-04 Report from the Science Faculty IT Committee

RECEIVED:

The minutes of the meeting of the Faculty IT Committee held on 6 January 2004, noting the following:

- (a) That the newly-appointed Science Faculty e-learning advisor will be invited to attend future meetings of the Committee.
- (b) That Board members encouraged ITS to introduce the use of better anti-spam software.

34/03-04 Centre for Nanotechnology and Microengineering

CONSIDERED:

A proposal from the current Director to close the Centre for Nanotechnology and Microengineering (paper BFS22/03-04).

RECOMMENDED:

That the proposal from the Director to close the Centre for Nanotechnology and Microengineering as set out in paper BFS22/03-04 be approved, noting that this recommendation would be made via a report that did not include the individual voting results as set out in this paper.

35/03-04 Periodic Reviews

- (a) Upcoming Reviews

REPORTED:

That the following Periodic Review Panels are due to take place as set out below:

- (i) Physics (separate PG and UG reviews) to be held on 11 March 2004 with the following review Panel as approved by the Chair:
 - (A) Dr K Flint (Chair), Biological Sciences
 - (B) Professor Bugg, Chemistry

- (C) Professor Harrison, Economics
 - (D) Professor Richard Jones, University of Sheffield
- (ii) Psychology (joint PG and UG reviews) to be held on 26 April 2004 with the following review Panel as approved by the Chair:
- (A) Dr C Sparrow (Chair), Mathematics
 - (B) Professor Roberts, Biological Sciences
 - (C) Dr A Hobbs, Philosophy
 - (D) Professor Martin Conway, University of Durham
- (iii) Statistics (joint PG and UG review) to be held on 14 May 2004 with the following review Panel as approved by the Chair:
- (A) Professor Wilson (Chair), Computer Science
 - (B) Dr D Hodgson, Biological Sciences
 - (C) Professor Legge, WBS
 - (D) Professor Andrew Wood, University of Nottingham

(b) Engineering

CONSIDERED:

- (i) The Periodic Review of Undergraduate Courses in the School of Engineering (paper BFS23/03-04)
- (ii) The Department's response to the review report (paper BFS24/03-04).

RECOMMENDED:

- (iii) That the Periodic Review of Undergraduate Courses in the School of Engineering and the Department's response to the review report as set out in papers BFS23-24/03-04 be approved, noting the Board felt the Department's response adequately addressed the recommendations of the report.

36/03-04 Annual Review Reports

CONSIDERED:

The following Annual Review Reports for 2002/03, noting that the Board is requested to identify points of best practice and areas of possible improvement and that from this the Secretariat will produce a composite report indicating the principal issues arising, areas for improvement and examples of good practice:

Undergraduate

- (a) Chemistry (paper BFS25/03-04)

Postgraduate

- (b) Chemistry (paper BFS26/03-04), including:
 - (i) Instrumental and Analytical Methods in Biological and Environmental Chemistry IAMBEC
- (c) Engineering (paper BFS27/03-04) including:
 - (i) MSc Advanced Engineering
 - (ii) MSc Advanced Electronic Engineering
 - (iii) MSc Advanced Mechanical Engineering
 - (iv) MSc Advanced Photonics and Communications

- (d) Mathematics
 - (i) MSc/Interdisciplinary MSc (MIR@W) (paper BFS28/03-04)
 - (ii) MSc in Financial Mathematics (paper BFS29/03-04)
- (e) Statistics (paper BFS30/03-04) including:
 - (i) MSc/Diploma in Statistics
- (f) Warwick Manufacturing Group (paper BFS31/03-04) including:
 - (i) MSc Electronic Business Management
 - (ii) MSc Engineering Business Management
 - (iii) MSc Information Technology for Manufacture
 - (iv) MSc International Technology Management
 - (v) MSc Manufacturing Systems Engineering
 - (vi) MSc Process Business Management
 - (vii) MSc Quality & Reliability
 - (viii) MSc Supply Engineering & Logistics
 - (ix) Post-experience Dip Engineering Business Management
 - (x) Post-experience Dip Process Business Management

RECOMMENDED:

Undergraduate

- (g) That the undergraduate annual review report from the department of Chemistry as set out in paper BFS25/03-04 be approved, the Board noting:
 - (i) That the newly instituted feedback mechanisms via summary tables and a year-end presentation of how issues were responded was to be commended.
 - (ii) That the issue of the lack of appropriate teaching and/or examination space for larger modules which require IT resources was a problem shared across the departments in the Faculty of Science.

Postgraduate

- (h) That the postgraduate annual review reports for the Faculty of Science as set out in papers BFS26-31/03-04 be approved, noting the following:
 - (i) That departments are reminded to use the latest version of the form for reporting and that Statistics be requested to submit theirs on the new form including the completion of the 'Links with Employers' section.
 - (ii) That Mathematics be requested to give further details regarding the reasons for the 12 extensions granted and this would be included in the summary.
 - (iii) That the Board requested confirmation that the deadline for submission of postgraduate annual review reports was after the deadline for external examiners to submit their reports so that annual reviews can be written in light of these.

37/03-04 Science and Engineering Ambassadors (SEAs)

RECEIVED:

A paper outlining the Science and Engineering Ambassador scheme designed to promote science and technology in schools (paper BFS32/03-04), followed by an oral report from the Warwick Volunteers Project Manager, noting the following:

- (a) That he would welcome anyone in departments who would be willing to set up an initial briefing for him to come and talk to interested postgraduate students.
- (b) That there may be a role for this to play regarding the generic skills training issue which has been raised by the funding councils.
- (c) That the Board felt it was beneficial for opportunities such as this to exist for students.

38/03-04 Undergraduate Curriculum Review Group

CONSIDERED:

Recommendations to the Board of Science from the Board of Undergraduate Studies following their consideration of the Undergraduate Curriculum Review Group final report (paper BFS33/03-04).

RESOLVED:

That the Board wished to make the following points in response to the recommendations of the Board of Undergraduate as set out in paper BFS33/03-04:

- (a) That the issue of creating 'optionality' within the Faculty of Science with students allowed to take other Science modules could be seen as distinct from students being allowed to take a large proportion of modules outside the Faculty, noting:
 - (i) That there are a number of degrees which were interdisciplinary in nature within the Faculty of Science, such as the 'and' and 'with' degrees and in particular the MORSE degree, which provides flexibility for students to study two or more subjects together and that departments would consider new courses of this nature where feasible.
 - (ii) That most courses within the Faculty have flexibility in choice in that in later years candidates have more options to choose from to specialise in the particular area they wish to.
 - (iii) That degrees such as 'Natural Sciences' give one type of very prescriptive optionality, but do not provide as much flexibility to take options outside the Sciences; and that, while there may be a limited market for this type of degree structure, the Board did not feel that there was enough evidence at the current time to support this change, bearing in mind the Faculty's aim to continue to provide cohesive degrees with good employability to high quality candidates.
 - (iv) That it was felt that the University would need to pursue a completely modular route in order to implement a structure whereby candidates could successfully have a wide choice of modules outside their own faculty, noting the significant timetable constraints that already exist particularly when incorporating large blocks of lab time necessary within a number of Science courses.
- (b) That many departments in Science have courses that allow flexibility to transfer between them without delaying progression.
- (c) That the Board was sceptical about what could be seen as a 'pick and mix' programme which would lack cohesion, particularly with reference to what employers would feel was beneficial.

39/03-04 Amendments to University Ordinances and Membership of the Sub-Faculty of Science

CONSIDERED:

- (a) Proposed amendments to University Ordinance 7, Ordinance on the Constitution of the Boards of the Faculties, to remove the School of Postgraduate Medical Education which now rests within the Faculty of Medicine, and to include Horticulture Research International with effect from 1 April 2004 (paper BFS34/03-04).
- (b) A proposal from the School of Engineering to abolish the Electronics Steering Committee and therefore amend the membership of the Sub-Faculty of Science to remove one full-time member of the teaching staff elected by the Steering Committee for Electronics degrees (paper SFS27/03-04), noting that at its meeting held on 28 January 2004 the Sub-Faculty considered this proposal and recommended that it be approved.

RECOMMENDED:

- (c) That the proposed amendments to University Ordinance 7 to remove the School of Postgraduate Medical Education and to include Horticulture Research International with effect from 1 April 2004 as set out in paper BFS34/03-04 be approved, subject to (3)(e) being amended to read 'two' rather than 'three other permanent full-time members of academic staff . . . '.
- (d) That the proposal from the School of Engineering to abolish the Electronics Steering Committee and therefore amend the membership of the Sub-Faculty of Science accordingly as set out in paper SFS27/03-04 be approved.

40/03-04 Deadline for Papers

REPORTED:

That the deadline for the receipt of papers was no later than 12noon on the Wednesday of the week preceding each meeting of the Board of the Faculty, and that members are encouraged to submit items as earlier as possible to allow for timely circulation.

41/03-04 Issues to be brought to Senate

RESOLVED:

That there were no specific issues which the Board wished to report to the Senate for discussion.

42-45/03-04 Reserved Items

See the separate agenda for academic members of the Board of the Faculty only for these items.