

**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 6<sup>th</sup> November 2002 at 2.30pm in the Council Chamber, Senate House.

Dr J W Nicholls  
Registrar

**AGENDA**

1. Constitution, Membership and Terms of Reference

TO REPORT:

- (a) The constitution of the Board of the Faculty of Science and its membership for 2002/2003 (paper BFS 24/01-02 (revised2), copy attached).
- (b) That paragraph 4 of Statute 20 stated that the Board of each Faculty would have the following powers and functions:
  - (i) To regulate, subject to these Statutes and the Ordinances and Regulations and to review by the Senate, the teaching, curricula and examinations in the subjects prescribed for the Faculty.
  - (ii) To recommend to the Senate examiners for appointment.
  - (iii) To make recommendations to the Senate for the award of Degrees (other than Honorary degrees), Diplomas, Certificates and other distinctions in the subjects prescribed for the Faculty.
  - (iv) To recommend to the Senate Sub-Faculties and Departments to be constituted by the Council.
  - (v) To delegate to the Sub-Faculties such matters as are deemed appropriate.
  - (vi) To appoint members of the Board of the Faculty to be members of the Senate as provided for under Statute 18.
  - (vii) To discharge such other functions as the Senate may from time to time determine.

2. Minutes

TO CONSIDER:

The minutes of the meeting of the Board of the Faculty of Science held on 29<sup>th</sup> May 2002 (copy attached).

3. Matters Arising on the Minutes

(a) Representation on Senate and other University committees

TO REPORT:

That following Professor John Jones' appointment to Pro-Vice Chancellor, Professor Andrew Easton has been approved as the Chair of the Faculty (minute 39/01-02 refers).

TO CONSIDER:

- (i) One further nomination from the Board on the University Equal Opportunities Committee, noting that Dr Ken Flint is the Board's other representative.
- (ii) One representative to serve on the newly established Campus Life Committee chaired by Professor Bassnett, noting the key criterion for nomination is that the representative should have 'an involvement or interest in student cultural or social activities' and that the first meeting is on Monday, 18 November at 2pm.

(b) Working Group on Non-Completion Rates and Marking Practices in the Faculty of Science

TO REPORT:

That the new Director of Student Recruitment and Admissions will be working with the Senior Assistant Registrar (Planning) on research into non-completion rates in the sciences, noting that the report will also feed into the review of welfare support on the campus and will be used to inform future recruitment activities (minute 40/01-02 refers).

(c) External Advisory Boards

TO REPORT:

- (i) That the Senate has approved the following terms of reference and membership for the Faculty of Science Advisory Board (Paper BFS01/02-03, copy attached).
- (ii) That despite the establishment of the Faculty Advisory Board, it was requested that the following Faculty of Science Research Centre Advisory Boards be kept for at least one further year and that all others be abolished:
  - (A) Institute of Mass Spectrometry
  - (B) Mathematics Research Centre
  - (C) Centre for Nanotechnology and Micro-Engineering
  - (D) Centre for Scientific Computing
- (iii) An oral report from the Chair of the Faculty of Science on the establishment of the Faculty's External Advisory Board.

4. Chair's Action

TO REPORT:

That the Chair, acting on behalf of the Board, approved the following:

The Directorships of the following research centres be renewed, noting that Professor Dupree's appointment was also approved by the Chairs of the Departments of Chemistry and Physics as the constitution of the Centre states that the Directorship should alternative between the departments and this is not the case:

- |       |                            |         |
|-------|----------------------------|---------|
| (i)   | Mass Spectrometry          | Derrick |
| (ii)  | Nuclear Magnetic Resonance | Dupree  |
| (iii) | Risk Initiative            | Wynn    |
| (iv)  | Advanced Materials         | Lewis   |

5. Chair's Business

Bioinformatics Initiative

TO REPORT:

An oral report from the Chair of the Board on the development of the capacity for Bioinformatics at the University.

6. Report from the Sub-Faculty

TO RECEIVE:

The minutes of the meetings of the Sub-Faculty held on 29 May 2002 and 16 October 2002 (copies attached).

TO CONSIDER:

Five nominations for the UG Appeals Committee, noting that Dr David Roper was nominated following the Sub-Faculty meeting.

7. Report from the Graduate Studies Committee

TO RECEIVE:

The minutes of the meeting of the Graduate Studies Committee held on 23 October 2002 (copy attached).

TO CONSIDER:

The following nominations on behalf of the Faculty to serve on the Graduate Appeals Panel:

- (a) Dr A Dowd
- (b) Professor N Mann
- (c) Dr K Neailey
- (d) Professor R Wilson
- (e) Dr D Leadley

8. Faculty Information Technology Committee

TO RECEIVE:

The minutes of the meeting of the Faculty Information Technology Committee held on 22 October 2002 (copy attached).

9. Programme Specifications

TO REPORT:

That the Senior Assistant Registrar (Teaching Quality) will attend the meeting to address the issues surrounding the introduction of programme specifications.

TO CONSIDER:

A report on programme specifications, setting out the proposed timetable and the revisions to the University Template for the specifications (Paper BFS02/02-03, copy attached), noting that the Academic Quality and Standards Committee considered this issue at their meeting on 24 October 2002.

10. Periodic Reviews

TO CONSIDER:

- (a) The Cycle of Periodic Review of Courses of Study and Departmental Review 2002/03 to 2007/08, noting that this was approved at the 3 July meeting of the Senate (paper BFS03/02-03, copy attached).
- (b) That the Periodic Course Reviews scheduled for the Science Faculty will be undertaken at the following times this year:
  - (iv) The School of Engineering in the Spring Term 2003, noting that this review was previously postponed awaiting the results of the Departmental Review
  - (v) Biological Sciences in the Spring Term 2003
  - (vi) Mathematics in the Summer Term 2003

TO CONSIDER:

Nominations from the Faculty of Science to serve on the Review Panel for the reviews of Biological Sciences and Mathematics.

11. Staff-Student Liaison Committee Annual Reports

TO REPORT:

That it is requested by the Academic and Quality Standards Committee that Boards of the Faculties comment on the Postgraduate Staff-Student Liaison Committee Annual Reports, it being noted that these, along with the summative reports and annual report forms, will be submitted to the SSLC Co-ordinators for consideration.

TO CONSIDER:

- (a) Copies of the SSLC Annual reports submitted by postgraduate SSLCs within the Faculty for 2001/02 (Paper GFS17/02-03, copy attached).

- (b) A summary of the points made in the above reports for approval and report to the University Staff Student Liaison Co-ordinating Committee (Paper GFS18/02-03(revised), copy attached), it being noted that the Science Graduate Studies Committee approved the summary at their meeting on 23 October 2002 and resolved that it be circulated to the Directors of Graduate Studies of departments in the Faculty of Science.

12. Library Budget 2002/03

TO RECEIVE:

The Materials and Expenses Budget for the University of Warwick Library (Paper BFS04/02-03, copy attached).

13. Deadline for Papers

TO REPORT:

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

14. Issues to be brought to Senate

TO CONSIDER:

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

15. Any Other Business

16. Reserved Items

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

YSW/AB/BFS6Nov02Agenda