

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 20 May 2015

Present: Professor R Ball (Chair), Professor K Ball, Dr J Cave, Professor R Dashwood, Professor A Dove, Dr L Frigerio, Professor R Goodwin, Professor L Green, Professor S Jarvis, Professor D Leadley, Dr G Martin, Professor A Rodger, Professor P Scott, Professor C Sparrow, Professor M Steel, Professor N Stocks, Dr N Whybrow, Dr D Wood,

Apologies: Professor S Banerji, Mr R Batista, Professor D Haddleton, Ms L K Man, Professor P Mawby, Dr C Melville, Professor R Procter, Professor J Robinson, Professor J Q Smith, Professor J Tresilian, Professor M Wills

In attendance: Ms J Bowskill, Ms A Burchfiel (Assistant Secretary), Ms R Cooper (Secretary), Ms H Ireland, Ms Y Salter-Wright (for items 42-43/14-15)

ITEMS CONSIDERED BY THE COMMITTEE

33/14-15 Minutes

CONSIDERED:

The minutes of the meeting of the Board of the Faculty of Science held on 11 February 2015.

RESOLVED:

That the minutes of the meeting of the Board of the Faculty of Science held on 11 February 2015 be approved.

34/14-15 Conflicts of Interest

REPORTED:

That, should any members or attendees of the Committee have any conflicts of interest relating to agenda items for the meeting, they should be declared in accordance with the CUC Guide for Members of Higher education Governing Bodies in the UK, available online from <http://www.hefce.ac.uk/pubs/year/2009/200914/>.

35/14-15 Faculty Appointments and Elections for 2015/16

(a) Membership of the Board and its Sub-Committees

CONSIDERED:

The proposed constitutions and nominations for memberships of the following committees for the academic year 2015/16 as set out in paper BFS.14(a)-(h)/14-15:

- (i) Board of the Faculty of Science (paper BFS.14(a)/14-15);
- (ii) Undergraduate Studies Committee of the Board of the Faculty of Science (paper BFS.14(b)/14-15);
- (iii) Graduate Studies Committee of the Board of the Faculty of Science (paper BFS.14(c)/14-15);
- (iv) Faculty of Science First Year Board of Examiners (paper BFS.14(d)(revised2)/14-15);
- (v) Faculty of Science Information Technology Committee (paper BFS.14(e)/14-15);
- (vi) Undergraduate and Graduate Appeals Committee Panels (paper BFS.14(f)/14-15);
- (vii) SSLC Convenors (paper BFS.14(h)(revised)/14-15).

REPORTED:

- (viii) That there were up to three vacancies for co-opted members of the Board of the Faculty of Science; any suggestions should be forwarded to the Chair or the Chair Elect;
- (ix) That nominations for the remaining vacancies on the Undergraduate Studies Committee, Graduate Studies Committee and Undergraduate Appeals Committee should be sent to the Secretariat by 31 July 2015;
- (x) That any nominations for the Chair of the Faculty of Science Information Technology Committee should be sent to the Faculty Chair;
- (xi) That Dr Dave Wood would remain as Chair of the Faculty of Science Undergraduate Studies Committee for one further year.

RESOLVED:

- (xii) That colleagues in the Institution of Mathematics be thanked: Dr Dave Wood for his agreement to continue as Chair of the Faculty of Science Undergraduate Studies Committee and Professor Colin Sparrow for continuing to support this arrangement for one further year.

- (xiii) That Professor Peter Scott would continue as one of the co-opted members to the Board of the Faculty of Science;
- (xiv) That the proposed constitutions and nominations for memberships of the above committees as set out in paper BFS.14(a)-(h)/14-15 be approved.

(b) Membership of the Faculty of other University Committees

CONSIDERED:

Representation of the Faculty of other University Committees as set out in paper BFS.14(g)/14-15.

RESOLVED:

- (i) That Professor Scott would continue to act as the Faculty of Science representative on the Board of the Faculty of Arts;
- (ii) That Professor Goodwin would be appointed Faculty of Science representative on the Board of the Faculty of Social Sciences;
- (iii) That Professor A Rodger would be appointed Faculty of Science representative on the Board of the Faculty of Medicine;
- (iv) That Professor Scott would continue to act as one of the Faculty of Science representatives on the Equality and Diversity Committee;
- (v) That the Board of the Faculty of Science still required one further representative to the Equality and Diversity Committee, and any nominations should be sent to the Chair.

(c) Election of a Board Member to the Senate

REPORTED:

- (i) That the continuing members of the Senate appointed by the Board of the Faculty of Science (with the end of the term of appointment in brackets) were as follows:
 - Professor L Green (2016), School of Life Sciences
 - Professor S Jarvis (2016), Department of Computer Science
 - Professor A Rodger (2017), Department of Chemistry
 - Professor C Sparrow (2016), Institute of Mathematics
 - Professor N Stocks (2016), School of Engineering
- (ii) That there was one vacancy on Senate for a representative member of the Board of the Faculty of Science for the period 1 August 2015 to 31 July 2018 arising from the resignation from the Senate of Professor Robin Ball, to take up a period of study leave;
- (iii) That nominations from the Board for replacement members were requested by email on 6 May 2015 to be submitted by 18 May 2015;

- (iv) That, in accordance with University regulations, the majority of the six Faculty representatives must be professors and the majority must be heads of department.

CONSIDERED:

- (v) In accordance with University Regulation 2.2 (paper BFS.15/14-15) the election of one member of the Senate from the membership of the Board of the Faculty of Science for 2014/15 to serve for the period 1 August 2015 to 31 July 2018;
- (vi) The nomination of Professor D Leadley, proposed by Professor C Sparrow, seconded by Professor A Rodger;
- (vii) The nomination of Professor M Steel, proposed by Professor C Sparrow, seconded by Professor S Jarvis.

RESOLVED:

- (viii) That Professor Ball be thanked for his service representing the Faculty on the Senate;
- (ix) That following the secret ballot held during the meeting, to recommend to Senate the appointment of Professor D Leadley as a representative from the Board of the Faculty of Science.

36/14-15 First Year Board of Examiners

- (a) Membership of the First Year Board of Examiners

CONSIDERED:

Departmental membership for the First Year Board of Examiners for the Faculty of Science for meetings in June and September 2015 (paper BFS.14(d)(revised)/14-15).

- (b) Undergraduate Examination Conventions for the Faculty of Science First Year Board of Examiners

RECEIVED:

The revised harmonized University conventions for the First Year Board of Examiners (paper BUGS.09(revised4)/ 14-15).

REPORTED:

- (i) That amendments to the harmonized conventions were approved by Chair's Action taken by the Vice-Chancellor on behalf of the Senate;
- (ii) That the amendments would be adopted from 2014/15.

- (c) Departmental Examination Conventions

RECEIVED:

The Departmental Examination Conventions for first year assessed courses, and resit examination conventions for the First Year Board of Examiners 2014/15 (papers SUGS.42/14-15 and SUGS.43(revised)/14-15).

37/14-15 Matters Arising on the Minutes

- (a) EPSRC Expectations on Research Data Management (minute BFS.21(b)/14-15 and BFS.12/14-15 refer)

REPORTED:

That Professor M Rodger was the Faculty of Science representative on the Research Data Management working group.

- (b) Teaching and Learning Building (minute BFS.21(c)/14-15 refers)

REPORTED:

- (i) That the Faculty Chair had received an invitation to join the Project Progressing Group;
- (ii) That the Secretariat had contacted the Senior Assistant Registrar (Space Management and Timetabling) to suggest that images from the University's photo archive be used on the hoardings.

- (c) Faculty of Science Thesis Prizes (minute BFS.21(d)/14-15 refers)

REPORTED:

- (i) That four departments had passed on final decisions regarding Faculty Thesis Prize deliberations, with decisions from five departments still pending;
- (ii) That, before being announced, decisions should be passed to the Secretariat by the end of May for ratification by the Faculty Chair;
- (iii) That the School of Life Sciences was matching the funding to give a second prize for research impact;
- (iv) That impact would be part of the considerations for award criteria of the Thesis Prizes in 2015/16.

- (d) Overcating Working Group (minute BFS.25/14-15 refers)

REPORTED:

That a University-wide working group is to be established to consider the issues raised by the Faculty of Science working group in paper SUGS.15/14-15.

38/14-15 Chair's Action

REPORTED:

That the Chair, acting on behalf of the Board, approved Professor Saul Jacka's reappointment as the Faculty of Science representative to the reconstituted Research Committee.

39/14-15 Chair's Business

(a) NSS Response Rate Results

RECEIVED:

A paper from AQSC (AQSC.72/14-15).

REPORTED:

- (i) That "departmental-level" statistics were for internal use only;
- (ii) That published NSS results (for satisfaction and response rates) were based on JACS subject level, and not at departmental level.

(b) Faculty Budget/Special Projects

RECEIVED:

An outline paper showing the commitments to date (BFS.16/14-15).

REPORTED:

That a request for funding for Departments to take part in the Training Partnership would not be met for the 2015/16 year from the Faculty budget unless Psychology had made a commitment prior to 20 May, in which case this would be honoured.

(c) Cheltenham Science Festival

REPORTED:

- (i) That the Cheltenham Science Festival would run 2-7 June 2015, and the University of Warwick marquee events can be found on the Festival webpages under "Science in the Square" and in the Schools Programme: <http://www.cheltenhamfestivals.com/science>

RESOLVED:

- (ii) That Departments would support colleagues who were involved with delivering sessions at the Festival.

(d) California

REPORTED:

That this item was on discussed at both May meetings of SUGS and SGS.

(e) Faculty End of Year Event

REPORTED:

- (i) That there would be a Faculty end of term event to be held on 8 July 2015, in the University House Atrium, from 16:00 – 18:00;
- (ii) That the invitation the even this year had been extended to members of all Faculty committees and fora;
- (iii) That any Faculty Thesis Prizes that had not been presented by that date could be awarded at the event, in consultation with the Secretariat and Faculty Chair.

(f) Faculty IT Committee

REPORTED:

- (i) That the Faculty Chair had called a special meeting of the Faculty IT Committee on 29 April;
- (ii) That the Committee would hold a further meeting in the summer term to be chaired by Professor M Rodger.

(g) Deputy Chair of Faculty of Science

[*Note added after the Board:*
Prof Mawby has now agreed to continue as Deputy Chair and this has been agreed by the Chair and Chair-elect.]

(h) Faculty Secretariat Changes

REPORTED:

- (i) That Ms R Cooper was stepping down from her role as Secretary to the Board of the Faculty of Science with effect from 1 June 2015;
- (ii) That the Board congratulated Ms Cooper on her appointment as Departmental Administrator for Computer Science, and thanked Ms Cooper for her service to the Faculty;
- (iii) That Ms Jen Bowskill would be taking over as the Secretary to the Board of the Faculty of Science with effect from 6 July 2015.

(i) WIHEA Fellowship Scheme

RECEIVED:

An oral report from the Chair on the Warwick International Higher Education Academy (WIHEA) Fellowship Scheme, as set out in papers BFS.20/14-15.

REPORTED:

- (i) That the call for nominations would go out to Departments in May;
- (ii) That departments were encouraged to each submit at least one nomination for a WIHEA fellow;
- (iii) That it was anticipated that the Fellows would play a large part in shaping the Academy;
- (iv) That nominations should be submitted by 12 noon on Friday 19 June.

40/14-15 Report from the Undergraduate Studies Committee

RECEIVED:

- (a) The unconfirmed minutes of the meeting of the Faculty of Science Undergraduate Studies Committee held on 13 May 2015 (BFS.19/14-15);
- (b) An oral report from the Chair of the Faculty of Science Undergraduate Studies Committee.

CONSIDERED:

- (c) The Board expressed concern at the timing of the new branding and tone of voice guidance to coincide with both the closing of the NSS survey and decision time for UG applicants.

RESOLVED:

- (d) That any other issues could be raised directly with the Chair.

RECOMMENDED (to the University Marketing Team):

- (e) That web projects begun prior to the new brand launch be given priority now that the new branding has been launched.

41/14-15 Disabled Students' Allowance Update

RECEIVED:

A paper from the University Disability Coordinators on the University's response to changes to the Disabled Students' Allowance, as set out in paper AQSC.42/14-15.

41/14-15 University Research Centres: Warwick Cancer Research Centre

REPORTED:

- (a) That the paperwork for this new centre was considered by the Research Committee at its meeting on 19 February 2015 and the Research

Committee resolved that the Centre should be recommended to Senate for approval;

- (b) That it was minuted at that meeting that the paperwork would be sent to Faculty Boards for consideration.

CONSIDERED:

- (c) A proposal from Warwick Medical School to establish a new University Research Centre entitled Warwick Cancer Research Centre, as set out in papers RC.22/14-15 and BFM.12/14-15.

RECOMMENDED (to Senate):

- (d) That the proposal not be approved until the Faculty of Medicine has fully consulted the School of Life Sciences about the Research Centre.

RESOLVED:

- (e) That an amended proposal for the Warwick Cancer Research Centre could be approved by Chair's Action on behalf of the Board in consultation with the Head of the School of Life Sciences.

[*Note added:* a revised proposal was subsequently agreed.]

42/14-15 Student Complaints Resolution Pathway and Procedure Review Consultation

CONSIDERED:

A paper and oral report from the Director of Delivery Assurance inviting initial feedback on the implementation of the integrated Student Complaints Resolution Pathway and formal Procedure (AQSC.43/14-15).

REPORTED: (by the Director of Delivery Assurance)

- (a) That detailed proposals for amendments to the Pathway and Procedure would be put through to Senate in the Summer term;
- (b) That several departments from the Faculty had been through the complaints process since its introduction in September 2014;
- (c) That more guidance was expected from the Office of the Independent Adjudicator about the monitoring and reporting of Type 1 complaints.

REPORTED: (by members of the Board)

- (d) That the process to keep members of staff informed about the progress and outcome of complaints was not clear and had left some staff feeling unsupported;
- (e) That it was not clear in the current Pathway and Procedure what the link was with Human Resources;

- (f) That a lack of clarity regarding what constitutes an issue of academic judgement had resulted in complaints being progressed which had little substance.

RECOMMENDED:

That a template letter that contains the elements that need to be included in resolution letters would be added to the guidance.

43/14-15 Student Disciplinary Framework Review Consultation

CONSIDERED:

A paper and oral report from the Director of Delivery Assurance on the plans to revise the student discipline framework, and associated University Regulations (paper BFS.17/14-15).

REPORTED:

That, after consultation with external services (especially with the police regarding their expectations with regards to illegal substances) the revisions would retain the University's zero tolerance policy on illegal substances and introduce a summary statement of expected student behaviours.

RECOMMENDED (to the Director of Delivery Assurance):

That proportionality of fines payable by staff be reviewed in line with fines to be payable by students, to ensure fairness.

44/14-15 Items to be brought to the Senate

CONSIDERED:

Whether there were any specific issues which the Board of the Faculty wished to refer to the Senate for consideration.

RESOLVED:

That there were no specific issues which the Board of the Faculty wished to refer to Senate.

45/14-15 Dates of Meetings for Next Year

REPORTED:

That the timetabling of the Faculty Sub-Committees (Graduate and Undergraduate) and the Board of the Faculty meetings in the summer term led to significant pressures on the Secretariat to produce paperwork in time for the meetings.

RECOMMENDED (to Institutional Governance):

That more consideration be given in the planning of the 2015/16 Committee Timetable to allow at least one week between each Faculty meeting.

46/14-15 Race Equality Charter Mark

REPORTED:

- (a) That Professor Pam Thomas would be leading the University's Self-Assessment Team for the institutional Race Equality Charter Mark;
- (b) That the Race Equality Charter Mark, introduced by the Equality Challenge Unit, was an institution-level award, noting that further details about the Charter Mark were available online at <http://www.ecu.ac.uk/equality-charters/race-equality-charter-mark/>;
- (c) That the inaugural meeting of the University's self-assessment team for the Race Equality Charter Mark took place on 19 May 2015, and resolved:
 - (i) That a University-wide survey of staff and students would be undertaken to inform the work of the self-assessment team, highlighting areas of good practice and areas for further development;
 - (ii) That a webpage would be created to host information about the University's activities in this area and to provide a single point of contact for any queries related to the Race Equality Charter Mark.

47/14-15 Recognition of Chair of the Faculty

RESOLVED:

That thanks be given to Professor R Ball for his contributions as Chair of the Faculty of Science during his interim tenure.