

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 11 November 2009.

Present: Professor Tim Jones (in the Chair), Dr Jonathan Cave, Dr Ken Flint, Professor Mark Smith, Professor David Scanlan, Professor Artur Czumaj, Professor Colin Sparrow, Professor Saul Jacka, Dr David Wood, Professor Tim Bugg, Professor Thomas Marsh, Dr Jim Robinson, Dr David Leadley, Professor Eric Holub, Professor Liz Robinson, Professor David Haddleton, Mr John Lapage, Mr Poorna Chandra Suraj.

Apologies: Professor Koen Lamberts, Professor Graham Medley, Professor Roland Wilson, Dr Stephen Jarvis, Dr Tony Price, Dr M Cassidy, Mr David Morley, Professor Phil Mawby

In Attendance: Professor Keith Leppard (for item BFS 04/09-10), Ms Helen Ireland

MINUTES

01/09-10 Constitution, Membership and Terms of Reference

(a) Constitution and Membership

REPORTED:

The constitution and membership of the following committees within the Faculty of Science for the academic year 2009/10:

- (i) Board of the Faculty of Science, as set out in paper BFS 15/08-09 (revised).
- (ii) Sub-Faculty of Science, as set out in paper BFS 16/08-09 (revised).
- (iii) Graduate Studies Committee of the Faculty of Science, as set out in paper BFS 17/08-09 (revised).
- (iv) Faculty of Science Information Technology Committee as set out in paper BFS 18/08-09 (revised).
- (v) First Year Board of Examiners as set out in paper BFS 19/08-09 (revised).
- (vi) Examination Appeals Committee Panels as set out in paper BFS 20/08-09 (revised).
- (vii) Representatives of the Science Faculty on other Committees as set out in paper BFS 21/08-09 (revised).

(b) Graduate Appeals Committee

REPORTED:

The Board of the Faculty of Science is required to have at least 5 representatives on the Graduate Appeals Committee. Currently there are only 4 representatives.

RESOLVED:

That nominations for membership be submitted to the Secretary by Friday 13 November for consideration by the Chair.

(c) Investigating Committee

REPORTED:

The Board of the Faculty of Science is required to have at least 5 representatives on the Investigating Committee. Currently there are only 4 representatives

RESOLVED:

That nominations for membership be submitted to the Secretary by Friday 13 November for consideration by the Chair.

(d) Terms of Reference

REPORTED:

That paragraph 4 of Statute 21 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 19
- (vii) To discharge such other functions as the Senate may from time to time determine.

02/09-10 Minutes of the Previous Meeting

CONSIDERED:

The minutes of the meeting of the Board of the Faculty of Science held on 27 May 2009.

RESOLVED:

That the minutes be approved.

03/09-10 Matters arising from the Minutes

- (a) Review of the University Regulations and Enhancements to Monitoring Arrangements (minute BFS.46(i)-(k)/08-09 refers)

REPORTED:

- (i) That the Senior Assistant Registrar (Deputy Registrar's Office) had confirmed that academic departments would only need to report after three missed contact points and that after this each missed contact point should be reported. Also, that missed contact points would not be carried over from one academic year to the next;
- (ii) That the Senior Assistant Registrar (Deputy Registrar's Office) had confirmed that there had been no change to the authority of a Board of Examiners to require a student to withdraw;

(iii) That the Good Practice Guide had been amended so that part-time students' contact points were pro-rata.

(b) Constitution and Membership (minute BFS.47(a)/08-09 refers)

REPORTED:

That the issue of changing the constitution to allow part-time members of academic staff to be Faculty Board members would be considered by the Senate at its meeting in the Spring Term of the 2009/10 academic year.

(c) Membership of the Faculty of Science IT Committee (minute BFS.47(b)/08-09 refers)

REPORTED:

That following the resolution of the Board of the Faculty of Science meeting on 27 May 2009 that a representative from the Centre for Scientific Computing should join the Faculty of Science IT Committee, Dr Rudolph Roemer's election had been approved by Chair's Action.

(d) Fees for Intercalated Years (minute BFS.47(c)/08-09 refers)

REPORTED:

That Dr Sarabjot Anand from the Department of Computer Science and Professor Koen Lamberts, Chair of the Faculty of Science, attended the meeting of the Fees Working Group on 29 July 2009 where it was resolved that further data be prepared by the Secretary to the Group on the comparative take-up of ICY/Optional Year Out schemes between departments, and that the International Office provide the Secretary with details of fees payable by students taking a year abroad through formal student exchange schemes, with a view to any changes being recommended to the Steering Committee in the Autumn Term.

(e) Electronic Mark Entry (minute BFS.47(D)/08-09 refers)

REPORTED:

That an email had been sent to all members of the Sub-Faculty of Science on 20 October 2009 to consult on whether there were any outstanding concerns regarding Electronic Mark Entry (EMU).

(f) Strategic Departmental Reviews

REPORTED:

That the Department of Statistics was initially scheduled for review in 2010-11, with the date yet to be set.

04/09-10 Report from the Faculty of Science IT Committee

RECEIVED:

The minutes of the meeting on the Faculty of Science IT Committee held on the 21 October 2009.

REPORTED:

That the University E-Learning Support Facility had now been reduced to a team of 3 who are available across all Faculties on an hourly basis at a direct cost to departments.

RESOLVED:

That those departments who had had individual dealings with the revised E-Learning service should submit comments to the Faculty of Science IT Committee via Professor Keith Leppard for consideration including details of costs accrued.

05/09-10

Report from the Sub-Faculty

RECEIVED:

The minutes of the meeting of the Sub-Faculty of Science held on the 21 October 2009.

REPORTED:

That the main discussion at the meeting of the Sub-Faculty on 21 October 2009 had been regarding the proposed changes to the Honours degree classification conventions in the following areas:

(a) Vivas

That the proposal was to discontinue vivas for students registered from October 2008 and that this would affect Biological Sciences and Chemistry undergraduates in 2011.

(b) Minimum levels of performance

(i) That the following two proposals had been presented at the Sub-Faculty:

Proposal A: based on the mean final mark only

Proposal B: to achieve 48 CATS at the level the degree was awarded at

(ii) That Proposal B was not feasible for several Science Departments, but the Faculty could support Proposal A or a new proposal with some minimum requirement.

(iii) That a third proposal was currently being considered where students would be required to obtain at least 48 CATS at the minimum level over the last two years with the distribution at the Department's discretion

(c) Treatment of Fail Marks

That the Sub-Faculty had not been able to support either of the two proposals for the treatment of fail marks and that this had been communicated to the Assessment Conventions Working Group

(d) That the minutes of the last meeting of the Assessment Conventions Working Group would be circulated shortly once they had been approved and that Departments would be asked to comment before recommendations went to the Senate in January.

RECOMMENDED:

That the Board of the Faculty of Science expressed its approval of the Sub-Faculty's ongoing work on changes to the Honours degree classification conventions.

06/09-10

Report from the Graduate Studies Committee

RECEIVED:

The minutes of the meeting of the Graduate Studies Committee of the Board of the Faculty of Science held on 3 November 2009.

REPORTED:

- (a) That a proposal had been received from the Department of Chemistry for a new MSc in Analytical Science to replace the IAMBEC course and that it had been resolved to approve the course subject to amendments.
- (b) That a proposal had been received from the Departments of Psychology and Economics for a new joint MSc in Psychology and Economics and it had been resolved to approve the course subject to amendments.
- (c) That Warwick HRI had submitted a proposal for a new MSc course in Agronomy for the 21st Century and an outline proposal for a new MSc course in Food Security for consideration by the Board.
- (d) That a proposal for a Life Sciences Professional Doctorate had been received and it had been resolved to approve the course subject to amendments.
- (e) That approximately 160 students had completed the Team Development and Networking residential course during the year for the PG Certificate in Transferable Skills in Science
- (f) That the Graduate School was speaking to Coventry City Council regarding PhD students who live in Coventry and are currently required to pay Council Tax whilst writing up, whereas those living in Warwickshire are exempt

07/09-10

Report from Faculty of Science Research and Innovation Committee

RECEIVED:

The minutes of the meeting of the Faculty of Science Research and Innovation Committee held on the 1 July 2009 and draft minutes of the meeting of the Faculty of Science Research and Innovation Committee held on the 3 November 2009.

REPORTED:

(a) The Research Dashboard Project

That the Research Dashboard Project was now in operation and Heads of Department were being encouraged to use it.

(b) Research Excellence Framework (REF)

That concerns had been raised among academics about Impact and that these would be raised with University Senior Management.

(c) Nominations for Research Council Panels

That the BBSRC was seeking one academic and two industrialists and that any nominations for a member of University of Warwick academic staff to serve on the BBSRC Council should be sent to Professor Mark Smith.

(d) Quantum Technology Partnership

That there were potentially a number of opportunities for departments to become involved in the Quantum Technology Partnership.

(e) European Research Council Awards

- (i) The Committee offered its congratulations to Dr Alessandro Troisi (Chemistry) and Dr Tim Gershon (Physics) on their recent successes in the 2009 round of the Starting Investigator Grant Scheme.

- (ii) The Committee offered its congratulations to Professor Peter Sadler on his recent success in the 2009 round of the Advanced Investigator Grant Scheme.
- (iii) The application deadline for the next round of awards is imminent and colleagues are encouraged to apply.
- (iv) The Committee offered its congratulations to Mathematics and Statistics for winning an EPSRC Centre for Doctoral Training (CDT) award.

08/09-10 Life Sciences

RECEIVED:

The draft proposal for the implementation of the School of Life Sciences for the meeting of the Steering Committee held on 26 October 2009 as set out in paper SC.43/09-10.

REPORTED:

- (a) That an Advisory Board had been established and that Professor Stuart Palmer had been appointed to the role of Interim Chair in September 2009
- (b) That paper SC.43/09-10 had been put onto the Life Sciences website for consultation
- (c) That a number of sub-groups had been set up
- (d) That a consultation period was now in progress and that members should submit comments via the website before the closing deadline of 5.30pm on 11 November 2009.

09/09-10 Chair's Business

REPORTED:

- (a) That a meeting of the Faculty of Science Advisory Board would take place on 19 November 2009 with the two agenda items being Succession Planning and the School of Life Sciences.

(b) Athena SWAN Charter

- (i) That the University had recently become a member of the Athena SWAN Charter, which recognised and celebrated good employment practices for women working in Science, Engineering and Technology in higher education and research, and that the Faculty of Science would aim to submit an application for a Bronze Award in May 2010 because as soon as the University achieved the Bronze Award, the Department of Physics would automatically receive a Silver Award for their work on the Juno Project.
- (ii) That a Steering Group had been set up to research the University's current position, identify areas of good practice and recommend an action plan for the future to support the application for the Bronze Award and that the Steering Group currently consisted of Professor Alison Rodger (Chair), Sandra Beaufoy (Physics), Kathryn Gray (Chemistry), Wendy Coy (WMS HR), and Julia Strong (HR).

10/09-10 Campus Network Replacement Project

RECEIVED:

An update on the Network Replacement Project and a request to confirm nominations for a single point of contact per department, as set out in paper BFS.1./09-10.

RESOLVED:

That any changes to the current nominations be sent to Neil Hunt by 30th November 2009.

11/09-10 Strategic Department Reviews

REPORTED:

- (a) That Steering Committee, on behalf of the Senate, resolved in the Spring Term 2009 that those SDRs scheduled for 2009/10 be postponed to allow for a review of the SDR process. SDRs which had been scheduled in 2008/09 to be held in 2009/10 will be pursued and that the review of the SDR process would consider and agree the aims and objectives of the process, alongside determining the structure that would best support achieving them.
- (b) That the Strategic Departmental Review of Warwick HRI had taken place on 28 and 29 November 2008 and that the Review report had been considered by the Steering Committee
- (c) That the Strategic Departmental Review of the School of Engineering had taken place between the 10 and 12 June 2009 and that the Review report was to be considered by the Steering Committee noting that the date for this had not been scheduled yet.
- (d) That the following Strategic Departmental Reviews had been initially scheduled to take place during the 2009-10 academic year, noting that dates have yet to be set for Mathematics :

Chemistry - 16th – 18th February 2010
Mathematics

12/09-10 Items to take to Senate

RESOLVED:

That there are no items to be taken to the Senate.

13/09-10 Dates of Future Meetings

REPORTED:

That the future meetings of the Board of the Faculty of Science in the academic year 2009/10 would be held on the following dates:

Spring Term – Wednesday 10 February 2010, 3pm (Council Chamber)
Summer Term – Wednesday 26 May 2010, 2pm (Council Chamber)