

**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 15<sup>th</sup> November 2017 at 10.00am in CMR 1.0, First Floor University House.**

R Sandby-Thomas  
Registrar

**Note: Questions on agendum items or apologies should be directed to the Secretary of the Committee, Louise Hasler (ext. 50295 or [L.Hasler@warwick.ac.uk](mailto:L.Hasler@warwick.ac.uk) ).**

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The agenda is split into two sections: items for consideration by the Committee and items for report without further discussion unless requested by a member of the Committee. All papers are available electronically from the Committee's file store:

**<https://files.warwick.ac.uk/sciencefacultyboard/browse#BFS+-+Board+of+the+Faculty+of+Science/2017-18/BFS+15+November+2017>**

**AGENDA**

**ITEMS FOR CONSIDERATION BY THE COMMITTEE**

1. Conflicts of Interest

TO REPORT:

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 from <http://www.universitychairs.ac.uk/wp-content/uploads/2015/02/Code-Final.pdf>

2. Constitution, Membership and Terms of Reference

(a) Membership

TO REPORT:

That following revisions to the University's academic governance processes approved by the Senate on 5 July 2017, Heads of Departments had been invited to nominate colleagues as members of the Faculty Board, and its new and existing sub-committees, as follows, (BFS.01/17-18, online):

- (i) Board of the Faculty of Science
- (ii) Science Faculty Education Committee
- (iii) Undergraduate Appeals Committee Panel
- (iv) Representatives of the Science Faculty on other Committees

(b) Terms of Reference

TO CONSIDER:

The report of the Academic Governance Review Group received by the Senate had included exemplar terms of reference for the Boards of the Faculties, but the Senate agreed to further scrutiny of the proposed harmonised Terms of Reference of the Faculty Boards. As the existing Terms of Reference are the same for all Faculty Boards, Faculty Chairs have collectively agreed terms of reference which are attached for consideration (BFS.02/17-18, attached).

3. Freedom of Information

TO REPORT:

- (a) That the Steering Committee at its meeting on 29 October 2007 considered a paper outlining how the Freedom of Information Act 2000 applies to the publication of minutes of University bodies together with the University Publication Scheme adopted by the Steering Committee in December 2003, paper SC.60/07-08, and resolved that a standard item be included on the agenda of the first meeting of each University Committee at the start of each academic year to inform new members and to remind continuing members of the University policy on the publication of minutes;
- (b) That all non-reserved minutes and agenda of the Board of the Faculty of Science are published on the University's Governance website at:  
<https://warwick.ac.uk/services/gov/committees/bfs/minutes>
- (c) That copies of paper SC.60/07-08 are available from the Secretary on request.

4. Minutes

TO CONSIDER:

The minutes of the meeting of the Board of the Faculty of Science held on 18 May 2017, (BFS.03/17-18, online).

5. Matters arising on the Minutes

a) University Review of Personal Tutoring

TO RECEIVE:

That following the presentation provided by the Dean of Students to the Board on 18 May 2017, the Review Group had produced a report, including a suite of recommendations; this report will be made available to Faculty Boards in due course.

b) Big Bang Fair

TO REPORT:

That Heads of Department had been asked for a view regarding whether the Big Bang Fair should be supported in 2018, and the Chair will provide an oral report (minute 50/16-17 refers).

6. Research Impact Coordinator Roles

TO CONSIDER:

An oral report from Catherine Cochrane (Director of Research & Impact Services), Katie Irgin (Research Impact Manager, RIS), on the newly approved Impact Coordinator roles.

7. Chair's Business

8. Faculty Representation on the Senate

That as a result of Professor Colin Sparrow being appointed as Academic Director (Graduate Studies), there will be one, three-year vacancy on Senate for a representative member of the Board of the Faculty of Science.

Regulations mean that the majority of the representatives appointed by the Board to the Senate must be Professors and Heads of Departments. Because of current membership, nominations must be drawn from Heads of Departments.

Pool of Potential Representatives:

Professor Lorenzo Frigerio (Life Sciences)  
Professor Mark Steel (Statistics)  
Professor David Towers (Engineering)  
Professor Mike Ward (Chemistry)

Current Representatives:

Dr Dave Britnell (Engineering) (2019)  
Professor Claire Davis (Warwick Manufacturing Group) (2019)  
Professor Robin Goodwin (Psychology) (2020)  
Professor Laura Green (Life Sciences) (2019)  
Professor David Leadley (Physics) (2018)

9. NSS Results 2017

TO REPORT:

That departmental TEF meetings convened for September and October had considered TEF metrics, including some NSS results.

TO CONSIDER:

The results from the 2017 National Student Survey. A paper received by Steering Committee on 9 October 2017, plus appendices, is provided for information, (BFS.04/17-18, attached), and

10. Items from the Faculty of Science Education Committee

TO RECEIVE:

An oral report from the Chair of the Faculty of Science Education Committee, Dr Dave Britnell, from the inaugural meeting on the held on 25 October 2017, together with the unconfirmed minutes of the meeting (BFS.05/17-18, online).

11. Faculty of Science Budget for 2016/2017 and 2017/18

TO RECEIVE:

A paper, together with an oral report from the Chair, outlining the 2017/18 budget allocation and commitments to date (BFS.06/17-18, online).

12. Items to be brought to the Senate

TO CONSIDER:

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

13. Any Other Business

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**ITEMS TO REPORT AND APPROVE WITHOUT FURTHER DISCUSSION**

The Chair and Secretary consider that the following items are non-controversial and/or can be accepted with a minimum of explanation. Members of the Committee may, however, ask for any of the following items to be transferred to the agenda for discussion, by contacting the Secretary in advance of the meeting, or by raising the item at the commencement of the meeting. Papers are available online only.

14. Auditing of Departmental Quality Assurance Processes

TO RECEIVE:

Papers relating to an audit of departmental quality assurance processes in respect of module approval, received by the Science Faculty Education Committee on 25 October 2017 (SFEC.05/17-18 – SFEC.09/17-18, online).

15. Timeliness of Feedback

TO RECEIVE:

A composite report on timeliness of feedback on assessment submitted in the Summer Term 2017 across the Faculty, received by the Science Faculty Education Committee on 25 October 2017). (SFEC.10/17-18, online).

16. Scholarships

TO REPORT:

a) Chancellor's International Scholarships

Applications for the Chancellor's International Scholarships to be considered for 2018/19 entry are now open. These scholarships are allocated annually via a combined

postgraduate research scholarships competition and are open to all overseas students in any discipline offered by Warwick. The application deadline is 19 January 2018 and the deadline for uploading supporting documents is 2 February 2018:  
<https://www2.warwick.ac.uk/services/academicoffice/gsp/scholarship/typesoffunding/chancellorsinternational/>

b) Warwick Collaborative Postgraduate Research Scholarships

The Faculty of Science is allocated six WCPRS scholarships, and further scholarships are sometimes obtainable due to lack of uptake in other Faculties. Funding should be secured for 50% of the studentship, plus the difference in fees between Home/EU and International rates:

[https://www2.warwick.ac.uk/services/academicoffice/gsp/warwick\\_staff/scholarshipsinfo/wcprs](https://www2.warwick.ac.uk/services/academicoffice/gsp/warwick_staff/scholarshipsinfo/wcprs). Applications should be submitted to [SFEC@warwick.ac.uk](mailto:SFEC@warwick.ac.uk) by 5 February 2018 to allow consideration of applications by the Chair/Deputy Chair of SEC. Final approval of applications lies with the Chair of the Board of Graduate Studies.

14. New University Appeals Regulation

TO REPORT:

That the University has introduced a new Appeals Regulation governing academic appeals for all courses of study, noting that it is available online from Regulation 42

<https://www2.warwick.ac.uk/services/gov/calendar/section2/regulations/reg42academicappeals>; that this Regulation supersedes and harmonises existing appeals regulations, so that all appeals will follow the same process; and that following the accepted sector model, and feedback from the OIA, a 'review' stage would now be incorporated into the appeals process; and that guidance on the appeals process was also available (BFS.07/17-18, online).

15. Dates of Future Meetings

TO REPORT:

That the future meetings of the Board of the Faculty of Science in the academic year 2017/18 would be held on the following dates:

Wednesday 14 February 2018 from 2.00 – 4.00pm, CMR 1.0 University House  
Thursday 31 May 2018 from 10.00 – 12.00pm, CMR 1.0, University House

That the future Faculty of Science lunches in the academic year 2017/18 would be held on the following dates:

Wednesday 14 February 2018 from 12.30pm – 14.00pm, University House  
Thursday 31 May 2018 from 12.00pm – 2:00pm, CMR1.0, University House