

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 22 May 2013** at **9.30am** in **CMR1.0 (formerly the Council Chamber), University House**.

Ken Sloan
Registrar & COO

Note: Questions on items or apologies should be directed to the Secretary of the Committee, Ruth Cooper (ext. 50295 or ruth.cooper@warwick.ac.uk).

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/BFS+22+May+2013>

A G E N D A

ITEMS FOR CONSIDERATION BY THE COMMITTEE

1. Minutes

TO CONSIDER:

The minutes of the meeting of the Board of the Faculty of Science held on 13 February 2013 (copy attached).

2. Faculty Appointments and Elections for 2013/14

(a) Reappointment of the Chair of the Faculty of Science

TO CONSIDER:

A brief report from the Registrar to be read at the meeting as to the recommendation of the Vice-Chancellor for the appointment of the Chair of the Faculty.

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

TO RECEIVE:

An oral report from the Chair on the appointment of the Chair of the Graduate Studies Committee.

TO CONSIDER:

The proposed constitutions and nominations for memberships of the following committees for the academic year 2013/14:

- (i) Board of the Faculty of Science (paper BFS.14a/12-13, copy attached);

- (ii) Sub-Faculty of Science (paper BFS.14b/12-13, copy attached);
- (iii) Graduate Studies Committee of the Board of the Faculty of Science (paper BFS.14c/12-13, copy attached);
- (iv) Faculty of Science Information Technology Committee (paper BFS.14d/12-13, copy attached);
- (v) Undergraduate and Graduate Appeals Committee Panels (paper BFS.14e/12-13, copy attached).

(c) Membership of the Faculty on other University Committees

TO CONSIDER:

Representation of the Faculty on other University Committees (paper BFS.15/12-13, copy attached).

(d) Election of Board Members to the Senate

TO REPORT:

- (i) That the continuing member of the Senate appointed by the Board of the Faculty of Science (with the end of the term of appointment in brackets) is as follows:

Professor R Ball (2014), Department of Physics

- (ii) That there are five vacancies on Senate for representative members of the Board of the Faculty of Science for the period 1 August 2013 to 31 July 2016 arising from the end of the term of office of Professor A Czumaj, Professor S Jacka, Professor J McCarthy, Professor M Shipman and Professor C Sparrow, and that nominations from the Board for replacement members were requested by email on 14 May 2013 to be submitted by 21 May 2013;
- (iii) That, in accordance with University regulations, the majority of the six Faculty representatives must be professors and the majority must be heads of department.

TO CONSIDER:

In accordance with University Regulation 2.2, the election of five members of the Senate from the membership of the Board of the Faculty of Science for 2013/14 to serve for the period 1 August 2013 to 31 July 2016.

(e) First Year Board of Examiners 2012/13

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

TO REPORT:

- (A) That a number of changes to the membership of the 2012-13 Science Faculty First Year Board of Examiners have been made by departments, and approved by Chair's action, since the November meeting of the Board of the Faculty of Science, as indicated on the revised membership list (see below).

- (B) That, from 2013-14, membership of the First Year Board of Examiners will be considered at the Summer meeting of the Board of the Faculty of Science.

TO RECEIVE:

Departmental membership of the First Year Board of Examiners for the Faculty of Science for meetings in June and September 2013 (paper BFS.5/12-13 (revised 2), copy attached).

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

TO RECEIVE:

The Conventions for the First Year Board of Examiners of the Faculty of Science (paper SFS.26/12-13, copy attached).

- (iii) Departmental Examination Conventions

TO RECEIVE:

The Departmental Examination Conventions for first year assessed courses and resit examination conventions for the First Year Board of Examiners 2012/13 (papers SFS.27-28/12-13, copies attached).

3. Matters arising on the Minutes

- (a) QAA Institutional Review (minute BFS.20(c)/12-13 refers)

TO REPORT:

That the final report of the Warwick QAA Institutional Review 2013 is expected to be published on 24 May 2013, noting that the report will be made available on the QAA website (<http://www.qaa.ac.uk/InstitutionReports/Pages/default.aspx>) and the University website (<http://warwick.ac.uk/quality/categories/institutionalreview>).

- (b) Science Faculty Advisory Board

TO REPORT:

That the half day Strategy event will take place on Monday 3 June, and that Heads of Department, or their representatives will attend from each of the Departments in the Faculty.

4. Chair's Business

- (a) Fabulous Feedback

TO REPORT:

That Faculty of Science winners of Fabulous Feedback were announced in the week commencing 4 March 2013, noting that Dr Ian Tuersley, Principal Teaching Fellow at WMG, was the overall winner for the Faculties of Science and Medicine, with the top ten ranking available online from: <http://warwick.ac.uk/fabfeedback/topten/>

(b) Faculty Budget Special Projects

TO RECEIVE:

An oral update from the Chair of the Faculty of Science.

5. Central Teaching Timetable

TO RECEIVE:

An oral report from the Senior Assistant Registrar (Space Management and Timetabling) on current developments relating to the University's central teaching timetable.

6. Draft University Widening Participation Strategy

TO RECEIVE

A report and paper from the Pro-Vice-Chancellor for Education (Innovation, Employability and Widening Participation), Senior Assistant Registrar (Outreach) and Senior Assistant Registrar (Strategy and Change), setting out the draft University Widening Participation Strategy (paper BFS.13/12-13, copy of paper attached, appendices in filestore).

7. University Research Centres

TO RECEIVE:

An update paper from the University Research Committee secretariat (paper BFS.16/12-13, copy attached).

8. Institutional Teaching and Learning Review: Faculty Engagement Recommendations

TO RECEIVE:

A draft report from the Working Groups established following the 13 February meeting of the Board of the Faculty of Science (minute 26/12-13 refers). (BFS.17(draft)/12-13, copy attached).

TO REPORT:

- (a) The establishment of a Distinctiveness Forum for the Faculty of Science to be chaired by Dr D Wood, to meet on a termly basis;
- (b) The establishment of a Science Faculty Employment Forum, to be chaired by Dr J Duffy, to meet on a termly basis;
- (c) The establishment of a Science Faculty WP/Outreach Forum, to be chaired by Dr M Leeke, to meet on a termly basis.

TO CONSIDER:

The form in which the Board of the Faculty of Science would like to receive reports from the newly established forums.

9. Assessment and Feedback

TO RECEIVE:

A composite report on timeliness of feedback on assessments submitted during the Spring term 2012-13 across the Faculty of Science (paper BFS.12/12-13 (copy attached)).

10. Items to be brought to the Senate

TO RECOMMEND:

That the revised FYBOE membership list for 2012/13 (paper BFS.5/12-13 (revised), be approved.

TO CONSIDER:

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

11. Any Other Business

12. Reserved Items

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

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.

13. Report from the Faculty of Science IT Committee

TO RECEIVE:

The unconfirmed minutes of the meeting of the Faculty of Science IT Committee held on 8 May 2013 (to be tabled).

14. Report from the Sub-Faculty of Science

TO RECEIVE:

The unconfirmed minutes of the meeting of the Sub-Faculty of Science held on 8 May 2013 (to be tabled).

15. Report from the Graduate Studies Committee

TO RECEIVE:

The unconfirmed minutes of the meeting of the Graduate Studies Committee of the Board of the Faculty of Science held on 14 May 2013 (to be tabled).

16. Report from the Faculty of Science Research and Innovation Committee

TO RECEIVE:

- (a) The minutes of the meetings of the Faculty of Science Research and Innovation Committee held on 11 December 2012 (SFRIC.29/12-13, copy on filestore).
- (b) The minutes of the meetings of the Faculty of Science Research and Innovation Committee held on 28 January 2013 (SFRIC.30/12-13, copy on filestore).
- (c) The minutes of the meetings of the Faculty of Science Research and Innovation Committee held on 14 March 2013 (SFRIC.31/12-13, copy on filestore).
- (d) The unconfirmed minutes of the meetings of the Faculty of Science Research and Innovation Committee held on 7 May 2013 (SFRIC.32/12-13, copy on filestore).

17. Dates of Future Meetings

TO REPORT:

That the dates and venues for the Board of the Faculty of Science meetings for the academic year 2013/14 will be confirmed in due course.

