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 Wednesday 25 May 2011.

Present: Professor T Jones (in the Chair); Professor R Ball, Professor S Banerji, Professor
                R Dashwood, Professor D Evans, Professor D Firth, Professor D Haddleton,
                Professor S D Jacka, Professor S Jarvis, Professor M Keeling, Mr J Lapage, Dr D
                Leadley, Dr A M Price, Dr J Robinson, Professor L Robinson, Professor J Seville,
                Professor M Shipman, Professor C Sparrow, Professor B Thomas, Dr D Wood.

Apologies: Professor T Bugg, Dr M Cassidy, Dr J Cave, Professor S Creese, Dr A Cristea,
                Professor A Czumaj, Professor J Davey, Professor K Lamberts, Professor T R
                Marsh, Mr D Maynard, Professor J McCarthy, Professor D Morley, Professor S
                Palmer, Professor N Stocks.

In attendance: Mr D Dean, Mr A Foster (for Item 5, eProcurement System for Science and
                Engineering), Mrs H Ireland, Miss P Mealing (for Item 5), Mr A Smith (for Item 5),
                Mr S Williams.

The Minutes are split into two sections: items considered by the Committee and items reported
without further discussion unless requested by a member of the Committee.

MINUTES

ITEMS CONSIDERED BY THE COMMITTEE

39/10-11   Minutes

            RECEIVED:

            The minutes of the meeting of the Board of the Faculty of Science held on 9 February
            2011.

            RESOLVED:

            That the minutes of the meeting of the Board of the Faculty of Science held on 9
            February 2011 be approved.

40/10-11   Matters arising on the Minutes

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

                   REPORTED:

                   That at its meeting on 11 April 2011, the Steering Committee resolved that fees
                   for intercalated years for students starting their course in 2012 or later should be
                   approved as set out in the University's access agreement (minute ref. 557/10-11
                   RESOLVED (b)) as follows, noting that this has not yet been approved by OFFA
                   and may therefore be subject to change:

A maximum of 50% of the standard fee will be payable during periods of intercalated/ mandatory study away from the University, with the exception of students on the Erasmus programme, who currently pay no fees for their full year period of study abroad where Erasmus arrangements apply (noting that these are yet to be confirmed for 2012 entry). The fee levels will vary between £1,680 for intercalated periods of work experience and £4,500 for sandwich study years in 2012.

(b) <u>Progress of Faculty Recommendations to the Senate</u> (minute BFS.15/10-11 refers)

REPORTED:

That, at the meeting of Senate on 16 March 2011, it was resolved that the amended constitution of the Sub-Faculty of the Board of the Faculty of Science, to include either <u>two or three</u> members per department rather than <u>up to</u> three, for the departments of Chemistry, Computer Science, Engineering, Life Sciences, Mathematics and Physics, be approved.

41/10-11   <u>Chair's Business</u>

REPORTED:

(a) That Professor David Firth had been confirmed as the next Head of the Department of Statistics with his appointment starting on 1 August 2011.

(b) That the appointment process for a new Head of the Department of Psychology is underway noting that the position has been advertised externally and that from 1 August 2011 Professor Gordon Brown would act as Head of Department until a final appointment is made.

RECEIVED:

An oral report from the Chair on the Faculty of Science Advisory Board Strategy Day held on 17 May 2011.

REPORTED:

(a) That the Strategy Day had been successful and was structured around the themes of research impact, business engagement, and the student experience;

(b) That all departments in the Faculty had been represented at the Strategy Day, along with the Warwick Systems Biology Centre and the Centre for Scientific Computing.

42/10-11   <u>Formal Disestablishment of Warwick HRI and the Department of Biological Sciences</u>

CONSIDERED:

A report from the Acting Head of Governance Support Services and the HR Strategic Projects Director on the formal disestablishment of Warwick HRI and the Department of Biological Sciences, paper BFS.18/10-11.

RECOMMENDED: (to the Academic Office)

That any remaining areas of student or module registration linked to Warwick HRI or the Department of Biological Sciences be amended as soon as possible;

RESOLVED:

That the formal disestablishment of Warwick HRI and the Department of Biological Sciences be approved.

43/10-11   eProcurement System for Science and Engineering

RECEIVED:

A presentation from the Contract Project Manager on the new eProcurement System for Science and Engineering.

REPORTED (by Mr A Smith):

(a)   That approximately 3,000 students and members of staff are currently involved in purchasing goods and services, so there are opportunities for greater efficiency and cost-savings;

(b)   That the ultimate aim is to roll out the new system across the University, but the initial focus would be on the areas of greatest potential impact, which are in science, engineering and medicine;

(c)   That a detailed product specification had been produced after consultation with departments via a User Group, led by Dr M Hadley (Physics);

(d)   That three companies were identified as potential suppliers: Parabilis, Science Warehouse and SciQuest, and after a tender process SciQuest, which is currently (or soon to be) used by Oxford, Edinburgh, Nottingham, Imperial and Bath had been chosen;

(e)   That implementation would begin with one or two trial departments with the aim to implement into lab-based sciences, Engineering and WMS by the end of 2011;

(f)   That the prime driver is to improve the user experience, not to save costs, and so the user will be free to judge which purchase represents best value for money;

(g)   That SciQuest would not initially be linked to a stock management system, but that there was scope to add such a function in the future as well as a system to monitor suppliers' stocks;

(h)   That SciQuest is an off-the-shelf product and does not currently have a user feedback function built into the system;

(by Professor M Shipman):

(i)   That the Project Manager should include a user feedback function in the scope of the project;

(j)   That a stock management system would improve efficiency more in the long term than an e-procurement system and would have additional Health and Safety benefits;

(by the Chair):

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(k)   That the Board welcomed the introduction of SciQuest, but encouraged the Project Manager to maintain a user-driven approach.

44/10-11   Faculty Appointments and Elections

(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 2011/12:

(i)   Board of the Faculty of Science, paper BFS.10/10-11;

(ii)   Sub-Faculty of Science, paper BFS.11/10-11;

(iii)   Graduate Studies Committee of the Faculty of Science, paper BFS.12/10-11;

(iv)   Faculty of Science Information Technology Committee, paper BFS.13/10-11;

(v)   First Year Board of Examiners, paper BFS.14/10-11;

(vi)   Undergraduate and Graduate Appeals Committee Panels, BFS.15/10-11.

RESOLVED:

That the proposed constitutions and nominations for memberships of the above committees for the academic year 2011/12 be approved with the additions of Dr D Wood and Professor R Napier to the Board of the Faculty of Science.

(b)   Membership of the Faculty on other Committees

CONSIDERED:

Representation of the Faculty on other University Committees as set out in paper BFS.16/10-11.

RESOLVED:

That the proposed representation of the Faculty on other University Committees be approved as set out in paper BFS 16/10-11.

(c)   First Year Board of Examiners 2010/11

CONSIDERED:

Changes to the membership of the First Year Board of Examiners for the academic year 2010/11 (i.e. June 2011 and September 2011), as set out in paper BFS.17/10-11;

RESOLVED:

That the proposed changes to the membership of the First Year Board of Examiners for the academic year 2010/11 be approved as set out in paper BFS.17/10-11, with the additions of Professor J Branke and Dr W Zhang from WBS and of Dr S Chung and Dr T Price from Engineering;

(d)   Representatives on the Senate

REPORTED:

(i)   That the continuing members of the Senate appointed by the Board of the Faculty of Science were as follows:

Professor A Czumaj (2013)   Department of Computer Science
Professor S Jacka (2013)   Department of Statistics
Professor M Shipman (2013)   Department of Chemistry
Professor C Sparrow (2013)   Warwick Mathematics Institute
Professor J McCarthy (2013)   School of Life Sciences

(ii)   That there will be one vacancy for members of the Board of the Faculty of Science to represent the Board on the Senate from 1 August 2011 as the following appointment would end on 31 July 2011:

Professor J Seville (2011)   School of Engineering

(iii)   That the call for nominations was sent to members of the Board on 13 May 2011 with the deadline for nominations being noon on 24 May 2011.

CONSIDERED:

The appointment of one representative of the Board of the Faculty of Science on the Senate for the period 1 August 2011 to 31 July 2014.

REPORTED:

(iv)   That no nominations had been received by the Secretariat by the deadline of 24 May 2011, and so nominations were invited at the meeting of the Board on 25 May 2011;

(v)   That the following nomination was received and seconded at the meeting:

Professor J Seville   School of Engineering

RESOLVED:

That the nomination of Professor J Seville as a representative of the Board of the Faculty of Science on the Senate for the period 1 August 2011 to 31 July 2014 be approved.

45/10-11   SSLC Annual Reports

REPORTED:

(a)   That the following was reported at the meeting of the Board of Undergraduate Studies held on 23 February 2011 (minute BUGS 17/10-11 refers):

(i)   SSLC Coordinators' Annual Reports

CONSIDERED:

The Undergraduate Student-Staff Liaison Committee Annual Report 2010,

paper BUGS.10/10-11.

RESOLVED:

(a) That the Chair be asked to consult with the Pro-Vice-Chancellor (Education and Student Experience) concerning the points raised regarding feedback to students, with a view to the Institute of Advanced Teaching and Learning (IATL) being asked to provide further guidance or training to staff regarding feedback.

(b) That the Chair be asked to write to the Senior Tutor in relation to the further promulgation of the Personal Tutor Guidelines with a view to exploring how members of academic staff might be incentivised to fully comply with the expectations set out in these guidelines.

(b) That the following was reported at the meeting of the Board of Graduate Studies held on 24 February 2011 (minute BGS 63/10-11 refers):

(i) 2009/10 SSLC report

RECEIVED:

A report from the Education Officer on 2009/10 Postgraduate Student Staff Liaison Committee (paper BGS.39/10-11).

REPORTED:

(a) That the timeliness with which marked work was returned was of concern;

(b) That brief and inadequate feedback offering no direction for improvement was of concern;

(c) That a suggestion was made that the Institute of Advanced Teaching and Learning might lead on developing innovative training guidelines on feedback;

(d) That ITS were exploring the development of an e-feedback tool, to complement, not to replace, 1-2-1 feedback;

(e) That some MA and MSc students appeared to struggle with initial assignment requirements and would benefit from further guidance to facilitate transfer from the Bachelor's to the Master's level, noting that some departments offered the possibility of "tester" assignments;

(f) That there was currently a lack of clarity over course costs beyond fees;

(g) That concern was raised regarding noise levels in the Library and general lack of workspace on campus;

(h) That links with alumni networks needed strengthening;

(i) That lack of contractual flexibility on the part of Warwick Accommodation negatively influenced students' ability and willingness to undertake placements or study abroad, noting that it was suggested that the University might explore the designation of certain

accommodation for short let purposes to address this.

RESOLVED:

(j) That the Board fully endorsed University policy on providing feedback, noting the expectations that work with feedback should be returned within four weeks;

(k) That SSLCs be reminded to invite representatives from Student Careers and Skills to their meetings.

RECOMMENDED (to the Pro-Vice-Chancellor (Student Experience)):

That the issue of accommodation contracts for students wishing to undertake a period of placement or study abroad be looked into by the Pro-Vice-Chancellor (Student Experience).

CONSIDERED:

(a) The SSLC Undergraduate Report 2009/10, paper BUGS.10/10-11

(b) The SSLC Postgraduate Report 2009/10, paper BGS.39/10-11

RESOLVED:

That the SSLC Undergraduate and Postgraduate Reports for 2009/10 be approved.

RECOMMENDED : (to the Students' Union Education Officer)

That in future the SSLC Reports should include a Faculty breakdown.

46/10-11 Annual Course Review Reports

REPORTED:

(a) That the following was reported at the meeting of the Board of Undergraduate Studies held on 23 February 2011 (minute BUGS 14/10-11 refers):

(i) Annual Course Review Reports

CONSIDERED:

(a) Summary Report of the Undergraduate Annual Course Review Reports submitted by Departments in the Faculty of Arts for the academic year 2009/10 (paper AUSC 7/10-11).

(b) Summary Report of the Undergraduate Annual Course Review Reports submitted by Departments in the Faculty of Science for the academic year 2009/10 (paper SFS 15/10-11).

(c) Summary Report of the Undergraduate Annual Course Review Reports submitted by Departments in the Faculty of Social Sciences for the academic year 2009/10 (paper UFSS 50/10-11).

RESOLVED:

(a)   That the Chair be asked to write to the Senior Tutor to bring to his attention students' concerns in relation to the allocation of personal tutors for students on joint degrees;

(b)   That it be noted that the Board supported the idea of universal electronic submission of assessed work and the ongoing development work by IT Services regarding on-line marking and feedback facilities should further encourage this;

(c)   That the points raised about wireless access in the Humanities Building be referred to the Director of IT Services and Estates for their consideration;

(d)   That the Chair be asked to consult with the Pro-Vice-Chancellor (Education and Student Experience) concerning the points raised about contact hours, particularly in the Faculty of Arts;

(e)   That staff and student concerns regarding the reported lack of availability of large lecture space and the issue of workspace in the Biomedical Grid, be brought to the attention of the Space Management and Timetabling Office;

(f)   That the Chair be asked to consider the current guidelines relating to peer assessment and whether there is a need for the Board to consider this issue further;

(g)   That the Department of Economics be asked to confirm that its revised module provision had met student concerns about the range of module choice.

RECOMMENDED (to the Academic Quality and Standards Committee):

(h)   That the practice of some Boards of Examiners in Science of allowing students registered on 4-year integrated masters' degrees to graduate with a bachelor's degree in a higher class if the marks achieved in their fourth year of study are relatively poor, be considered with regard to the unified degree classification conventions.

(b)   That the following was reported at the meeting of the Board of Graduate Studies held on 24 February 2011 (minute BGS 60/10-11 refers):

(i)   PGR Annual Course Review Reports

CONSIDERED:

The summary PGR Annual Course Review Reports prepared by each of the Faculty Graduate Studies Committees, as follows:

(a)   Arts (paper AGSC 22a/10-11);

(b)   Science (paper SGS 62/10-11);

(c)   Social Science (paper GFSS 110/10-11).

REPORTED:

(d) That standard issues were reported, notably difficulties in accessing funding, difficulties in accessing space (office, study) and issues surrounding completion and progression;

(e) That the School of Law had a clear policy regarding supervision of PhD students whose supervisors go on study leave to ensure continuous supervision, contrary to the statement contained in paper GFSS 110/10-11, noting that this would be reflected in the revised Graduate Studies Committee of the Faculty of Social Sciences minutes;

(f) That the Graduate Studies Committee of the Faculty of Social Sciences would clarify in its revised minutes issues raised with regard to PhD supervision and staff workload at the department of Politics and International Studies, paragraph f, section 3, paper GFSS 110/10-11;

(g) That most departments reported difficulties with securing funding for overseas students, noting that although the Research Councils were beginning to address the problem, Research Council funding would be at the Home/EU fee level;

(h) That the departments should be asked in their next report to comment on their ability to meet the University's goal of doubling the number of postgraduate research students outlined in the refreshed University Strategy;

(i) That the summary PGT annual course review reports prepared by each of the Faculty Graduate Studies Committees were due for the meeting of the Board on 9 June 2011.

CONSIDERED:

The summary report on the Postgraduate Taught annual course review reports for 2009-10 from across the Faculty of Science, paper SGS.138/10-11.

RESOLVED:

That summary report on the Postgraduate Taught annual course review reports for 2009-10 from across the Faculty of Science be approved.

47/10-11   Items to be brought to the Senate

CONSIDERED:

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

RESOLVED:

That the following items should be brought to the Senate for consideration:

(a) That the formal disestablishment of Warwick HRI and the Department of Biological Sciences be approved.

(b) That the proposed constitutions and nominations for membership of the Board and its sub-committees for the academic year 2011/12 be approved as set out in

papers BFS.10-15/10-11 with the additions of Dr D Wood and Professor R Napier to the Board of the Faculty of Science.

(c) That the proposed representation of the Faculty on other University Committees be approved as set out in BFS 16/10-11.

(d) That the proposed changes to the membership of the First Year Board of Examiners for the academic year 2010/11 be approved as set out in paper BFS.17/10-11, with the additions of Professor J Branke and Dr W Zhang from WBS and of Dr S Chung and Dr T Price from Engineering;

(e) That the nomination of Professor J Seville as a representative of the Board of the Faculty of Science on the Senate for the period 1 August 2011 to 31 July 2014 be approved.

48/10-11   Any Other Business

RESOLVED:

That the issue of having a separate Faculty IT Committee should be discussed at the first Faculty Lunch of the new academic year or at the next meeting of the Board of the Faculty of Science and that a discussion of student experience investments should also take place.

ITEMS REPORTED AND APPROVED WITHOUT FURTHER DISCUSSION

49/10-11   Departmental Module Approval Processes

REPORTED:

(a) That there have been some amendments to the operational processes for course and module approval processes as set out in paper SFS.20/10-11, minute ref. 26/10-11 (a).

(b) That, in response to a recommendation arising from the HESES audit in June 2010 (SFS.20/10-11, minute 63/10-11, page 2) the module approval form has been updated with the addition of '15a. Final Chronological Assessment'. The new form (SFS.21/10-11) and the revised guidance document (SFS.22/10-11) are available in the *files.warwick* (files.warwick.ac.uk/sciencefacultyboard) and also on the Teaching Quality website www.warwick.ac.uk/go/quality

50/10-11   New Module Catalogue

REPORTED:

That a memo has been sent to Heads of Departments regarding:

(a) Proposals for a new University-wide module catalogue;
(b) Proposals for an electronic workflow solution for course and module approval, (SFS.24/10-11.)

51/10-11   Report from the Faculty of Science IT Committee

RECEIVED:

The minutes of the meeting of the Faculty of Science IT Committee held on 12 May 2011.

RESOLVED:

That all recommendations from the Faculty of Science IT Committee be approved.

52/10-11   Report from the Sub-Faculty

RECEIVED:

The minutes of the meeting of the Sub-Faculty of Science held on 11 May 2011.

RESOLVED:

That all recommendations from the Sub-Faculty of Science be approved.

53/10-11   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 17 May 2011.

RESOLVED:

That all recommendations from the Graduate Studies Committee of the Board of the Faculty of Science be approved.

54/10-11   Report from the Faculty of Science Research and Innovation Committee

RECEIVED:

The minutes of the meeting of the Faculty of Science Research and Innovation Committee held on 23 February 2011 and draft minutes of the meeting held on 4 May 2011.

RESOLVED:

That all recommendations from the Faculty of Science Research and Innovation Committee be approved.

55/10-11   Dates of Future Meetings

REPORTED:

(a)   That dates for meetings of the Board of the Faculty of Science for the academic year 2011/12 have not yet been confirmed by the University;

(b)   That dates for meetings of the Board of the Faculty of Science for the academic year 2011/12 will be circulated by the Secretariat as soon as they become available.

SW/DD/BFSMinutes25May2011