

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 02 November 2016

- Present: Professor M Shipman (Chair), Prof M Achtman, Professor T Ashley, Professor K Ball, Dr DJ Britnell, Dr A Clark, Professor C Davis, Professor L Frigerio, Mr G Groenenveld, Professor D Haddleton, Professor S Jarvis, Professor V Kolokoltsov, Professor D Leadley, Professor P Mawby, Dr F Schlaghecken (Deputy Chair), Professor C Sparrow, Professor M Steel, Professor N Stocks, Dr D Watson, Dr N Whybrow, Professor M Wills, Dr P Young,
- Apologies: Professor S Bruzzi, Professor S Banerji, Professor R Goodwin, Professor R Procter, Dr D Quigley, Professor A Rodger, Professor R Roemer, Professor P Scott
- In attendance: Ms J Bowskill (Secretary), Dr M Glover, Academic Registrar (for item 10 only), Professor L Green, Mrs H Ireland, Prof M Keeling (for item 8 only), Professor M Rodger, Professor M Turner, Mr C Vernon, Ms H Watson (for item 10 only), Ms H Worsdale (for item 10 only), Professor R Cross (for item 9 only)
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ITEMS CONSIDERED BY THE COMMITTEE

01/16-17 Constitution Membership and Terms of Reference

(a) Membership

RECEIVED:

An oral report from the Chair of the Faculty of Science regarding changes to the membership of the Board of the Faculty of Science, thanking new and returning members for their involvement in Faculty of Science Committees for 2016/2017 and noting the following;

- (i) That new members to the Board be formally welcomed.
- (ii) That Dr Friederike Schlaghecken formally thanked for agreeing to act as Deputy Chair to the Board of the Faculty of Science for 2016/2017.
- (iii) That Professor Peter Scott and Professor Robin Ball would be in attendance as co-opted members to the Board.
- (iv) That the Faculty of Social Sciences representative on the Board was still outstanding, to be confirmed in due course.
- (v) That the Undergraduate Student Representative for Engineering and Experimental Science was still outstanding, to be confirmed in due course.
- (vi) That the Postgraduate Student Representative was still outstanding, to be confirmed in due course.
- (vii) That Faculty representation on the Research Governance and Ethics Committee as the nominated Deputy of the Chair of Faculty for 2016/2017

was still outstanding, and that those interested in taking up this role should contact the Chair directly.

REPORTED:

That following a number of changes to membership approved by Chair's Action over the summer, the revised membership of the Committees within the Faculty of Science for the academic year 2016/17 were as follows:

- (i) Board of the Faculty of Science, as set out in paper BFS.01(a)/16-17
- (ii) Undergraduate Studies Committee of the Faculty of Science, as set out in paper BFS.01(b)/16-17
- (iii) Graduate Studies Committee of the Board of the Faculty of Science, as set out in paper BFS.01(c)/16-17
- (iv) Faculty of Science Information Technology Committee, as set out in paper BFS.01(d)/16-17
- (v) Examination Appeals Committee Panels, as set out in paper BFS.01(e)/16-17
- (vi) Representatives of the Science Faculty on other Committees, as set out in paper BFS.01(f)/16-17

(b) Terms of Reference

REPORTED:

That Statute 17(4) states that the Board of each Faculty shall 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 15;
- (vii) To discharge such other functions as the Senate may from time to time determine.

02/16-17 Election of a Board Member to the Senate

REPORTED (by the Chair):

- (a) That as a result of Professor Alison Rodger's departure in early 2017, there will be one, three-year vacancy on Senate for a representative member of the Board of the Faculty of Science, to take effect in early 2017.
- (b) That, in accordance with the Chair's interpretation of Regulation 2.2(3), the majority of the six Faculty representatives must be Professors and the majority must be Heads of Department.

- (c) That the remaining continuing members of the Senate appointed by the Board of the Faculty of Science (with the end of the term of appointment in brackets) are as follows:

Dr Dave Britnell (Engineering) (2019)
Professor Claire Davis (Warwick Manufacturing Group) (2019)
Professor David Leadley (Physics) (2018)
Professor Colin Sparrow (Mathematics) (2019)
Professor Laura Green (Life Sciences) (2019)

- (c) That a call for nominations was sent out to all members of BFS by the Secretary via e-mail on the 14th October 2016 with a closing date for the submission of nominations of 28th October 2016.
- (d) That in light of (c) and (b) above, to ensure quoracy only nominations for Heads of Departments would be accepted to fill the vacancy.
- (e) That one nomination was received, for Professor Robin Goodwin, and that in line with regulation 2.2(4) Chair's action were taken to approve Professor R Goodwin as the BFS representative on Senate.

03/16-17 Minutes

RESOLVED:

That the minutes of the meeting of the Board of the Faculty of Science held on 19 May 2016 (BFS.02/16-17) be approved.

04/16-17 Conflicts of Interest

REPORTED:

- (a) That, should any members or attendees of the Board of the Faculty of Science have any conflicts of interest relating to agenda items for the meeting, they should be declared in accordance with the Committee of University Chairs (CUC) Higher Education Code of Governance (2014)
<http://www.universitychairs.ac.uk/publications>

05/16-17 Matter Arising on the Minutes

- (a) Proposed Statement of Expected Student Behaviour for Students (minute 46/15-16(b) refers)

REPORTED:

- (i) That the revised Statement of Expected Behaviour for Students was considered by the Steering Committee on 20 June 2016.
- (ii) That the Steering Committee resolved that the revised Statement of Expected Behaviour for Students expressed the University's expectations of students in a clear and positive manner.

- (iii) That the approved Statement is available online at <http://www2.warwick.ac.uk/students/studentbehaviour/>

(b) Proposed School of Global Studies (minute 50/15-16 refers)

REPORTED:

- (i) That following its consideration at the Board of the Faculty of Science at its meeting on the 19 May 2016, that the Proposed School of Global Studies was considered for approval under the name of the School for Cross Faculty Studies by the Senate at its meeting on the 8 June 2016.
- (ii) That at its meeting on the 8 June 2016 the Senate resolved “That the paper from the Academic Registrar proposing the establishment of the School for Cross-Faculty Studies, with two subordinate divisions: the Division of Liberal Arts and the Division of Global Sustainable Development, be approved as set out in paper (S.54/15-16), noting that the name of the new unit would not be used for external marketing purposes” (as set out in minute S.99/15-16).
- (iii) That Professor Cathia Jenainati was appointed the Academic Director of the School for Cross Faculty Studies.

06/16-17 Chair's Actions

REPORTED:

That the Chair, acting on behalf of the Board of the Faculty of Science, approved changes to the membership of the Faculty Committees, as set out in paper BFS.01(a-f)/16-17.

07/15-16 Chair's Business

(a) Faculty of Science Budget for 2015/3016 and 2016/2017

RECEIVED:

An oral report from the Chair outlining the 2015/2016 Faculty spend and commitments to date for the 2016/2017 academic year, noting the following;

- (i) That the Faculty budget available for the support of cross Faculty activities in 2016/2017 was approximately £70,000.
- (ii) That in 2015/2016 the budget had been used for a range of activities including; The Big Bang Fair, Athena Swan Conference Fund, Impact workshops, TTP, Thesis Prizes, Christmas Lectures, Rotary A level design awards, WISE, Faculty Teaching and Learning Showcases, WP events such as Science and Survival, supporting the Research Showcase exhibition and the Royal Society Summer Exhibition.
- (iii) That the Chair had approved commitments for 2016/2017 of £500 per department for Faculty Thesis Prizes and up to £2000 to support the Athena Swan Conference Support Fund.

- (iv) That the Chair welcomed suggestions from members of the Board for potential Faculty supported activities.

(b) Big Bang Festival 2017

REPORTED:

- (i) That the Big Bang Festival would be taking place at the NEC in Birmingham from 15-18 March 2017.
- (ii) That the Faculty of Science engagement with the Big Bang Festival in 2016 had been successful, with positive feedback received from staff and student who were involved, and attending the event.
- (iii) That Faculty engagement with the Big Bang Festival would represent a large proportion of the Faculty budget, and that cost in terms of staff time should also be considered.
- (iv) That the Board was largely in support of further Faculty engagement with the Big Bang Festival in 2017.
- (v) That the Secretary would investigate potential options for engagement further, noting that Departments interested in engaging with the Big Bang Festival should contact the Secretary directly.

(c) Faculty Thesis Prizes

REPORTED:

- (i) That the Chair had approved the awards of the 2015/2016 Faculty Thesis Prizes to PhD students accords the Faculty of Science as set out in paper BFS.03/16-17.
- (ii) That the Chair of the Faculty had approved a contribution of £500 per department from the Faculty budget for Faculty Thesis prizes for 2016-17, noting that Departments were encouraged to ensure that impact as well as academic excellence were recognised in the Faculty Thesis Prizes for 2016-17, and that the acceptance of awards by nominees would be conditional on them agreeing to have their names published on Faculty and Department webpages.

(d) Faculty Engagement with ITLR

REPORTED:

- (i) That following the Department level ITLR in January 2017 there would be Faculty level engagement with ITLR taking place in Spring 2017.
- (ii) That the Faculty engagement with ITLR in 2011 took the form of a one day event where Department responses were reviewed, strands of commonality across the Faculty were identified and Faculty level strategic aims and approaches identified.
- (iii) That a call for nominations of members of staff from Departments to join the the Faculty ITLR engagement would be sent by the ITLR 2017 team in due course.

(e) Stern Review

REPORTED:

- (i) That the Stern Review had been published following the last meeting of the Board on the 19 May 2016.
- (ii) That a Heads of Department forum had been held to discuss potential ramifications of the Stern Review on REF, and its impact on the institution's approach to REF2021.
- (iii) That there would be a short consultation period towards the end of 2016, with final REF guidelines to be published in 2017.
- (iv) That the deadline for submission to the next REF was likely to be during November 2020.

08/16-17 NSS Results 2016

RECEIVED:

The National Student Survey Results 2016 by department as set out in paper BFS.07/16-17

REPORTED:

- (a) That the department specific 2016 NSS results had been made available to departments during summer 2016.
- (b) That NSS results varied across departments within the Faculty of Science.
- (c) That the School of Life Sciences should be commended for a sustained 10% rise in NSS scores over the last two years.
- (d) That specific NSS scores, including those related to Assessment and Feedback would be included as the metrics used by TEF, and as such should be seen as a priority for improvement by Departments.
- (e) That TEF 4 will be subject based and will include department specific metrics from NSS scores averaged over 3 years.
- (f) That Departments should consider their 2016 NSS scores and identify areas of concern and future action for 2017 NSS activity, taking advantage of examples of best practice across the Faculty and beyond where appropriate.
- (g) That there would be some changes to NSS questions in 2017, noting that those questions used by TEF would not change.
- (h) That it would be beneficial for the Board to understand how the current NSS data will be used for TEF Benchmarking.
- (i) That it would be useful for the Board to understand if the Student's Union is considering its own action plan for improving SU specific NSS scores.
- (j) That in general terms students in smaller departments seem to report higher levels of satisfaction.

09/16-17 Faculty Research Centre

CONSIDERED:

Proposal to establish a new Cat II Centre for Mechanochemical Cell Biology as set out in Paper BFS.05/16-17, accompanied by an oral report from Professor Rob Cross.

REPORTED (By Professor Cross):

- (a) That the proposed Cat II Centre for Mechanochemical Cell Biology was part of the wider research strategy for Warwick Medical School.
- (b) That should it be approved, the Proposed Cat II centre was envisaged to formalise and facilitate cross- discipline research development.
- (c) That membership of the proposed Cat II Centre would be made up of approximately 60% WMS staff with the remaining 40% membership being made up of staff from Departments outside WMS including Physics, Computer Science and Maths.
- (d) That if approved, the membership and constitution of the proposed Cat II Centre was such that it would not exclude new members joining the Centre should there be solid academic grounds for them doing so.
- (e) That the current proposed structure did not include affiliate members, but that this could be included at a later date if found to be useful.
- (f) That the proposed Cat II Centre has involvement in teaching in a number of existing DTC's.

RECOMMENDED: (to the Research Committee)

- (g) That the Proposal to establish a new Cat II Centre for Mechanochemical Cell Biology as set out in Paper BFS.05/16-17 be approved.

10/16-17 Welcome Week

RECEIVED:

A paper outlining the current Welcome Week Proposal (BFS.06/16-17) accompanied by an oral report from Dr Mike Glover (Academic Registrar), Dr Hilary Watson (Assistant Registrar -Strategic Programme Delivery) and Ms Hope Worsdale (Warwick SU Education Officer).

REPORTED (by the Chair);

- (a) That feedback from Departments on the proposal had been collated by the Secretary and forwarded to the Academic Registrar in advance of the Meeting of the Board of the Faculty of Science.
- (b) That the collated feedback had highlighted the following areas of concern;
 - (i) Are we really sure our students want this and can the data on this be shared to inform the discussion better.
 - (ii) Has research been undertaken with other UK and Russell Group HEI's to learn from their best practice.
 - (iii) Is the programme sufficient to justify the additional cost to students for accommodation and cost of living?
 - (v) Can we be sure that those students who might not initially be comfortable with large scale induction events are appropriately supported?
 - (vi) Has the University fully considered whether it has the resources to support this so it is a success- in terms of accommodation, estates, security, wellbeing and support, and the planning, coordination and management of the individual events and the whole timetable?
 - (vii) Has the programme of engagement and communication with departments been properly thought out to ensure that the balance of academic and non-academic activity is appropriate, and that departments are supported through its implementation- especially where departments will be required

to substantially change their existing structure of week 1, to accommodate Welcome Week.

- (viii) Recent newspaper articles reporting the perceived negative aspects of welcome week were also highlighted by some staff members.
 - (ix) There was a feeling that a week was too long, and that three days would be a preferred option, noting that this would necessitate departments engaging with students at the end of Week Welcome Week.
 - (x) What will be done to guard against any potential impact of Welcome Week on staff research time?
 - (xi) What will be done to avoid the risk of “bleed” in future years of Welcome Week that could lead to an increase academic activity and involvement led by student feedback and demand?
 - (xii) Impact of additional pressure on administrative and support staff where Welcome Week would reduce the time available to prepare for arrival of students and the start of the new academic year.
 - (xiii) Impact of Welcome Week and its proximity to clearing and resits/Exam Boards.
 - (xiv) Is there confidence that there is long term commitment to support Welcome Week from the SU beyond 17/18?
 - (xv) What resources does the SU have to support the proposed enhanced induction and Welcome week?
- (c) That there would be an extraordinary meeting of the Senate during the week of the 7th November 2016 and that Welcome Week was a proposed agenda item for this meeting.

REPORTED (by the Academic Registrar):

- (d) That the proposals outlined in the paper had been developed following earlier consultation of the Welcome Week Proposal to allow departments and Faculties the opportunity for full consultation.
- (e) That the proposal had been developed following long term support from the Students Union and other student feedback, and was envisaged to allow new Undergraduate Home and EU students joining the Warwick community the same opportunities as those afforded to international and postgraduate Students who already have well developed and established induction activities.
- (f) That feedback from other Faculty Boards and Sub-committees had already been obtained and this, alongside feedback from the Board of the Faculty of Science would be included in a paper to be considered by Senate.
- (g) That other Faculty Boards had expressed a preference for option 2 as set out in the paper; to offer a formal structured week of Welcome activities in the week before the current first week of term
- (h) That the Welcome Week proposal was on the agenda to be discussed at the extraordinary meeting of Senate, but that formal approval was not likely to be considered by Senate until its February 2017 meeting.
- (i) That the proposed Welcome Week activities would only be available for new students to engage with, noting that many returning students would be involved in the coordination of Student Union society events running as part of the Welcome Week plan.
- (j) That new students would be expected to attend and engage with Welcome Week activities, and would be advised in all University information of accommodation and term dates that would incorporate Week Zero dates.
- (k) That it would be unlikely that students who chose not to engage with Week Zero would be sanctioned, instead the importance of the opportunity that Welcome Week afforded them would be emphasised.

- (l) That the option of a truncated 3 day week zero starting mid-week was generally accepted as an unworkable proposal as it would require new students to arrive and move into accommodation mid-week.
- (m) That Welcome Week activities currently being undertaken by other UK HEI's were being investigated for comparison with the proposals put forward.

REPORTED (by the SU Education Officer):

- (n) That the Students Union has been in favour of developing Welcome Week activities for New Undergraduate students for a number of years and was grateful for the feedback that departments were providing as part of the consultation process currently being undertaken.
- (o) That surveys run by the Students Union reported positive support for the development of Welcome Week activities from University of Warwick current students.
- (p) That the Student Union strongly felt that the introduction of a Welcome Week would enhance the student experience and ease the transition for new undergraduates joining the University.
- (q) That many new students had reported feeling overwhelmed with current induction activities taking place at the same time as teaching during week one of term and that a Welcome Week would relieve some of this pressure for both staff and students during week one.
- (r) That the introduction of Welcome Week would also allow returning students to engage with Student Union and Academic Society activities at the start of term, without having to coordinate these around lectures and tutorials as is currently required during week one.
- (s) That the Student's Union would work closely with those departments wishing to include some department activity during the proposed Welcome Week to ensure that they are appropriately timetabled and supported.

CONSIDERED (by members of the Board):

- (t) That the introduction of a Welcome Week was an opportunity for some Departments that currently have a high load of induction and teaching activity in week one to redevelop their timetable to hold appropriate induction activity during Welcome Week.
- (u) That Welcome Week may also provide additional time for Departments and Wellbeing and Student Support to ensure that students with additional support requirements have such support in place before teaching starts.
- (v) That it was important that if approved that full investment was put into Welcome Week to ensure it was well managed, appropriately supported and a success.
- (w) That existing induction activity for Postgraduate and International students joining Warwick was seen to be a great success, and to make a similar provision available for new undergraduate students would be beneficial.
- (x) That it was recognised that the provision of induction activity for new undergraduates was not comparable to that provided for new postgraduate and international students, and that more could be done to support new undergraduate student's induction to the University.
- (y) That if approved the timetable of Welcome Week activities would need to be developed to ensure a full and complete timetable.
- (z) That if approved, that departments should be able to retain a level of autonomy over the level to which they would use Welcome Week for department induction activities.

- (aa) That the majority of departments were not in favour of term date being moved to accommodate Welcome Week by extending teaching by one week at the end of term one into the existing Christmas vacation.
- (bb) That the Board noted concern at the Welcome Week proposal being considered at the Extraordinary meeting of Senate, advising that it felt consideration at the scheduled February 2017 meeting of Senate would allow for feedback received to be fully incorporated into the proposal.

RESOLVED:

- (cc) That the Board broadly supported the proposed Welcome Week activity as set out in Option 2 of paper BFS.06/16-17, noting that this was subject to the following:
 - (i) That the format and structure of Welcome Week be confirmed as being reserved for solely induction and welcome activities for students, meaning that it would not be appropriate or expected for teaching to take place during this week.
 - (ii) That the long term commitment of the Student's Union to Welcome Week be confirmed, including the provision of long term support and resources to facilitate its successful implementation and ongoing management.
 - (iii) That the Welcome Week timetable be sufficiently supported with a range of activities that reflect the diverse student population of Warwick and their interests and needs.
 - (iv) That departments would retain a level of autonomy over the level to which they would use Welcome Week for department induction activities.

11/16-17 Change of name of the Centre for Cultural Policy Studies and the School of Theatre, Performance and Cultural Policy Studies

CONSIDERED:

A proposal from the Director of the Centre of Cultural Policy Studies for the Centre and the School of Theatre, Performance and Cultural Policy Studies to be renamed as set out in paper BFA.1/16-17.

RESOLVED:

That the Board of the Faculty of Science supported the proposal from the Director of the Centre of Cultural Policy Studies for the Centre and the School of Theatre, Performance and Cultural Policy Studies to be renamed as set out in paper BFA.1/16-17.

12/16-17 Items from the Faculty of Science Undergraduate Studies Committee

REPORTED (By Dr D Britnell):

- (a) That the Committee had discussed the 2017 Institutional Teaching and Learning review, noting that it would be beneficial if Faculty Engagement with the review was sustained beyond the initial engagement period in order to facilitate and support change and developments where identified.
- (b) That the Committee noted concern at proposals to disestablish Faculty Graduate and Undergraduate studies included in recent Institutional Governance Reviews.

13/16-17 Items from the Faculty of Science Graduate Studies Committee

REPORTED (By Professor M Wills):

- (a) That the Committee had discussed the 2017 Institutional Teaching and Learning review, noting that there had been a range of new developments since the last ITLR in 2011 which they hoped would be taken into account during this most recent review.
- (b) That PTES and PRES surveys may also need to be considered in relation to ITLR 2017.
- (c) That the Committee noted concern at proposals to disestablish Faculty Graduate and Undergraduate studies included in recent Institutional Governance Reviews.

REPORTED (By the Chair):

- (d) That the Pro Vice Chancellor for Education would be chairing a cross-institution Working Group to develop proposals for the future Institutional Governance Restructure, with a full consultation on proposals being planned for late Spring 2017.

14/16-17 Assessment and Feedback

RECEIVED:

A composite report on timeliness of feedback on assessments submitted during the Summer term 2015-16 across the Faculty of Science (paper BFS.04/16-17).

15/16-17 Faculty of Science Teaching and Learning Showcase Events

REPORTED:

- (a) That the School of Life Sciences and Warwick Medical School will be holding a joint learning and teaching showcase in March 2017, to be located on the Gibbet Hill campus.
- (b) That the Faculty Secretary is currently in discussions with Science faculty WIHEA fellows to confirm learning and teaching showcase activities for 16-17, and further information would be available shortly.

16/16-17 Items to be brought to the Senate

RESOLVED:

- (a) That the membership of the Board of the Faculty of Science and its Committees as confirmed in minute BFS.01/16-17 be reported to the Senate.
- (b) That the outcome of the Election of a Board member to the Senate as set out in minute BFS.02/16-17 be reported to the Senate.
- (c) That the resolutions and discussions of the Board in relation to the proposed Welcome Week activities as set out in paper BFS.06/16-17 and in minutes BFS.10/16-17 be reported to the Senate and the full minute be made available to the Senate.

ITEMS REPORTED AND APPROVED 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.

17/16-17 Minutes from the Graduate Studies Committee

REPORTED:

That the unconfirmed minutes of the meeting of the Graduate Studies Committee of the Board of the Faculty of Science held on 18 October 2016 were made available online.

18/16-17 Report from the Undergraduate Studies Committee

REPORTED:

That the unconfirmed minutes of the meeting of the Science Faculty Undergraduate Studies Committee held on 26 October 2016 were made available online.

19/16-17 Dignity at Warwick Event

REPORTED:

That the annual University 'Dignity at Warwick' event, focusing on the theme of Respect, will take place on Wednesday 16 November 2016 at various venues across campus, noting that further details will be available online at <http://www2.warwick.ac.uk/services/equalops/dignityatwarwick/event2016>

20/16-17 Dates of Future Meetings

REPORTED:

- (a) That the future meetings of the Board of the Faculty of Science in the academic year 2016/17 would be held on the following dates:

Monday 13th February 2017 from 2.00 – 4.00pm, CMR 1.0 University House
Thursday 18th May 2017 from 10.00 – 12.00pm, CMR 1.0, University House

- (b) That the future Faculty of Science lunches in the academic year 2016/17 would be held on the following dates:

Monday 13th February 2017 from 12.30pm – 14.00pm, University House
Thursday 18th May 2017 from 12.00pm – 1.30pm, CMR1.0, University House