

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

Ken Sloan, Registrar & Chief Operating Officer

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+13+Feb+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 7 November 2012 (copy attached).

2. Matters arising on the Minutes

(a) Warwick/Monash Joint PhD

TO REPORT:

- (i) That the Chair of the Graduate School has raised the issue of the timing of applications to the joint PhD programme with the Joint Programmes Committee, and a schedule has been devised to take into account the Warwick scholarship cycle, the Monash cycle, and the differing academic years.
- (ii) That the Chair of the Graduate School has again raised the issue of offering a Strategy Bites session to raise awareness of the Monash Warwick Alliance with the Deputy Registrar.

(b) QAA Institutional Review

TO REPORT:

- (i) That Departments received an email from Martin Mik, the Assistant Registrar (Learning and Teaching), on 14 November 2012, detailing QAA checklist items. (A copy is available on the filestore.)
- (ii) That dedicated webpages have been created on the Teaching Quality website at <http://warwick.ac.uk/quality/categories/institutionalreview>, noting that departments will continue to receive regular bulletins in the run up to the main review visit.
- (iii) That the Lead Academic Co-ordinator for the QAA review will provide an update at the Faculty lunch (1200-1330) on 13 February 2013.

(c) Review of Course Approval Process

TO REPORT:

That the outcomes of the discussions with the Faculty Boards, and subsequent feedback provided by members of the Faculty Boards, will be reported back to AQSC.

3. Chair's Business

(a) Faculty of Science Advisory Board

TO RECEIVE:

An oral report on the meeting of the Faculty of Science Advisory Board held on 6 December 2012 at Johnson Matthey, London.

(b) Faculty of Science Lunch

TO RECEIVE:

A reminder about the Faculty of Science Lunch to be held on 13 February 2013 in R0.03 at 12.00pm.

4. Chair's Actions

TO REPORT:

That the Chair, acting on behalf of the Committee, has approved the following:

(a) Membership of the Sub-Faculty of Science

The nomination of Dr S Mitra in place of Dr M Kunar as a Psychology Department representative to the Sub-Faculty of Science. BFS.2/12-13 (revised) (copy on filestore).

(b) Membership of the Faculty of Science Information Technology Committee

The nomination of Professor M Steel in place of Dr E Thonnes as a Statistics Department representative and Mr C Evans in place of Dr K Debattista as a WMG representative to the Faculty of Science Information Technology Committee. BFS.4/12-13 (revised) (copy on filestore).

5. Faculty of Science Teaching and Learning Showcase Events

TO RECEIVE (from the Chair of the Sub-Faculty of Science):

- (a) An oral report following the Teaching and Learning Showcase on 14 November 2012.
- (b) A oral report on the Faculty of Science Teaching and Learning Showcase events scheduled for 20 February and 15 May 2013.

6. University Policy on the Timing of the Provision of Feedback to Students on Assessed Work

TO REPORT:

- (a) That the University Policy on the Timing of the Provision of Feedback to Students on Assessed Work had been approved at AQSC in December 2012 (AQSC.12/12-13 [revised 2], (copy on filestore), also available on the TQ website:
<http://www2.warwick.ac.uk/services/academicoffice/quality/categories/examinations/goodpractice/assessment/timeliness>).
- (b) That, as part of the Policy, assessment turnaround times would be monitored by Heads of Department and headline data would be considered by Faculty Board Sub-Committees on a termly basis.
- (c) That the Chair of the Faculty had formed a small working group to consider the headline data. The working group consisted of the Chair of the Board of the Faculty of Science, the Chair of the Graduate Studies Committee of the Faculty of Science, the Chair of the Sub-Faculty of the Faculty of Science and the Secretary to the Board of the Faculty of Science.
- (d) That members of the working group met on Monday 21 January 2013 to look at the headline data for term 1.
- (e) That the headline turnaround data report for Departments in the Faculty of Science (paper BFS.09/12-13) was considered by the Graduate Studies Committee and the Sub-Faculty of the Faculty of Science at their meetings in January 2013 (minutes SFS.16/12-13 and SGS.22/12-13 refer).

TO RECEIVE:

A report from the Faculty Chair on the Autumn term 2012-13 feedback timeliness reports from departments, paper BFS.09/12-13 (copy attached).

7. Future of the Institute of Education

TO CONSIDER:

Proposals regarding the future of the Institute of Education, paper S.15/12-13 (revised), (copy attached).

8. Institutional Review of Teaching and Learning: Faculty Engagement

TO RECEIVE:

An oral report from the Faculty Chair on the progress made on implementing recommendations from the Faculty Engagement held in March 2012 (TLR.97/11-12, copy available on the file store). The recommendations for the Faculty of Science are summarised in paper BFS.10/12-13 (copy attached).

TO CONSIDER:

The establishment of Faculty of Science working groups on major areas highlighted in the Faculty Engagement recommendations, including: Careers and Skills ('Employability'), Joint Degrees and Widening Participation.

9. Open Access Developments

TO RECEIVE:

An oral update from the University Librarian on Open Access developments. (Extracts from the University of Warwick Library Open Access webpages outlining the current situation are provided in paper BFS.11/12-13 (copy attached).)

10. Report from the Sub-Faculty of Science

TO RECEIVE:

- (a) The unconfirmed minutes of the meeting of the Sub-Faculty of Science held on 30 January 2013 (copy attached).
- (b) An oral report from the Chair of the Sub-Faculty of Science on the proposed replacement to the Seymour formula (minute SFS.20(b)/12-13 refers).

11. Report from the Faculty of Science IT Committee

TO RECEIVE:

- (a) The minutes of the meeting of the Faculty of Science IT Committee held on 23 January 2013 (copy attached).
- (b) An oral report from the Chair of the Faculty of Science IT Committee on the roll-out of Windows 7.

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

14. Reserved Items

To report that the reserved items have been approved by Chair's Action.

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.

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 28 January 2013 (copy attached).

16. Membership of Senate Committees

TO REPORT:

That the meeting of Steering Committee held on 25 January reported the appointment of Professor Saul Jacka to serve on the Academic Quality and Standards Committee as a member of Senate from the Faculty of Science.

17. Dates of Future Meetings

TO REPORT:

That the final meeting of the Board of the Faculty of Science in the academic year 2012/13 would be held on Wednesday 22 May 2012 at 9.30am in CMR1.0 in University House.