

**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 3 November 2004.

Present: Professor A Easton (in the Chair), Professor RC Ball, Professor MJ Cooper, Professor C Dowson, Dr K Flint, Professor R Freedman, Professor D Haddleton, Dr S Joseph, Dr D Morley, Professor M Paterson, Dr AM Price, Dr J Robinson, Professor D Singer, Professor M Smith, Dr C Sparrow, Professor MF Steel,

Apologies: Dr RA Beare, Professor SK Bhattacharya, Professor S Bright, Professor DG Chetwynd, Professor PJ Derrick, Professor JW Gardner, Professor RJ Green, Professor K Lamberts, Dr G Martin, Professor G Nudd, Professor D Peled, Professor DA Rand, Professor PR Taylor, Professor H Thomas, Dr R Tribe.

In Attendance: Professor M Allen, Ms H Ireland, Professor J Jones, Mr D Kelley.

**MINUTES**

1/04-05 Constitution, Membership and Terms of Reference

REPORTED:

- (a) The constitution of the Board of the Faculty of Science and its membership for 2004/2005 as set out in paper BFS.41/03-04, it being noted that Mr D Kelley had been elected to serve as the undergraduate student representative for a second year and that Mr R Wilson had resigned as the postgraduate student representative.
- (b) That paragraph 4 of Statute 21 stated that the Board of each Faculty had 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 19.
  - (vii) To discharge such other functions as the Senate may from time to time determine.

2/04-05

## Minutes

### RESOLVED:

That the minutes of the meeting of the Board of the Faculty of Science held on 19 May 2004 be approved.

### 3/04-05 Matters Arising on the Minutes

Warwick in Asia (BFS minute 61/03-04 refers)

### REPORTED

That the Senate, at its meeting of 29 September 2004, resolved that the minutes of the meeting of the Senate held on 22 September relating to the consideration of the Report from the Asia Exploratory Group be approved and the following recommendations of the Senate be referred to the Council for consideration, unconfirmed Senate minute 6/04-05 refers:

That further intensive investigation of the opportunity to establish a second University campus in Singapore during the academic year 2004-05 be undertaken within the clear parameters set out in section 1 of the Report from the Asia Exploratory Group, on the basis that such a campus be research-led, financially viable and significantly capacity-raising and on the understanding that this investigation would, additionally:

- (a) Develop a clear and objective vision, strategy and focus for the University's academic operations in Singapore which is supportive of the University's key strategic objectives.
- (b) Demonstrate that institutional autonomy and academic freedom could be properly safeguarded and that concerns regarding human rights issues could be satisfactorily addressed.
- (c) Facilitate evaluation of alternative possibilities for the University's future development in an international context which would be of significant value.

And furthermore it was reported (by the Vice Chancellor) that a small group would be established, to include members of the Asia Exploratory Group, to undertake further investigation into the opportunity, including the development of an academic strategy and an initial business plan for a second campus in Singapore, with a view to submitting an interim report to the Senate and the Council at their meeting at the end of the Autumn Term and the objective of reaching a final decision on the opportunity by the end of the academic year.

### 4/04-05 Chair's Action

### REPORTED:

That the Chair, acting on behalf of the Board had approved the following:

- (a) The nomination of Professor MJ Cooper, Dr C Sparrow and Dr AM Price to serve as representatives of the Faculty of Science on the Senate for a period of three years from 2004/05, noting that the following members would continue to serve on the Senate:

Professor R Freedman (2005)  
Professor K Lamberts (2006)  
Professor R Wilson (2006)

- (b) The nomination of Dr A Dowd and Professor G Nudd as representatives of the Board of the Faculty of Science to serve on the Board of Graduate Studies for 2004/05.
- (c) The nomination of Professor G Nudd as the representative of the Board of the Faculty of Science to serve on the Board of the Faculty of Arts for 2004/05.
- (d) The nomination of Professor K Lamberts as the representative of the Board of the Faculty of Science to serve on the Board of the Faculty of Medicine for 2004/05.
- (e) The nomination of Dr S Joseph to serve as a representative of the Board of the Faculty of Science to serve on the Collaborative, Partnership, Flexible and Distributed Learning Committee (previously the Partnerships and Distance Learning Sub-Committee) of the Academic Quality and Standards Committee for 2004/05.
- (f) The nomination of Professor R Freedman as the representative of the Board of the Faculty of Science to serve on the Campus Life Committee for 2004/05.
- (g) The nominations of Dr M Joy and Dr A Manning as the two final representatives of the Board of the Faculty of Science to serve on the Investigation Committee Panel for 2004/05, noting that the existing representatives of the Board of the Faculty of Science are Dr K Flint, Professor J Robinson and Dr PC Taylor.
- (h) The nomination of Dr D Holland as the Chair of an Appeals Committee for the First Year Board of Examiners in Science in September 2004.

5/04-05

Chair's Business

(a) Governing Instruments Committee and Constitution of Senate Committees

RECEIVED:

An oral report from the Chair on the work of the Governing Instruments Committee, noting that this was to be discussed at the next Heads of Science Lunch to be held on 12 November 2004 at 12:30 (venue to be confirmed).

REPORTED:

That the Senate, at its meeting of 29 September 2004, had approved the proposed changes to the constitution of Senate Committees as set out in paper S.3/03-04, unconfirmed Senate minute 8/04-05 refers.

CONSIDERED:

The Faculty's response to the changes to the constitution of Senate Committees as set out in paper S.3/03-04.

RESOLVED:

That the Chair, acting on behalf of the Board, write to the Academic Registrar seeking clarification on the membership of the International Strategy Committee and the dates of forthcoming meetings, it being noted that the Board felt that this Committee should be convened during this academic year.

(b) Annual Course Review and Staff-Student Liaison Committee Reports

REPORTED:

- (i) That, due to the recent changes in the structure of University Committees, the SSLC Composite Reports for undergraduate and postgraduate courses were

now to be drafted by the SSLC Co-ordinators rather than by the Faculty Secretariat, and that SSLC reports would be appended to the Annual Course Review Reports for consideration by the Sub-Faculty and Graduate Studies Committees respectively.

(ii) That the deadlines for submission of Annual Course Reviews were as follows, noting that these would be considered at the meeting of the Board of the Faculty in the Spring Term:

(A) Undergraduate Annual Course Reviews should be submitted to the Secretariat by 1 December 2004.

(B) Postgraduate Annual Course Reviews should be submitted to the Secretariat by 1 January 2005.

(c) Interdisciplinary Accommodation and Research Strategy

CONSIDERED:

A proposal from the Chairs of the Faculties of Arts, Science and Social Studies for the use of SRIF3 funding for the building of a new multi/interdisciplinary research facility at the University (BFS.1/04-05).

RESOLVED:

That the Faculty of Science welcomes the proactive approach to multi-disciplinary research initiatives for use by the Faculties of Social Studies and Arts, but that the Science Faculty felt that their use of such a facility would be limited, if any and that the Faculty would therefore need to consider it further, noting:

(i) that it was felt that the focus of the proposal should be on research interests rather than teaching and PhD housing, and

(ii) that the Faculty could not prioritise this proposal to the detriment of SRIF bids put forward by the Faculty of Science.

(d) Faculty of Science Research Committee

RECEIVED:

An oral report from the Chair on discussions at the Faculty of Science Lunch, held on 20 October 2004, regarding the creation of a Research Committee within the Faculty.

CONSIDERED:

A Proposal from the Chair for the constitution of a Research Committee for the Faculty of Science (BFS.10/04-05).

RESOLVED:

(i) That a Faculty of Science Research Committee be constituted as outlined in paper BFS.10/04-05, the Chair being nominated from the membership of the Committee.

(ii) That each department provide a nominee for the membership of the Committee.

6/04-05 Report from the Faculty Advisory Board

RECEIVED:

An oral report from the Chair of the Faculty Advisory Board and the visits to the University by its membership, it being noted that Departments involved in hosting these visitors were thanked for their assistance.

7/04-05 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 20 October 2004.

8/04-05 Report from the Sub-Faculty

RECEIVED:

The minutes of the meeting of the Sub-Faculty of Science held on 20 October 2004.

9/04-05 Report from the Science Faculty IT Committee

RECEIVED:

The minutes of the meeting of the IT Committee of the Faculty of Science held on 13 October 2004.

10/04-05 Periodic Reviews

(a) Periodic Review of the Department of Chemistry

REPORTED:

That the Periodic Review for the Department of Chemistry (separate PG and UG) were scheduled to be completed in the academic year 2004/05.

CONSIDERED:

Nominations for the membership and Chairs of the review panels for the Periodic Review of the Department of Chemistry, noting that the review group should consist of not less than three members of academic staff, including the Chair, one of whom should be from a Faculty other than that in which the Department being reviewed is based.

RESOLVED:

That the Chair, acting on behalf of the Board outside the meeting, approve the membership of the panels for the Periodic Review of the Department of Chemistry, it being noted that further nominations were requested and that the Review would be scheduled for an appropriate date which would allow production of the report within 6 weeks.

(b) Undergraduate Periodic Review of the Department of Physics

CONSIDERED:

The report of the Undergraduate Periodic Review of the Department of Physics held on 11 March 2004 (BFS.2/04-05), along with the Departmental Response (BFS.3/04-05), noting that report of the Postgraduate Periodic Review would be brought to the next meeting of the Board.

RESOLVED:

That the report of the Undergraduate Periodic Review of the Department of Physics and the Departmental Response be approved as set out in papers BFS.2-3/04-05.

(c) Postgraduate Periodic Review of the Department of Biological Sciences

CONSIDERED

The report of the Postgraduate Periodic Review of the Department of Biological Sciences held on 8 September (BFS.4/04-05), along with the Departmental Response (BFS.5/04-05), noting that the Undergraduate Review Report was considered by the Board at its meeting of 5 November 2003, BFS minute 10(b)/03-04 refers.

RESOLVED:

That the report of the Postgraduate Periodic Review of the Department of Biological Science and the Departmental Response be approved as set out in papers BFS.4-5/04-05)

11/04-05 Warwick Graduates' Association Scholarship Scheme

RECEIVED:

A report on the numbers of new Warwick Graduates' Association (WGA) Scholars entering each faculty in the academic year 2004/05 (BFS.6/04-05), it being noted that a new bursaries scheme would be introduced for 2006 entry and that departments should inform the Secretariat of any opportunities for bursaries and scholarships within their department of which the WGA and the Student Recruitment and Admissions Office are not yet aware.

12/04-05 Academic Satisfaction Review 2004

RECEIVED:

A memo from the Pro Vice Chancellor (Teaching Quality) outlining the Academic Satisfaction Review 2004 and requesting a response to the contents from each of the Faculty Boards (BFS.7/04-05).

CONSIDERED:

The following reports of the Academic Satisfaction Review 2004:

- (a) Academic Satisfaction Review, 'The undergraduate student experience', academic year 2003/04 (AQSC.7/04-05).
- (b) Academic Satisfaction Review, 'The postgraduate student experience', academic year 2003/04 (AQSC.8/04-05).

RESOLVED:

- (a) That each department be encouraged to consider the relevant points of the undergraduate section of the Academic Satisfaction Review and report any resulting responses or actions to the Pro Vice Chancellor (Teaching Quality).
- (b) That it be noted that the number of submissions from the postgraduate population was small, resulting in a more generalised postgraduate section of the Academic Satisfaction Review.
- (c) That Departments be encouraged to take into account the contents of the Academic Satisfaction Review in conjunction with the other methods for monitoring academic quality in order to assure and develop the high quality of provision at both undergraduate and postgraduate level.

13/04-05 Library Budget

RECEIVED:

A written report from the Librarian on the Library Budget for the academic year 2004/05 (BFS.8/04-05), it being noted that allocation procedures would be revised for the following academic year.

CONSIDERED:

The response of the Board to the Library Budget for the academic year 2004/05.

RESOLVED:

That the Chair, acting on behalf of the Board, write to the Librarian to clarify the relative allocations for each of the faculties.

14/04-05 Items to be brought to the Senate

None.

15/04-05 Future Meetings and Deadline for Papers

REPORTED:

- (a) That the future meetings of the Board of the Faculty in the academic year 2004/05 would be held on the following dates:  
  
Spring Term – Wednesday 9 February 2005  
Summer Term – Wednesday 25 May 2005
- (b) That the deadline for the receipt of papers is 12 noon on the Tuesday of the week preceding each meeting of the Board of the Faculty.

16-19/04-05 Reserved Items

See the separate minutes for academic members of the Board of the Faculty only.