

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 4 November 2015

- Present: Professor M Shipman (Chair), Prof M Achtman, Professor S Banerji, Dr DJ Britnell, Dr K Denby, Dr L Frigerio, Professor R Goodwin, Professor L Green, Professor D Haddleton, Professor D Leadley, Professor P Mawby (Deputy Chair), Dr G McInerney, Professor R Procter, Professor A Rodger, Professor R Roemer, Professor C Sparrow, Professor M Steel, Professor N Stocks, Dr N Whybrow, Professor M Wills, Dr D Wood, Dr P Young
- Apologies: Professor K Ball, Professor R Dashwood, Mr L Gupta, Professor S Jarvis, Professor V Kolokoltsov, Professor P Scott, Professor J Tresilian, Ms H Worsdale
- In attendance: Ms J Bowskill (Secretary), Mrs H Ireland, Professor M Rodger, Mr C Vernon, Mrs J Prewett (for item 7 only), Mr L Wood (for item 8 only),
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ITEMS CONSIDERED BY THE COMMITTEE

01/15-16 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. The Chair thanked those new and returning members for their involvement in Faculty of Science Committees for 2015/2016 and noting the following;

- (a) That Professor P Mawby be formally thanked for agreeing to act as Deputy Chair to the Board of the Faculty of Science for 2015/2016.
- (b) That Professor Peter Scott would be in attendance as a co-opted member to the Board.
- (c) That Mrs. Helen Ireland and Mr. Chris Vernon were in attendance in their capacity as Academic Support Librarians.
- (d) That Professor Mark Rodger is in attendance as the Chair of the Faculty of Science IT Committee for 2015/2016.

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 2015/16 were as follows:

- (i) Board of the Faculty of Science, paper BFS.01(a)/15-16 (copy attached);
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- (ii) Undergraduate Studies Committee of the Faculty of Science, paper BFS.01(b)/15-16 (copy attached);
- (iii) Graduate Studies Committee of the Board of the Faculty of Science, paper BFS.01(c)/15-16 (copy attached);
- (iv) Faculty of Science Information Technology Committee, paper BFS.01(d)/15-16 (copy attached);
- (v) Examination Appeals Committee Panels, paper BFS.01(e)/15-16 (copy attached);
- (vi) Representatives of the Science Faculty on other Committees, paper BFS.01(f)/14-15 (copy attached).

CONSIDERED:

The remaining vacancies of representatives from the Mathematics Institute the Faculty of Science Undergraduate Studies Committee, the Faculty of Science Information Technology Committee and The Faculty of Science Undergraduate Appeals Committee.

REPORTED:

That the remaining vacancies of representatives from the Mathematics Institute the Faculty of Science Undergraduate Studies Committee, the Faculty of Science Information Technology Committee and The Faculty of Science Undergraduate Appeals Committee would be confirmed by Professor C Sparrow.

(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.

02/15-16 Minutes

APPROVED:

The minutes of the meeting of the Board of the Faculty of Science held on 20 May 2015 BFS.02/15-16 (copy attached).

03/15-16 Conflicts of Interest

REPORTED:

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/>

04/15-16 Matters arising on the Minutes

(a) Faculty Thesis Prizes (minute BFS.37/14-15 refers)

REPORTED:

- (i) That details of the recipients of Faculty Thesis Prizes for 2014/2015 were available on the Faculty of [Science webpages](#)
- (ii) That those students not awarded their Faculty Thesis Prize at a Department event received it at a Faculty Thesis Prize-giving as part of the Faculty of Science Chair's end of year event on the 8th July 2015.

(b) Cheltenham Science Festival (minute BFS.39/14-15 refers)

REPORTED:

- (i) That the Cheltenham Science Festival ran from the 2-7th June 2015, and that a feedback report on the event by Jenesys Associates was available (see paper BFS.05/15-16 [online only](#))
- (ii) That the total expenditure from the Faculty of Science 2014/2015 Budget for the Cheltenham Science festival was £35,094.
- (iii) That the Faculty of Science would not be participating in the Cheltenham Science Festival for 2015/2016.

(c) Faculty of Science IT Committee (minute BFS.39/14-15(f) refers)

REPORTED:

- (i) That Professor M Rodger had agreed to act as Chair to the Faculty IT Committee for the 2015/2016 academic year.
- (ii) That the Board of the Faculty of Science would be looking for a successor to Prof M Rodger to act as Chair of the Faculty IT Committee for the 2016/2017 academic year.

(d) WIHEA Fellowship Scheme (minute BFS.39/14-15 (i) refers)

REPORTED:

- (i) That following nominations for WIHEA Fellows that there were six WIHEA fellows from the Faculty of Science as detailed in BFS.06.15-16 ([copy attached](#))

- (ii) That recruitment to the post of Director of the Warwick International Higher Education Academy continued with an expectation of an appointment being made before the end of the calendar year.

05/15-16 Chair's Action

REPORTED:

That the Chair, acting on behalf of the Board of the Faculty of Science, approved changes to the membership of the Faculty Committees (see paper BFS.01(a-f)/15-16)

06/15-16 Chair's Business

(a) Faculty of Science Budget for 2014/2015 and 2015/2016

RECEIVED:

An outline paper showing the 2014/2105 Faculty spend and commitments to date for the 2015/2016 academic year, as approved by the Chair and set out in BFS.07/15-16 (copy attached).

REPORTED:

That the Chair welcomed suggestions from members of the Board for potential Faculty supported activities for the future.

(b) Big Bang Festival 2016

REPORTED:

That the Big Bang Festival would be taking place at the NEC in Birmingham from 16th- 19th March 2016.

RECEIVED:

An oral report from the Chair on the Faculty of Science engagement with the Big Bang Fair 2016 noting the following:

- (i) That the Departments of Physics, Life Sciences and Engineering confirmed they would be sending representatives for the Faculty of Science stand at the Big Bang Fair.
- (ii) That the Department of Psychology would be attending the Big Bang Fair through the British Psychological Society stand.
- (iii) That other departments interested in engaging with the event should contact the Secretary directly.
- (iv) That the Secretary was researching options for new Faculty of Science display stands for use at the Big Bang Fair and other future events.

(c) Faculty Thesis Prizes 2015/2016

REPORTED:

That the Chair of the Faculty had approved a contribution of £500 per department from the Faculty budget for Faculty Thesis prizes for 2015-16, noting that Departments were encouraged to ensure that impact as well as academic excellence were recognised in the Faculty Thesis Prizes for 2015-16, and that the acceptance of awards by nominees would be conditional on them agreeing to have their names published on Faculty and Department webpages.

07/15-16 Epigeum Research Integrity on-line training

RECEIVED:

A presentation and accompanying oral report from Mrs Jane Prewett, Deputy Director Research and Impacts Services, introducing the new Epigeum Research Integrity on-line training and associated research matters.

REPORTED:

- (i) That Epigeum Research Integrity online training would be launched by the end of Term 1, and would be a requirement for staff and students undertaking research, staff supervising students undertaking research, committee members on research and research ethics committees, and administrative and support staff supporting research.
- (ii) That further information on the training, including access details would be circulated to Board members by e-mail.
- (iii) That departments would welcome further clarity on deadline and timescales for when Epigeum Research Integrity online training would move from being recommended to mandatory.
- (iv) That Board members were encouraged by the Chair to engage with this at the earliest opportunity, and to provide feedback to Mrs Jane Prewett.
- (v) That members of the RIS team were willing to talk to individual departments regarding this should they have individual concerns or would like specific training needs discussed.
- (vi) That the presentation given by Mrs Jane Prewett would be made available to Board members after the meeting via files.warwick.

08/15-16 HEFCE Policy for Open Access

RECEIVED:

A paper outlining HEFCE Policy on Open Access for the post-2014 Research Excellence Framework (REF) (updated July 2015), as considered by the Research Committee at its meeting on 14th September 2015 (as set out in paper RC.30/14-15 attached), with an accompanying oral report from Mr Lindsay Wood, (E-Repositories Manager, Library)

REPORTED:

- (i) That the requirement for research outputs to be open-access in order to be eligible for REF submission was reconfirmed by HEFCE, and will apply to journal articles and conference proceedings published in journals accepted for publication after 1 April 2016.
- (ii) That within the HEFCE guidance there was an agreement to postpone the requirement for 'deposit on acceptance' to 1 April 2017, with 'deposit on publication' accepted from 1 April 2016 to 31 March 2017.
- (iii) That at its meeting on the 14th September 2015 that the Research Committee recommended that Warwick takes a pro-active approach, and immediately moves towards compliance with 'deposit on acceptance'.
- (iv) That HEFCE strongly encourages academics deposit all relevant research outputs within institutional repositories.
- (v) That in light of (iv) above, at its meeting on the 14th September 2015 the Research Committee recommended that Warwick recommended that academics be encouraged to deposit all relevant research outputs into WRAP.
- (vi) That support would be available from the e-repositories team to advise departments with regard to research outputs published in journals with publication embargos.
- (vii) That the e-repositories team can support Departments with automated reminder systems for the submission of research outputs to open- access repositories and WRAP.
- (viii) That the Board highlighted the potential future risk to REF2020, noting that robust line management in Departments would be require to ensure 100% compliance.

RECOMMENDED (by the Chair):

- (ix) That the concerns raised by the Board surrounding mechanisms to ensure 100% institutional compliance be communicated to the Research Committee.
- (x) That Heads of Departments should ensure that staff in departments are aware of this information and take appropriate action to ensure that all relevant research outputs are deposited within open access and institutional repositories as soon as possible.

09/15-16 NSS Results 2015

CONSIDERED:

The National Student Survey Results 2015 by department as set out in paper BFS.08/15-16 (copy attached)

RECEIVED:

An oral report from the Chair on the National Student Survey 2015 results

REPORTED:

- (i) That the Teaching Excellent Framework scheduled for 2017 was anticipated to include NSS results as a significant driver of a metric driven approach to assessing excellence.
- (ii) That HEI's in the top 25% of attaining teaching excellence as confirmed by TEF would potentially be able to change their fee rate above the current £9000 cap in line with inflation, with TEF1 being at an institutional level, with the later TEF2 potentially allowing for fees changes to drill down to Departmental level.
- (iii) That initial metrics completed in-house at Warwick suggest that current NSS results would not place Warwick in the top 25%, whilst most other Russell Group institutions will reach that threshold.
- (iv) That further information would be available following the release of the Green Paper later in November 2015.
- (v) That the departments of Physics and Life Sciences should be commended for their improvements in NSS results for 2015.
- (vi) That those departments who had experienced improvement in NSS had taken actions to improve specific activities to place student experience at the top of the department agenda, such as timeliness and content of feedback on assessed work, clear and open communication of SSLC minutes and actions, ensuring swift, honest and clear responses to student queries, and improving the accessibility of academic staff to students.
- (vii) That ensuring improving, or consistently high NSS results year on year required constant development and improvements by departments.

RECOMMENDED (by the Chair):

- (viii) That all departments should consider actions for improving NSS results as a key priority in light of TEF.
- (ix) That departments who had attained high NSS results for 2015 should avoid complacency and work to ensure continued success with NSS in future years.
- (x) That those departments who had experience lower, or drops in NSS results for 2015 should consider future actions for improvement as a matter of urgency.

10/15-16 Assessment and Feedback

RECEIVED:

A composite report on timeliness of feedback on assessments submitted during the summer term 2014-15 across the Faculty of Science, paper BFS.03/15-16 (copy attached).

REPORTED:

- (i) That 94% of UG modules, and 79% of PG modules with assessed elements which fell within term 3 reporting period were compliant with the 20-day turnaround deadline.

- (ii) That this represented a 4% drop in overall compliance in UG, and an 11% drop in overall PG compliance in comparison to term 3 compliance in 2013/2014.
- (iii) That the UG and PG combined data showed a compliance rate of 81% for the term 3 reporting period, representing a 5% drop in compliance from term 3 in 2013/2014.
- (iv) (By Professor N Stocks) That reductions in compliance in the School of Engineering for term 3 had been caused by technical difficulties with the electronic submission of assessed work and feedback to students, and this matter was being resolved for the future.
- (v) (By Professor S Banerji) That the use of external markers and tutors for WMG modules had resulted in a drop in compliance in WMG for term 3, and that work was being done to ensure that in future external tutors were fully aware of and adhere to University of Warwick guidelines for the provision of feedback on assessed work.

11/15-16 Triennial Review of Faculty Research Centres

RECEIVED:

Paper BFS.04/14-15 (copy attached) setting out details for the review of the following University Research Centres relevant to the Faculty of Science:

- (a) Centre for Industrial Ultrasonics (BFS.04/14-15, Appendix 1a).
- (b) Molecular Organisation and Assembly in Cells (MOAC) Doctoral Training Centre; (BFS.04/14-15, Appendix 1b).
- (c) Warwick Crop Centre (BFS.04/15-16, Appendix 1c).

REPORTED:

- (i) That Research and Impact Services had advised that Category 1 Research Centres will be reviewed to a different timetable and would be forwarded to the Board for consideration at a later date.
- (ii) That The Director of Research and Impact Services had advised that paperwork for the review of the Institute for Digital Healthcare and the Centre for Complexity Science would be submitted for review at the term 2 meeting of the Board of the Faculty of Science.

RECOMMENDED (to the Research Committee):

- (iii) That the Centre for Industrial Ultrasonics as set out in paper BFS.04/15-16 (appendix 1a) contributes to the University Strategy and was sustainable in the long term.
- (iv) That the Centre for Molecular Organisation and Assembly in Cells (MOAC) be formally closed, as set out in BFS.04/15-16 Appendix 1b.
- (h) That the Warwick Crop Centre as set out in paper BFS.04/15-16 (appendix 1c) contributes to the University Strategy and was sustainable in the long term.

12/15-16 Faculty of Science Teaching and Learning Showcase Events

RECEIVED:

An oral report from the Chair of the Faculty of Science Undergraduate Studies Committee

REPORTED:

- (i) That as in previous years the Faculty of Science, in collaboration with the Learning and Development Centre, would run Faculty-based Teaching and Learning Showcase events in term 1 and term 2 for the academic year 2015/16;
- (ii) That the dates of events had been confirmed as detailed below:
Term 1- Wednesday 11th November 2015 12:00-15:00
Term 2-Wednesday 2nd March 2015 12:00-15:00
- (iii) That the Faculty of Science Teaching and Learning Showcase for term 1 would take place in the Humanities Building H0.58, with a theme of “Improving teaching via learning from classroom experiments that haven't worked”.
- (iv) That information on registration for the event would be circulated to members of the Board by the Secretary.
- (v) That suggestions for a theme for the Term 2 Teaching and Learning Showcase should be submitted to the Chair of the Faculty of Science Undergraduate Studies Committee.
- (vi) (by the Chair) That members of the Faculty were encouraged to engage with the Faculty of Science Teaching and Learning Showcases as a recognised means of sharing best practice across the Faculty.

13/15-16 Research Matters: EPSRC DTP

RECEIVED:

A paper: “EPSRC DTP Allocations 2016/17-2017-18”, originally presented at the Faculty of Science Heads of Department Forum 08 October 2015 (BFS.09/15-16, copy attached).

REPORTED (by the Chair):

- (i) Warwick received notification of its two-year DTP allocation for the years 2016/17 and 2017/18. Allocations were currently confidential and yet to be confirmed. The indicative level of the DTP to Warwick totals £4,824,774. The indicative level is for a five-year training grant for students starting from Oct 2016 and 2017.
- (ii) That there was an anticipated drop in the number of studentships from the EPSRC as result of the reduce EPSRC income in the period used for the calculation, although precise numbers were yet to be confirmed.
- (iii) That departments must manage expectations in terms of the availability of studentships with both staff and students.

- (iv) That there had been no confirmation of how the EPSRC DTP allocation would be distributed across departments, although in line with previous years, it would likely map closely with actual awards.

14/15-16 Research Matters: Research Awards

RECEIVED:

A paper outlining Faculty of Science Research Applications and awards for 2015/2016 (BFS.10/15-16, copy attached) originally presented at the Faculty of Science Heads of Department Forum 08 October 2015.

REPORTED:

- (i) (By the Chair) That members of the Faculty of Science be congratulated on the success of Research Grant awards for 2014-2015.
- (ii) (By Professor N Stocks) That for 2014-2015, the School of Engineering had increased the number of European grant applications submitted but had not experienced an equivalent level of success.
- (iii) (By Professor N Stocks) That (ii) suggested that further work would be required to increase the success of European grant applications.

15/15-16 Items to be brought to the Senate

CONSIDERED:

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

APPROVED:

That there were no specific issues which the Board of the Faculty wished to refer to the Senate for consideration.

16/15-16 Any Other Business- Week Zero

REPORTED (by the Chair):

- (i) That in response to a request from Professor D Leadley that the Week Zero Proposal considered by the Faculty of Science Undergraduate Studies Committee (SUGS) and Graduate Studies Committee (SGSC) at their meetings on the 28th October 2015 and 21st October 2015 respectively should be considered by the Board.
- (ii) That the Week Zero Proposal submitted by the Student's Union outlined the need for an additional week of orientation activities for new and returning students ahead of the 10 week programme of academic teaching.
- (iii) That most activities would be based around social, society and pastoral activity but that some induction activity in departments would be beneficial.

- (iv) That the responses of SUGS and SGSC were noted in the minutes of the meetings made available to members of the Board via files.warwick.

CONSIDERED (by the Board):

- (v) That the proposal would benefit from the inclusion of data to show that students had been consulted on the proposal and were in support of a Week Zero of induction activities.
- (vi) That the University of Warwick was unusual in not having an induction week, and that this could potentially benefit pastoral care and student experience at Warwick.
- (vii) That department/academic induction activities during a Week Zero would need to be comparable across all departments, and that it would be likely that students would wish to engage with their departments during this period.
- (viii) That there would need to be provision to ensure that mature and part time students were able to engage with Week Zero activities, as well as ensuring that University Student Support Offices would be able to provide pastoral support during this period.
- (ix) That the impact on Academic and support staff in terms of availability and preparation for the start of the academic year be fully considered.

RESOLVED:

- (x) That an update on the progress of the Week Zero Proposal would be included in the business for the February 2016 meeting of the Board of the Faculty of Science.

RECOMMENDED:

- (xi) That the final Week Zero Proposal should not be considered by the Senate without it first being considered by the Faculty board and its sub-committees.

ITEMS REPORTED AND APPROVED WITHOUT FURTHER DISCUSSION

The Chair and Secretary considered that the following items were 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.

17/15-16 Report from the Undergraduate Studies Committee

APPROVED:

The minutes of the meeting of the Undergraduate Studies Committee of the Board of the Faculty of Science held on 14 October 2015 (copy available on filestore).

18/15-16 Report from the Graduate Studies Committee

APPROVED:

The minutes of the meeting of the Graduate Studies Committee of the Board of the Faculty of Science held on 21 October 2015 (copy available on filestore).

19/15-16 Athena Swann Annual Report

RECEIVED:

The Athena Swan Charter Annual Report for 2015, as set out in paper EDC.07/15-16 (copy available on filestore).

20/15-16 Equality and Diversity Reports

RECEIVED:

Reports from the Equality and Diversity Committee outlining the University of Warwick Workforce Profile (as set out in paper EDC.03/15/16 copy available on filestore), and Guidelines for Implementing Reasonable Adjustments (as set out in paper EDC.06/15-16 copy available on filestore)

21/15-16 Dates of Future Meetings

REPORTED:

- (i) That the future meetings of the Board of the Faculty of Science in the academic year 2015/16 would be held on the following dates:

Monday 15 February 2016, 2.00 – 4.00pm, CMR 1.0 University House
Thursday 19 May 2016, 09.30 – 12.00pm, CMR 1.0, University House

- (ii) That the future Faculty of Science lunches in the academic year 2015/16 would be held on the following dates:

Monday 15 February 2016, 12.30 – 1.30pm, CMR.10, University House
Thursday 19 May 2016, 12.00 – 1.30pm, CMR1.0, University House