

**UNIVERSITY OF WARWICK**

**Board of the Faculty of Social Sciences**

**Minutes of the meeting held at 14.00, 4 June 2019, Senate House Council Chamber**

<b>Present</b>	Professor Matthew Nudds	MN	Chair of the Faculty of Social Sciences (Chair BFSS)
	Professor Richard Hastings	RH	Centre for Educational Development, Appraisal and Research (CEDAR) (Chair of the Faculty Research Forum)
	Professor Christoph Hoerl	CH	Philosophy
	Karen Jackson	KJ	Academic Support Manager, Library
	Professor Virinder Kalra	VK	Head of Department, Sociology
	Professor Ulf Liebe	UL	Sociology
	Professor Geoff Lindsay	GL	Director, CEDAR (Deputy Chair BFSS)
	Dr Noortje Marres	NMa	Director, Centre for Interdisciplinary Methodologies (CIM)
	Dr Innes Molinaro	IM	Director, Warwick Foundation Studies (WFS)
	Dr Neil Murray	NMu	Centre for Applied Linguistics (CAL)
	Professor Sue Newell	SN	Warwick Business School
	Professor Fabienne Peter	FP	Head of Department, Philosophy
	Dr Lynne Pettinger	LP	Sociology
	Professor Andrew Sanders	AS	Head of Department, Law
	Dr Gavin Schwartz-Leeper	GSL	Liberal Arts
	Professor Emma Smith	ES	Head of Department, Centre for Education Studies (CES)
	Professor Jeremy Smith	JSm	Head of Department, Economics
	Professor Jacky Swan	JSw	Representative for Andrew Lockett (Head of Department, WBS)
	Cleo Tilley	CT	Teaching Fellow, Warwick Foundation Studies
Professor Ema Ushioda	EU	Director, CAL	
<b>Attending</b>	Dr Fiona Groenhout	FG	Assistant Registrar, Teaching Quality (Secretary BFSS)
	Yvonne Budden	YB	Head of Scholarly Communications, Library (item 009 only)
	Dr Barry Dixon	BD	Faculty Research Strategy and Development Manager
	Dr Hannah Friend	HF	Director of Wellbeing and Safeguarding (item 008 only)
	Claudia Gray	CG	Assistant Registrar, Teaching Quality (item 007 only)
	Helen Hotten	HH	Clerical Officer, Teaching Quality
	Becca Kirk	BK	Widening Participation Officer, Law (Assistant Secretary BFSS)

	Professor David Lamburn	DL	Deputy PVC Education (item 007 only)
	Professor Pat Tissington	PT	Academic Director of Employability and Skills (item 006 only)
	Gemma Wilkins	GW	Assistant Registrar, Registrar's Group (observer)
	Roberta Wooldridge Smith	RWS	Director of Student Opportunity (item 006 only)
Ref	Item		
001	<p><b>Apologies for absence</b></p> <p>Christopher Bisping (EFSS Chair, Law), Dave Britnell (Faculty Senior Tutor), Jaqui Clements (SU), Jon Coaffee (PAIS), Juanita Elias (PAIS), Robin Goodwin (Psychology), Anne Hollinshead (CLL), Kate Ireland (CTE), Vanessa Munro (Law), Ben Richardson (PAIS), Ross Ritchie (WBS), Anastasia Stavridou (Student Rep), Christopher Warhurst (IER)</p>		
002	<p><b>Declarations of Interest</b></p> <p>No new declarations were made.</p>		
003	<p><b>Minutes of last meeting on 12 February 2019</b></p> <p>The minutes of the meeting held on 12 February 2019 were received and approved.</p>		
004	<p><b>Matters arising from meeting held on 12 February 2019</b></p> <p>Professor Jon Coaffee (PAIS) has been appointed the overall Director of the Midlands Graduate School and accredited ESRC Doctoral Training Partnership, as well as Warwick's institutional lead.</p> <p>Dr Tigan Melkonyan has agreed to serve as MSc module convenor for a period of two terms.</p>		
Chair's Update			
005	<p><b>Chair's Business and Actions</b></p> <p>The Board received and noted the following updates from the Chair:</p> <p><b>1. Proposals to establish University Research Centres:</b></p> <p>The Chair invited members to comment on the proposals for two new Research Centres:</p> <p>a) Centre for Post-Kantian European Philosophy – recommended by the committee</p> <p>b) Warwick Interdisciplinary Centre for International Development – conditionally recommended, category 1 centre.</p> <p>Board approved the proposals. The Chair invited members to pass any comments on to Research Committee.</p> <p><b>2. Proposed membership on Senate</b></p> <p>The Chair proposed FP and EU, seconded by GL and VS respectively. The Board supported these nominations.</p> <p><b>3. Athena SWAN results</b></p> <p>The Chair congratulated Law and IER for their success in achieving a Bronze Athena SWAN award in the November 2018 submission round. The Faculty AS Committee has been reconstituted as an Equality Diversity &amp; Inclusion Committee and will report to the FSS Board.</p> <p><b>4. Health &amp; Safety Update</b></p> <p>a) Colleagues are reminded to report all incidents and near misses on the online portal. HoDs are responsible for carrying out risk assessments for staff on overseas trips outside EU</p> <p>b) Defibrillators are now all marked on the interactive map. There are no plans for additional defibrillators. All security vehicles carry a defibrillator.</p> <p>c) Our Buildings and Facilities Manager is investigating training for departments to ensure all Health and Safety leads are aware of Legionella responsibilities.</p>		

d) The Faculty have been advised not to arrange any further first aid training as the Health and Safety team are carrying out a survey to assess coverage. They will then give guidance to departments. It was queried as to whether the required format for overseas travel risk assessments had been circulated.

### 5. Building work

The chair advised that building work in the Faculty is scheduled to commence 3 June and due to be completed before the start of term. A detailed update was provided in the FSS weekly email on 31 May.

## Substantive Items

006

### Employability

The Board received the draft Employability Strategy and two associated reports. PT and RWS presented each paper. Key themes emerging from the presentation and subsequent discussion were as follows:

#### Draft Employability Strategy (BFSS.17/18-19)

- Warwick's position in league tables on employability is comparatively low, at 23<sup>rd</sup> in the Good University Guide. We are not doing enough at present to support students in this area.
- The strategy focuses on embedding employability-related issues within curricula, and increasing support for early engagement by students.
- The newly-created Student Opportunity division will coordinate delivery of the Strategy.
- A central campus Student Opportunity Hub will be created to address barriers to engagement.
- The strategy aims for an academic in each department to lead on employability and embed it into the curriculum.
- The strategy aims to provide additional support without undermining existing provision.
- Departments have been asked to defer employability-related resource planning until the strategy is confirmed; discussions can then be held via the planning round as to what is needed locally in order to interface with the strategy.

#### DLHE Results for 2016-17 graduates (BFSS.18/18-19)

- The Destinations of Leavers from Higher Education (DLHE) results for 2016/17 graduates remain the most recent data available.
- When compared with peer institutions, Warwick performs more strongly on the Longitudinal Educational Outcome (LEO) dataset than DLHE. In response to a query, PT undertook to check by what process the comparators for Warwick were selected.
- At the point of graduation approximately 50% of Warwick students do not have a job lined up, highlighting the need for early engagement with careers support services.
- Departments report differences in students engaging with careers. Student Opportunity support works best when working alongside departments; however, with the exception of WBS, FSS has no departmentally-based Placement Officers. Developing closer working relationships with departments will be critical.
- The effect of moving from surveying alumni on their career outcomes six months post-graduation to 15 months post-graduation is as yet unknown, though it is expected to be more challenging to secure sufficient responses than is currently the case.

#### Enrolment Data (BFSS.19/18-19)

- A new dataset, generated from data collected at the point of enrolment, will enable Student Opportunity to track and evaluate the impact(s) of interventions and engagement with intersections of students based on ethnicity, gender and Widening Participation status

The Board approved the submission to Senate for confirmation in June of the draft Employability Strategy.

007

### **Review of Assessment**

The Board received an update on the Review of Assessment. DL presented an overview of policy changes that will be submitted to AQSC on 6 June and, if approved there, to Senate for confirmation in July.

Key themes emerging from the presentation and subsequent discussion were as follows:

- Overall, the review has aimed to achieve greater consistency of approach and student learning experience across the university, throughout the student life-cycle.
- Submission deadlines will be harmonised across the university.
- Late submission penalties will be harmonised across undergraduate (UG) and taught postgraduate (PGT) study at 5% per University Working Day.
- A new Mitigating Circumstances online portal, using Tabula, will be introduced, accompanied by revised policies on mitigating circumstances.
- The number of Self-Certification periods per academic year will increase from one to two.
- A new Deferral of Examinations policy will provide students with greater clarity on their options.
- Students will be given the right to remedy failure on one occasion in all modules and years of study, irrespective of how many modules have been failed.
- To progress at undergraduate level students will now need to pass at least 90 credits (currently 80 credits) and achieve an average mark of 40%.
- All departments will need to offer a January examination period of 1-2 weeks; the impact(s) on the timing of Term 2 teaching have not yet been fully explored.
- The review of the September reassessment period highlighted that results should be released by the second week of September, and the examination period would remain in September.
- Revised assessment strategies will be implemented.
- From 2021/22 there will be a borderline algorithm to award a higher classification for students (UG and PGT) who are within 2% of the borderline and have more than 50% of weighted credits at the higher classification.

A number of topics require further development and discussion and it is expected that these will be finalised in 2019/20 for implementation in future years:

- The removal of student choice of the method of assessment, to ensure that students are exposed to a range of assessment methods.
- Guidance for students to include estimates of the amount of time required to successfully complete or prepare for pieces of assessment.
- Exam Boards and Academic Integrity Subgroups have further areas of work to define and deliver.

The Board endorsed the submission to Senate for confirmation in June of the Review of Assessment's recommendations to date.

008

### **Wellbeing Support Services**

The Board received an update on the provision of Wellbeing-related student support services. HF presented an overview of planned changes:

Key themes emerging from the presentation and subsequent discussion were as follows:

- Following a review of current provision and consultation with staff, Wellbeing Support will implement a number of changes to provision from September 2019.
- These changes respond to:
  - increasing demand from students, resulting in lengthy waiting times
  - the complexity of the current structure causes confusion and delays at point of entry

	<ul style="list-style-type: none"> <li>○ complex-high risk cases are being managed by the University rather than statutory services</li> <li>● Wellbeing Support Services will be restructured from four teams to three: Wellbeing, Disability and Counselling &amp; Psychology. Disability-related mental health needs will move to Disability Services.</li> <li>● All services will be relocated to Senate House and will have a single point of entry. Students will be given a triage appointment within 24 hours and will be seen initially within 2 days.</li> <li>● There will be an additional 100 hours per week of therapeutic sessions, with students receiving their first appointment within two weeks of triage.</li> <li>● Students can be referred to crisis at any point; a mental health nurse will be appointed to work with crisis team and move high risk and serious cases to statutory NHS services where they can be supported, then referred back to the Counselling and Psychology team when appropriate.</li> <li>● With the exception of mentoring (which will be term-time only), services will be offered year-round.</li> <li>● Students will have the option of consenting to information being shared with their academic department.</li> <li>● The new model of provision requires 9 new Wellbeing Advisors to be appointed. Their role will be split between preventative work with departments and appointments for low-level interventions. In conjunction with this, WSS will become a training academy for such professionals.</li> <li>● Changes will be effected within the current resource envelope (£2.2million, or £85 per capita, which is higher than the sector average).</li> <li>● The provision of one-to-one counselling for staff will be discontinued (staff are currently 10% of footfall). The Employee Assistance Programme (EAP) and online counselling were introduced in April 2019 and group counselling sessions will continue to be offered to staff.</li> </ul> <p>The Board noted the update provided.</p>
009	<p><b>Open Access policy developments</b></p> <p>The Board received an update on recent policy developments in the area of Open Access. This paper was circulated to members of FSS Research &amp; Impact Committee for comment in advance of the Board meeting.</p> <p>YB presented an overview of developments. Key issues were as follows:</p> <ul style="list-style-type: none"> <li>● The implementation date has moved from January 2020 to January 2021, with a review expected in 2024 when RCUK funding ends.</li> <li>● The REF requirements relating to open access are different to funding council requirements.</li> <li>● The reviews will affect policies, delayed open access will no longer count and the policy on monographs will be separate and due access.</li> <li>● The Library has an open access fund but the review will affect subscriptions, content will be bundled together as publish and read.</li> <li>● There is a commitment to provide a level of funding throughout the transition period where funding previously allocated to subscriptions will be used for bulk open access rather than individual payments.</li> <li>● A change in requirements from PlanS means the paper is no longer current and an amended paper will be circulated to the committee.</li> </ul> <p>The Board noted the update provided. Departments' detailed comments on the paper will be sent to YB.</p>
<b>Subsidiary and Sub-Committee Reports</b>	
010	<p><b>Faculty Education Committee: minutes of the meeting held on 7 May 2019</b></p> <p>No report</p>
011	<p><b>Research &amp; Impact Committee: minutes of the meeting held on 15 May 2019</b></p>

	RH reported that there has been a review of the Faculty Development Research Fund and the University has awarded £50k; this will be promoted so research can commence from 1 August 2019. Research and Impact Services have also recommended peer review grants.
012	<b>Faculty IT Committee: minutes of the meeting held on 31 May 2019</b> Minutes were circulated separately prior to the meeting. No report
<b>Other</b>	
013	<b>Any other business</b> None
<b>Close 16:00</b> <b>Next meeting: 14.00, 7 November 2019, Senate House Council Chamber</b>	

<b>DECISIONS AND ACTIONS</b>		
<b>ITEM</b>	<b>DECISION/ACTION</b>	<b>LEAD AND DUE DATE</b>
005	Board nominations for Senate membership to be forwarded to the Senate Secretariat.	Secretary, June 2019
005	Confirm whether the required format for overseas travel risk assessments has been circulated to departments.	Secretary, June 2019
006	Confirm by what process and by whom the comparator institutions for Warwick were selected.	PT / RWS, October 2019
009	Circulate updated paper on Open Access.	YB, when available