

UNIVERSITY OF WARWICK

Board of the Faculty of Social Sciences

There will be a meeting of the Board of the Faculty of Social Sciences at 10am on Wednesday 1 June 2011 in the Council Chamber, University House.

J F Baldwin
Registrar

Note: Questions on agenda items or apologies for this meeting should be directed to the Secretary of the Board, Ros Roke R.L.Roke@warwick.ac.uk.

AGENDA

MATTERS FOR CONSIDERATION BY THE BOARD

Note: The following items and reports are for consideration at the meeting.

1. Minutes

TO RECEIVE:

The minutes of the meeting of the Board of the Faculty of Social Sciences held on 9 February 2011 (copy attached).

2. Matters Arising

(a) CEDAR Advisory Board

TO REPORT:

That Professor Christopher Read, representative of the Department of History on the Board of the Faculty of Social Sciences, would serve on the Advisory Board for the Centre for Educational Development Appraisal and Research for 2010/11.

(b) Committee Elections – Academic Quality and Standards Committee

TO REPORT:

That Professor Christopher Hughes had been approved as the representative for the Board of the Faculty of Social Sciences on the Academic Quality and Standards Committee for the remainder of the academic year 2010/11.

(c) The Role of Faculty Chairs

TO REPORT:

That the following was reported at the meeting of the Senate on 16 March 2011 (draft minute S.55/10-11 refers):

(i) Appointment Process for Faculty Chairs

(a) Revised Appointment Process for Faculty Chairs from 2011/12

RECEIVED:

A report on the appointment process for Faculty Chairs from 2011/12 onwards (S.26/10-11).

REPORTED: (by the Vice-Chancellor)

- (i) That a recommendation of the Harris report had been that the role of the Faculty Chair be reviewed.
- (ii) That the proposals had been reviewed by the Steering Committee and were subsequently considered by the Boards of the Faculties, whose comments were incorporated into S.26/10-11, together with revised role descriptions for the Faculty Chairs.
- (iii) That the new process would be implemented during the summer term for recruitment to the role of the Chairs of the Boards of the Faculties of Science and Arts.

(b) Regulation 2.1 for the Timetable of Committee Elections

CONSIDERED:

Proposed amendments to Regulation 2.1 for the Timetable of Committee Elections (S.38/10-11).

RESOLVED:

That the amendments to Regulation 2.1 for the Timetable of Committee Elections be approved and recommended to the Council as set out in S.38/10-11, in light of the proposed change in processes for the appointment of Chairs of the Faculty Boards.

3. Chair's Business

(a) Warwick Institute of Public Policy

TO RECEIVE:

An oral report from the Chair to update members of the Board on the plans to establish the Warwick Institute of Public Policy.

(b) ESRC Doctoral Training Centre

TO RECEIVE:

An oral report from the Chair to update members of the Board on the award of the ESRC Doctoral Training Centre and the future developments being planned in this regard.

(c) Social Science Research Hubs

TO RECEIVE:

An oral report from the Chair to update members of the Board on plans to develop Social Science Research Hubs.

(d) Festival of Social Sciences 2011

TO RECEIVE:

An oral report from the Chair following the Festival of Social Sciences 2011.

4. First Year Board of Examiners 2010/11

(a) Membership of the First Year Board of Examiners

TO RECEIVE:

Departmental membership of the First Year Board of Examiners for the Faculty of Social Sciences for the academic year 2010/11 (for meetings in June and September 2011), paper BFSS.21/10-11 (copy attached);

(b) Undergraduate Examination Conventions for the First Year Board of Examiners

TO RECEIVE:

The conventions for the First Year Board of Examiners of the Faculty of Social Sciences, paper BFSS.58/03-04 (revised) (copy attached);

(c) Departmental Examination Conventions

TO RECEIVE:

The Departmental examination conventions for first year assessed courses and resit examinations undergraduate examination conventions for the First Year Board of Examiners 2010/11, paper BFSS.33/09-10 (revised) (copy attached).

5. Faculty Appointments and Elections for 2011/12

(a) Appointment of the Chair of the Faculty Board

TO CONSIDER:

The recommendation from the Vice-Chancellor that Professor Christina Hughes serves as Chair of the Faculty Board for 2011/12.

(b) Elections to Board of the Faculty of Social Sciences and its Sub-Committees

TO CONSIDER:

Nominations to the Board of the Faculty of Social Sciences and its Sub-Committees for the academic year 2011/12 (Paper BFSS.1/10-11 (revised),

(copy to follow), together with a proposal for appointment to any vacancies in the Board's Committees to be approved by the Chair on behalf of the Board during the summer months.

(c) Elections to Other University Committees

TO CONSIDER:

Nominations from the Faculty to serve on University Committees for the academic year 2011/12 (Paper BFSS.1/10-11 (revised), (copy to follow), together with a proposal for appointment or recommendation to any vacancies in these Committees to be approved by the Chair on behalf of the Board during the summer months.

(d) Election of Board Members to the Senate

TO REPORT:

(i) That there is one vacancy for a member of the Board of the Faculty of Social Sciences to represent the Board on the Senate from 1 August 2011 until 31 July 2014 as the appointment of Dr Christine Harrison will end on 31 July 2011.

(ii) That the continuing members of the Senate appointed by the Board of the Faculty of Social Sciences are as follows:

Politics and International Studies	Professor Christopher Hughes (2013)
Law	Professor Julio Faundez (2012)
Economics	Professor Mark Harrison (2012)
Economics	Professor Abhinay Muthoo (2012)
Warwick Business School	Professor Mark Taylor (2013)

(iii) That the following call for nominations was sent to members of the Board on 27 May 2011 with the deadline for nominations being noon on 31 May 2011:

In line with Regulation 2.2, I am hereby calling for nominations to represent the Board of the Faculty of Social Sciences on the Senate for the period 1 August 2011 to 31 July 2014.

Nominations must come from among the 2011/12 membership of the Board of the Faculty of Social Sciences. Any member of the Board of the Faculty is eligible to be appointment to represent the Board on the Senate, provided that, in accordance with the provisions of Statue 19(1), the majority of the representatives appointed by the Board shall be Professors and Heads of Departments. Candidates must be nominated and seconded by members of the Board, with the written consent of the nominee.

If more than one nomination is received, a ballot of members of the Board will be held at the meeting on 1 June 2011.

TO CONSIDER:

The appointment of one representative of the Board of the Faculty of Social Sciences on the Senate for the period 1 August 2011 to 31 July 2014.

6. Departmental Module Approval Processes

TO RECEIVE:

- (a) Extracts from the minutes of the Academic Quality and Standards Committee at its meetings on 8 December 2010 and 2 March 2011, paper BFSS.22/10-11 (copy attached);
- (b) The operational process for implementing the Audit of Module Approval Processes to be undertaken by the respective Faculty Sub-Committees and an accompanying schedule of audit activities to be undertaken by the Faculty Sub-Committees, paper BFSS. 23/10-11 (copy attached);
- (c) A Teaching Quality update to Heads of Departments regarding the development of a University-wide module catalogue and an electronic course and module workflow solution, paper BFSS.24/10-11 (copy attached).

7. SSLC Annual Reports

TO REPORT:

- (a) That the following was reported at the meeting of the Board of Undergraduate Studies held on 23 February 2011 (minute BUGS 17/10-11 refers):
 - (i) SSLC Coordinators' Annual Reports

CONSIDERED:

The Undergraduate Student-Staff Liaison Committee Annual Report 2010, paper BUGS.10/10-11.

RESOLVED:

- (a) That the Chair be asked to consult with the Pro-Vice Chancellor (Education and Student Experience) concerning the points raised regarding feedback to students, with a view to the Institute of Advanced Teaching and Learning (IATL) being asked to provide further guidance or training to staff regarding feedback;
- (b) That the Chair be asked to write to the Senior Tutor in relation to the further promulgation of the Personal Tutor Guidelines with a view to exploring how members of academic staff might be incentivised to fully comply with the expectations set out in the guidelines.
- (c) That the following was reported at the meeting of the Board of Graduate Studies held on 24 February 2011 (minute BGS 63/10-11 refers):

(i) 2009/10 SSLC Report

RECEIVED:

A report from the Education Officer on the 2009/10 Postgraduate Student-Staff Liaison Committee (paper BGS.39/10-11).

REPORTED:

- (a) That the timeliness with which marked work was returned was of concern;
- (b) That brief and inadequate feedback offering no direction for improvement was of concern;
- (c) That a suggestion was made that the Institute of Advanced Teaching and Learning might lead on developing innovative training guidelines on feedback;
- (d) That ITS were exploring the development of an e-feedback tool, to complement, not to replace, 1-2-1 feedback;
- (e) That some MA and MSc students appeared to struggle with initial assignment requirements and would benefit from further guidance to facilitate transfer from the Bachelor's to the Master's level, noting that some departments offered the possibility of "tester" assignments;
- (f) That there was currently a lack of clarity over course costs beyond fees;
- (g) That concern was raised regarding noise levels in the Library and general lack of workspace on campus;
- (h) That links with alumni networks needed strengthening;
- (i) That lack of contractual flexibility on the part of Warwick Accommodation negatively influenced students' ability and willingness to undertake placements or study abroad, noting that it was suggested that the University might explore the designation of certain accommodation for short let purposes to address this.

RESOLVED:

- (j) That the Board fully endorsed University policy on providing feedback, noting the expectations that work with feedback should be returned within four weeks;
- (k) That SSLCs be reminded to invite representatives from Student Careers and Skills to their meetings.

RECOMMENDED:

That the issue of accommodation contracts for students wishing to undertake a period of placement or study abroad be looked into by the Pro Vice-Chancellor (Student Experience).

8. Annual Course Review Reports

TO REPORT:

- (a) That the following was reported at the meeting of the Board of Undergraduate Studies held on 23 February 2011 (minute BUGS 14/10-11 refers), noting that the report relating to undergraduate courses has also been considered by the Undergraduate Studies Committee for the Faculty of Social Sciences and that the reports relating to postgraduate research and postgraduate taught courses have been considered by the Graduate Studies Committee for the Faculty of Social Sciences.

CONSIDERED:

- (a) A Summary Report of the Undergraduate Annual Course Review Reports submitted by Departments in the Faculty of Arts for the academic year 2009/10 (paper AUSC 7/10-11);
- (b) A Summary Report of the Undergraduate Annual Course Review Reports submitted by Departments in the Faculty of Science for the academic year 2009/10 (paper SFS 15/10-11);
- (c) A Summary Report of the Undergraduate Annual Course Review Reports submitted by Departments in the Faculty of Social Sciences for the academic year 2009/10 (paper UFSS 50/10-11).

RESOLVED:

- (a) That the Chair be asked to write to the Senior Tutor to bring to his attention students' concerns in relation to the allocation of personal tutors for students on joint degrees;
 - (b) That it be noted that the Board supported the idea of universal electronic submission of assessed work and the ongoing development work by IT Services regarding on-line marking and feedback facilities should further encourage this;
 - (c) That the points raised about wireless access in the Humanities Building be referred to the Director of IT Services and Estates for their consideration;
 - (d) That the Chair be asked to consult with the Pro-Vice-Chancellor (Education and Student Experience) concerning the points raised about contact hours, particularly in the Faculty of Arts;
 - (e) That staff and student concerns regarding the reported lack of availability of large lecture space and the issue of workspace in the Biomedical Grid, be brought to the attention of the Space Management and Timetabling Office;
 - (f) That the Chair be asked to consider the current guidelines relating to peer assessment and whether there is a need for the Board to consider this issue further;
 - (g) That the Department of Economics be asked to confirm that its revised module provision had met student concerns about the range of module choice.
- (b) That the following was reported at the meeting of the Board of Graduate Studies meeting held on 24 February 2011 (minute BGS. 60/10-11 refers):
- (h) PGR Annual Course Review Reports

CONSIDERED:

The summary PGR Annual Course Review Reports prepared by each of the Faculty Graduate Studies Committees, as follows:

- (a) Arts (paper AGSC 22a/10-11);
- (b) Science (paper SGS 62/10-11);
- (c) Social Science (paper GFSS 110/10-11).

REPORTED:

- (a) That standard issues were reported, notably difficulties in accessing funding, difficulties in accessing space (office, study) and issues surrounding completion and progression;
- (b) That the School of Law had a clear policy regarding supervision of PhD students whose supervisors go on study leave to ensure continuous supervision, contrary to the statement contained in paper GFSS 110/10-11, noting that this would be reflected in the revised Graduate Studies Committee of the Faculty of Social Sciences minutes;
- (c) That the Graduate Studies Committee of the Faculty of Social Sciences would clarify in its revised minutes issues raised with regard to PhD supervision and staff workload at the department of Politics and International Studies, paragraph f, section 3, paper GFSS 110/10-11;
- (d) That most departments reported difficulties with securing funding for overseas students, noting that although the Research Councils were beginning to address the problem, Research Council funding would be at the Home/EU fee level;
- (e) That the departments should be asked in their next report to comment on their ability to meet the University's goal of doubling the number of postgraduate research students outlined in the refreshed University Strategy;
- (f) That the summary PGT annual course review reports prepared by each of the Faculty Graduate Studies Committees were due for the meeting of the Board on 9 June 2011.

9. ITEMS TO RECEIVE WITHOUT FURTHER DISCUSSION

- (a) A report from the Faculty Undergraduate Studies Committee

The unconfirmed minutes of the meeting of the Faculty Undergraduate Studies Committee held on 11 May 2011, paper BFSS.25/10-11 (copy attached).

- (b) A report from the Faculty Graduate Studies Committee

The unconfirmed minutes of the meeting of the Faculty Graduate Studies Committee held on 17 May 2011, paper BFSS.26/10-11 (copy attached).

- (c) A report from the Faculty IT Committee

The unconfirmed minutes of the meeting of the Faculty IT Committee held on 18 May 2011, paper BFSS.27/10-11 (copy attached).

- (d) A report from the Faculty Teaching and Learning Forum

The minutes of the meeting of the Faculty Teaching and Learning Forum held on 12 May 2011, paper BFSS.28/10-11 (copy attached).

- (e) A report from the Faculty Research Committee

The minutes of the meeting of the Faculty Research Committee held on 9 February 2011, paper BFSS.29/10-11 (copy attached).

(f) A report from the University Research Committee

The minutes of the meeting of the University Research Committee held on 10 May 2011, paper BFSS. 30/10-11 (copy attached).

10. Faculty Lunch

TO REPORT:

That the Summer Term Faculty Lunch will be held on Wednesday 22 June 2011 from 12.30pm in the Social Sciences Lounge, D2.03, Warwick Business School.

11. Date of Next Meeting

TO REPORT:

That the next Faculty Board lunch would take place in the autumn term on a date to be confirmed.

12. Any Other Business