

UNIVERSITY OF WARWICK

Board of the Faculty of Social Studies

Minutes of the meeting of the Board of the Faculty of Social Studies held on Wednesday 5th November 2008.

- Present: Professor R Lindley (Chair), Professor C Aubrey, Professor N Crafts, Professor R Davies, Professor J Faundez, Mr M Feven, Dr C Harrison, Professor D Joly, Dr David Lamburn, Professor M Luntley, Professor F MacCallum, Professor A Muthoo, Professor A Neal, Dr F Peter, Professor C Read, Professor B Rosamond, Dr R Smith, Dr J Smith, Professor H Thomas, Professor J Tritter, Professor M Waterson.
- Apologies: Dr A Adams, Dr C Anderson, Professor H Beale, Professor N Charles, Professor P Christensen, Professor E Dowler, Professor P Edwards, Mr R Green, Mr M Hall, Professor P Huddleston, Professor C Hughes, Professor G Lindsay, Professor P Marginson, Professor J McEldowney, Dr F McKay, Ms O Oyinlola, Dr E Proto, Professor A Reeve, Dr H Spencer-Oatey, Ms A Stewart, Mr E Stewart, Dr M Watson, Professor D Wilson, Dr R Wilson.
- In Attendance: Ms A Backhouse (outgoing Secretary), Ms A Bell (Secretary), Ms A-C Bennion, Professor L Bridges (for item 5/08-09(ii)), Ms L du Plessis (for item 10/08-09), Ms F Emery (for item 10/08-09), Professor R Higgott (for item 5/08-09(i)), Ms N Muckle, Dr V Nanton (in lieu of Dr A Adams), Ms H Wollerton.

1/08-09 Constitution, Membership & Terms of Reference

REPORTED:

- (a) That the University Calendar 2008-09 (<http://www2.warwick.ac.uk/services/gov/calendar/section2/>) 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, research, curricula and examinations in the subjects prescribed for the Faculty.
 - (ii) To recommend to the Senate examiners for appointment. 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.
 - (iii) To recommend to the Senate Sub-Faculties and Departments to be constituted by the Council.

- (iv) To delegate to the Sub-Faculties such matters as are deemed appropriate.
 - (v) To appoint members of the Board of the Faculty to be members of the Senate as provided for under Statute 19.
 - (vi) To discharge such other functions as the Senate may from time to time determine.
- (b) That, following the meeting of the Board of the Faculty of Social Studies held on 28th May 2008, Professor Robert Lindley was elected to the position of Chair of the Board of the Faculty of Social Studies for 2008-09.

RECEIVED:

- (c) Updated committee membership of the Board of the Faculty of Social Studies and its sub-committees for the Academic Year 2008-09, including nominations to other University Committees, paper BFSS.20/07-08 (revised), noting that a further revision of the paper would be necessary to reflect the changes reported in 1/08-09(d).

REPORTED:

- (d) That the Chair had approved the appointment of Oyinlola Osonowo as Postgraduate Student Representative and Professor Christine Harrison from the School of Health and Social Studies as the Board of the Faculty of Social Studies' representative to sit on the Board of the Faculty of Medicine.

2/08-09

Minutes

RECEIVED:

The minutes of the meeting held on 28th May 2008.

RESOLVED:

That the minutes be approved, subject to the addition of Professor A Neal to the list of those present.

3/08-09

Matters Arising

- (a) Faculty Lunch (minutes 35/07-08 (a) and (b) refer)

REPORTED:

That a Faculty lunch was held on 11th June 2008 to enable views to be shared on the possible change of the Faculty's name to 'Faculty of Social Science(s)', noting that all academic staff as well as Senior Officers and Heads of Department were invited and 40 people attended which was twice the usual attendance. Furthermore, informal feedback on the event was extremely positive with many colleagues meeting up for the first time and discussing a variety of subjects, not just the potential name change.

- (b) AQSC Working Group on Assessment Conventions (minute 36/07-08 refers)

REPORTED:

That the University had introduced a new 17-point marking scale for first year work as of the Autumn Term 2008, in order to address the issues relating to differing marking conventions.

4/08-09

Chair's Business

- (a) Change of Faculty Name

CONSIDERED:

An update from the Chair of the Faculty on the consultation relating to, and procedure for, deciding whether or not to change the name of the Faculty to Faculty of Social Science(s), paper BFSS.1/08-09.

RESOLVED:

That the Secretary organise a ballot of Board Members regarding the change of the name of the Faculty with a deadline of 20th November, noting:

- (i) That the outcome would go to the next meeting of Senate on 1st December 2008.
- (ii) That the plural form (Social Sciences) would be the alternative title on which Board Members would be asked to vote.

- (b) Warwick Festival of Social Sciences

CONSIDERED:

An oral report from the Chair on the proposal to hold a Warwick Festival of Social Sciences during Friday 6th - Friday 13th March 2009 (minute 45/07-08 refers), noting that:

- (i) The proposed festival would be a possible source of evidence to demonstrate to the University Council that the Board was serious about external engagement.
- (ii) That ultimately it would be a Council decision as to whether or not the Faculty Advisory Board, which is currently in abeyance, should be abolished.

RESOLVED:

That the proposal to hold a Warwick Festival of Social Sciences during Friday 6th - Friday 13th March 2009 be explored at the Faculty lunch on 26th November 2008.

(c) Governance Issues

REPORTED:

That the Registrar or his representative had agreed to speak at the Faculty lunch on 26th November 2008.

(d) Chinese Academy of Social Science

REPORTED:

That during his recent visit to China, the Chair of Faculty had met with representatives from the Chinese Academy of Social Science (CASS) and members of the Board are invited to identify colleagues in the Faculty who are already involved in CASS to meet, with a view to drawing up a university-level Memorandum of Understanding between the Faculty and CASS.

5/08-09

Items for Strategic Discussion

(i) The University's Research Strategy

CONSIDERED:

An oral report on the University's Research Strategy by the Pro-Vice Chancellor for Research (Arts and Social Studies), Professor R Higgott, noting that the following points arose during the ensuing discussion:

- (a) The strategy was not set in stone and was under regular review, especially because of the financial situation.
- (b) The building committee of the Faculty would review all departmental accommodation plans to explore ways to optimise space.
- (c) Although an increase in highly-cited researchers was included in the Strategy and remained a target, the appointments process was not driven by this criteria and a sensible modus operandi should be followed.
- (d) The Institute of Advanced Study's funding was derived from the central service charge and although, ideally, the ultimate aim was for the Institute to be self sustainable, this was aspirational rather than a real target, especially in light of the current financial climate.
- (e) Although there were already a number of interdisciplinary centres within Faculties, the Strategy's aim was to establish cross-Faculty initiatives.
- (f) Lone scholar research was not being overlooked and there were funding opportunities, for example small grants under one strand of the University's Research Development Fund.

(ii) The University's strategy to double postgraduate research student numbers

CONSIDERED:

An oral report on the University's strategy to double its numbers of postgraduate research students by the Chair of the Board of Graduate Studies, Professor L Bridges, noting that the following points arose during the ensuing discussion:

- (a) In the first round of the Institute of Advanced Study Early Career Fellowship competition there was only one Social Studies applicant and all 5 awards made went to the Science Faculty, based on the merit of the applications submitted. The deadline of the next round was 1st December 2008 and members were encouraged to let colleagues within departments know about the scheme.
- (b) It was recognised that the University could not double postgraduate numbers from its own resources, which was a problem for Social Studies because the outside resources were more limited than, for example, for Science.
- (c) It was important that departments look at how they use postgraduate teaching and where PhD students could be included in research grants.
- (d) The Faculty of Social Studies had not been very successful in the Warwick Postgraduate Research Scholarship competition in recent years, noting that the reasons for this were being considered by a Board of Graduate Studies sub-committee.
- (e) Professor Bridges suggested that the QAA audit taking place this term might raise the question of supervisor training, noting that only probationers received this at present. He posed the question of whether all supervisors should be required to attend a session on the regulatory framework, for example at least once every three years.

6/08-09

Report from the Faculty Undergraduate Studies Committee

RECEIVED:

The confirmed minutes of the meeting of the Faculty Undergraduate Studies Committee held on 15th October 2008, paper BFSS.2/08-09, noting that steps had been taken to appoint a Deputy Chair although no-one had yet been appointed (UFSS minute 6/08-09(a) refers).

7/08-09

Revised Faculty Marking Criteria

CONSIDERED:

A paper on the revised Faculty Marking Criteria for the Faculty of Social Studies, paper BFSS.3/08-09, noting that the Faculty Undergraduate Studies Committee at its last meeting recommended that the Board consider whether separate Faculty marking criteria should be produced for each undergraduate year of study.

RESOLVED:

- (i) That whether or not separate revised criteria should be produced for each undergraduate year be referred to Departmental Undergraduate Committees and then back to the Faculty of Social Studies Undergraduate Studies Committee.
- (ii) That the advisory nature of the Faculty Marking Criteria be emphasised and that any proposals for further alterations to the revised criteria be communicated via Departmental members of the Undergraduate Studies Committee to the Chair of the Committee as soon as possible.

8/08-09

Report from the Faculty Graduate Studies Committee

RECEIVED:

- (i) The confirmed minutes of the meeting of the Faculty Graduate Studies Committee held on 21st October 2008, paper BFSS.4/08-09.
- (iii) An oral report from the Chair of the Faculty Graduate Studies Committee about the last meeting, noting that the Module Approval Proposal (minute 9/08-09 refers) was the focus of the report.

9/08-09

Module Approval Proposal

CONSIDERED:

A proposal from the Deputy Registrar's Office presenting changes to the module approval process through committees (paper BFSS.5/08-09), noting that this item was discussed at the meeting of the Faculty Graduate Studies Committee on 21st October 2008 and it was recommended to the Board (GFSS minute 4/08-09(c) refers) that the proposal be not approved, noting that:

- (i) The Committee reported that other proposals had recently been presented for module approvals to take place within academic departments, hence contradicting the proposal considered by the Committee;
- (ii) Departments may be better placed to approve their own module proposals as they have the necessary expertise to do so, although the Committee recognises the usefulness of its scrutiny work;
- (iii) The current proposal would increase the volume of administrative work carried out by the Committee and its Secretariat;
- (iv) The Committee resolved that suggested timings were not appropriate and did not take into account the amount of administrative work the proposals entail;

- (v) The Committee suggested that a departmental committee be set up within each department to approve module proposals, with Faculty Committees retaining responsibility for the approval of cross-departmental or innovative proposals.

RESOLVED:

- (vi) That the proposal be not approved as it stands, noting that the Secretariat and the Chairs of the Faculty and its sub-committees would meet to decide what elements of the proposal would be helpful to the Faculty.
- (vii) That the Deputy Registrar's Office be asked to ensure that any future proposals aim to secure better scrutiny of modules at departmental level and reduce the Committees workload.

10/08-09

Consultation on Review of University Regulations and Implementation of New Immigration Requirements for Overseas Students

RECEIVED:

A report from the Senior Assistant Registrar (Deputy Registrar's Office) and the Senior International Student Adviser on the review of University Regulations and the implementation of new immigration requirements for overseas students, paper BFSS.6/08-09, noting that Members were encouraged to email detailed comments to the Senior Assistant Registrar (Deputy Registrar's Office)

RECOMMENDED:

That future papers on the Review of University Regulations would make it clear where substantive changes had been made.

RESOLVED:

- (a) That any implementation should avoid discriminating between Home/EU and non-EU foreign students, for example in respect of requirements to attend and modes of monitoring.
- (b) That paper BFSS.6/08-09 be considered by the Undergraduate and Graduate Committees of the Board, and that comments of committee members be passed to the Senior Assistant Registrar (Deputy Registrar's Office) and the Senior International Student Adviser as appropriate.

11/08-09

Faculty Forum on Teaching and Learning

RECEIVED:

- (i) The confirmed minutes of the meeting of the Faculty Forum on Teaching and Learning held on 10th June 2008, paper BFSS.7/08-09.
- (ii) The unconfirmed minutes of the meeting of the Faculty Forum on Teaching and Learning held on 29th October 2008, paper BFSS.14/08-09.

12/08-09

Faculty Research Forum

RECEIVED:

The confirmed minutes of the meeting of the Faculty Research Forum held on 15th October 2008, paper BFSS.8/08-09.

13/08-09

Report from the Faculty IT Committee

RECEIVED:

The unconfirmed minutes of the meeting of the Faculty IT Committee held on 29th October 2008, paper BFSS.9/08-09.

14/08-09

Matters Relating to Faculty Research Centres for Consideration

(a) Centre for Memory Studies

CONSIDERED:

A proposal for a Centre for Memory Studies from the Department of Sociology, as set out in paper BFSS.10/08-09.

RECOMMENDED: (to Senate)

That the proposal be approved, subject to amendments to the constitution being considered for approval by the Chair on behalf of the Board.

(b) Centre for Human Rights in Practice

CONSIDERED:

A proposal for a Centre for Human Rights in Practice from the School of Law as set out in paper BFSS.11/08-09.

RESOLVED:

That there seemed to be general merit in the proposal but that it should be further developed in order to clarify the School's approach to creating the Centre and with guidance from the Chair of the Faculty and the Head of Governance Support Services and re-considered by the Board at its meeting on 11th February 2008.

15/08-09

Any Other Business

RECEIVED:

(i) Institute of Advanced Study

A memo from the Institute of Advanced Study regarding the availability of the IAS seminar room, residential accommodation at Cryfield Grange and Augmentation Awards, as set out in paper BFSS.15/08-09.

(ii) Annual Course Review

Information from the Secretariat on Annual Course Review timing, noting that:

- (a) AQSC resolved on 28th October 2008 that the timing of annual course reviews be re-scheduled, with the postgraduate research review being scheduled for the end of term 1 and the taught postgraduate review for the end of term 2 (AQSC minute 11/08-09 refers).
- (b) AQSC had suggested deadlines for submission of annual course review reports, but that the Board had already agreed deadlines and it would be the Board's deadlines which should be followed with a slight amendment for postgraduate taught, to take into account (c) below:

Undergraduate: Friday 5th December 2008 (for discussion by Faculty Committees in term 2)

Postgraduate research: Friday 19th December (for discussion by Faculty Committees in term 2)

Postgraduate taught: Friday 13th March (for discussion by Faculty Committees in term 3)

- (c) The Board of Graduate Studies intended to consider, and issue further guidance in term 2 on, the content of Postgraduate taught course reviews, so departments were advised to wait for further guidance from the Board of Graduate Studies before preparing Postgraduate taught course review reports.

16/08-09

Freedom of Information: Publication Scheme (Senate minute 148/03-04 and Steering Committee minute 89/07-08 refer)

REPORTED:

That the Steering Committee at its meeting on 29 October 2007 considered a paper outlining how the Freedom of Information Act 2000 applies to the publication of minutes of University bodies together with the University Publication Scheme adopted by the Steering Committee in December 2003, paper SC 60/07-08, and resolved that a standard item be included on the agenda of the first meeting of each University Committee at the start of each academic year to inform new members and to remind continuing members of the University policy on the publication of minutes.

RECEIVED:

Paper SC 60/07-08, noting that all non-reserved minutes and agenda of the Committee are published on the University's Governance website at <http://www2.warwick.ac.uk/services/gov/atoz/aqsc/minutes/>

17/08-09

Strategic Departmental Review

REPORTED:

- (a) That a Strategic Departmental Review of the Department of Politics and International Studies was carried out from 12th – 15th October 2008 and that the report would be considered by the University's Steering Committee.
- (b) That a Strategic Departmental Review of the Department of the School of Health and Social Studies was due to take place during November 2008.
- (c) That the following other Departments were due to be strategically reviewed during the 2008-09 academic year:
 - Department of Sociology
 - Warwick Business School
 - Department of Philosophy
- (d) That the following Departments were due to be strategically reviewed during the 2009-10 academic year:
 - The Centre for Applied Linguistics
 - The Institute of Education
 - The Department of Economics

RECEIVED:

- (i) A revised schedule for all University departments (paper BFSS.12/08-09).
- (ii) Updated provisional draft course lists for the Faculty's departments which were scheduled to be reviewed during 2008-09 (paper BFSS.22/07-08 Annexe B (revised 3)).

18/08-09

Special Conventions

RECEIVED:

A document summarising special conventions for undergraduate degrees in the Faculty of Social Studies, which has been considered by the Faculty's Undergraduate Studies Committee and which will be considered by the University's Academic Quality and Standards Committee, paper UFSS.70/08-09.

19/08-09

Criteria for Consideration of Borderline Cases

RECEIVED:

A document summarising departmental criteria when considering borderline performance, which has been considered by the Faculty's Undergraduate Studies Committee and which will be considered by the University's Academic Quality and Standards Committee, paper UFSS.71/08-09(rev).

20/08-09

Use of Vivas

RECEIVED:

A document summarising departmental use of vivas, which has been considered by the Faculty's Undergraduate Studies Committee and which will be considered by the University's Academic Quality and Standards Committee, paper UFSS.72/08-09.

21/08-09

Relative Year Weightings

RECEIVED:

A spreadsheet outlining the relative year weightings for departments in the Faculty of Social Studies, in relation to Undergraduate degrees, which have been collected by the Teaching Quality Team in relation to the new marking scale, paper BFSS.13/08-09.

22/08-09

Chair's Action

REPORTED:

That the Chair, acting on behalf of the Board, approved the appointment of Professor S Breslin as Acting Director of the Centre for the Study of Globalisation and Regionalisation for the period to 31st July 2009.

23/08-09

Matters Relating to Faculty Research Centres for Report

(a) Research Centre Constitutions

REPORTED:

That at its meeting held on 18th June 2008 the Senate approved changes to the constitutions of the following research centres, as set out in paper S.46/07-08:

- (i) The Industrial Relations Research Unit
- (ii) The Centre for the Study of Globalisation

(b) Centre for Applied Linguistics Change of Name and Ordinance 7 Proposed Change (Council minute 19/08-09 refers)

REPORTED:

That at its meeting held on 2nd October 2008 the Council approved the change to Ordinance 7 and the Centre for Applied Linguistics is now listed as such in the University Calendar.

(c) Centre for Educational Development, Appraisal and Research

REPORTED:

That at its meeting held on 18th June 2008, the Senate approved the appointment of Professor G Lindsay as Director for the Centre for Educational Development, Appraisal and Research for a further three year term until 31 September 2011.

(d) Centre for Research in Philosophy, Literature and Arts

REPORTED:

That the Chair, acting on behalf of the Board, had approved the appointment of Dr P Poellner as Director to the Centre for Research in Philosophy, Literature and Arts for the 2008 academic year until 31st July 2011.

(e) Centre for Research in Economic Theory

REPORTED:

That the Chair, on behalf of the Board, had approved the appointment of Dr A Carvajal as Director of the Centre for Research In Economic Theory for the 2008-09 academic year only.

(f) Centre for Criminal Justice

REPORTED:

That the Chair, on behalf of the Board, had approved the appointment of Professor V Tadros as Director of the Centre for Criminal Justice for the period to 31st July 2011.

24/08-09

Date of the Next Meeting

REPORTED:

That the next meeting of the Board would take place on Wednesday 11th February 2009 at 10am in the Council Chamber, University House.