<table>
<tr><td colspan="4" align="center">UNIVERSITY OF WARWICK
Board of the Faculty of Social Sciences
Minutes of the meeting held at 14.00, Thursday 20 May 2021, Online via Microsoft Teams</td></tr>
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Present	Professor Matthew Nudds	MN	Vice Provost and Chair of the Faculty of Social Sciences (Chair)
	Larissa Buranich	LB	Undergraduate student representative, Philosophy
	Sofia Dadou	SDa	Undergraduate student representative, Law
	Professor Jonathan Forster	JF	HoD, Statistics (Faculty of Science, Engineering and Medicine representative)
	Professor Ruth Hewston	RHe	Director, Centre for Lifelong Learning (CLL)
	Professor Christoph Hoerl	CH	Professor, Philosophy
	Professor Virinder Kalra	VK	HoD, Sociology
	Professor Ben Lockwood	BL	Professor, Economics
	Professor Guy Longworth	GLo	HoD, Philosophy
	Professor Gabrielle Lynch	GLy	Professor, Politics and International Studies (PAIS)
	Professor Noortje Marres	NM	Director, Centre for Interdisciplinary Methodologies (CIM)
	Dr Troy McConachy	TM	Associate Professor, Applied Linguistics (DAL)
	Dr Ines Molinaro	IM	Director, Warwick Foundation Studies (WFS)
	Professor Ross Ritchie	RR	Professor, Warwick Business School (WBS)
	Professor Andrew Sanders	AS	HoD, Law
	Dr Gavin Schwartz-Leeper	GSL	Senior Teaching Fellow, Liberal Arts (Faculty of Arts representative)
	Professor Emma Smith	ES	HoD, Education Studies (DES)
	Professor Jeremy Smith	JSm	HoD, Economics
	Professor Jacky Swan	JSw	Professor, Warwick Business School (WBS)
	Dr Anna Tranter	AT	Teaching Fellow, Warwick Foundation Studies (WFS)
	Professor Ema Ushioda	EU	HoD, Applied Linguistics (DAL)
	Charlotte Van Herwijnen	CVH	Undergraduate student representative, Economics
	Professor Nick Vaughan-Williams	NVW	HoD, Politics and International Studies (PAIS)
	Professor Azrini Wahidin	AWa	Professor, Sociology
	Dr Naomi Waltham-Smith	NWS	Reader, Centre for Interdisciplinary Methodologies (CIM) (FEC Chair)
	Professor Christopher Warhurst	CW	Director, Institute of Employment Research (IER)
Attending	Mahfia Watkinson	MW	Assistant Registrar (Teaching and Learning), Education Policy and Quality (Secretary)
	Victoria Cox	VC	Senior Programmes Coordinator, Philosophy (Assistant Secretary)
	Becca Kirk	BK	Widening Participation Officer, Law (Assistant Secretary)
	Dr Sarah Duggan	SDu	Director of Faculty Administration (Social Sciences)

	Dr Jennie Mills	JM	Associate Professor, Academic Development Centre (ADC)
	Catherine McStay	CM	Assistant Registrar (Strategic Programme Delivery), Registrar Group (item 45)
	Kulbir Shergill	KS	Director of Social Inclusion, Strategy Group (item 45)
	Ana Fernandez Martinez	AFM	Reward and Academic Process Advisor, Human Resources (item 45)
	Professor Michael Scott	MS	Professor, Classics and Ancient History and Academic Director of the Warwick Institute of Engagement (item 46)
	Dr Jane Bryan	JB	Reader, Law and Faculty Student Engagement Coordinator
	Yvonne Budden	YB	Head of Scholarly Communications, Library (item 47)

Ref	Item
039	**Apologies for absence** Apologies were received from: Professor Jon Coaffee (ESRC DTC), Professor Richard Hastings (CEDAR), Professor Kate Ireland (CTE), Karen Jackson (Library), Dr David Lees (SMLC and Senior Faculty Tutor), Professor Andrew Lockett (WBS), Dr Lynne Pettinger (Sociology) and Professor Paul Warmington (DES).
040	**Declarations of interest** There were no declarations of interest declared.
041	**Equality, diversity and inclusion** The Chair invited members to consider items through the EDI lens, and reflect how as members the Board can support and champion its principles.
042	**Minutes of the meeting held on 28 January 2021** The minutes of the meeting held on 28 January 2021 were approved with no corrections.
043	**Matters arising from meeting held on 28 January 2021** Members received the paper (043.BFSS.20-21) and noted that all actions were complete.
	Chair's Update
044	**Chair's Business and Actions** - The Chair invited members to consider the request to approve the proposed membership for FYBOE, available below the line (item 54), which the Board approved. - Members received an update regarding changes of university appointments that Professor Dan Branch would become the new Academic Director of the Doctoral College replacing Professor Colin Sparrow from the end of July and that Professor Caroline Meyer would replace Professor Pam Thomas as the new Pro Vice Chancellor for Research from August. - Members received teaching plans for the next academic year, namely that timetabling had been planned with the assumption the University would apply 1.5m social distancing, which may be subject to change. The approach was a conservative assumption when compared to other Russell Group Universities, however it had noted that it would be easier to reduce this distance than to increase it. Large lectures would remain online, and therefore the precautions would predominantly impact small group teaching. - The Chair noted the Faculty's submission to the Inclusive Education Model consultation (item 053) and thanked Departments, Claire Edden (Faculty WP Coordinator) and NWS for producing a comprehensive response. It was noted that at the time of the meeting, no further updates had been received. - The Chair noted that the meeting was the last meeting of the academic year and thanked departing members, including student representatives SD, LBu and CVH for their contributions to both BFSS anD EFSS, and to SDu who would be returning to their substantive post after July following the return of Jackie Clarke, Director of Faculty Administration.
	Substantive Items

045	**Race Equality Charter**
	Members received papers (045a.BFSS.20-21 and 045b.BFSS.20-21). CM, KS and AFM provided an update on the preparations for the institutional Race Equality Charter bronze award, which is scheduled for submission on 22 July. A previous submission in 2017 had not been successful because the action plan was not sufficiently robust. The Self-Assessment Team (SAT) have been regularly meeting since May 2020 to evaluate data and create action plans. Professor Robin Naylor (Economics) had worked with SAT to lead the work on student data, whilst AFM had led the work on staff data.
	SAT conducted staff and student surveys in 2020, which had had a good response rate. The Race Equality Taskforce and Race Inclusion Committee have been updated on progress throughout. Recent analysis, which was not included in the paper, showed that 45% of applicants for academic roles in Social Sciences were BAME (54.1% UK comparison), and 20% of job offers (16.7% UK comparison) were given to BAME candidates, which is between the rates for the other faculties. At an institutional level, it reflected that diversity needed to be addressed at the application stage with UK Nationals rather than International BAME applicants. Additional data would be circulated to members, with an Action Plan, once finalised.
	The Chair invited member feedback on the key headlines at University and Faculty level data, as well as any comments on the paper:
	• Members noted that the Faculty level data on recruitment was new. KS advised that this would be used to inform University level HR strategy, and that recommendations would include the revision of HR processes, how diversity and inclusion data is recorded, and the implementation of inclusion procedures.
	• WBS commented that the WBS foundation year, which is predominantly BAME students from areas of multiple deprivation, may alter attainment gap data. The nature of the foundation year means that there is a significant attainment gap on entry compared to other WBS undergraduate students, and although this gap narrows by the time students graduate, it would be helpful to have data that differentiated between the two.
	• Whilst Faculty level data was welcomed, given the diversity across the Faculty it would be useful for the SAT to provide Department level data, and to identify examples of good practice within Departments. Members noted that the submission was at University and Faculty level, though KS advised that the SAT were open to suggestions for the best forum to share and discuss departmental data.
	• It was further noted that there were some inconsistencies with White and BAME numbers not totalling 100%, and with some entry tariff data in table 8. JSm was invited to follow up with Prof Naylor, the student data lead, for clarification or correction to the information.
	• Economics had also observed a differential of about 10% on the proportion of firsts awarded to White and BAME students. As this is seen across the Faculties, members considered that it might be representative of a wider University issue.
	• Members proposed that the action plan for the Race Equality Charter needed to tie in with the University's WP strategy, Social Inclusion strategy and Inclusive Education Model, as well as the discussions about University culture. Whilst BAME is a useful overarching category, individual ethnicities and intersections with social class and gender should also be considered.
	The Chair thanked members and speakers and proposed a Forum to discuss the Faculty level data further to support the submission, but also the institutional approach. This was welcomed by members.
	ACTION
	JSm to follow up with Prof Robin Naylor about potential correction or clarification to student data.
	ACTION
	MN to identify departmental contacts and organise a forum to discuss faculty level data.

046	**Warwick Institute of Engagement**
	Members received the paper (046.BFSS.20-21) and update from MS on the newly established Warwick Institute of Engagement (WIE). The Institute launched in November 2020, incorporated and replaced the University's previous Public Engagement team to create opportunities for staff and students to engage with the public, key influencers and decision makers, as well as to share expertise in a pan university hub for interaction. WIE had appointed 29 Honorary Fellows, 38 Foundation Fellows and 32 Associate Fellows, of whom 12 were from the Faculty of Social Sciences: 4 Honorary Fellows; 6 Foundation Fellows; and 6 Associate Fellows. Since its formation, WIE had engaged with 22,000 people through public engagement events and created 14 learning circles covering a range of public engagement and knowledge exchange topics (details found on the [website](#)). Members noted that Warwick was in the top 10 percent of English Universities for Public and Community Engagement and was delighted to hear that 25 percent of our URSS applications had included a public education project. MS advised that for the long term, WIE expected to engage with approximately 40,000 people a year.
	WIE events will focus on opportunities which are cross university, which may be difficult to access from a departmental or Faculty level. WIE is co-ordinating a university programme called Resonate, for the City of Culture project – which is a 12 month programme of events starting in May 2021, with the Global Research Priorities (GRP) setting a different theme each month to encourage cross disciplinary collaboration, and collaboration with other communities.
	Research bids which contain a public engagement brief may be reviewed alongside Research and Impact Services (RIS), to include details of strategic thinking of public engagement in the HE sector more generally, as well as Warwick's place in the sector. CW queried how WIE compared to other Universities on public engagement. MS advised that the Institute was looking at the themes and how public engagement could be evidenced, which will enable more meaningful comparisons to be made in the future.
	The Chair noted the narrow boundary between engagement and impact, and how WP and engagement activities may become impacted. WIE are having discussions with the RIS team in Social Sciences in order to have a joined up approach. MS invited members to contact WIE directly if they were interested in getting involved in WIE/RIS discussions or attending weekly drop in sessions.
047	**Update from the Library**
	YB provided members with an oral update of the changes to the scholarly publishing environment. Traditionally, scholarly journal publishing has been funded by subscription, and more recently Article processing Charges (ARC), however new 'Read and Publish' or 'Transformative Agreements' were introduced in 2020 and allow bundling of both costs, and the corresponding author to publish with no additional costs. However, each publisher has a different process and negotiations are very complex taking place at a national level. The Library was monitoring which transformative agreements are value for money to inform considerations. Members were encouraged to make use of the Read and Publish agreements the University has with publishers. YB is sitting on one of the Jisc strategic groups to help guide the negotiation team on Read and Publish agreements.
	YB advised members that in 2021 Elsevier Negotiations would start again, which is the largest negotiation in UK in terms of cost and number of publications, worth £45m in UK, and £1m at Warwick with publications and access. The sector is prepared for difficult negotiations and to walk away from an unsuitable deal, which would lead to the loss of Elsevier content. An advisory group has been formed to assist the Library which includes Faculty representatives, academics from all levels, PGR students and library experts. Faculty representatives are needed for the group to ensure academic views are represented and the Chair asked members to get in touch with YB directly if interested.
	The Funders Rights Retention Strategy (RRS) is designed to help authors retain the right of their research. There is a statement available which authors can use on submitted papers, which may be a requirement

of funders. To not use the statement may restrict access to publishing in some journals. The Library are best placed to advise on RSS.

The Library manages grants from funders to allocate funding for open access publishing. Funding was previously allocated on a first come first served basis however, for the first time in 2020/21, applications had exceeded the grants available so applications had closed in January 2021. This was a result of a year on year decrease in grant funding from UKRI, and an increase in demand. Going forward, there is a new policy for allocation from central grants, full details of which would be included in the written paper to be circulated to members after the meeting. The Research Committee recommended the principles for the funding policy now circulated to Senate.

Members were invited to comment on updates to the scholarly publishing environment.

- The Chair commented on the increasingly complex publishing arrangements for academics. YB advised that the Library were working on a new set of webpages to detail as clearly as possible the arrangements with each publisher and to include links to publisher pages, however such pages may not be journal specific.
- Members commented that University support for open access should also include books and monographs. Central grants are a block grant, not a general approach to open access publishing, and are designed to help manage UKRI and Welcome Trust grants. However, the Library block grant is for colleagues publishing in open access without funding. Departmental funding may cover books and chapters. The Library is looking to assist academics with meeting their funder's requirements.
- Members asked how they can contribute to the Elsevier Negotiations Advisory Group. YB added that negotiations are held nationally, and when more realistic deals are tabled by Elsevier the Group would then ask individual institutions to ask if they want to accept or walk away from the deal. The Library will comment on what they can afford or not, however they welcome support from the academic community as the decision will have a profound impact. Elsevier meet with the negotiating committee every couple of months, and the advisory group would follow these meetings, until discussion concludes at the end of the year.
- In response to a request from IER for guidance on common European funding issues, including the cost of publishing and how much to budget for in research proposals, YB confirmed a 12 page guide is currently being written. YB and CW agreed to discuss the content outside of the meeting.
- YB confirmed that the Library could provide an average for the open access fund, as PlanS also included unfunded research. The allocation of grants was dependent on meeting funders policies, however if academics are publishing into open access journals which only accepts papers with funding, they may either be the corresponding author (if there is a transformative agreement with the publisher), or researchers may have a closed access approach and submit with WRAP for REF. However if unfunded, departments could ultimately have to cover the costs.
- Members noted that books were not included in discussions, and the minimum for a hybrid book was €6000-30,000. YB confirmed that books that have to be open access were funded under previous European agreements, however as it is very costly to publish open access books, some funders provide grants to Universities to cover costs. The Library, University or individual Departments could help. The policy around sharing articles on WRAP within 3 months of acceptance for REF compliance had not changed, however this may change before the next REF. This would not include books or book chapters.
- Economics commented that 7 of the 12 main publishers in Economics are not included in the Transformative Agreements, which can impact on promotion if researchers are not publishing in those journals. YB advised that the Library is bound in terms of deals which are agreed to; JISC is working on each agreement as they expire. If research is accepted in these journals outside of the Transformative Agreements list, they are advised to make open access, put in WRAP and apply to the open access fund.

	ACTION Secretariat to circulate Scholarly Publishing Update papers to members after the meeting. **ACTION** Members to contact YB if interested in joining the Elsevier Negotiations Advisory Group.
048	**Sharing lessons from Blended Delivery** Members received a paper (048.BFSS.20-21) that detailed recent discussions at EFSS about departmental approaches to synchronous live delivery and ways in which departments had supported student engagement. NWS invited members to share their reflections regarding the themes identified in the paper and to propose priorities for the Faculty with blended learning in the coming months. • Economics raised that with the exception of WBS, many teaching rooms were not equipped for hybrid teaching, and that the University needed to invest in the technology to facilitate a better student academic experience. NWS added that in-person teaching would only be for a maximum of 50 students at a time due to continued social distancing restrictions, and that three rooms in the Oculus building had been equipped for hybrid interactive seminars (although there were some a small number of portable kits available for use in other classrooms). • WBS commented that the required in-person cap would be very challenging for larger departments to accommodate in-person seminars when combined with other social distancing requirements and room capacity. The present uncertainty with room availability was making the planning of innovative teaching difficult. The School proposed that greater consideration should be given to the balance of in-person teaching and the requirement the students to be on-campus, particularly given the positive examples of synchronous live delivery. NWS agreed that information about which rooms had been equipped for hybrid teaching and its availability was limited, and agreed to follow up with Education Executive. • Members noted that NWS would be contributing to a paper that was being developed by the Online Teaching Working Group, to share identified good practice from the Faculty. Noting member comments and so as to continue to represent a Faculty view, members were invited to contact NWS with their Department's intentions for hybrid and blended learning in the next two years (and any equipment required), as well as examples of successful hybrid teaching. • Members were reminded that the University's Curriculum Change Logs (CCL) policy remained in place for temporary changes and that where approval of fully online or hybrid teaching had been granted this would remain in place. Departments should continue to maintain CCL records but approval would not be required unless a change would be in variance to the University Blended Learning Framework policy or a change to previous approval. NWS thanked members for their contribution. **ACTION** NWS to request further information about which rooms are equipped for hybrid teaching, and to feedback to the University if there is inadequate provision. **ACTION** Members to contact NWS with their department's intentions for hybrid and blended learning in the next two years (and any equipment required), as well as examples of successful hybrid teaching to inform ongoing central policy and guidance development.
*Items below this line were received/and or approved without discussion*
**Subsidiary and Sub-Committee Reports**
049	**Chair's Action since the last meeting of the Board held on 28 January 2021** Members received the paper(049.BFSS.20-21)
050	**Faculty Athena Swan Action Plan**

	Members received the paper)(050.BFSS.20-21)
051	**Faculty Education Committee: unconfirmed draft minutes of the meeting held on 4 May 2021** Members received the minutes (051.BFSS.20-21) without comment.
052	**Faculty Education Committee: confirmed minutes of the meeting held on 13 January 2021** Members received the minutes (052.BFSS.20-21) without comment.
053	**Faculty response to the University consultation on the draft Inclusive Education Model** Members received the paper (053.BFSS.20-21).
054	**Faculty First Year Board of Examiners Membership** Members approved the membership for nomination to Senate (054.BFSS.20-21).

Senate Committee Minutes and Reports		
055	Board of Graduate Studies Minutes	http://warwick.ac.uk/committees/bgs/minutes/
056	Partnerships Committee Minutes	https://warwick.ac.uk/committees/partnerships/minutes/
057	Academic Quality and Standards Committee Minutes	http://warwick.ac.uk/committees/aqsc/minutes/
058	University Education Committee Minutes	https://warwick.ac.uk/committees/ec/minutes/
059	Student Learning Experience and Engagement Committee Minutes	https://warwick.ac.uk/committees/sleec/minutes/.

Other	
060	**Any other business** *Remote proctoring* WBS raised concerns that the draft Remote Proctoring Policy will be restrictive and prefers that remote proctoring should only be used in specific situations. The School noted however that students expected some form of remote proctoring and it was widely used in WBS, as well as in other institutions. Under the draft policy students can opt out of remote proctoring with minimal evidence on the grounds of privacy concerns. The inconsistency with remote proctoring creates problems with validity of assessment and PRSB requirements. The number of students cheating had increased with the move to online exams, and remote proctoring was therefore needed, particularly as technology was getting more sophisticated and students report that others are circumventing the system. WBS are planning to continue online exams, especially with distance learning students, and wanted to know how other Departments had been affected. Economics agreed with WBS and suggested that the University should take more consideration of the validity concerns. Although PAIS were unlikely to use remote proctoring, they agreed that there were too many obstacles for the use of remote proctoring and the ease it opt out of the arrangement was concerning. LB is a student rep on the University working group alongside academics including WBS and Economics. They acknowledged remote proctoring was a complex issue as the University had created a policy for consistency across Departments and each Department had very different views. Students could sit online exams on campus with an invigilator, however the IT infrastructure was insufficient to host 200 students sitting online exams in a hall. WBS said distance learning students did not have the option of attending exams on campus presenting limited choice for assessment other than online. LB advised that the working group had carefully concerned the threshold for evidence to opt out and options available to support secure assessments, however there were serious and valid concerns about a student's right to privacy and the University needed to carefully balance its legal obligations with assessment security. MW advised members that they had recently taken on Secretary responsibility to the Remote Proctoring Group (RPG) and echoed the complexity regarding remote proctoring as an assessment assurance approach, and in light of the University's decision to adopt online assessment as its preferred approach. Some types of proctoring can be invasive, and the University must give consideration to the ethical

impact, as well as the legal and equality impact. This RPG have endeavoured to reflect on ways to support students where there is a legitimate cause for concern if students were to complain. Student groups have said that they should have the right to opt out as well as the right to an alternative arrangement, such as a remote proctoring exam on campus, and there are some students in exceptional circumstances that can't have remote proctoring in their home. MW thanked members for their comments and agreed to pass these to the next meeting of the RPG on Monday 24 May, although it may be too late to make significant revisions to the draft policy, which had had academic input from colleagues including from WBS and would go to AQSC for consideration.

The Chair noted that the policy development had came in at short notice and that the Board should have had the time to consider the individual requirements of Departments. Members should contact MW with further comments.

ACTION
MW to feedback to the RPG, the Board's concerns and observations about the remote proctoring policy.

Other business
NVW led the Board's thanks to MN for their service as Chair of the Faculty. Under the stewardship, collegiality and good humour of the Chair, the Faculty had worked together to support its departments, staff and students through a number of challenges including the UK leaving the EU and the global pandemic. The new Faculty Chair, NVW, would commence in post from 1 August.

Board meeting dates
Members received the dates of future meetings of the Board, noting that confirmation of whether meetings will return to in-person to be made in advance of each meeting:

- Thursday 18 November 2021, online via Microsoft Teams or Senate House Council Chamber (tbc).
- Thursday 24 February 2022, online via Microsoft Teams or Senate House Council Chamber (tbc).
- Thursday 26 May 2022, online via Microsoft Teams or Senate House Council Chamber (tbc).

Members were invited to note that proposed agenda items for the Committee should be sent to the Secretariat at least three weeks in advance of the respective meeting, to facilitate Chair's consideration and approval.

The meeting closed by 16.00
The next meeting is scheduled to take place at 10am on Thursday 18 November 2021 online via Microsoft Teams or Senate House Council Chamber (tbc).

DECISIONS AND ACTIONS		
ITEM	**DECISION/ACTION**	**LEAD AND DUE DATE**
045	**ACTION** JSm to follow up with Prof Robin Naylor about potential correction or clarification to student data.	JSm / prior to next meeting
045	**ACTION** MN to identify departmental contacts and organise a forum to discuss faculty level data.	MN/ prior to next meeting
047	**ACTION** Secretariat to circulate Scholarly Publishing Update papers to members after the meeting.	Secretariat/ASAP
047	**ACTION** Members to contact YB if interested in joining the Elsevier Negotiations Advisory Group.	Members/ASAP
048	**ACTION** NWS to request further information about which rooms are equipped for hybrid teaching, and to feedback to the University if there is inadequate provision.	NWS/prior to next meeting
048	**ACTION** Members to contact NWS with their department's intentions for hybrid and blended learning in the next two years (and any equipment required), as well as examples of successful hybrid teaching to inform ongoing central policy and guidance development.	Members/prior to next meeting
060	**ACTION** MW to feedback to the RPG, the Board's concerns and observations about the remote proctoring policy.	MW/ASAP