

UNIVERSITY OF WARWICK

**Campus Life Committee**

Minutes of the meeting held on Wednesday 15 February 2006

PRESENT: Professor S Bassnett (Chair), Rev M Bratton, Professor L Bridges, Professor R Burns, Mr Z Hirani, Dr C Mias, Mr T Monnington, Mr A Rivett, Dr C Rodgers, Mr B Willson

APOLOGIES: Dr P Byrd, Dr B Clift, Mr R Cave, Mr J Cunnington, Mr D Kelley

IN ATTENDANCE: Ms K Bailie, Mr C Dove-Dixon, Mr M Scott

15/05-06 Minutes

RESOLVED:

That the minutes of the meeting of the Committee held on 9 November 2005 be approved.

16/05-06 Matters Arising on the minutes

(a) Campus Development Plan (Minute 6/05-06 referred)

RECEIVED:

An update from the Director of Estates on submission of the Campus Development Plan and development of University transport policy.

REPORTED:

- (i) That an impact analysis of the Campus Development Plan had been prepared by the University for consideration by the Local Authority and that the full Development Plan would be submitted for approval within eight weeks from receipt of the Local Authority scoping opinion.
- (ii) That the Director of Estates had attended a number of consultation meetings with interested parties from the local area to discuss the Campus Development Plan.
- (iii) That an inter-site shuttle would help maximise the use of the new Reinvention Studio at Westwood, encourage greater use of the currently under-utilised teaching space at Gibbet Hill and help relieve traffic congestion and parking problems.

RESOLVED:

That the Director of Estates provide an estimate of the cost of running an inter-site bus service connecting Westwood, the Central Campus and Gibbet Hill with a view to reporting to the next meeting of the Committee.

(b) Mental Health (Minute 10/05-06 referred)

REPORTED:

- (i) That interviews for the Student Mental Health Co-ordinator were taking place on Wednesday 15<sup>th</sup> February.
- (ii) That the issues relating to staff mental health provision raised at the last meeting of the Committee had been forwarded to the Director of Personnel Services, who indicated that the University Safety Officer and Occupational Health were responsible for this area of provision, noting that the Occupational Health department employs a Counsellor for a half day per week working exclusively with staff.

(c) Illegal Substances (Minute 11/05-06 referred)

REPORTED:

- (i) That the Chair of the Committee and the Director of Academic & Student Affairs had met with the Students' Union President and Welfare Officer to discuss ways to improve welfare support to students found using or possessing illegal substances in the halls of residence.
- (ii) That a 'student support package' would be developed in consultation with the University's Senior Tutor which could be tailored to individual students' needs and seek to address underlying issues, noting that students would be required to meet with the Senior Tutor after the incident.

RESOLVED:

That a paper outlining a proposed appeals process for students accused of using or possessing illegal substances in the halls of residence would be brought forward to the next meeting of the Committee.

(d) Leave of Absence During Major Religious Festivals (minute 14/05-06 refers)

REPORTED:

- (i) That at its last meeting, the Committee resolved that confirmation be sought from the University Equal Opportunities Advisor that their existing mechanisms for seeking leave of absence during major religious festivals were appropriate, it being noted that departmental processes should be made clear to students.
- (ii) That all written University policies would be subject to Equal opportunities Impact Assessment over the next few months, which would identify areas for concern relating to gender, disability, religion or age.

RESOLVED:

That the Senior Chaplain, together with the Assistant Secretary, develop guidance for departments for handling requests for leave of absence during major religious festivals, but that in the interim, departments with queries about students requests for leave of absence due to religious occasions should contact the Chaplaincy.

17/05-06 Progress of Committee Recommendations

REPORTED:

That at its meeting held on 1<sup>st</sup> December, the Senate considered a report from the Campus Life Committee and its resolutions recorded under the following items:

- (a) Residential Accommodation Allocations
- (b) Lakeside Social Facilities and Nursery Expansion

- (c) Launch of Warwick Sport
- (d) Islamic Prayer Hall

RESOLVED:

That revisions to the membership of the Committee to include the Director of Estates and the Director of the Arts Centre be approved as proposed in paper CLC1/05-06 (revised).

18/05-06 Annual Reports

CONSIDERED:

Annual report from the Students' Union Advice and Welfare (paper CLC 7/05-06)

REPORTED:

- (a) That the Advice and Welfare Services had received over 7,000 enquires during the 2004/05 academic year.
- (b) That the administration of the Home Office Batch Application Scheme by the International Office enabled Advice and Welfare Services to devote more time to student case work.

RESOLVED:

That consideration of the Annual Reports from the Senior Tutor, Counselling Service and Disability Co-ordinator (paper CLC 9/05-05), Warwick Volunteers (paper CLC10/05-06), the Chaplaincy and the Senior Warden be deferred to the next meeting of the Committee.

19/05-06 Catering Provision

REPORTED:

That with effect from 1 March 2006 Mr Clive Dove-Dixon had been appointed as Director of Warwick Retail and Warwick Hospitality.

RESOLVED:

- (a) That the commitment to on-going dialogue and communication with the Committee be welcomed.
- (b) That the incoming Director of Warwick Training and Conference Centres be invited to provide a report to the next meeting of the Committee.

20/05-06 Warwick Children's Service

RECEIVED:

A business plan paper proposing an expanded range of offerings for child care on-campus (paper CLC 5/05-06); it being noted that the financial plan was being revised but would be put forward to the financial planning round.

21/05-06 Student Part-Time Work During Study

CONSIDERED:

A paper (CLC 6/05-06) outlining the University's current strategy relating to student work experience and proposed areas for development of guidance for students.

RESOLVED:

That the University's strategy relating to student work experience and the development of guidance be approved as set out in CLC 6/05-06, subject to the inclusion of a statement about the amount of time that students should dedicate to academic work.

22/05-06 Postgraduate Social Facility

REPORTED:

- (a) That preliminary discussion had been held between the Graduate School, Student Services, Students' Union and residential staff on the potential usage of a postgraduate social study facility near Lakeside and Heronbank residences.
- (b) That an online survey had been e-mailed to all postgraduate students to determine the required components of such a facility by looking at venues currently frequented on campus, study habits and preferences.

23/05-06 Residential Accommodation

REPORTED:

- (a) That an operational decision had been taken to allocate a Whitefields Flat to the Music Centre for storage of musical instruments for the next two years.
- (b) That the Senior Warden and Accommodation Manager had developed a proposal to strengthen procedures for handling complaints within Warwick Accommodation, and would be discussing implementation shortly; it being noted that the University Secretary's Office was undertaking a project to look at procedures for dealing with non-academic complaints across the University.
- (c) That Warwick Accommodation received over 1,600 applications from final year undergraduates who wished to live on campus for the 2006/07 academic year and that just over 1,200 applicants had been successful, noting that all successful applicants had now been made a formal offer of campus accommodation and were required to complete their contract online.
- (d) That details of University managed off-campus accommodation had been advertised via the Warwick Accommodation website since the start of the spring term, with students being able to form groups, reserve properties, and sign contracts online.
- (e) That students who had difficulties in forming a group with whom they can share a house had the option of being placed in a 'house-share' arrangement by Warwick Accommodation.
- (f) That concern had been raised about the non-availability of short-term (up to six months) campus accommodation for visitors to the University.

RESOLVED:

- (g) That the Director of Estates investigate the extent of the demand from visitors to the University for short term (less than six months) campus accommodation at a lower price than that offered through the Conference Centres.
- (h) That the Director of Estates investigate the availability of the Mathematics Houses at Gibbet Hill for short-term accommodation.

24/05-06 Prayer Facilities

REPORTED:

- (a) That at its last meeting the Equal Opportunities Committee considered the University Race Equality Policy and Action Plan for 2005 – 2007 (EOC 2/05-06) and resolved that the Campus Life Committee consider the existing provision of a small prayer facilities across the University and whether these meet the needs of staff and students.
- (b) That the opening of the Islamic Prayer Hall would be held on 4<sup>th</sup> March 2006, noting that the process of identifying an Islamic Chaplain for the University had commenced.
- (c) That the opening of the Islamic Prayer Hall represented a significant commitment by the University to providing improved prayer facilities for students and staff.

25/05-06 Operation of the Personal Tutor System

REPORTED:

That the Report of the Working Group on Student and Guidance, approved by the Senate in 2004, set out the expenditure that departments would provide a statement (updated as required), of the operation of the Personal Tutor system within the department of the University Senior Tutor, identifying the ways in which the University expectations are met and any variations introduced to reflect local needs.

RESOLVED:

That consideration of a report analysing and compiling profiles of departmental personal tutor system (paper CLC8/05-06) be deferred to the next meeting of the Committee.

26/05-06 Director of Music

RESOLVED:

That the Director of Music be invited to provide a report to the next meeting of the Committee.

27/05-06 Date of the Next Meeting

REPORTED:

That the next meeting of the Committee would be held on Wednesday 31<sup>st</sup> May at 10.00am in CMR 1.1, University House.