

THE UNIVERSITY OF WARWICK

Minutes of the Meeting of the Steering Committee held on 21 March 2016

- Present: Professor Stuart Croft (Vice-Chancellor and President (Chair)), Professor S Gilson (Chair of the Board of the Faculty of Arts), Professor Christina Hughes (Pro-Vice-Chancellor (Teaching and Learning)), Professor Christopher Hughes (Chair of the Board of the Faculty of Social Sciences), Professor T Jones (Provost), Professor J Palmowski (Pro-Vice-Chancellor (Postgraduate and Transnational Education)), Professor C Sparrow (Academic Member of the Senate), Professor S Swain (Pro-Vice-Chancellor (External Affairs)), Professor P Thomas (Pro-Vice-Chancellor (Research)), Professor P Winstanley (Chair of the Board of the Faculty of Medicine).
- Apologies: Professor A Coats (Academic Vice-President (Monash-Warwick Alliance)), Ms R Drinkwater (Group Finance Director), Mr I Leigh (President of the Students' Union), Professor M Shipman (Chair of the Board of the Faculty of Science), Mr K Sloan (Registrar and Chief Operating Officer), Professor L Young (Pro-Vice-Chancellor (Academic Planning and Resources)).
- In Attendance: Mr G Carden (Director of Management Information and Planning, for item 209/15-16), Ms C English (Administrative Officer (Governance) (Assistant Secretary)), Dr M Glover (Academic Registrar), Ms J Horsburgh (Deputy Registrar (Secretary)), Ms G McGrattan (Director of Human Resources), Miss S Moore (Committee Support Administrator (Governance)), Mr B Pithouse (Head of Institutional Resilience, for item 208/15-16), Mr Ian Rowley (Director of Communications and External Affairs).

193/15-16 Minutes

RESOLVED:

That the open and restricted minutes of the meeting held on 29 February 2016 be approved.

194/15-16 Chair of the Faculty of Medicine

REPORTED: (by the Vice-Chancellor and President)

- (a) That Professor Aileen Clarke had been announced as the successor to Professor Peter Winstanley as Chair of the Faculty of Medicine with effect from 1 May 2016.
- (b) That Professor Clarke joined the Warwick Medical School in 2007 and had served as Head of Populations Evidence and Technologies and Head of the Division for Health Sciences.
- (c) That Professor Winstanley would continue as Chair of the Faculty of Medicine until 31 May 2016, allowing for a one-month handover period.

195/15-16 Meeting of the Assembly: 11 March 2016

REPORTED: (by the Vice-Chancellor and President)

- (a) That a meeting of the Assembly had taken place on Friday 11 March 2016 to consider two motions; one in relation to the Higher Education (HE) Green Paper and one in relation to the Prevent Duty.

- (b) That an open letter calling for increased transparency regarding how the University engaged with Prevent initiatives and for clarification on the role of the Steering Committee with the Prevent strategy had been received, containing 350 signatures of staff and students.
- (c) That the meeting of the Assembly was attended by a total of 127 members, noting that not all members were present for the entirety of the meeting.
- (d) That, following discussion, both motions were passed with a significant majority, noting that as the Assembly is not a decision making body, the motions would be reported to the Council at its next meeting on 18 May 2016.
- (e) That the motion relating to Prevent was to be considered at this Steering Committee meeting and would be reported to the Senate on 8 June 2016, noting that a substantive paper providing further detail on the Assembly will be submitted to a later meeting of the Steering Committee.

196/15-16 British Universities and Colleges Sport (BUCS) National Finals

REPORTED: (by the Vice-Chancellor and President)

That the University's Men's Cricket team had won the Indoor Cricket Championship and the University's Men's Squash team had won the Squash Trophy at the BUCS national finals on 16 March in Sheffield.

RESOLVED:

That the University's Men's Cricket and Squash teams be congratulated on their achievements.

197/15-16 Warwick Law Society

REPORTED: (by the Vice-Chancellor and President)

- (a) That the Warwick Law Society had won 'Best Law Society Overall' at the LawCareers.Net Student Law Society Awards 2016 on 17 March 2016.
- (b) That the Warwick Law Society had won 'Best University Society' at the National Undergraduate Employability Awards 2016 on 12 February 2016.

RESOLVED:

That the University's Law Society be congratulated on their achievements.

198/15-16 OFSTED Success for the Nursery

REPORTED: (by the Vice-Chancellor and President)

- (a) That following its OFSTED inspection on 19 February 2016, the University's Nursery had retained its 'outstanding' rating in all four categories of assessment; effectiveness of leadership and management; quality of teaching, learning and assessment; personal development, and behaviour and welfare; and outcomes for children.

(by the Pro-Vice-Chancellor (Research))

- (b) That the capacity of the Nursery should be kept under review in the event of increased pressure for places from staff and student parents.

RESOLVED:

That the staff and children in the Nursery be congratulated on their achievement.

199/15-16 University Staff Awards

REPORTED: (by the Vice-Chancellor and President)

- (a) That all shortlisted nominees were invited to a Gala Dinner on Friday 11 March 2016 where the overall winners of each category were announced.
- (b) That over 350 nominations were made in total, highlighting the breadth of contribution from all areas to the University's success.

RESOLVED:

That thanks be extended to all those involved with the organising of the event, and the winners be congratulated on their achievement.

200/15-16 Richard Dimpleby Lecture at Warwick Business School

REPORTED: (by the Vice-Chancellor and President)

- (a) That Warwick Business School had hosted the BBC's annual Richard Dimpleby Lecture at its London base at The Shard on Tuesday 15 March.
- (b) That Gregory Doran, Artistic Director of the Royal Shakespeare Company (RSC) delivered the 2016 Richard Dimpleby Lecture at WBS London which was screened on BBC One on Wednesday 16 March.
- (c) That this year was the 400th anniversary of Shakespeare's death and, during the lecture, Mr Doran reflected on the impact and resonance Shakespeare still had in the contemporary world.

201/15-16 RCUK Funding Assurance Visit

REPORTED: (by the Vice-Chancellor and President)

- (a) That the University had received confirmation that it would be subject to an RCUK Funding Assurance Visit on Tuesday 21 June to Thursday 23 June 2016.
- (b) That at least one full-day would be dedicated to TRAC, and possibly a further half-day.
- (c) That colleagues in Research and Impact Services had coordinated a working group in preparation for the visit.

202/15-16 *Clinical Sponsorship Audit Report

RECEIVED:

A report concerning the governance pertaining to the role of the University as a sponsor of clinical trials (CTIMP).

203/15-16 HEFCE Revised Operating Model for Quality Assessment

REPORTED: (by the Vice-Chancellor and President)

- (a) That on 18 March, the HEFCE published its response regarding a revised model for quality assessment in the sector, which outlined the model to be implemented from 2017/18, the transition arrangements during 2016/17 and plans for a range of pilot activities during 2016/17.
- (b) That the document was lengthy and would therefore be passed to the Teaching Quality team for review and a summary paper would be brought to the Steering Committee on 11 April 2016.

204/15-16 Warwick Undergraduate Internship Programme

REPORTED: (by the Vice-Chancellor and President)

- (a) That the University would be running the annual Warwick Undergraduate Internship Programme during the summer vacation of 2016, where Warwick undergraduates entering their final year of study in Autumn 2016 will be given the opportunity to experience either a 4-week sustainability-focused or 8-week administrative internship.
- (b) That departments interested in hosting an internship were advised to consider the Programme Timeline available on Insite to ensure they were able to commit to the schedule, and submit an Internship Proposal consisting of a job description and person specification, noting that proposals must be returned no later than 3pm on Wednesday 30 March 2016.

205/15-16 Sports Hub 2017/18

REPORTED: (by the Vice-Chancellor and President)

- (a) That the University would develop and submit a planning application for a new campus Sports Hub in May 2016.
- (b) That the Sports Hub would be located on Leighfield Road, and would offer a new sports hall, a flexible swimming pool, fitness suites, climbing and bouldering walls, squash courts, flexible studio spaces, a welcoming café and outdoor 3G sports pitches and netball courts.
- (c) That the proposals had been put together in conjunction with the University's consultant architect, planning and technical team and the Students' Union's Sports Officer, and a consultation period was underway with a deadline of 4 April 2016, which welcomed the comments of staff and students on the proposals.
- (d) That this project formed part of the University's wider strategy to encourage a healthy University life and to bring world-class facilities to the University's international campus.

(by the Academic Registrar)

- (e) That the proposed sports hall design would be unsuitable for examinations and alternative space for examinations should be considered as part of the wider capital plan.

RESOLVED:

That the proposal be brought to a future meeting of the Steering Committee for information.

206/15-16 UK Budget 2016

REPORTED: (by the Vice-Chancellor and President)

That the Chancellor had delivered the Budget 2016 on 16 March 2016, and key announcements related to higher education in England were as follows:

- (a) That there were no changes planned to the Department for Business, Innovation and Skill's resource spending from the spending review 2015, although there would be minor revisions upwards to capital spending, however an 'efficiency review' would report in 2018 which would cut a further £3.5 billion from unprotected areas of public spending in 2019/20.
- (b) That the eligibility of postgraduate masters loans would be extended to include three-year part-time courses with no full-time equivalent.
- (c) That income-contingent loans for doctoral study would be in addition to existing grant support and further details on eligibility.
- (d) That five regions would undergo a science and innovation audit, of which the Midlands was one, which may provide a basis for the application of additional resources for the University.
- (e) That there was a commitment to review gaps in support for lifetime learning, including for flexible and part-time study and to continue to free up student number controls for alternative providers offering degree level course, offering student places through the performance pool for others.

207/15-16 The Times Higher Education Student Experience Survey Results

REPORTED: (by the Vice-Chancellor and President)

- (a) That over 15,000 full-time undergraduate students from UK universities had been invited to participate in the Times Higher Education Student Experience Survey.

(by the Pro-Vice-Chancellor (Teaching and Learning))

- (b) That there had been a sharp decline in Warwick's ranking, falling from 17th position in 2015 to 35th position in 2016.
- (c) That the results highlighted perceptions of:

- i. High workload and lack of extra-curricular activities; creating a need for departments to look at their courses holistically, not just at individual modules, to ensure assessments are equally spread throughout year.
- ii. Poor facilities and environments; in part owing to the amount of building work undertaken on campus, and in part due to the availability of common rooms for undergraduates in many departments.
- iii. Poor personal relationships with staff; noting that the interim Senior Tutor was reviewing the provision of personal tutoring across the University.
- iv. A lack of cheap food on campus.
- v. Library opening hours, although a proposal is currently subject to review by a working group with the Students' Union (minute SC.182/15-16 refers).

RESOLVED:

That a full report would be brought to the Steering Committee following an initial review of the results by the Academic Quality and Standards Committee.

208/15-16

*Prevent Statutory Duty

Due to the complexity of this item of business, the minute will be separated by the recommendations considered with appropriate resolutions attributed to each.

- (a) Update on Prevent Statutory Duty

CONSIDERED:

A report providing the Steering Committee with the latest versions of the University's documents in relation to its current progress and compliance with the Prevent Statutory Duty, along with an update following the meeting of the Assembly held on 11 March 2016 in relation to the motion considered with regard to the Prevent Duty (SC.87/15-16 {Restricted}).

- (b) Recommendation 1: To consider the motion, as amended, as passed by the Assembly at its meeting on 11 March 2016

RESOLVED:

That the motion, as amended as passed by the Assembly at its meeting on 11 March 2016, in relation to the Prevent Statutory Duty, be noted.

- (c) Recommendation 2: To consider and approve the draft narrative report

RESOLVED:

That the draft narrative report be approved, as set out in appendix 4 of SC.87/15-16, with the inclusion of further links to service areas.

- (d) Recommendation 3: To re-consider the updated Risk Assessment and provide any updates or amendments as necessary

RESOLVED:

That the updated risk assessment be approved, as set out in appendix 5 of SC.87/15-16.

- (e) Recommendation 4: To consider the updated action plan and provide any updates or amendments as necessary

RESOLVED:

That the action plan be approved as set out in appendix 6 of paper SC.87/15-16, with the inclusion of additional contextual statements to preface the document, and the comments of the Committee.

- (f) Recommendation 5: To note that the existing Regulation 29 will be submitted to the HEFCE in respect of the University's current processes relating to Freedom of Speech and External speakers along with the updated documentation relating to Institutional level and student led events

RESOLVED:

That the Steering Committee noted that the existing Regulation 29, as set out in appendix 7 of SC.87/15-16 {Restricted}, would be submitted to the HEFCE in respect of the University's current processes relating to Freedom of Speech and External speakers along with the updated documentation relating to Institutional level and student led events, as set out in appendix 8 of SC.87/15-16.

- (g) Recommendation 6: To consider and approve the revised Regulation 31 on behalf of the Senate as delegated by the Senate at its meeting on 8 March 2016

RESOLVED:

That the revised Regulation 31 as set out in appendix 9 of SC.87/15-16 {Restricted}, be approved on behalf of the Senate, subject to an additional line with reference to legislature change.

- (h) Recommendation 7: To consider the inclusion of the voluntary return as part of the submission to the HEFCE

RESOLVED:

That the voluntary return not be submitted to the HEFCE.

209/15-16 Stern REF Review

CONSIDERED:

The draft institutional response to Lord Stern's call for evidence for his review of the Research Excellence Framework (REF) (SC.92/15-16).

REPORTED: (by the Director of Management and Information Planning)

- (a) That the Department for Business, Innovation and Skills were seeking views on the future shape of the REF as part of Lord Stern's independent review, with the intention to examine how university research funding could be allocated more efficiently to ensure the delivery of world-leading research.
- (b) That, following an internal consultation, the University was proposing an assessment model which considerably reduced the burden on Higher Education Institutions and had a manageable burden on assessment panels, the main tenets of which were:
 - (i) The University supported the submission of all staff given the considerable time and cost involved in the selection of staff for submission, noting that this would require greater precision in the definition of eligible staff.
 - (ii) That the number of outputs required per researcher should not exceed four, which would mitigate against any increased burden of all-staff submission whilst enabling researchers to be more ambitious and undertake riskier 'blue-sky' research.
 - (iii) That the University was supportive of the retention of the impact template but recommended that this component should be incorporated into the environment narrative, noting that the environment assessment element would need to be increased by 4% to account for the inclusion of the impact template.
 - (iv) That, whilst the University supported the submission of all staff, it recognised that the gearing of impact case studies would need to change as it would become burdensome to request vastly greater numbers of new impact case studies in line with an increased submitted FTE; this would broaden but more precisely define impact.
- (c) That, in order for the REF to support bold, high-risk research, which may frequently be interdisciplinary, it should include a sub-section relating to interdisciplinary research to ensure its ability to effectively assess such research.
- (d) That a significant rationalisation of units of assessment had been undertaken following the RAE 2008 which was largely accepted by the research community, and therefore the University considered that any further aggregation would risk subject diversity and the distinctiveness of different research fields.
- (e) That the quality of the assessors on any unit of assessment was critical and measures should be introduced to ensure high quality and healthy turnover, including the following:
 - (i) All institutions should be restricted to one panel member per unit of assessment.
 - (ii) Panel Chairs should not remain the same for consecutive exercises, however a Chair should have previously been a member of a panel or sub-panel.

- (iii) Panel Chairs should be members of the UK research community with an ongoing stakeholder interest in the health of the disciplines under assessment.

RESOLVED:

That the proposed institutional response to Lord Stern's call for evidence for his review of the REF by approved and submitted to the Department for Business, Innovation & Skills by the deadline of 24 March 2016.

210/15-16 *Report from the Academic Resourcing Committee

RECEIVED:

A report summarising the business of the Academic Resourcing Committee (ARC) since December 2015 (SC.88/15-16 {Restricted}).

RESOLVED:

That the report from the Academic Resourcing Committee be noted.

211/15-16 *PTES/PRES Progress Report

RECEIVED:

A paper outlining ongoing work to improve student satisfaction based on feedback from the 2015 Postgraduate Taught Experience Survey (PTES) and the Postgraduate Research Experience Survey (PRES) (SC.89/15-16 {Restricted}).

RESOLVED:

That the PTES/PRES Progress Report be noted.

212/15-16 *Admissions and Recruitment Update

RECEIVED:

A report updating the Committee on activity from the Student Recruitment, Outreach and Admissions Service (SROAS) (SC.90/15-16 {Restricted}).

RESOLVED:

That the update on admissions and recruitment be noted.

213/15-16 *Report from the Fees Working Group

CONSIDERED:

A paper outlining the proposed fees to be applied for the 2016/17 and 2017/18 intakes on the Warwick Business School Executive MBA (London) programme (SC.91/15-16 {Restricted}).

RESOLVED:

That the recommended fee for the Warwick Business School Executive MBA (London) 2016/17 programme be approved as set out in paper SC.91/15-16

{Restricted}.

214/15-16 Membership of Senate Committees

CONSIDERED:

A paper outlining a number of recommended in-year appointments to Senate Committees including Fitness to Practice Committee (MBChB), Board of the Faculty of Medicine, Board of the Faculty of Social Sciences and the Undergraduate Studies Committee of the Board of the Faculty of Social Sciences (SC.93/15-16).

RESOLVED:

That the appointment of members of Senate committees, as detailed in paper SC.93/15-16, be approved by the Steering Committee on behalf of the Senate.