

# UNIVERSITY OF WARWICK

## SENATE

Minutes of the meeting of the Senate held on 29 September 2004.

Present: Vice-Chancellor (in the Chair), Professor S Bassnett, Ms A Bell, Professor L Bridges, Professor R Burns, Dr P Byrd, Professor A Caesar, Professor M J Cooper, Professor C Davis, Professor J Davis, Professor T Docherty, Professor R G Dyson, Professor A Easton, Professor R Freedman, Dr C Hughes, Professor J Jones, Professor I Lauder, Professor R Lindley, Mr S Lucas, Professor M Luntley, Professor A McFarlane, Mr K Mohaddes, Dr H Nesi, Professor S B Palmer, Dr A M Price, Dr P Roberts, Professor D Singer, Dr C Sparrow, Professor M Waterson, Professor M Whitby.

Apologies: Professor Y Carter, Professor R Fine, Professor A Harris, Dr C Humphreys, Professor K Lamberts, Dr P O'Hare, Mr B Taylor, Professor R Wilson.

In Attendance: Academic Registrar, Director of Student and Academic Affairs, Finance Director, Registrar, University Secretary.

### 1/04-05 Membership of the Senate

The Vice-Chancellor welcomed new members to their first meeting of the Senate.

#### RECEIVED:

The membership of the Senate for the academic year 2004/2005 (S.2/04-05).

#### RESOLVED:

- (a) That, under the provisions of Statute 19 (1), the Director of Warwick Horticulture Research International be appointed to membership of the Senate for a period of three years to 31 July 2007.
- (b) That, under the provisions of Statute 19 (1), the Chair of the Board of Graduate Studies be appointed to membership of the Senate for a period of three years to 31 July 2007.
- (c) That, under the provisions of Statute 19 (1), the Senior Tutor be appointed to membership of the Senate for a period of three years to 31 July 2007.

### 2/04-05 Minutes

#### RESOLVED:

That the minutes of the meeting of the Senate held on 30 June 2004 be approved.

3/04-05 Coming Up-Week-end

REPORTED: (by the Vice-Chancellor)

That the arrangements for the reception and enrolment of students during Coming Up Week-end had run smoothly and efficiently.

RESOLVED:

That the Senate record its thanks to all those members of staff who had contributed to the success of Coming Up Week-end for new and returning students and their families.

4/04-05 National Health Service University

RECEIVED:

An oral report from the Vice-Chancellor on the development of the University's partnership with the National Health Service University and the Arms Length Review being conducted of the NHSU by Sir William Wells, the outcome of which had not yet been announced.

5/04-05 Horticulture Research International

An oral report from the Vice-Chancellor on the progress of the integration of Warwick Horticulture Research International within the University.

6/04-05 Warwick in Asia

CONSIDERED:

The minutes of the meeting of the Senate held on 22 September relating to consideration of the Report from the Asia Exploratory Group (S.1/04-05).

RESOLVED:

That the minutes of the meeting of the Senate held on 22 September relating to the consideration of the Report from the Asia Exploratory Group be approved and the following recommendations of the Senate be referred to the Council for consideration:

That further intensive investigation of the opportunity to establish a second University campus in Singapore during the academic year 2004-05 be undertaken within the clear parameters set out in section 1 of the Report from the Asia Exploratory Group, on the basis that such a campus be research-led, financially viable and significantly capacity-raising and on the understanding that this investigation would, additionally:

- (a) develop a clear and objective vision, strategy and focus for the University's academic operations in Singapore which is supportive of the University's key strategic objectives.

- (b) demonstrate that institutional autonomy and academic freedom could be properly safeguarded and that concerns regarding human rights issues could be satisfactorily addressed.
- (c) facilitate evaluation of alternative possibilities for the University's future development in an international context which would be of significant value.

REPORTED: (by the Vice-Chancellor)

That a small group would be established, to include members of the Asia Exploratory Group, to undertake further investigation into the opportunity, including the development of an academic strategy and an initial business plan for a second campus in Singapore, with the intention of submitting reports on progress to the Senate and the Council at their meetings at the end of the Autumn Term and with the objective of reaching a final decision on the way forward by the end of the academic year 2004/05.

7/04-05 Governing Instruments Committee

CONSIDERED:

The Report from the Governing Instruments Committee on its review of the governance and academic organisational structures of the University and the modelling of three potential alternative governance structures, including the abolition of the Court; the streamlining of the processing of academic business through the Academic Quality and Standards Committee and the Faculty Boards so as to permit them to adopt a more strategic role; and the revision of the University Committee structure (S.6/04-05).

REPORTED: (by the Vice-Chancellor and Professor Jones)

That the section of the Report from the Governing Instruments Committee relating to University Governance was presented for initial discussion by the Senate with a view to the views of the Senate being conveyed to the Council to inform its debate on the University's future governance structures.

RESOLVED:

- (a) That the Senate support the adoption of a governance model for the University which adopted the broad proposed framework presented in Model B of the Report from the Governing Instruments Committee, it being recognised that considerable further work would need to be undertaken:
  - (i) to clarify the constitution, terms of reference and detailed operation of the proposed Sub-Committee of the Council,
  - (ii) to ensure that appropriate and effective mechanisms were in place for supporting the development and advancement of the University.

- (b) That full consideration by the Senate of the conclusions and recommendations contained within the Committee's Report relating to the academic organisational structures of the University be deferred until the next meeting of the Senate in order that they might be considered alongside the final Report from the Working Party on Departmental Governance.
- (c) That the following measures be introduced with effect from the Autumn Term 2004/05, as proposed in section 4 (e) of paper S.6/04-05, in regard to the processing of academic quality business to enable the streamlining of Faculty Board business and to provide space on Faculty Board agendas for discussion and debate of matters of a more strategic and policy nature:
  - (i) Course Approval
    - (A) Module approval forms to continue to terminate at sub-faculty level and course approval forms to be considered by sub-faculty committees and forwarded to the Board of Undergraduate or Board of Graduate Studies, as appropriate, for final approval.
    - (B) Course proposals to be considered by the relevant Faculty Board(s) and the Academic Quality and Standards Committee only in the event of an issue of principle being raised.
    - (C) A summary of courses approved by sub-faculty committees to be submitted to the next meetings of Faculty Boards and the Academic Quality and Standards Committee.
  - (ii) Annual Course Review
    - (A) Full Annual Course Review reports to be considered by faculty sub-committees and summary reports to be prepared for submission to the Boards of Undergraduate and Graduate Studies Committees, as appropriate, and the Academic Quality and Standards Committee.
    - (B) A report to be submitted to the Senate that all Annual Course Reviews have been received and are deemed to be satisfactory or unsatisfactory.
  - (iii) Periodic Review
    - (A) Full Periodic Review reports to be considered by the Faculty Boards and forwarded to the Boards of Undergraduate and Graduate Studies Committees, as appropriate.
    - (B) A summary report to be considered by the Academic Quality and Standards Committee which will, in turn provide a report to the Senate that all Periodic Reviews have been satisfactorily conducted or refer any significant issues which might require the consideration or intervention of the Senate.

(iv) Staff Student Liaison Committees

SSLC Co-ordinators to provide annual summary reports on the basis of annual SSLC reports for consideration by the Boards of Undergraduate and Graduate Studies Committees, as appropriate, and the Academic Quality and Standards Committee.

(v) External Examiners' Reports

(A) External Examiners Reports to be considered by the Deputy Vice-Chancellor and forwarded to Chairs of Departments on receipt by the University.

(B) Chairs of Departments to respond to reports upon receipt, noting that a full response might be delayed where important issues were raised which required consideration at departmental staff meetings.

(C) Reports and responses to be considered by the Boards of Undergraduate and Graduate Studies Committees, as appropriate, and reports subsequently to be published on the HEFCE TQI website by no later than January each year.

8/04-05 Membership of Senate Committees and Related Matters

REPORTED:

That the membership of the Advisory Boards and Management/Executive Committees of Research Centres and Institutes for the 2004/2005 academic year will be set out in the University Calendar 2004/2005.

CONSIDERED:

(a) Proposed changes to the constitution of Committees of the Senate arising from the need to streamline and clarify responsibility for the consideration of teaching and quality matters, the abolition of the Board of Lifelong Learning and the recommendations of the Governing Instruments Committee relating to academic structures and the processing of academic business (S.3/04-05).

(b) The appointment of the Committees of the Senate for the 2004/2005 academic year (S.4/04-05).

RESOLVED:

(a) Academic Quality and Standards Committee

(i) That the terms of reference of the Academic Quality and Standards Committee be revised as proposed in paper S.3/04-05.

(ii) That the constitution of the Academic Quality and Standards Committee be revised to remove the Chair of the Board of Lifelong Learning from its membership the Board having now been abolished.

(b) Board of Graduate Studies

That the terms of reference of the Board of Graduate Studies be revised as proposed in paper S.3/04-05.

(c) Board of Undergraduate Studies

That the terms of reference of the Board of Undergraduate Studies be revised as proposed in paper S.3/04-05.

(d) Partnerships and Distance Learning Sub-Committee

(i) That the Partnerships and Distance Learning Sub-Committee be renamed the Collaborative, Partnership, Flexible and Distributed Learning Committee of the Academic Quality and Standards Committee.

(ii) That the terms of reference of the Collaborative, Partnership, Flexible and Distributed Learning Committee of the Academic Quality and Standards Committee be revised as proposed in paper S.3/04-05.

(e) Academic Staff Committee

That the constitution of the Academic Staff Committee be amended to remove the Chair of the Committee for Study Leave and Leave of Absence this Committee having now been abolished.

(f) American Study and Student Exchanges Committee

That the American Study and Student Exchange Committee be abolished and its business effected by the appropriate members of staff in the International Office working with academic colleagues.

(f) International Strategy Committee

That the International Strategy Committee be re-established as an Advisory Group, retaining its existing terms of reference but revising its constitution to remove the requirement for the appointment of a lay member of the Council and four members drawn from each Faculty and investing the Group with the authority to identify and appoint to its membership up to four members of academic staff who have an interest and understanding of international issues currently under discussion or review within the University.

(g) Membership of Senate Committees

That membership of the Committees of the Senate for the academic year 2004/2005 be as set out in Appendix 1 attached to the minutes in the official minute book.

RECOMMENDED:

Equal Opportunities Committee

That the constitution of the Equal Opportunities Committee be revised to provide for the appointment of a member of staff appointed by and from the International Office to represent the interests and views of the international student body.

9/04-05 Appointment of Other Representatives and Bodies

CONSIDERED:

The appointment by the Senate of other representatives and bodies for the academic year 2004/2005 (S.5/04-05).

(a) Higher Education Access Committee

RESOLVED:

That Dr F McKay and Ms Y Salter-Wright be appointed as the University's representatives on the Higher Education Access Committee for the academic year 2004/2005.

(b) Equal Opportunities

REPORTED:

That the Vice-Chancellor had appointed Professor R G Dyson to take responsibility on his behalf to monitor, encourage and report on the development, promotion and implementation of equal opportunities policies throughout the University in the academic year 2004/2005.

10/04-05 Admissions October 2004

RECEIVED:

An oral report from the Academic Registrar on the current indications of the likely number of new students registering with the University for the academic year 2004/05.

11/04-05 Report from the Steering Committee

CONSIDERED:

A report from the Steering Committee (S.7/04-05 {Parts 1 and 2}).and its resolutions recorded under the following items:

- (a) Higher Education Act 2004
- (b) HE Act: Current Issues for Fees and Student Support
- (c) Treasury Spending Review
- (d) Office for Fair Access
- (e) Fair Admissions to HE

- (f) Proposals for HE Funding Reform
- (g) Implementation of the Framework Agreement
- (h) International Issues
- (i) AC21 International Forum 2006
- (j) University Base in London
- (k) Regional Affairs
- (l) University Fees Structure
- (m) Teaching Quality Enhancement Fund
- (n) Teaching Quality Information
- (o) Impact Assessment of External Quality Assurance
- (p) Teacher Training League Tables
- (q) RAE 2008
- (r) Science and Innovation Investment Framework
- (s) Science Research Investment Fund Round 3
- (t) EU Framework Programme
- (u) Research Councils Academic Fellowships
- (v) Warwick HRI
- (w) Study Leave Administration Arrangements
- (x) Queen's Award for Enterprise
- (y) Framework of Professional Teaching Standards
- (z) Cancer Research Protocol
- (aa) Code of Practice on Postgraduate Research Programmes
- (bb) Science and Engineering Research Graduate Scheme
- (cc) Masters Degrees and the Bologna Process
- (dd) ESRC Research Centres Bid
- (ee) AHRB Research Centres
- (ff) Advisory Board for the Centre for Lifelong Learning
- (gg) Agreement with Waseda University, Japan
- (hh) University Court, Cranfield

12/04-05 Awards and Distinctions

RECEIVED:

A paper setting out the Awards and Distinctions that had been conferred upon members of the University since the last meeting of the Senate held on 30 June 2004 (S.8/04-05).

13/04-05 University Term Dates

REPORTED:

That a review of the ten year rolling horizon of University Term Dates was being undertaken by Hospitality Services, the Personnel Office and the University Secretary to determine whether it might be feasible to reschedule term dates, particularly in 2005/05, to secure a minimum loss of teaching time in the summer term.



14/04-05 Report from the Safety Committee

CONSIDERED:

A report from the meeting of the Safety Committee held on 28 May 2004 (S.9/04-05).

Revision of the University Health and Safety Policy (SITU), Part 5A

RECOMMENDED:

That the proposed changes to SITU Part 5A on 'Non-Ionising Radiations excluding Lasers' be approved as set out in paper S.9/04-05.