

## UNIVERSITY OF WARWICK

Minutes of the meeting of the Senate held on Wednesday 2 July 2014

- Present: Vice-Chancellor (in the Chair), Professor R Ball, Ms A Chambers, Professor A Clarke, Dr C Constable, Ms J Cooper, Professor S Croft, Professor J Davey, Ms E Davies, Professor S Gilson, Mr R Green, Professor L Green, Professor N Hewlett, Professor Christina Hughes, Professor Christopher Hughes, Professor S Jacka, Professor C Jenainati, Dr J Kidd, Mr S Lamb, Professor G Lindsay, Professor M Luddy, Professor A Muthoo, Professor J Palmowski, Professor A Reeve, Professor M Shipman, Professor C Sparrow, Professor N Stocks, Professor S Swain, Professor L Young, Professor V Zammit
- Apologies: Dr A Adams, Professor A Caesar, Professor A Coats, Professor S Jarvis, Professor N Johnson, Professor T Jones, Professor A Menezes, Professor S Shapiro, Mr B Sundell, Professor M Taylor, Mr S Williams, Professor P Winstanley.
- In attendance: Administrative Officer (Academic Registrar's Office), Academic Registrar, Group Finance Director, Finance Director, Deputy Academic Registrar, Deputy Registrar, Registrar.

### 123/13-14 2014/15 Budget and the Provisional University Financial Plan 2014

#### CONSIDERED:

- (a) The 2014/15 Budget and the provisional University Financial Plan 2014 (S.61/13-14) together with oral reports from the Vice-Chancellor and Group Finance Director.
- (b) A presentation on the University Financial Plan from the Group Finance Director.
- (c) A presentation on the budgets for the Administration and Campus & Commercial Services Group from the Registrar

#### RECOMMENDED (to the Council):

That the 2014/15 Budget and the provisional University Financial Plan 2014 be approved as set out in S.61/13-14.

### 124/13-14 Minutes

#### RESOLVED:

That the minutes of the meeting of the Senate held on 11 June 2014 be approved.

125/13-14 Matters Arising on the Minutes

(a) Report on the Review of the Graduate School

REPORTED:

That the Senate, at its meeting held on 12 March, considered an oral update from the Registrar on the Graduate School Review, noting that it was the intention of the Pro-Vice-Chancellor (Postgraduate and Transnational Education) to gather Heads of Academic Departments, CDTs and others with a view to considering future priorities and any potential reorientation of the Graduate School; and that discussions are on-going with an individual with respect to assuming a role as Interim Academic Director of the Graduate School and leading on a variety of student-facing matters.

CONSIDERED:

- (i) A paper from the Pro-Vice-Chancellor (Postgraduate and Transnational Education), setting out a strategy for postgraduate education, building on the recommendations of the Review of the Graduate School (S.62/13-14).
- (ii) An oral report from the Pro-Vice-Chancellor (Postgraduate and Transnational Education), setting out the consultation process having taken place since the meeting of the Senate on 12 March, noting that the CDT model increasingly adopted by the Research Councils, with its emphasis on 1+3 programmes, made it pragmatic for the Graduate School to maintain its responsibility for both research and taught postgraduate students and that the role of Academic Director would become a powerful institutional advocate for and representative of the interests of postgraduate students.

RESOLVED:

That the proposed strategy for postgraduate education, building on the recommendations of the Review of the Graduate School, be approved as set out in S.62/13-14.

(b) University Risk Update

REPORTED:

That at its meeting held on 11 June, the Senate considered a paper on the Spring Term 2014 University Risk Update (S.50/13-14), together with an oral report from the Deputy Registrar, noting:

- (i) That the Steering Committee had considered and approved the amendments proposed as set out in paper S.50/13-14.
- (ii) That there were three areas of remaining concern: USS pension contributions, student recruitment and the Student Satisfaction Survey, with respect to all of which mitigation activity was in hand.

CONSIDERED:

The Summer Term 2014 University Risk Update (S.74/13-14).

RECOMMENDED (to the Council):

That the Summer Term 2014 University Risk Update be approved as set out in paper S.74/13-14.

126/13-14 Provost's Business: Review of the School of Life Sciences & Warwick Medical School

REPORTED:

That open meetings had been held with staff from the School of Life Sciences and from the Warwick Medical School, noting that Reviews being conducted were financially-driven and that there would be a forthcoming focus on efficiencies and looking for means to generate additional income to enable both Schools to become genuinely first class and focus on excellent teaching and research.

127/13-14 Provost's Business: Opportunity in California

REPORTED:

- (a) That the Pro-Chancellor had asked the Vice-Chair of Council to chair on his behalf a sub-group of the Council to oversee the progress of initial explorations into the opportunity to establish a Warwick presence in California.
- (b) That this group, in conjunction with an academic development group, would consider the range of options available to the University should it wish to engage further in this opportunity – including market analysis; the potential teaching portfolio; potential opportunities for collaboration and partnership for research and commercial activities, and the potential establishment and testing of a Warwick offer and infrastructure development;
- (c) That it was anticipated that there would be further consideration by the Senate and Council in the new academic year of the options for further engagement;
- (d) That, following this phase of exploration, and should consideration progress, there would be further engagement within the Academy to inform the concept development;
- (e) That, separately to the University's explorations of the opportunity, the Vice-Chancellor had been invited to join the University Development Trust in a personal and unremunerated capacity. The Trust is a non-profit development organisation that holds the property in Placer County, California, donated for the purposes of University development.

128/13-14 Registrar's Business: Senate Member Vacancies

REPORTED:

- (a) That in accordance with Ordinance 5, nominations would be sought to fill two vacancies in the representation of the Senate on the Council occasioned by the natural end of the term of office of Professor Thomas and the appointment of Professor Swain as Pro-Vice-Chancellor.
- (b) That members of the Senate were invited to make nominations against these vacancies, noting that nominations should be proposed as seconded with the agreement of the nominee and that nomination forms will be sent to members of the Senate for this purpose by the Secretariat.

- (c) That nominations should be received by the Registrar no later than 12 noon on Friday 11<sup>th</sup> July 2014 and that, should it prove necessary, a secret ballot of members of the Senate would be held in order to confirm the names for representatives of the Senate on the Council for the period 1 August 2014 through to 31 July 2017.
- (d) That there were also two vacancies in the representation of the Assembly on the Senate and that an invitation would be issued to members of the Assembly to stand for nomination, noting that the membership of the Assembly comprised the academic staff of the University and professional staff in grades 6-9.

129/13-14 Registrar's Business: New Integrated Complaints-Handling Framework

REPORTED:

- (a) That from the start of the academic year 2014-15, the University would be piloting a new integrated complaints handling framework and that student-facing information would be updated to reflect this framework.
- (b) That the framework was being introduced at a time when demonstrable compliance with the new requirements in this area was mandated by the Funding Council.
- (c) That information and guidance would be sent to all departments over the summer briefing them on the key changes.

REPORTED (by the Academic Registrar);

- (d) That mediation would be introduced as a core component of the Framework in the resolution of student complaints in order to identify opportunities to resolve complaints before they became formal and required the involvement of staff in formal hearings and/or were escalated to the Office of the Independent Adjudicator.

130/13-14 University Strategy

CONSIDERED:

The draft University Strategy (S.63/13-14).

RECOMMENDED (to the Council):

That the draft University Strategy be approved as set out in S.63/13-14, subject to stylistic and typographic issues identified at the meeting.

131/13-14 Establishment of the Warwick Education Academy

CONSIDERED:

- (a) A paper from the Pro-Vice-Chancellor (Teaching and Learning), seeking approval in principle to establish the Warwick Education Academy (S.69/13-14).

- (b) An oral report from the Pro-Vice-Chancellor (Teaching and Learning) noting that the proposed establishment of the Warwick Education Academy sought to raise the standards of teaching across all departments; enhance the perceived value of teaching within the institution; act as a focus for external engagement in teaching and learning matters and deliver value in teaching practice beyond the sum of the Academy's constituent parts, not least through a potential joint launch with Monash, thus offering the immediate opportunity to become globally-connected with all the attendant advantages to staff and students from potential mobility and inter-institutional links.

RESOLVED:

That the establishment of the Warwick Education Academy be approved in principle as set out in paper S.69/13-14.

132/13-14 Timetabling Policy

CONSIDERED:

- (a) A paper from the Senior Assistant Registrar (Space Management & Timetabling) proposing a University Timetabling Policy (S.64/13-14).
- (b) An oral report from the Pro-Vice-Chancellor (Academic Planning and Resources), noting that the policy was being brought forward at a time of significant investment in teaching spaces but that the existing constraints relating to the current method of compilation of the teaching timetable mitigated against optimal use of existing teaching spaces.

RESOLVED:

That the proposed Timetabling Policy be approved as set out in paper S.64/13-14, subject to the inclusion in the policy of a note that no member of academic staff had the power to veto teaching times.

133/13-14 Report from the Steering Committee

RECEIVED:

The thanks of the Vice-Chancellor relating to the successful delivery of the two University Open Days held on 27 and 28 June 2014.

CONSIDERED:

A report from the Steering Committee (S.65/13-14 {Part 1}) and its resolutions recorded under the following items:

- (a) Admissions, Recruitment and International Update
- (b) Education Update
- (c) Wolfson Research Merit Awards
- (d) Former Warwick Professor Admitted to the Académie Française
- (e) Major Research Proposal: IIPSI Plus
- (f) HEFCE Annual Accountability Return Requirements: Financial Forecasts Submission
- (g) New Science and Innovation Strategy for the UK
- (h) Analysis of Responses to Consultation on HEFCE's Financial Memorandum with Institutions
- (i) 2014 HEPI-HEA Student Academic Experience Survey Summary Report

134/13-14 Report from the Academic Staff Committee

CONSIDERED:

A report from the Academic Staff Committee (S.66/13-14) seeking approval to changes of membership for the Academic Staff Committee and the Probation Review Group.

RESOLVED:

- (a) That the membership of the Academic Staff Committee for the academic year 2014-15, be approved as set out under item 1 of paper S.66/13-14.
- (b) That the membership of the Probation Review Group for the academic year 2014-15, be approved as set out under item 2 of paper S.66/13-14.
- (c) That corrections be made paper S.66/13-14, it being noted that the promotion of Dr L Gracia was to Professorial Teaching Fellow and that the promotion of Dr A Cooley to Professor was within the Department of English.

135/13-14 Report from the Academic Quality and Standards Committee

CONSIDERED:

A report from the Academic Quality and Standards Committee (S.67/13-14 {Part 1}) and its resolutions recorded under the following items:

- (a) Final recommendations of the Contact Hours Working Group and the final Statement on Contact Hours

RESOLVED:

That the final recommendations of the Contact hours Working Group and the final statement on Contact Hours be approved as set out in paper AQSC 46/13-14.

- (b) Recommendations from the Quality Assurance Working Group

RESOLVED:

That the recommendations from the Quality Assurance Working Group be approved as set out in paper AQSC 51/13-14.

- (c) Proposed principles of module evaluation

RESOLVED:

That the proposed principles of module evaluation be approved as set out in paper AQSC 53/13-14.

- (d) Amendments to the Good Practice Guide on Monitoring Student Attendance and Progression

RESOLVED:

That the amendments to the Good Practice Guide on Monitoring Student Attendance and Progression be approved as set out in paper AQSC 55/13-14.

- (e) Amendments to the Good Practice Guide on Providing Information to Students

RESOLVED:

That the amendments to the Good Practice Guide on Providing Information to Students be approved as set out in paper AQSC 55/13-14.

- (f) Proposed guidance on moderation

RESOLVED:

That the proposed Guidance on Moderation be approved as set out in paper AQSC 59/13-14 (revised).

- (g) Proposed changes to the harmonised PGT conventions

RESOLVED:

That the proposed changes to the harmonised PGT conventions be approved as set out in paper AQSC 60/13-14, noting that the conventions would take effect from the academic year 2014-15, and would not be applied retrospectively.

#### 136/13-14 Report from the Research Committee

CONSIDERED:

A report from the Research Committee (S.68/13-14)

RESOLVED and RECOMMENDED (to the Council):

- (a) That the European History Research Centre (EHRC) be formally approved with immediate effect as a Departmental Research Centre as set out in paper RC.31/13-14
- (b) That the Warwick Environmental Systems Interdisciplinary Centre (WESIC) be approved with immediate effect as a Substantive University Research Centre as set out in paper RC.32/13-14.

#### 137/13-14 Membership of the Senate

RECEIVED:

The membership of the Senate for the academic year 2014/15 (paper S.77/13-14).

RESOLVED:

That thanks be expressed to those members who would not continue as members of Senate in the next academic year:

- (a) Student representatives: Ben Sundell, Erin Davies, Lucy Gill.
- (b) Staff: Professor Simon Gilson (Italian Studies); Professor Nick Hewlett (French Studies); Professor Maria Luddy (History); Dr Jane Kidd (Warwick)

Medical School); Professor Neil Johnson, (WMS); Professor Mike Shipman; Ms Ailsa Chambers (Strategy and Change); Mr Stephen Williams (International Office).

138/13-14 Committee Timetable 2014/15, Dates for Meetings of the Senate and Term Dates 2024-25

CONSIDERED:

The dates for meetings of the Senate for the academic year 2014/15 and University term dates to 2024-25 (S.70/13-14).

RESOLVED:

That the proposed dates for meetings of the Senate for the academic year 2014/15 and University term dates to 2024-25 be approved, as set out in paper S.70/13-14.

139/13-14 Awards and Distinctions

RECEIVED:

A paper setting out Awards and Distinctions that have been conferred upon members of the University since the last meeting of the Senate held on 11 June (S.73/13-14).

RESOLVED:

That congratulations be extended to those staff receiving awards and distinctions through the Queen's Birthday Honours List.

140/13-14 Report from the Academic Quality and Standards Committee

CONSIDERED:

A report from the Academic Quality and Standards Committee (S.67/13-14 (Part 2)) and its resolutions recorded under the following items:

- (a) A proposal from the Warwick Manufacturing Group to introduce two new courses - MSc in Sustainable Materials and Manufacturing; and EngD (International) in Sustainable Materials and Manufacturing - as part of an EPSRC funded Centre for Doctoral Training in collaboration with the University of Exeter and Cranfield University

RESOLVED:

That the proposal from the Warwick Manufacturing Group to introduce two new courses - MSc in Sustainable Materials and Manufacturing; and EngD (International) in Sustainable Materials and Manufacturing - as part of an EPSRC funded Centre for Doctoral Training in collaboration with the University of Exeter and Cranfield University, as set out in papers SGS 37(a)/13-14 (revised 2), SGS 37(b)/13-14 (revised 2), SGS 37(d)/13-14 (revised 2) and SGS 37(e)/13-14 (revised 2) be approved.

- (b) A proposal from the Warwick Manufacturing Group to introduce a new part-time variant of the existing EngD (International)

RESOLVED:



That the proposal from the Warwick Manufacturing Group to introduce a new part-time variant of the existing EngD (International), as set out in paper SGS 42/13-14 be approved.

- (c) A proposal from the Warwick Business School to deliver five optional modules on the MBA suite of programmes collaboratively with the University of St. Gallen, Switzerland

RESOLVED:

That the proposal from the Warwick Business School to deliver five optional modules on the MBA suite of programmes collaboratively with the University of St. Gallen, Switzerland, as set out in paper CFDLSC 121/13-14 be approved.

- (d) A proposal from the Board of Undergraduate Studies to revise its own terms of reference

RESOLVED:

The the proposal from the Board of Undergraduate Studies to revise its own terms of reference, as set out in paper BUGS 22/13-14 be approved.

- (e) A proposal from the Collaborative, Flexible and Distributed-Learning Sub-Committee that, where a collaborative course proposal concerns one or more UK HE Institutions, submission of a coversheet and separate approval of the CV need not be completed for any external members of staff where the employing institution has received a judgement of confidence (or equivalent) in its most recent Quality Assurance Agency Higher Education Review, or equivalent process, (AQSC minute 124/13-14 refers)

RESOLVED:

That the proposal from the Collaborative, Flexible and Distributed-Learning Sub-Committee that, where a collaborative course proposal concerns one or more UK HE Institutions, submission of a coversheet and separate approval of the CV need not be completed for any external members of staff where the employing institution has received a judgement of confidence (or equivalent) in its most recent Quality Assurance Agency Higher Education Review, or equivalent process be approved, as set out in AQSC minute 124/13-14.

- (f) Amendments to Ordinance 13 to introduce the new degree title of Master of Languages (MLang)

RESOLVED and RECOMMENDED (to the Council):

That the amendments to Ordinance 13 to introduce the new degree title of Master of Languages (MLang), as set out in paper AQSC 61/13-14 be approved for the first time.

The Senate noted the following items:

- (g) Sub-Groups of the Academic Quality and Standards Committee
- (h) Feedback Turnaround Times
- (i) Monash-Warwick Alliance
- (j) New Undergraduate Courses of Study

- (k) Discontinued Undergraduate Courses of Study
- (l) New Postgraduate Courses of Study
- (m) Revised Postgraduate Courses of Study

141/13-14 Revisions to University Ordinances and Regulations

CONSIDERED:

- (a) A paper outlining proposed amendments to University Ordinances and Regulations consequent upon the final disestablishment of the Institute of Education and the creation of the Centre for Education Studies and the Centre for Professional Education (S.71/13-14).

RESOLVED:

That the Senate approved the following amendments to sections of the University Calendar;

- (i) Amendments to the historical note as set out under section 1.4;
  - (ii) Amendments to departmental advisory boards as set out under section 1.11;
  - (iii) Amendments to Regulation 6 Admission to the University;
  - (iv) Amendments to Regulation 7 Award and Tenure of Scholarships;
  - (v) Amendments to Regulation 9 Constitution of Boards of Examiners;
  - (vi) Amendments to the list of Emeritus Professors under section 3.2;
  - (vii) Amendments to the list of Emeritus Readers under section 3.3;
  - (viii) Amendments to the list of University Awards and Prizes under section 4.4.
- (b) A paper outlining proposed amendments to Ordinance 7, Constitution of the Faculties, consequent upon the disestablishment of the Centre for Education and Industry (S.75/13-14).

RESOLVED and RECOMMENDED (to the Council):

That the paper outlining proposed amendments to Ordinance 7, Constitution of the Faculties, consequent upon the disestablishment of the Centre for Education and Industry be approved for the first time, as set out in paper S.75/13-14.

142/13-14 Annual Report on Equality and Diversity

CONSIDERED:

The annual report on Equality and Diversity, providing an update on progress on key equality and diversity activities during 2013-14 (S.76/13-14).

RESOLVED:

That the annual report on Equality and Diversity, be approved as set out in paper S.76/13-14).

143/13-14 Vice-Chancellor's Action: Conferral of Title of Emeritus Professor

REPORTED:

That the Vice-Chancellor, on behalf of the Senate, had approved conferral of the title of Emeritus Professor on Professor Michael Allen from the Department of Physics with effect from 26 September 2014.

144/13-14 Student, Staff and Alumni deaths

REPORTED:

That the University had been informed of the deaths of the following students and alumni since the last meeting of the Senate held on 11 June 2014, and recent deaths of staff and former staff;

*Students:*

Jagjeet Mann, BA in History and Sociology

*Staff:*

Basharat Hussain, University Porters Team  
Jeanette Chisnall, University Library  
Professor Sandy Green, Mathematics  
Professor Patrick McAuslan MBE, Law

*Alumni:*

Mr Jeffrey Atkinson – LLB Law 1986-1989  
Mr Lyndon Cave-Browne – MPhil History of Art 1981-1991  
Dr Terence O'Shea – PhD Molecular Science 1965-1970

145/13-14 Date of the next meeting

REPORTED:

That the next meeting of the Senate would be held in the autumn term 2014-15 on Wednesday 1 October 2014 in the Council Chamber, Senate House.