

# UNIVERSITY OF WARWICK

## SENATE

Minutes of the meeting of the Senate held on 5 December 2001

Present: Professor D VandeLinde (Chair) Professor D Anderson, Professor S Bassnett, Professor R Burns, Dr P Byrd, Professor A Caesar, Professor M Cooper, Professor K Cowling, Mr J Dubber, Professor R G Dyson, Dr R Earle, Dr E Gallafent, Professor W Grant, Dr J Henshall, Dr J Hinton, Professor C Husbands, Professor J Jones, Professor R Lindley, Professor P Mack, Dr A K Manning, Dr G Martin, Professor G Nudd, Professor S B Palmer, Professor L Paterson, Dr G Paul, Mr C Price, Dr I Procter, Dr C Sparrow, Professor M Waterson, Professor M Whitby, Mr M Wilkings, Professor M Wills.

Apologies: Dr S Breslin, Professor J Dale, Professor H Dalton, Professor G Hundt, Professor K Lamberts, Professor I Lauder, Professor M McCrae, Professor N McWilliam, Professor A Mullender, Professor A Reeve,

## MINUTES

13/01-02 Minutes

RESOLVED:

That the minutes of the meeting of the Senate held on 3 October 2001 be approved.

14/01-02 Vice-Chancellor's Business

(a) Academy for Gifted and Talented Youth

REPORTED (by the Vice Chancellor):

That following the formal presentation of the University's bid to host an Academy for Gifted and Talented Youth at the Department for Education and Skills on Tuesday 27 November, the University had been informed that it had been selected as the preferred bidder.

(b) University Treasurer

RECEIVED:

An oral report from the Vice-Chancellor on the recent ill-health of the University Treasurer, Mr Peter Dodd, noting that he would be unavailable for University business until the new year.

RESOLVED:

That the best wishes of the Senate for a speedy recovery be conveyed to Mr Dodd.

(c) RAE 2001

RECEIVED:

An oral report from the Academic Registrar concerning the arrangements for the collection and publication of the results of the Research Assessment Exercise 2001.

15/01-02 Academic Statistics 2001/2002

RECEIVED:

The University's Academic Statistics document for the academic year 2001-2002 together with an oral report from the Academic Registrar summarising a number of trends relating to the student and research data presented in the document.

REPORTED:

That the Academic Quality and Standards Committee and the Board of the Faculty of Science were to consider the upward trend in undergraduate non-completion rates, noted particularly amongst first-year students in the Faculty of Science.

16/01-02 Amendments to University Statutes (minute 8/01-02 refers)

REPORTED:

That the Council, at its meeting on 3 October, approved, for the first time, proposed amendments to University Statutes and Ordinances and resolved that Section 1(d) of Statute 12 governing the representative membership of the Court be revised.

CONSIDERED:

Proposed revisions to Statute 12 governing the constitution of the University Court (S.13/01-02).

RECOMMENDED:

That proposed revisions to Statute 12 governing the constitution of the University Court be approved as set out in paper S.13/01-02 subject to a further change to paragraph 13.1.d.C to read

“(C) Up to twenty-eight representatives drawn from such learned or professional societies or other bodies appointed in such manner as may from time to time be prescribed by the Ordinances.”

17/0-02 Report from the Steering Committee

CONSIDERED:

A report from the Steering Committee (S.14/01-02 {Parts 1 and 2}) and its resolutions recorded under the following items:

- (a) Development Programme Review
- (b) Additional Student Numbers
- (c) University Whistleblowing Policy
- (d) External Academic Collaborations

- (e) WGA Scholarships Scheme
- (f) Supply and Demand in Higher Education
- (g) Chief Executive of HEFCE
- (h) Department for Education and Skills
- (i) Visits from the Department for Education and Skills
- (j) LWMS Building
- (k) ESRC Research Centres
- (l) Review of Arts and Humanities Research Funding
- (m) Human Resources Strategy
- (n) Response to the new QAA Framework
- (o) New National Framework for Quality
- (p) Fund for the Development of Teaching and Learning
- (q) Higher Education Active Community Fund
- (r) Independent Review of Student Complaints
- (s) New Route PhD
- (t) ILT Accreditation of the Warwick Teaching Certificate
- (u) West Midlands Regional Mission
- (v) Student Discipline
- (w) HEFP Board of Studies

Departmental Reviews

CONSIDERED:

A paper prepared by the Registrar setting out proposals for a system of departmental reviews that cover all areas of departmental activity and involve substantial input from external peers (paper SC43/01-02 {revised}).

REPORTED (by the Vice-Chancellor):

- (a) That the system would proceed in parallel with the existing system of periodic review of courses and in advance of the introduction of the new National Framework for Quality.
- (b) That, notwithstanding the opportunity for smaller departments or centres to be reviewed conjointly as a cluster where academic interests are sufficiently cognate, it would remain possible for such departments or centres to request an individual review where this was felt to be appropriate.

RESOLVED:

- (a) That the new system of Departmental Reviews proposed in paper SC43/01-02 (revised) be approved.
- (b) That the proposal be circulated to academic departments and placed on the 'Insite' staff intranet service, in order that departments might offer comments on the detailed operation of the reviews.
- (c) That the Steering Committee be authorised to consider comments on the new departmental review system from academic departments, and where appropriate incorporate changes, it being the intention that the system would be introduced during the Spring Term 2002.

18/01-02 Report from the Joint Council and Senate Strategy Committee

RECEIVED:

A report from the meeting of the Joint Council and Senate Strategy Committee held on 22 November 2001 (S.15/01-02) and its resolutions recorded under the following items:

- (a) University Links with China
- (b) External Advisory Committees

19/01-02 Report from the Board of the Faculty of Social Studies

CONSIDERED:

A report from the meeting of the Board of the Faculty of Social Studies held on 7 November 2001 (S.16/01-02) recommending that the University give consideration to revising Ordinance 11(1) concerning the membership of academic departments.

RESOLVED:

That consideration of the recommendation from the Board of the Faculty of Social Studies be deferred until the next meeting of the Senate when it could be accompanied by a paper prepared by the Registrar on the constitutional and other implications of the proposed revision to Ordinance 11 (1).

20/01-02 Report from the Academic Quality and Standards Committee.

CONSIDERED:

A report from the meetings of the Academic Quality and Standards Committee held on 25 October and 21 November 2001 (S.19/01-02 {Parts 1 and 2}) and its resolutions recorded under the following items:

- (a) Warwick Skills Certificate
  - (b) QAA Code of Practice
  - (c) Quality Handbook
  - (d) Open Studies Module Approval Form
  - (e) Annual Review of Courses
  - (f) Periodic Reviews of Courses of Study
- (a) Preparing for a New National Framework for Quality.

RESOLVED:

That the proposal from the Senior Assistant Registrar (Quality) for a strategy for preparing for the new national framework and for institutional review be approved as set out in paper AQSC 5/01-02.

(b) Harmonisation of Examination Conventions

RESOLVED:

That, in the light of questions raised at the meeting, arrangements for the publication and dissemination of harmonised examination conventions for current undergraduate students approved by the Academic Policy Committee (now Academic Quality and Standards Committee) be referred to the Steering Committee for consideration and resolution at its next meeting.

(c) QAA Benchmark Statements

REPORTED

That the QAA had consulted on a further 26 benchmark statements available at <http://www.qaa.ac.uk/cmtwork/benchmark/phase2consult.html>

CONSIDERED:

Responses from departments to the second phase of the QAA consultation on benchmark statements (paper AQSC 3/01-02).

RESOLVED:

That responses from departments to the second phase of the QAA consultation on benchmark statements be approved and forwarded to the QAA collectively on behalf of the University.

(c) Higher Education Foundation Programme

RESOLVED:

That the proposal from the International Office that the HEFP in Business Studies be offered in partnership with the British Council in Hong Kong be approved in principle as set out in paper PDLS 8/01-02, subject to further clarification of the procedures for quality assurance, and that the proposal be forwarded to the Dean of the Warwick Business School for information.

(d) Discontinuation of Courses of Study

RESOLVED:

That the proposal from the Department of Politics and International Studies and the Centre for the Study of Women and Gender to discontinue the Degree in Politics, International Studies and Gender with effect from October 2002 be approved as set out in paper UFSS 7/01-02.

(e) Reviews of Research Centres

RESOLVED:

- (i) That the Social Theory Centre continue as a University Research Centre from 2001/2 until 2006/7.

- (ii) That the Centre for the Study of Globalisation and Regionalisation continue as a University Research Centre from 2001/2 until 2006/7.

21/01-02 Report from the Accommodation Committee

CONSIDERED:

A report from the meeting of the Accommodation Committee held on 23 October 2001 (S.20/01-02).

Management of Teaching Accommodation

CONSIDERED:

- (a) Revised figures relating to contingency/missed bookings of centrally-timetabled teaching space prepared at the request of the Accommodation Committee (paper ACM 2/01-02).
- (b) The recommendation of the Accommodation Committee for the introduction of a fining system to be applied to centrally-timetabled teaching space to take effect from the academic year 2002-03, as set out in paper ACM 3/01-02.

RESOLVED:

- (a) That the proposal for the introduction of a fining system to be applied to centrally-timetabled teaching space with effect from October 2002 be approved as set out in paper ACM 3/01-02, on the understanding:
  - (i) That the system would operate as a shadow scheme for one term in the first instance during which fines would be notified but not collected.
  - (ii) That more detailed information on missed bookings would be made available by the Central Timetabling Office prior to the introduction of the fining scheme to enable departments to analyse the reasons for missed bookings and to take steps to revise their room booking practice where necessary.
- (b) That consideration be given to the possibility of establishing a minimum percentage of missed bookings below which no fines would be imposed.
- (c) That the Central Timetabling Office be requested to explore the feasibility of introducing 30 minutes rather than one hour teaching slots on the computerised scheduling system and whether this would offer significant benefits to the scheduling of classes and improve the use of teaching space.
- (d) That further consideration would be given within the Central Timetabling Office to means of incentivising the release of space during the summer vacation construction period.
- (e) That the traditional surveys of teaching space would continue, notwithstanding the practice of random checks due to be carried out under the auspices of the scheme, at unannounced points during the Autumn and Spring terms.

22/01-02 Report from the Estimates and Grants Committee

CONSIDERED:

A report from the meetings of the Estimates and Grants Committee held on 26 September, 16 October and 13 November 2001 (S.22/01-02) and its resolutions recorded under the following items:

- (a) Vacancies
- (b) Major Changes to the Establishment
- (c) Scientific Computing
- (d) Expansion Posts
- (e) Savings Plan
- (f) Consolidated E&G Equipment and Expenses Budget for Departments
- (g) Recurrent Estimates 2001/02
- (h) Departmental Outturns 2000/01

UK/EU Full-Time Undergraduate Intake Targets for 2002/03 Entry

RESOLVED:

That the UK/EU full-time undergraduate intake targets for 2002/03 entry be approved as set out in paper EGC 25/01-02 (revised) subject to clarification of the target for the BA History of Art.

23/01-02 Report from the Library Policy Committee

RECEIVED:

A report from the meeting of the Library Policy Committee held on 15 October 2001 (S.23/01-02) and its resolutions recorded under the following items:

- (a) Towards the Digital Library: Library Strategy 2001/02 – 2004/05
- (b) Library Materials and Expenses Budget
- (c) Review of Periodical Subscriptions
- (d) Research Support Libraries

24/01-02 Report from the Board of Lifelong Learning

CONSIDERED

A report from the meeting of the Board of Lifelong Learning held on 2 November (S.17/01-02) and its resolutions recorded under the following items:

- (a) Terms of Reference of the Board

RESOLVED:

That the terms of reference of the Board be amended to include oversight of Foundation Degrees where appropriate as set out in paper BLL 2/01-02.

(b) Foundation Degrees

RECEIVED:

A report on the Foundation Degree prototypes (paper BLL 7/01-02), noting that the degree in Learning Support has recruited particularly successfully, that the degree in Community Enterprise and Development at North Warwickshire and Hinckley College has recruited almost to its target of 20, and that Tile Hill College expects its first intake in January 2002.

25/01-02 Report from the Board of Graduate Studies

CONSIDERED:

A report from the meeting of the meeting of the Board of Graduate Studies held on 5 December 2001 (S.18/01-02) and its resolutions recorded under the following items:

- (a) New and Revised Postgraduate Awards
- (b) Institute of Education: Postgraduate Awards from the MA in Educational Management
- (c) Marking Scheme for Taught Postgraduate Students in the Faculty of Arts
- (d) Postgraduate Course Regulations
- (e) Careers Advisory Service

New and Revised Courses

(a) Department of English and Comparative Literary Studies

RESOLVED:

That the proposal from the Department of English and Comparative Literary Studies for the introduction of a new MA in Writing (paper AGSC3/01-02 {revised}) be approved subject to approval of any additional resource requirements.

(b) Institute of Education

(i) Flexible PGCE

RESOLVED:

That the proposal from the Institute of Education for the introduction of a new flexible variant of the PGCE with effect from October 2001 be approved as set out in paper GFSS14/01-02.

(ii) Early Years Education

RESOLVED:

That the proposal from the Institute of Education for the introduction of a Postgraduate Certificate in Early Years Education with effect from January 2002 be approved as set out in paper GFSS 20/01-02 (revised) subject to approval of the fees for the course by the Finance and General Purposes Committee.



(c) Institute for Employment Research

RESOLVED:

That the proposal from the Institute for Employment Research for the introduction of a Postgraduate Certificate in Employment Research be approved as set out in paper GFSS 35/01-02 (revised) subject to the approval of the fees for the course by the Finance and General Purposes Committee.

(d) Manufacturing Division of the School of Engineering

RESOLVED:

That the proposal from the Manufacturing Division of the School of Engineering for the introduction of a new MSc, Postgraduate Diploma and Postgraduate Certificate in Supply Engineering and Logistics with effect from January 2002 be approved as set in paper SGS11/01-02.

26/01-02 Report from the Information Technology Policy Committee

CONSIDERED:

A report from the meeting of the Information Technology Policy Committee held on 14 November 2001 (S.21/01-02).

Data Protection Guidelines

CONSIDERED:

Draft Data Protection Guidelines (paper ITPC 10/01-02 {revised}).

RESOLVED:

That the draft University Data Protection Guidelines be approved as set out in paper ITPC/01-02 (revised).

27/01-02 Report from the Residential Accommodation and Welfare Committee (S.24/01-02, attached).

CONSIDERED:

A report from the meeting of the Residential Accommodation and Welfare Committee held on 19 November 2001 (S.24/01-02) and its resolutions recorded under the following items:

- (a) Report from the Senior Tutor 2000/01
- (b) Welfare Services

Allocation of Residential Accommodation 2001/02 and 2002/03

RECEIVED:

- (a) The Committee's report of its consideration of:
  - (i) Reports on the allocation of residential accommodation in 2001/02 and the proposed allocation of accommodation for the academic year 2002/03.

- (ii) A proposal from the Chair of the Board of Graduate Studies for new arrangements for the application of a postgraduate reservation fee and pre-payment of rent for postgraduates.
- (b) The Committee's decision to establish a Working Group to examine the detailed allocation of residential accommodation for 2002/03 and to explore ways of maximising occupancy levels.

RESOLVED:

- (a) That the postgraduate reservation fee be increased from £150 to £200 for the 2002/2003 academic year.
- (b) That, in addition to the reservation fee, postgraduate students who have a guarantee of campus accommodation be asked to make a pre payment of rent to the value of £500 in order to exercise their guarantee, it being noted that the reservation fee and pre payment will be refunded in full should the student inform the Accommodation Office, in writing, of their decision not to take up their place at the University no later than two weeks prior to the start of the academic year and may be returned for late cancellation in exceptional circumstances.

28/01-02 Report from the Academic Staff Committee (S.25/01-02, attached).

CONSIDERED:

A report from the meeting of the Academic Staff Committee held on 26 October (S.18/01-02) and its resolutions recorded under the following items:

- (a) Committee Structure
- (b) Research Staff
- (c) Recent Academic Appointments and Resignations

Emeritus Professors

RECOMMENDED:

That the title of Emeritus Professor be conferred on the following former members of staff:

Professor D Kelly (Biological Sciences)  
Professor K Jennings (Biological Sciences)  
Professor R Carter (Mathematics)

29/01-02 Report from the Committee for Study Leave and Leave of Absence (S.26/01-02, attached).

CONSIDERED:

A report from the meeting of the Committee for Study Leave and Leave of Absence held on 13 November 2001 (S.18/01-02).

Resignation after Study Leave

CONSIDERED:

Proposed amendments to the Study Leave regulations stating that staff be required to work a period equivalent to their last Study Leave taken before resigning from the University

RESOLVED:

That the proposed revision to Regulation 6 on Study Leave be approved as set out in paper S.26/01-02.

30/01-02 Report from the Safety Committee

RECEIVED:

A report from the meeting of the Safety Committee (S.27/01-02) held on 9 November 2001.

University Health and Safety Plan

RECEIVED:

The University Health and Safety Plan for the period 2002 to 2004 (USC 7/01-02).

31/01-02 Awards and Distinctions

RECEIVED:

A paper setting out the awards and distinctions conferred on members of the University since the last meeting of the Senate held on 3 October 2001 (S.28/00-01).