

UNIVERSITY OF WARWICK

Board of the Faculty of Social Studies

Minutes of the meeting of the Board of the Faculty of Social Studies held on 27th May 2009.

Present: Professor R Lindley (Chair), Dr A Adams, Dr C Anderson, Professor H Beale, Dr G Bhambra, Professor R Davies, Professor E Dowler, Professor P Edwards, Professor J Faundez, Professor P Huddleston, Professor C Hughes, Professor D Joly, Dr D Lamburn, Professor M Luntley, Professor J McEldowney, Professor A Muthoo, Dr F Peter, Professor B Rosamond, Ms L Russell, Dr R Smith, Dr H Spencer-Oatey, Mr E Stewart, Professor J Tritter and Dr M Watson.

Apologies: Professor C Aubrey, Dr C Hoerl, Professor G Lindsay, Dr F MacCallum, Professor P Marginson, Dr F McKay, Professor A Neal, Professor A Reeve, Ms A Stewart, Professor H Thomas, Professor M Waterson.

In Attendance: Ms A Bell (Secretary), Ms A-C Bennion, Ms N Muckle, Ms H Wollerton; Dr S Kettell in lieu of Dr F McKay; Dr W Markham for item 39/08-09(a); Professor L Bridges and Ms F Emery for item 43/08-09; and Professor K Lamberts and Professor M Smith for item 44/08-09(b).

38/08-09 Minutes

RESOLVED:

That the minutes of the Faculty Board meeting held on 11th February 2009 be approved.

39/08-09 Matters Arising

- (a) Research Ethics (minute BFSS.30/08-9(a) refers)

RECEIVED:

A written report from Professor Lindsay analysing past proposals that were not submitted to the Humanities and Social Studies Research Ethics Committee to decide on whether they should have been, as set out in papers BFSS.28/08-09 (cover paper) and BFSS.44-45/08-09 (appendices 1 and 2).

- (b) Warwick Festival of Social Sciences (minute BFSS.29/08-09(b) refers)

RECEIVED:

An oral report from the Chair of the working party on the progress made relating to the 2009 Festival of Social Sciences scheduled to take place from 15-19 June 2009, noting that Members were asked to encourage colleagues across the Faculty to add further events to the programme.

REPORTED:

That Professor Lindley has served two years in office to date as Chair of the Board of the Faculty of Social Studies and is not wishing to seek reappointment.

CONSIDERED:

A proposal to conduct the election of a new Chair of the Board of the Faculty of Social Studies for the 2009/10 academic year by postal ballot.

RESOLVED:

- (a) That the proposal to postpone the election of the Chair of the Board of the Faculty of Social Studies be approved, notwithstanding University Regulation 2.1(4) governing the Timetable of Committee Elections, and noting that this required the Vice-Chancellor, acting on behalf of the Senate, to approve the waiving of University Regulation 2.1(4), and that his approval was given following the meeting.
- (b) That the process for the election of the Chair of the Board of the Faculty of Social Studies for the Academic Year 2009/10 would be as follows:
 - (i) That nominees for the position of Chair of the Board of the Faculty of Social Studies be requested (although not required) to provide a paragraph on what they would bring to the role of Chair, and their intentions for the Faculty for next Academic year, which should aid Board members in making an informed decision about who to vote for. This would be circulated by the Secretary to the Board.
 - (ii) The deadline for nominations for the Chair of the Board of the Faculty of Social Studies for the Academic Year 2009/10 would be extended until 12 noon on Tuesday, 16th June 2009.
 - (iii) The election of the Chair of the Board of the Faculty of Social Studies for the Academic Year 2009/10 would be conducted by postal ballot.
 - (iv) Ballot papers listing the names of all those persons nominated by the deadline of 12 noon on 16th June would be circulated by email to all members of the Board of the Faculty of Social Studies by the Secretary to the Board not less than one week in advance of the deadline for voting.
 - (v) The ballot papers would be returned to the Secretary of the Board, who would act as the returning officer, either via email from the official University email account of the member of the Board or by post with the signature of the member of the Board, by no later than 5pm on Wednesday 24th June 2009.
 - (vi) The candidate receiving the highest number of votes would be elected to the position of Chair of the Board of the Faculty of Social Studies for the Academic Year 2009/10.

- (vii) The Secretary of the Board would announce the results of the election to the Board of the Faculty of Social Studies via email as soon as the counting of the votes has been completed and in any event by 25th June 2009.
- (c) That the Board record its thanks to Professor Lindley for his time as Chair of the Board of the Faculty of Social Studies.

41/08-09

Committee Membership and Nominations

(a) Board of the Faculty of Social Studies Committees

RESOLVED:

That nominations for membership of the Board of the Faculty of Social Studies and its sub-committees for the Academic Year 2009/10 be approved, as set out in paper BFSS.29/08-09, noting that any vacant positions would be approved by the Chair on behalf of the Board during the summer months.

(b) Other Committees

RESOLVED:

That nominations from the Faculty to serve on Senate committees and other committees during the 2009-10 Academic Year be approved, as set out in paper BFSS.29/08-09, noting that any vacancies in these Committees would be recommended to Senate or approved by the Chair on behalf of the Board during the summer months as appropriate.

(c) Election of Board Members to the Senate

REPORTED:

- (i) That there were 2 vacancies for members of the Board of the Faculty of Social Studies to represent the Board on the Senate for the period from 1 August 2009 to 31 July 2012 arising from the end of the term of office of Professor C Aubrey (Institute of Education) and Professor P Edwards (WBS).
- (ii) That there would be 1 vacancy for a member of the Board of the Faculty of Social Studies to represent the Board on the Senate for the period from 1 February 2010 to 31 January 2013 arising from the announcement of Professor H Thomas's intention to resign as Dean of WBS with effect from February 2010, and that the election for this vacancy would be carried out at the Autumn 2009 Board meeting.
- (iii) That the continuing members of the Senate appointed by the Board of the Faculty of Social Studies were as follows:

| | |
|-----------------------------|-----------|
| Professor C Hughes (2010) | Sociology |
| Professor B Rosamond (2011) | PAIS |
| Professor H Thomas | WBS |
| Dr C Harrison (2011) | SHSS |

CONSIDERED:

In accordance with University Regulation 2.2 on Annual Elections, the election of two members of the Senate from the membership of the Board of the Faculty of Social Studies for 2009/10 to serve for the period from 1 August 2009 to 31 July 2012, noting that four of the six representatives appointed by the Board must be Professors and Heads of Departments.

RESOLVED:

That the nominations of Professor J Faundez and Professor A Muthoo to represent the Board on the Senate be approved.

42/08-09

Chair's Business

REPORTED:

(a) Visit by the Vice-Chancellor to China

That during the recent visit of the Vice-Chancellor to China, memoranda of understanding had been agreed with Renmin and SJTU. A number of meetings were also held with Tsinghua, Peking and Zhejiang Universities and with the Chinese Academy of Social Sciences, Ministry of Education and the China Scholarship Council.

(b) Reviews of Governance

That at the present time the following reviews were being conducted:

(i) Effectiveness Review of Governance and Decision Making

This review is considering the current arrangements for the committees that report through to Senate as well as the wider existing arrangements for decision making within the University. Initial report expected by end July 2009.

(ii) Review of Establishment and Constitutional Arrangements for Research Centres

This review is considering the arrangements for the establishment, monitoring and review of research centres. It is looking at a number of existing centres to identify key issues and recommend improved practice for the future. Initial report expected by end July 2009.

(iii) Review of Arrangements for Devolved Departments

This review is considering the impact of the introduction of devolved financial arrangements for a number of departments (currently Warwick Business School & Warwick Medical School). The aim is to consider what impact these arrangements have had on the teaching, research, and financial performance of these departments. Full report expected by end September 2009.

(iv) Review of the Strategic Department Review (SDR) process

The Steering Committee recently resolved that there should be a review of the Strategic Department Review (SDR) process to ensure that methodology being deployed serves academic departments and the University well in informing the strategic development of the Warwick's academic activities. This review is expected to be conducted in the Autumn Term of 2009.

(v) Establishment an Over-Arching Constitutional Advisory Group

In order to ensure that Warwick is in the best possible shape to maximise the benefits of economic recovery when it comes, as well as navigating the immediate challenges, a fixed-term Constitutional Advisory Group will be established to guide the University in its consideration. As well as considering the issue broader issue about organisational shape and structure, the group will consider the outputs of the reviews listed above and pull them together into a coherent set of recommendations which can be considered by the University (and through its existing formal bodies) at the beginning of the Autumn Term 2009. The Terms of Reference for the Group are being finalised.

Considerable disappointment was expressed by Board members at the governance of the process of governance reform to date. In particular, the Faculty's initiative in devoting a Faculty lunch to the subject before the process had begun identified a number of issues that needed to be taken into account if the Effectiveness Review was to be as productive as it should be. The unrealistic timetable subsequently adopted for the Review, the manner of its organisation, and the lack of alignment between the scheduling of evidence gathering and consultation with any of the already timetabled standard committee meetings, where collective discussion could have been harnessed, were especially of concern.

43/08-09 Review of the University Regulations and enhancements to monitoring arrangements

REPORTED:

- (a) That the Steering Committee, at its meeting on 11 May 2009, considered a paper outlining the proposed approach to manage the implementation of the new Points Based System legislation within the University (SC.442/08-09) and resolved that the proposed approach be approved as set out in SC.442/08-09, subject to revisions as discussed in the meeting to be made prior to consideration by the Boards of the Faculties.
- (b) That at the meeting of the Steering Committee it was reported:
- (by the Academic Registrar)
- (i) That the higher education sector had successfully negotiated with the UK Border Agency to establish greater clarity and flexibility in the reporting requirements regarding students' academic progression.

- (ii) That the University needed to consider carefully the message that any approach might send to overseas students, noting that the monitoring system could enhance the student experience in the longer term.

(by the Chair of the Board of Graduate Studies)

- (iii) That it should be explicit in the revised Regulation 13 on Student Registration, Attendance and Progress and the related Good Practice Guide that students failing to comply with the monitoring standards would not be reported to the UK Border Agency until the University's internal investigation procedures had been completed including the opportunity for students to present their case within the appropriate appeals process.

(by the President of the Students' Union)

- (iv) That the process detailed in SC.442/08-09 was a sensible and fair approach building on current practices.

RECEIVED:

A set of principles for the implementation of the Points Based System (PBS) at the University, as approved by the Steering Committee (paper SC.442/08-09).

CONSIDERED:

Papers BFSS.30/08-09 (cover sheet) and BFSS.39-43 (Annexes 1-5) setting out:

- (c) Proposed amendments to University Regulations affecting student registration, attendance and progress, incorporating changes to support the implementation of PBS.
- (d) A new Good Practice Guide on Monitoring Student Attendance and Progress.
- (e) Guidelines for international students on the implications of changes to their registration for their visa.

Reported by the Chair of the Board of Graduate Studies

- (f) The University has taken a principled approach, based on the principles of non-discrimination and due process.
- (g) The regulations require departments to set out monitoring requirements for all students already, so the only change is that departments report to the centre.
- (h) There are funds paid to departments for assisting in retention of students, so that no further money should be necessary, especially as the regulations are now mostly formalising what already should be in place.

RESOLVED:

That the Board found the documents, especially the guidance and regulations, to be very clear and well set out and thanked those concerned with drafting them.

That the Board requested, in due course, regular reports on the numbers of students reported under the scheme, including information on whether or not they had been required to withdraw.

44/08-09

Items for Strategic Discussion

- (a) Effectiveness Review of Non-Departmental Governance (minute BFSS.29/08-09(a) refers)

Note: There was no paper BFSS.31/08-09. As a result of a ruling from the Effectiveness Review of Non-Departmental Governance and Decision-Making Committee, Professor Beale's report for this item was required to be given orally.

CONSIDERED:

An oral report on the progress of the review from the representatives of the Faculty of Social Studies who were on the review group, noting that:

- (i) The online questionnaire regarding the effectiveness of non-departmental governance and decision-making was devised so as to provide the review group with information about particular bodies, not just general information.
- (ii) An initial analysis of the completed questionnaires shows that the following were common concerns:
 - (A) Speed of decision making
 - (B) The lack of risk taking
 - (C) The way decisions do not take account of financial implications
 - (D) Module and course approval
 - (E) Difficulty in obtaining decisions from the Academic Resourcing Committee
 - (F) Uncertainty about the role of bodies, for example Faculty Boards
 - (G) Questions about how major initiatives should be handled, such as whether to have a Singapore campus
 - (H) Too many committees involved in decisions
 - (I) Unimportant issues considered at too high a level
 - (J) Timing of committee decision-making, with a hiatus during the long vacation
 - (K) Lack of induction to inform people what to expect when they sit on committees.
- (iii) One initial suggestion of the review group is for a guide as to how routine decisions are supposed to be made and by whom.

RESOLVED:

- (iv) That the Board would aim to include information from the International Committee and Research Committee minutes in its agenda and papers in order to improve communication and transparency.
- (v) That the notion of Induction for members of the Board and its sub-committees should be pursued with a view to introducing some initial arrangements prior to the Autumn Board meeting.

(b) School of Life Sciences

CONSIDERED:

A proposal to establish a School of Life Sciences within the Faculty of Science, as set out in paper BFS.12/08-09(revised), noting that:

- (i) The proposal had been developed by an Academic Planning Group and an Operational Planning Group established by the Steering Committee;
- (ii) The membership of the Planning Groups was as follows:

Academic Planning Group

- Professor Koen Lamberts, Chair of the Board of the Faculty of Science (Chair)
- Professor Simon Bright, Director, WHRI
- Professor Andrew Easton, Head of the Department of Biological Sciences
- Professor David Rand, Director, Warwick Systems Biology Centre
- Professor Mark Smith, Pro Vice-Chancellor for Research (Science and Medicine)
- Professor Colin Sparrow, Head of the Department of Mathematics
- Professor John Davey, Associate Dean (Biomedical Research), Warwick Medical School
- Secretary: Jenny Hughes, Assistant Registrar

Operational Planning Group

- Professor Koen Lamberts, Chair of the Board of the Faculty of Science (Chair)
- Rosie Drinkwater, Finance Director
- Richard Grain, Head of Finance (TRAC & Projects)
- Chris McClelland, HR Operations Director
- Nicola Owen, Academic Registrar
- Ian Rowley, Director of Development, Communication and Strategy
- Ken Sloan, Deputy Registrar
- Professor Mark Smith, Pro Vice-Chancellor for Research (Science and Medicine)
- Secretary: Jenny Hughes, Assistant Registrar

- (ii) The proposal was discussed further by the Planning Groups at their joint meeting on Friday 22 May.

RESOLVED:

- (iii) That the Faculty of Social Studies supported, in principle, the proposal to establish a School of Life Sciences within the Faculty of Science.
- (iv) That the Faculty recognised that, at this stage, the financial implications of the strategy had not been worked out.
- (v) That the Faculty would welcome the opportunity to foster collaboration between the new School and relevant departments in Social Studies when the time was appropriate.

45/08-09

Faculty Research Forum

RECEIVED:

The minutes of the meeting of the Faculty Research Forum, which took place on 13th May 2009, paper BFSS.32/08-09.

RESOLVED:

That the Board record its thanks to Professor Rai for her time as Chair of the Faculty Research Forum.

46/08-09

Faculty Forum on Teaching and Learning

RECEIVED:

The minutes of the meeting of the Faculty Forum on Teaching and Learning, which took place on 3rd March 2009, paper BFSS.33/08-09, noting that there would be no meeting during the Summer Term 2009 because the Festival of Social Sciences would offer appropriate opportunities for discussion about teaching and learning.

RESOLVED:

That the Board record its thanks to Professor Christina Hughes for her time as Chair of the Faculty Forum on Teaching and Learning.

47/08-09

Undergraduate Studies Committee

RECEIVED:

The minutes of the meeting of the Faculty Undergraduate Studies Committee held on 6th May 2008, paper BFSS.34/08-09, noting that these minutes had now been confirmed and that Dr Steven Kettell had been nominated as Deputy Chair.

48/08-09

Graduate Studies Committee

RECEIVED:

The unconfirmed minutes of the meeting of the Faculty Graduate Studies Committee held on 12th May 2009, paper BFSS.35/08-09.

49/08-09

Annual Course Review Reports

CONSIDERED:

Summary reports of the 2007-08 Annual Course Reviews for:

- (a) Undergraduate courses in the Faculty, paper UFSS.167/08-09;
- (b) Taught postgraduate courses in the Faculty, paper GFSS.326/08-09;
- (c) Research postgraduate courses in the Faculty, paper GFSS.83/08-09;

noting that the report relating to undergraduate courses had been considered by the Undergraduate Committee of the Faculty of Social Studies, the Board of Undergraduate Studies and the Academic Quality and Standards Committee, and that the reports relating to postgraduate courses had been considered by the Postgraduate Committee of the Faculty of Social Studies and would be further considered by the Board of Graduate Studies and the Academic Quality and Standards Committee.

50/08-09 Faculty IT Committee

RECEIVED:

The unconfirmed minutes of the meeting of the Faculty IT Committee held on 5th May 2009, paper BFSS.36/08-09, noting that the Board was concerned about the cutbacks in provision of IT; if the Central Service Charge was deemed only to cover a core service and Departments were asked to pay for more than that, Departments would wish to have the option to consider external providers.

51/08-09 Matters Relating to Faculty Research Centres for Consideration

Centre for Human Rights in Practice (minute 14/08-09(b) refers)

CONSIDERED:

A revised proposal for a Centre for Human Rights in Practice, together with a revised constitution, as set out in paper BFSS.11/08-09 (revised).

RECOMMENDED: (To the Senate)

That the revised proposal for a Centre for Human Rights in Practice, including the revised constitution, be approved, as set out in paper BFSS.11/08-09 (revised).

52/08-09 Any Other Business

Online and Hard Copies of Board Papers

CONSIDERED:

A proposal that the Board return to circulation of papers by hard copy, noting that the Board had previously agreed to circulation by electronic copy using Files.Warwick because of the volume of papers at each meeting.

RESOLVED:

That the Secretariat would further consider whether hard copies might be made available to individuals who requested them.

53/08-09 Matters Arising to report

(a) Change of Faculty Name (minute BFSS.28/08-9(e) refers)

REPORTED:

That the revisions to the University's Ordinances and Regulations in relation to the adoption of a new Faculty name, as laid out in paper BFSS.23/08-09, and to the Constitutions of the Faculty's Research Centres, as laid out in paper BFSS.24/08-09(revised), were given first approval by the Council in March 2009 and would be considered again at the next meeting of the Council in July 2009.

- (b) Royal College of Nursing Research Institute (BFSS minute 35/08-09 refers)

REPORTED:

That the Constitution of the Joint Advisory Board of the Royal College of Nursing Research Institute, as set out in paper BFSS.26/08-09, was approved by Senate at its meeting on 11 March 2009.

54/08-09 Board of Examiners' Conventions for Faculty First Year Board of Examiners

RECEIVED:

- (a) Social Studies departmental conventions for first year assessed courses and resit examinations, as set out in paper BFSS.37/08-09.
- (b) Conventions of the First Year Board of Examiners for Social Studies, as set out in paper BFSS.58/03-04 reserved (revised).

55/08-09 Quality Assurance Agency Institutional Audit Results

REPORTED:

That the results of the latest QAA audit that took place in October 2008 had been published and were available on the web at:
<http://www.qaa.ac.uk/reviews/reports/institutional/Warwick09/RG409Warwick.pdf>

56/08-09 Strategic Departmental Review

RECEIVED:

A schedule of Strategic Departmental Reviews for the period 2008/09 to 2012/13, paper BFSS.38/08-09, noting that there were no reviews planned in the Faculty of Social Studies during the year 2009/10.

57/08-09 Matters Relating to Faculty Research Centres for Report

New Director of the Centre for the Study of Globalisation and Regionalisation

REPORTED:

That the Chair, acting on behalf of the Board, had approved the appointment of Professor Leonard Seabrooke as Director of the Centre for the Study of Globalisation and Regionalisation for 3 years in the first instance starting March 2009.

58/08-09 Date of the Next Meeting

REPORTED:

That the next meeting of the Board would take place in the Autumn Term 2009, noting that the dates would be confirmed by the Deputy Registrar's Office during the summer months.