

**UNIVERSITY OF WARWICK**  
**ACADEMIC RESOURCING COMMITTEE**  
**OPEN MINUTES OF THE MEETING HELD ON THURSDAY 16 MAY 2019**

<b>Present</b>	Professor Chris Ennew	CE	Provost (Chair)
	Professor Dan Branch	DB	Chair of Faculty of Arts
	Professor Lorenzo Frigerio	LF	Senate Representative for the Faculty of Science, Engineering and Medicine
	Professor Chris Hughes	CH	Pro-Vice-Chancellor, Education
	Professor Sudhesh Kumar	SK	Senate Representative for the Faculty of Science, Engineering, and Medicine
	Professor David Lamburn	DL	Deputy Pro-Vice-Chancellor (Education)
	Professor Andy Lockett	AL	Senate Representative for the Faculty of Social Sciences
	Professor Matt Nudds	MN	Chair of Faculty of Social Sciences
	Professor Mike Shipman	MS	Chair of Faculty of Science, Engineering, and Medicine
<b>Attending</b>	Yvonne Burrell	YB	Head of Finance DST (ARC)
	Sam McClenaghan	SM	Deputy Finance Director (DST)
	Faye Murray	FM	Acting Director, Strategic Planning & Analytics
	Dr Chris Twine	CT	Academic Registrar (Secretary)
	Carol Walker	CW	Assistant Registrar (SP&A)
	Delyth Chambers	DC	Director of SROAS

Restricted items are denoted by a \* in the minutes.

Ref	Item
068	<p><b>Apologies for absence</b></p> <p>Catherine Cochrane, Rosie Drinkwater, Dr Richard Hutchins, Geraldine Mills, Professor Alison Ribeiro de Menezes, Professor Penny Roberts, Rachel Sandby-Thomas, Andrew Smith, Professor Simon Swain, Professor Pam Thomas.</p>
069	<p><b>Chair's welcome and introduction</b></p>
070	<p><b>Declarations of Interest</b></p> <p>No declarations were reported.</p>
071	<p><b>Minutes of last meeting on 14 March 2019</b></p> <p>The minutes of the meeting held on 14 March 2019 were approved.</p>
072	<p><b>*Matters arising from last meeting on 14 March 2019</b></p> <p>The matters arising were as follows:</p> <p>a) <u>Monitoring of Financial Position of New Degree Level UG and PG Courses (003-ARC180919 and 045-ARC140219)</u></p> <p><b>Actions:</b></p> <p>a) The Group will share the data it has collected with the Chair, for onward circulation to ARC members.</p>

	<p>b) The Group will continue its work on the ongoing development of the course and module catalogue and will keep the Committee updated when appropriate.</p> <p>b) <u>Review of Sessional Teaching Payroll (STP) (058(b)-ARC140319)</u></p> <p><b>Action:</b> The Chair will continue to update the Committee at future meetings.</p> <p>c) <u>Update on Balanced Scorecards and Operational Efficiency Data (044-ARC140219 and 058(c)-ARC140319)</u></p> <p>d) <u>Academic Equipment Fund (061-ARC140319).</u></p> <p>See substantive agenda item 075(d).</p> <p>e) <u>Departmental delegations under ARC Planning and Budgeting process (062-ARC140319).</u></p>
<b>Substantive Items</b>	
073	<p><b>*Chair's Business</b></p> <p>The Committee received and noted verbal updates from the Chair including on:</p> <p>(a) <u>Theme for the ARC with HODs meeting on 22 May</u></p> <p>(b) <u>Examinations Process</u></p>
074	<p><b>*Student Recruitment Strategy 2019-2030</b></p> <p>The Director of Student Recruitment, Outreach and Admissions Service (SROAS) attended for this item. The Chair introduced the item, noting that the paper had been reviewed by the Student Recruitment Strategy Group, and was now out for consultation and consideration.</p> <p><b>Decision:</b> The Committee supported the Strategy and noted that it would be further discussed at the ARC meeting with Heads of Departments on 22 May 2019.</p> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>a) Analysis on international markets and benchmarking, considered at the Student Recruitment Strategy Steering Group in May 2019, will be circulated to the Committee.</li> <li>b) Strategy KPIs to be amended to recognise different levels of accountability and links to other University strategies.</li> <li>c) The Committee's thanks be passed on to all involved in developing the Strategy.</li> </ol>
075	<p><b>*ARC Annual Planning Round 2019</b></p> <p>The Chair reported that 41 planning round meetings had taken place over a three-week period in April 2019. The following were discussed:</p> <ol style="list-style-type: none"> <li>1. <u>ARC Financial Report to FPSC (075(a)-ARC160519)</u></li> <li>2. <u>Awards and Scholarships Report to FPSC (075(b)-ARC160519)</u></li> <li>3. <u>Strategic Investment Fund – summary of bids (075(c)-ARC160519)</u></li> </ol>

	<p><b>Decision:</b> ARC supported the recommendation and the above bids (i) to (v) will be considered in stage two.</p> <p>4. <u>Academic Equipment Fund – Summary of Bids (075(d)-ARC160519)</u></p> <p><b>Action:</b> The Committee agreed that the ARC Chairs of Faculty meeting on 20 May 2019 would receive an updated AEF budget and would consider the detailed bids.</p>
<b>Finance and Resources</b>	
076	<p><b>*ARC Composite Risk Register</b></p> <p>The Head of Institutional Resilience attended the meeting for this item (paper 076-ARC160519).</p> <p><b>ACTION:</b> Head of Institutional Resilience and ARC-Chairs of Faculty to discuss potential changes to the timing and consideration of academic departments’ Risk Registers to determine how the process could give assurance to the Committee that risk is being managed and highlighted correctly.</p>
077	<p><b>Departmental Strategy Renewals</b></p> <p>The Committee noted a verbal update from the Chair on the status of Departmental Strategy Renewals:</p> <ol style="list-style-type: none"> <li>1. CES Phase 2(a) meeting took place on 12 April 2019 and ARC endorsed the broad strategic direction. The final plan will be discussed at the Phase 2(b) meeting on 6 June 2019.</li> <li>2. WMS Phase 2(a) meeting will take place on 24 May 2019, with a second meeting to consider future years and the WMS Grand Challenge.</li> </ol> <p><u>Next cohort:</u></p> <ol style="list-style-type: none"> <li>3. The Physics Strategy Renewal Kick-Off Meeting with SP&amp;A took place on 9 May 2019 with the second meeting on 14 May 2019. The Phase 1 meeting will take place in early September 2019.</li> <li>4. Maths Strategy Renewal Kick-Off Meeting with SP&amp;A – 15 August 2019</li> <li>5. English &amp; CLS Strategy Renewal Kick-Off Meeting with SP&amp;A – 23 September 2019</li> <li>6. Modern Languages – will begin later in 2019.</li> <li>7. Other Departments that expressed a wish to undertake SR will be discussed at the next Autumn Review.</li> </ol>
<b>Items below this line were for receipt and/or approval, without discussion</b>	
078	<p><b>*Chair’s Action Report</b></p> <p>The Committee received and noted the report (078-ARC160519 {restricted}).</p>
079	<p><b>*Minutes of Student Recruitment Strategy Steering Group (SRSSG) meetings</b></p> <p>The Committee received and noted the minutes of the SRSSG meeting held on 28 January and 18 March 2019 (079-ARC160519 {protected}).</p>
080	<p><b>*Minutes of ARC Chairs of Faculty meetings</b></p> <p>The Committee received and noted the minutes of the ARC Chairs of Faculty meeting held on 25 March 2019 (080-ARC160519 {restricted}).</p>
081	<p><b>*Notes from ARC Planning Round meetings – April 2019</b></p>
<b>Next meeting: Thursday 20 June 2019, 2pm – 5pm, CMR 1.0 University House`</b>	

DECISIONS AND ACTIONS			
ITEM	DECISION/ACTION	LEAD AND DUE DATE	STATUS
072 (a), 045 - Monitoring of Financial Position of New Degree Level UG and PG Courses	1. <b>Action:</b> The Group will share the data it has collected with the Chair, for onward circulation to ARC members.	DL/FM	<i>Open</i>
	2. <b>Action:</b> The Group will continue its work on the ongoing development of the course and module catalogue and will keep the Committee updated when appropriate.		<i>Closed</i>
072 (b), 043 (c) - Review of Sessional Teaching Payroll	<b>Action:</b> The Chair will continue to update the Committee at future meetings.	CE, ME – next meeting	<i>Open</i>
074 – Student Recruitment Strategy 2019-2030	<b>Decision:</b> The Committee supported the Strategy and noted that it would be further discussed at the ARC meeting with Heads of Departments on 22 May 2019.		
	<b>Actions:</b>		
	a) Analysis on international markets and benchmarking, considered at the Student Recruitment Strategy Steering Group in May 2019, will be circulated to the Committee.	ARC Admin	<i>Complete</i>
b) Strategy KPIs to be amended to recognise different levels of accountability and links to other University strategies.	DC	<i>Open</i>	
c) The Committee's thanks be passed on to all involved in developing the Strategy.	DC	<i>Closed</i>	
075 – ARC Planning Round 2019	<b>Decision:</b> ARC supported the recommendation that bids (i) to (v) will be considered in stage two.		
	<b>Action:</b> The Committee agreed that the ARC Chairs of Faculty meeting on 20 May 2019 would receive an updated AEF budget and would consider the detailed bids.	Chairs of Faculty meeting	<i>Closed</i>
076 – ARC Composite Risk Register	<b>ACTION:</b> Head of Institutional Resilience and ARC-Chairs of Faculty to discuss potential changes to the timing and consideration of academic departments' risk to determine how the process could give assurance to the Committee that risk is being managed and highlighted correctly.	BP Chairs of Faculty meeting	<i>Open</i>
044 (a) - Feedback from the ARC Autumn Review	<b>Action:</b> It was agreed that the Chair and ARC Administration would review what, how and when data is provided, and would think about how feedback is given to departments so that it is balanced, and Chairs of Faculty would be given the opportunity to review the feedback before it is circulated to departments.	Chair/ARC Admin/Chairs of Faculty	<i>Open</i>
044 (b) - Balanced scorecard reports	<b>Action:</b> The Chair will share balanced scorecard and operational efficiency data with the Committee when available.	CE	<i>Closed</i>