

**UNIVERSITY OF WARWICK**

FACULTY OF SCIENCE

Board of the Faculty of Science

There will be a meeting of the Board of the Faculty of Science on **Wednesday 21 May 2014** at **9.30am** in **CMR1.0, University House**.

Ken Sloan  
Registrar & COO

**Note: Questions on items or apologies should be directed to the Secretary of the Committee, Ruth Cooper (ext. 50295 or [ruth.cooper@warwick.ac.uk](mailto:ruth.cooper@warwick.ac.uk)).**

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The agenda is split into two sections: items for consideration by the Committee and items for report without further discussion unless requested by a member of the Committee. All papers are available electronically from the Committee's file store:

<https://files.warwick.ac.uk/sciencefacultyboard/browse/BFS+-+Board+of+the+Faculty+of+Science/BFS+21+May+2014>

**2nd CIRCULATION AGENDA**

New items added since the first circulation agenda, additional papers and revised papers are highlighted in **bold**. We will work from the second circulation agenda at the meeting.

**ITEMS FOR CONSIDERATION BY THE COMMITTEE**

1. Minutes

TO CONSIDER:

The minutes of the meeting of the Board of the Faculty of Science held on 12 February 2014 (previously circulated).

2. Faculty Appointments and Elections for 2014/15

(a) Reappointment of the Chair of the Faculty of Science

TO CONSIDER:

A brief report from the Registrar to be read at the meeting as to the recommendation of the Vice-Chancellor for the appointment of the Chair of the Faculty of Science.

(b) Membership of the Board and its Sub-Committees

TO CONSIDER:

The proposed constitutions and nominations for memberships of the following committees for the academic year 2014/15:

- (i) Board of the Faculty of Science (paper BFS.19a/13-14, previously circulated);
- (ii) Undergraduate Studies Committee of the Board of the Faculty of Science (paper BFS.19b/13-14, previously circulated);

- (iii) Graduate Studies Committee of the Board of the Faculty of Science (paper BFS.19c/13-14, previously circulated);
- (iv) Faculty of Science Information Technology Committee (paper BFS.19d/13-14, previously circulated);
- (v) Undergraduate and Graduate Appeals Committee Panels (paper BFS.19e/13-14, previously circulated).

(c) Membership of the Faculty on other University Committees

TO CONSIDER:

Representation of the Faculty on other University Committees (paper BFS.19f/13-14, previously circulated).

(d) Election of Board Members to the Senate

TO REPORT:

- (i) That the continuing member of the Senate appointed by the Board of the Faculty of Science (with the end of the term of appointment in brackets) is as follows:

Professor Laura Green (Life Sciences) (2016)  
 Professor Stephen Jarvis (Computer Science) (2016)  
 Professor Mike Shipman (Chemistry) (2016)  
 Professor Colin Sparrow (Mathematics) (2016)  
 Professor Nigel Stocks (Engineering) (2016)

- (ii) That there will be one vacancy on the Senate for representative members of the Board of the Faculty of Science for the period 1 August 2014 to 31 July 2017 arising from the end of the term of office of Professor R Ball on 31 July 2014'
- (iii) That a call for nominations was sent to all members of the Board on 30 April 2014, with a deadline for nominations by 14 May 2014;
- (iv) That, in accordance with University regulations, the majority of the six Faculty representatives must be professors and the majority must be heads of department.

TO CONSIDER:

In accordance with University Regulation 2.2, the election of one member of the Senate from the membership of the Board of the Faculty of Science for 2014/15 to serve for the period 1 August 2014 to 31 July 2017.

(e) First Year Board of Examiners 2013/14

- (i) Membership of the First Year Board of Examiners

TO RECEIVE:

Departmental membership of the First Year Board of Examiners for the Faculty of Science for meetings in June and September 2014 (paper BFS.5/13-14 (revised 2), previously circulated).

- (ii) Undergraduate Examination Conventions for the Faculty of Science First Year Board of Examiners

TO RECEIVE:

The new harmonised Conventions for the First Year Board of Examiners (paper SUGS.37/13-14, previously circulated).

- (iii) Departmental Examination Conventions

TO RECEIVE:

The Departmental Examination Conventions for first year assessed courses and resit examination conventions for the First Year Board of Examiners 2013/14 (papers SUGS.35-36/13-14, copies attached).

### 3. Matters arising on the Minutes

- (a) Faculty of Science Webpages (minutes 6(c)/13-14 and 23(b)/13-14 refer)

TO REPORT:

- (i) That a Faculty Webgroup with members from eight departments met on 29 April to review progress made to date and to make recommendations about the test site.
- (ii) That the new webpages will go live in June 2014.

- (b) Faculty of Science Thesis Prizes (minute BFS.6(d)/13-14 and 23(c)13/14 refer)

TO REPORT:

- (i) That all nine departments were participating in 2013/14, but the two type I research centres would not participate because of the number of eligible theses did not meet the minimum required;
- (ii) That the deadline for reporting the prizewinners to the Chair of the Faculty of Science was 2 May.
- (iii) That 8 departments have now sent the Chair of the Faculty of Science the details of their process and the name(s) of the winning nominee(s).

- (c) Bids for Matched Funding (minute BFS.14/13-14 and BFS.23(h)/13-14 refer)

TO RECEIVE:

An oral update from the Chair of the Faculty of Science.

- (d) School for Modern Languages (minute 30/13-14 refers)

TO RECEIVE:

An oral report from the Chair of the Faculty of Science about progress made towards establishing the School for Modern Languages.

4. Chair's Business

(a) Student Engagement Working Group

TO REPORT:

- (i) That the Student Engagement Working Group has discussed the importance of early notification of names of Academic Convenors for SSLCs;
- (ii) That the names of the Academic Convenors for 2014/15 must be sent to the Students' Union by Friday 27 June at the latest.

TO RECEIVE:

An oral update from the Chair of the Faculty of Science.

(b) Faculty Budget Special Projects

TO RECEIVE:

An oral update from the Chair of the Faculty of Science.

(c) 50<sup>th</sup> Anniversary Celebrations

TO CONSIDER:

Whether there will be a Faculty-level contribution to the 50<sup>th</sup> Anniversary celebrations.

(d) Draft University Strategy Consultation

TO REPORT:

- (i) That a number of consultation workshops have taken place in early May for staff to have the chance to hear from senior officers about the draft strategic goals;
- (ii) That the main agenda item at the Faculty Lunch on 19 May will be the draft documentation;
- (iii) That discussions about the Faculty's response to the draft consultation will form the agenda for the Science Faculty Advisory Board meeting to be held on 9 June 2014.

5. The Teaching and Learning Building

TO RECEIVE:

An oral report from the Senior Assistant Registrar (Space Management and Timetabling).

6. Widening Participation Update

TO RECEIVE

An oral report from the Senior Assistant Registrar (Outreach).

7. **University Research Centres**

**TO CONSIDER:**

**A proposal from the Research Committee to establish four new University Research Centres as set out in paper BFS.20(REVISED)/13-14 (copy attached):**

- a) European History Research Centre;**
- b) Warwick Environmental Systems Interdisciplinary Centre (WES IC)**

8. **Assessment and Feedback**

**TO RECEIVE:**

A composite report on timeliness of feedback on assessments submitted during the Spring term 2013-14 across the Faculty of Science (paper BFS.18 (revised)/13-14 (previously circulated)).

9. **Graduate School**

**TO RECEIVE:**

**A paper from the Pro Vice-Chancellor (Postgraduate and Transnational Education) on the review of the Warwick Graduate School (paper BFS.21(REVISED)/13-14 (copy attached)).**

10. **Items to be brought to the Senate**

**TO RECOMMEND:**

That the revised FYBOE membership list for 2013/14 (paper BFS.5/13-14 (revised 2)), be approved.

**TO CONSIDER:**

Whether there are any other specific issues which the Board of the Faculty wishes to refer to the Senate for consideration.

11. **Any Other Business**

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## **ITEMS TO REPORT AND APPROVE WITHOUT FURTHER DISCUSSION**

The Chair and Secretary consider that the following items are non-controversial and/or can be accepted with a minimum of explanation. Members of the Committee may, however, ask for any of the following items to be transferred to the agenda for discussion, by contacting the Secretary in advance of the meeting, or by raising the item at the commencement of the meeting.

12. Report from the Faculty of Science IT Committee

TO RECEIVE:

The unconfirmed minutes of the meeting of the Faculty of Science IT Committee held on 8 May 2014 (copy to follow).

13. Report from the Sub-Faculty of Science

TO RECEIVE:

The unconfirmed minutes of the meeting of the Science Faculty Undergraduate Studies Committee held on 14 May 2014 (copy to follow).

14. Report from the Graduate Studies Committee

TO RECEIVE:

The unconfirmed minutes of the meeting of the Graduate Studies Committee of the Board of the Faculty of Science held on 13 May 2014 (copy to follow).

15. Report from the Faculty of Science Research and Innovation Committee

TO RECEIVE:

The minutes of the meeting of the Faculty of Science Research and Innovation Committee held on 19 March 2014 (SFRIC.38/13-14, copy on filestore).

16. Dates of Future Meetings

TO REPORT:

That the dates and venues for the Board of the Faculty of Science meetings for the academic year 2014/15 will be confirmed in due course.

## **2.2 Regulations Governing the Election of Representatives of the Boards of the Faculties to Membership of the Senate**

### **Annual Elections**

(1) At the second ordinary meeting of the Boards of the Faculties in the Summer Term the Board of each Faculty shall elect from among the members of the Board for the following academic year representatives to fill such vacancies as may arise on the first day of August following among the representatives of the Board on the Senate under the following procedure.

(2) Notice of vacancies to be filled shall be deemed to have been properly given if the item has been included in the Agenda for the appropriate meeting of the Board of the Faculty.

(3) Any member of the Board of the Faculty for the following year shall be eligible to be appointed to represent the Board on the Senate, provided that, in accordance with the provisions of [Statute 15\(1\)](#), the majority of the representatives appointed by the Board shall be Professors and Heads of Departments.

(4) If the number of nominations made at or before the meeting of the Board of the Faculty is equal to the number of vacancies to be filled the person or persons nominated shall be deemed elected, subject to the requirement of [Statute 15\(1\)](#) described in (3) above. Candidates for election must be proposed and seconded by members of the Board. Nominations made before the meeting of the Board must be submitted in writing to the Registrar and must be made with the written consent of the nominee.

(5) If the number of nominations made at or before the meeting of the Board of the Faculty exceeds the number of vacancies to be filled, a secret ballot shall be held among the members present at the meeting, the candidate or candidates receiving the highest number of votes being elected, subject to the requirement of [Statute 15\(1\)](#) described in (3) above. In the event of a tie the candidate to be elected shall be determined by toss of a coin.

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