

UNIVERSITY OF WARWICK

FACULTY OF SCIENCE

BOARD OF THE FACULTY OF SCIENCE

Minutes of the meeting of the Board of the Faculty of Science on Wednesday 13th February 2002.

Present: Professor J D S Jones (in the Chair), Professor D Anderson, Professor R Ball, Professor T D Bugg, Professor M J Cooper, Professor R Dupree, Dr K Flint, Dr L Frigerio, Dr E Heit, Professor T J Kemp, Professor W S Kendall, Professor K Lamberts, Dr A K Manning, Dr G Martin, Professor M S Paterson, Ms R Pnaiser, Dr A M Price, Professor D A Rand, Professor A Szczepura, Dr C Sparrow, Professor R G Wilson.

Apologies: Professor H Dalton, Professor J Gardner, Professor D Haddleton, Professor J Q Smith.

In Attendance: Mr N Hull, Mrs H Ireland, Mrs Y Salter Wright

17/01-02 Minutes

RESOLVED:

That the minutes of the meeting of the Board of the Faculty of Science held on 7th November 2001 be approved.

18/01-02 Report from the Sub-Faculty

RECEIVED:

- (a) The minutes of the meeting of the Sub-Faculty held on 7th November 2001.
- (b) An oral report from the meeting of the Sub-Faculty held immediately prior to this meeting of the Board.

CONSIDERED:

That the Sub-Faculty recommended at their meeting on 13 February that the Board broaden the remit of the subgroup established at the last meeting of the Board to include non-completion rates within the Faculty.

RESOLVED:

That the Sub-group established at the last meeting of this Board also investigate the non-completion rates of students within the Faculty.

19/01-02 Report from the Graduate Studies Committee

RECEIVED:

The minutes of the meeting of the Graduate Studies Committee held on 30th January 2002.

20/01-02 Report from the Faculty Information Technology Committee

RECEIVED:

The minutes of the meeting of the Faculty Information Technology Committee held on 29th January 2002.

21/01-02 Data Protection Guidelines

RECEIVED:

The University's Data Protection Guidelines, noting that these have been approved by the Information Technology Policy Committee (paper BFS5/01-02).

22/01-02 External Advisory Boards

CONSIDERED:

A paper for discussion on External Advisory Boards (paper BFS6/01-02).

RECOMMENDED:

That the proposal to establish an External Advisory Board for the Faculty of Science, as set out in paper BFS6/01-02, be approved, subject to noting the following:

- (a) That the Board was concerned that a Faculty Advisory Board would be too broad in scope and, therefore, was sceptical about its benefit, noting that:
 - (i) an alternative might be to have three Advisory Boards, one each for the Mathematical, Physical and Life Sciences.
 - (ii) there was a minority view within the Faculty that no Advisory Board should be created.
- (b) The Board felt that the success of the Advisory board would depend largely on its membership, and that the Faculty should have serious input into the selection of the membership, noting that the Board also felt that paragraph five of the paper should be amended to read "drawing upon the expertise from business" rather than "representatives of business" as a member from each of the areas of business cited would surely not be appropriate.
- (c) That the remit of the Advisory Board should be informed by the Board of the Faculty of Science and its departments, including the following priorities in the first instance:
 - (i) increasing research income in the Faculty
 - (ii) facilitating interdisciplinary development
 - (iii) providing networking opportunities
- (d) That Research Centres within the Faculty of Science should be given the choice as to whether their Advisory Board would be retained, as centres such as the Mathematics Research Centre felt their Advisory Board was beneficial.

23/01-02 Visiting Part-year Students

CONSIDERED:

A proposal on the allocation of credit and examination arrangements for Part-year Visiting students (paper BFS7/01-02).

RECOMMENDED:

That the proposal for the allocation of credit and examination arrangements for Part-year Visiting students, as set out in paper BFS7/01-02, be approved, noting the following:

- (a) That it would not be possible for all courses or modules within the Faculty to set special methods of assessment for part-year students and that individual module tutors should be responsible for making this decision in the first instance.
- (b) That it was understood that if appropriate assessment methods could not be set, candidates should not be accepted to come for a part-year of study.
- (c) That the Board supported the proposal that all new and revised module proposals should indicate if part-year students can be considered and if yes, how they may be appropriately assessed and assigned credit when their visit does not include the traditional period of study for the module.
- (d) That the Faculty of Science does not have many modules that last for more than one term and therefore felt that the 40:40:20 split of CATS should not apply to all departments in the Science Faculty.

24/01-02 Periodic Review of Engineering

CONSIDERED:

- (a) That, in light of the External Review of the School of Engineering this term, the Periodic Review of the School be moved from term two to term three.
- (b) That the four sub-review groups:
 - (i) All Undergraduate degrees
 - (ii) Taught postgraduate and post-experience courses from all Divisions
 - (iii) Research degrees from all Divisions
 - (iv) Partnership provision

RESOLVED:

That the revised timetable and structure for the Periodic Review of Engineering, as set out above, be approved.

Departmental Annual Reviews

CONSIDERED:

The following Annual Reviews for undergraduate and postgraduate courses delivered by Departments and Schools within the Faculty of Science, it being noted that the Academic Quality and Standards Committee asks the Board to discuss them, consider points of best practice and identify areas for improvement:

- (a) Biological Sciences (paper BFS8/01-02).
- (b) Chemistry (undergraduate only) (paper BFS9/01-02).
- (c) Computer Science (paper BFS10/01-02).
- (d) School of Engineering (undergraduate only) (paper BFS11/01-02).
- (e) Mathematics (paper BFS12/01-02).
- (f) Physics (paper BFS13/01-02).
- (g) Psychology (paper BFS14/01-02).
- (h) Statistics (paper BFS15/01-02).
- (i) Warwick Manufacturing Group (paper BFS16/01-02).

REPORTED:

That the following Annual Reviews for 2000/2001 are yet to be received by the Secretariat: Chemistry (postgraduate), School of Engineering (postgraduate) and Postgraduate Medical Education.

RESOLVED:

That Annual Reviews should be a four-page summary review in future.

RECOMMENDED:

That the Annual Reviews for 2000/2001, as set out above in papers BFS8-16/01-02, be approved, noting the following:

- (j) That Annual Reviews should not refer to students by name.
- (k) That the missing External Examiners' Reports for Computer Science is a cause for concern and that the Board support the department's further efforts to obtain these.
- (l) That the review of the practice of scaling examination marks by the School of Engineering is encouraged by the Board.

26/01-02 Periodic Review of Computer Science and Computer Systems Engineering

REPORTED:

That the Periodic Review of Computer Science and Computer Systems Engineering took place on 7th December 2001 and that the Review Document and the Departments' response will be considered at the next meeting of the Board.

27/01/02 External Examiners' Reports

REPORTED:

A proposal from the Senior Assistant Registrar (Quality) for revisions to the process for dealing with external examiners' reports (paper BFS17/01-02), it being noted that this modified structure is proposed following the recent changes to the committee structure and the introduction of the QAA Code of Practice covering external examiners.

28/01-02 - Reserved Items
30/01-02

Please see separate minutes for academic members of the Board of the Faculty only.