

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 21 May 2003.

Present: Professor Easton (in the Chair), Professor Anderson, Professor Ball, Professor Bugg, Professor Copas, Professor Dowson, Professor Dupree, Dr KP Flint, Dr LA Goldberg, Dr E Heit, Professor Lamberts, Dr GR Martin, Dr K Neailey, Dr P O'Hare, Dr AM Price, Dr C Sparrow, Professor Wilson.

Apologies: Mr Alexis Adams (student representative), Professor Battacharyya, Professor Carpenter, Professor Cooper, Professor Derrick, Professor Freedman, Professor Gardner, Professor Haddleton, Professor Kemp, Dr S Lawson, Dr D Morley, Professor Nudd, Professor Rand, Professor Roberts, Mr Guy Robinson (student representative), Dr A Simpson, Professor JQ Smith, Professor Spencer, Professor Thomas, Dr R Tribe.

In Attendance: Mr Chris Tilbury (for item 38/02-03(a) only); Ms Kay Sanderson (for item 41/02-03 only); Ms Kate Dodd (for item 42/02-03 only); Mrs H Ireland

MINUTES

37/02-03 Minutes

RESOLVED:

That the minutes of the meeting of the Board of the Faculty of Science held on 5th February 2003 be approved.

38/02-03 Matters Arising on the Minutes

(a) Faculty Information Technology Committee (minute 26/02-03 refers)

REPORTED:

That at the last meeting of the Board it was resolved:

That the support for the audio visual equipment in lecture theatres seemed very low with too high a frequency of breakdown and that the appropriate member of ITS be invited to the next meeting of the Board to discuss the issue of support and service of equipment in lecture theatres.

RECEIVED:

An oral report from a representative of ITS on the quality of the infrastructure to support teaching in lecture rooms including issues such as network and server reliability and speed, noting the following:

- (i) That the replacement network being deployed as part of the campus network project will improve reliability.
- (ii) ITS are working on new mechanisms for application delivery which should be faster and more reliable than the current mechanisms, particularly for larger and more complex applications, though these are not going to be available until a migration to Windows XP is made on the desktop.
- (iii) As an interim solution, ITS will, over the summer, migrate as many of the lecture room PCs to a dual-boot configuration, where one can operate the machine as either a conventional 'managed desktop' with all applications available or in a 'standalone' mode with only a web browser and basic productivity software (including Powerpoint).

(b) Periodic Review reports (minute 21/02-03 refers)

REPORTED:

That the Board of Undergraduate Studies on 6 June 2002 considered the review of Computer Science and Computer Systems Engineering and the department's responses and resolved:

- (i) That the Computer Science and Computer Systems Engineering Periodic Review report (paper BFS29/01-02), be approved.
- (ii) That the formal response to the Computer Science and Computer Systems Engineering Periodic Review report from the Department of Computer Science be revised to include further details of the steps that will be taken to implement the recommendations of the report and a suggested time frame in which they will be carried out.

and that the Academic Quality and Standards Committee on 12 June considered these and resolved:

- (i) That the report as set out in paper BFS29/01-02 be approved.
- (ii) That it was the view of the Committee that the Department's response to the report was inadequate as a statement of how the Department intended to address the issues and recommendations raised in the report.
- (iii) That the Committee approved the recommendation of the Board of Undergraduate Studies that the formal response to the Computer Science and Computer Systems Engineering Periodic Review report from the Department of Computer Science be revised to include further details of the steps that will be taken to implement the recommendations of the report and a suggested time frame in which they will be carried out.

CONSIDERED:

A revised response from the Department of Computer Science on the Periodic Course Review (paper BFS26/02-03).

RECOMMENDED:

That the revised Periodic Course Review response from the Department of Computer Science be approved as set out in paper BFS26/02-03, noting the following:

- (iv) That work had been done to further align exam regulations between Computer Science and the Warwick Business School, and that there were plans in place to monitor the outcomes.
- (v) That the Board felt that when considering the distribution of degree results by course, particularly for Joint Degrees, it was also necessary to take into account the quality of the student intake.

(c) Annual Course Reviews (minute 28/02-03 refers)

REPORTED:

- (i) That at the meeting of the Academic and Quality Standards Committee held on 26 February 2003 (minute 47/02-03 refers) at which Annual Course Reviews submitted by all Faculty Boards were considered, it was resolved:

- (A) That a pro-forma for Annual Course Review reports be brought forward to the next meeting of the Committee.
- (B) That from 2002-03 Faculty Board Secretaries produce a composite report on Annual Course Review reports identifying best practice and areas of concern.

- (C) That clarification be provided of the mechanism for following up with departments and reporting to the Committee areas of concern highlighted in Annual Course Review reports.
 - (D) That it be noted that it was the expectation of the Committee that areas of concern be addressed at Faculty level, unless an issue of principle was revised and that, to this end, the Committee expected to receive a report from the BFSS in the Summer Term on the issues raised in connection with the MSc Management Science & Operational Research.
- (ii) That at the last meeting the Board resolved that it be noted that some departments in the Faculty had both a Senior Tutor within the department as well as an Undergraduate Course Director while in some departments one person performed both roles, and that further guidance in this area should be sought from the Senior Tutor's Office.
 - (iii) That following consultation with the Senior Tutor, it was noted that it was not required to have separate departmental Senior Tutors and Directors of Studies within a department, as long as both functions are being covered, noting however that the Senior Tutor's Office does request one named contact person per department.

CONSIDERED:

The following Annual Course Reviews which were not considered at the last meeting:

- (iv) Computer Science 2001/02 (BFS27/02-03)
- (v) Computer Systems Engineering 2001/02 (BFS28/02-03)
- (vi) Computer and Business Studies 2001/02 (BFS29/02-03)

RESOLVED:

That the following Annual Course Reviews from the Department of Computer Science as set out in papers BFS27-29/02-03 be approved:

- (vii) Computer Science 2001/02
- (viii) Computer Systems Engineering 2001/02
- (ix) Computer and Business Studies 2001/02

(d) Faculty Advisory Board

REPORTED:

That the following individuals had agreed to serve on the Faculty's Advisory Board, noting that the Board's first meeting is to be scheduled shortly:

- (i) Faculty representatives:
 - (A) Chair of the Board of the Faculty of Science (ex officio)
 - (B) Professor D Rand, Mathematics
 - (C) Professor K Lamberts, Psychology
 - (D) Professor M Cooper, Physics
 - (E) TBC
- (ii) External representatives:
 - (A) Professor Michael Brady
 - (B) Dr Ian Gibson, MP
 - (C) Dr John Ferrie
 - (D) Ms Rebecca George
 - (E) Professor Kathy Sykes
 - (F) Dr Clyde Warsop
 - (G) Mr Peter Warry
 - (H) Sir Eric Ash
 - (I) Ms Jane Wild

RESOLVED:

That members are requested to contact the Chair of the Faculty Board with any items that they would like to be considered at the first meeting of the Faculty Advisory Board in July.

39/02-03 Checklist for Quality Assurance

REPORTED:

That Departments would receive within the next few weeks information about the forthcoming Institutional Audit and a quality checklist from the Senior Assistant Registrar (Quality), noting that responses would be sought by the end of July and that the intention behind the checklist was to help departments in preparing for Audit, contribute towards central co-ordination of information required by the Quality Task Group and facilitate the effective sharing of best practice in areas where the Teaching Quality team intended to produce Good Practice Guides over the summer vacation.

40/02-03 Report from the Sub-Faculty

RECEIVED:

- (a) The minutes of the meetings of the Sub-Faculty held on 7 May 2003.
- (b) An oral report from the Chair of the Sub-Faculty.

RESOLVED:

- (c) That it be noted that the current times of meetings within the single-cycle structure proved to be problematic for the Sub-Faculty of Science as it resulted in very little business for the Committee's first meeting but a burdensome load for the Committee's final meeting.
- (d) That it was unfortunate that the Sub-Faculty was not able to consider the undergraduate SSLC summative report this term as the deadline for submission of the end of year SSLC forms was not until after the meeting, however, it recommended the following solution in light of this and (c) above:
 - (i) That SSLCs within the Science Faculty be given an extended deadline for submitting forms to take into account that for many courses within the Faculty, teaching continues as far as week 6 and that students should be able to comment on this full period.
 - (ii) That these SSLC forms should be considered within Departmental meetings over the summer term and issues included in the Department's annual report, as they are now.
 - (iii) That the undergraduate SSLC summative report and forms be submitted to the Autumn Term meeting of the Sub-Faculty and Board coinciding with the Annual Review reports, noting that the SSLC Committee could still consider the Faculty's undergraduate SSLC forms in the summer term if they felt it suitable.

41/02-03 Warwick Skills Programme

REPORTED:

That at its meeting on 12 May 2003, the Senate resolved under Minute 50/02-03 (unconfirmed):

That the Delivery Plan of the next phase of development of the Warwick Skills Programme from 2003 to 2005 be approved in principle, as proposed in paper AQSC28/02-03 (revised) and that the Delivery Plan be referred for comment and discussion to Faculty Boards in the Summer Term 2003, together with information about the successful early implementation of the Warwick Skills Certificate; noting that an initial pilot phase of embedding of the Skills Programme within the curriculum with selected departments would commence in the academic year 2003-04.

CONSIDERED:

The Warwick Skills Programme: Delivery Plan to 2005 (BFS30/02-03), noting that Ms Kay Sanderson attended the meeting for this item.

RESOLVED:

That it be noted that those within the Warwick Skills Programme are available to assist Department's in identifying the skills that are already being taught within their courses and whether or not these need to be made more explicit in light of quality guidance.

42/02-03 Collaboration between the Careers Service and Academic Departments

CONSIDERED:

A document from the Careers Service outlining their collaboration with departments, noting that the Director of Careers attended the meeting for this item (BFS43/02-03).

REPORTED:

That there was to be an Employer's Forum for Science and Engineering students on 4 June run by the Careers Service.

RESOLVED:

That it be noted that the Board welcomed the Careers Service's continued work with academic departments.

43/02-03 Report from the Graduate Studies Committee

RECEIVED:

The minutes of the meeting of the Graduate Studies Committee held on 14 May 2003.

RESOLVED:

That it be noted that the Board strongly supported the Faculty's Graduate Studies Committee in their reservations regarding the Guidelines for Research Students as set out in minute 25/02-03.

44/02-03 Report from the Science Faculty IT Committee

RECEIVED:

The minutes of the meeting of the Faculty IT Committee held on 6 May 2003.

RESOLVED:

- (a) That it be noted that Board supported the IT Committee's recommendation that the policy of ITS not to provide for consistent support of the network and email outside of business hours should be reviewed.
- (b) That the Board would like to recommend that a mechanism to inform people of ongoing faults be created, noting that the Chair of the Board agreed to liase with ITS in this regard.

45/02-03 Report from the Course Specifications Sub-Group

RECEIVED:

The minutes of the meetings of the Course Specifications Sub-Group on 20 February and 1 May, noting that the meeting scheduled on 14 May was cancelled.

REPORTED:

That two further meetings of the Sub-Group would be held on 22 May and 18 June, noting that Departments were requested to ensure that specifications were submitted for approval.

(a) Committees of the Board of the Faculty of Science

CONSIDERED:

The nominations for membership and Chairs of the following committees:

- (i) The First Year Board of Examiners for 2002/03 (paper BFS31/02-03)
- (ii) The Examination Appeals Committee for 2002/03 (paper BFS32/02-03)
- (iii) The Sub-Faculty of Science for 2003/04 (paper BFS33/02-03)
- (iv) The Faculty Graduate Studies Committee for 2003/04 (paper BFS34/02-03)
- (v) The Faculty Information Technology Committee for 2003/04 (paper BFS35/02-03)
- (vi) The Board of the Faculty of Science for 2003/04 (paper BFS36/02-03)

RESOLVED:

That the nominations for the following committees as set out in papers BFS31-36/02-03 be approved noting that the Chair, on behalf of the Board, would consider nominations for posts not yet filled:

- (vii) The First Year Board of Examiners for 2002/03, noting that the two representatives from Biological Sciences would be Dr C S Dow and Dr R Bland.
- (viii) The Examination Appeals Committee for 2002/03
- (ix) The Sub-Faculty of Science for 2003/04, noting that the fourth Engineering representative would be Dr D J Britnell.
- (x) The Faculty Graduate Studies Committee for 2003/04
- (xi) The Faculty Information Technology Committee for 2003/04
- (xii) The Board of the Faculty of Science for 2003/04

(b) Chair of the Board of the Faculty of Science

CONSIDERED:

The nomination of Professor Easton to serve as the Chair of the Faculty of Science for a further year from Autumn 2003, it being noted that he has served one year in office to date.

RESOLVED:

That Professor Easton continue his term of office as the Chair of the Faculty of Science for a further year from Autumn 2003.

(c) Representation on Senate

CONSIDERED:

Two members of the Board to serve on the Senate, noting that the term of office for Professor D. Anderson and Professor K Lamberts ends on 1 August 2003.

RESOLVED:

That nominations for two further Representatives on Senate to serve a period of three years should be submitted to the Chair, who, on behalf of the Board, will recommend these to the Senate, noting that nominations will be circulated to Board members.

(d) Other Board Elections

CONSIDERED:

The election of the following:

- (i) Two representatives of the Board of the Faculty of Science to serve on the Board of Graduate Studies for 2003/04 (the representatives for 2002/03 are Dr a Dowd and Dr R Wilson)

- (ii) A representative of the Board of the Faculty of Science on the Board of the Faculty of Arts for 2003/04 (the representative for 2002/03 is Dr E Heit)
- (iii) A representative of the Board of the Faculty of Science on the Board of the Faculty of Social Studies for 2003/04 (the representative for 2002/03 is Dr I Morley)
- (iv) A representative of the Board of the Faculty of Science on the Board of the Faculty of Medicine for 2003/04 (the representative for 2002/03 is Prof T Bugg)
- (v) Up to two representatives of the Board of the Faculty of Science on the Board of Lifelong Learning (the representative for 2002/03 is Dr J Pickering).
- (vi) A representative of the Board of the Faculty of Science on the Partnerships and Distance Learning Sub-Committee of the Academic Quality and Standards Committee (the representative for 2002/03 are Dr J Pickering)
- (vii) A representative of the Board of the Faculty of Science on the Careers Advisory Board for 2003/04 (the representative for 2002/03 is Dr K Flint)
- (viii) Two representatives of the Board of the Faculty of Science on the Equal Opportunities Committee for 2003/04 (the representatives for 2002/03 are Dr E Hines and Dr K Flint)
- (ix) One representative of the Board of the Faculty of Science on the Campus Life Committee for 2003/04 (the representatives for 2002/03 is Prof R Freedman)

RESOLVED:

- (x) That Dr A Dowd and Dr R Wilson serve as representatives of the Board of the Faculty of Science on the Board of Graduate Studies for 2003/04
- (xi) That a representative of the Board of the Faculty of Science on the Board of the Faculty of Arts for 2003/04 be sought following the Board.
- (xii) That Dr I Morley serve as the representative of the Board of the Faculty of Science on the Board of the Faculty of Social Studies for 2003/04
- (xiii) That Professor Lamberts be the representative of the Board of the Faculty of Science on the Board of the Faculty of Medicine for 2003/04.
- (xiv) That Dr J Pickering serve as one of the representatives of the Board of the Faculty of Science on the Board of Lifelong Learning, noting that one further nomination can be made.
- (xv) That Dr J Pickering serve as the representative of the Board of the Faculty of Science on the Partnerships and Distance Learning Sub-Committee of the Academic Quality and Standards Committee.
- (xvi) That Dr K Flint serve as the representative of the Board of the Faculty of Science on the Careers Advisory Board for 2003/04.
- (xvii) That Dr K Flint serves as one of the representatives of the Board of the Faculty of Science on the Equal Opportunities Committee for 2003/04 and that one further nomination is sought.
- (xviii) That Prof R Freedman serve as the representative of the Board of the Faculty of Science on the Campus Life Committee for 2003/04

47/02-03 Streamlining Consideration of Teaching Quality Business

RECEIVED:

A paper from the Academic Quality and Standards Committee regarding the consideration of Teaching Quality Business, including e-circulation and publication of committee papers and consideration of papers by committee members as set out in paper BFS37/02-03.

48/02-03 Periodic Reviews

REPORTED:

- (a) That the Periodic Review of Undergraduate Courses in the Department of Biological Sciences took place on 15 May 2003.
- (b) That the Periodic Review of Undergraduate and Postgraduate Courses in the Department of Mathematics was scheduled for 23 May 2003.

49/02-03 Revised Constitutions of Research Centre Advisory Boards

REPORTED:

That following the establishment of the Faculty of Science Advisory Board in the Summer Term 2002, it was resolved that the following Faculty of Science Research Centre Advisory Boards be kept for a further year to the Summer Term 2003 and that all others be abolished (minute 03/02-03 refers):

- (a) Institute of Mass Spectrometry
- (b) Mathematics Research Centre
- (c) Centre for Nanotechnology and Micro-Engineering
- (d) Centre for Scientific Computing

CONSIDERED:

The revised constitutions for the following Research Centres, in light of their Advisory Boards being abolished:

- (e) Centre for Advanced Materials (BFS38/02-03)
- (f) Centre for Nuclear Magnetic Resonance (BFS39/02-03)
- (g) Fluid Dynamics Research Centre (BFS40/02-03)
- (h) Risk Initiative Research Centre (BFS41/02-03)
- (i) Centre for Scientific Computing (BFS42/02-03)
- (j) Institute of Mass Spectrometry (BFS44/02-03)

RESOLVED:

That the revised constitutions for the following Research Centres be approved as set out in papers BFS38-44/02-03:

- (k) Centre for Advanced Materials, noting that in 4(b)(iv) needs to have inserted by whom the additional member will be elected.
- (l) Centre for Nuclear Magnetic Resonance
- (m) Fluid Dynamics Research Centre
- (n) Risk Initiative Research Centre
- (o) Centre for Scientific Computing
- (p) Institute of Mass Spectrometry

50/02-03 Issues to be brought to Senate

CONSIDERED:

Whether there are any items which the Board wishes to report to Senate for discussion.

RESOLVED:

That there were no extra-ordinary issues to be brought to Senate at this time.

51/02-03 Deadline for Papers

REPORTED:

That the deadline for the receipt of papers is 12noon on the Tuesday of the week preceding each meeting of the Board of the Faculty.

YSW/AB/BFS21May03Minutes