

# UNIVERSITY OF WARWICK

## FACULTY OF SCIENCE

### Board of the Faculty of Science

Minutes of the meeting of the Board of the Faculty of Science held on 27 May 2009.

Present: Professor K Lamberts (in the Chair), Professor S Bright, Dr M Cassidy, Dr J Cave, Professor A Czumaj, Professor J Davey, Dr A Dowd, Professor A Easton, Dr K Flint, Mr O-J Hemmings, Professor E Holub, Professor S Jacka, Professor T Jones, Professor G Medley, Dr T Price, Professor D Rand, Professor L Robinson, Dr J Robinson, Professor D Scanlan, Professor J Seville, Dr M Skinner, Professor M Smith, Professor C Sparrow, Professor R Wilson.

Apologies: Dr S Assing, Dr S Jarvis, Ms P Kaijuka, Professor R MacKay, Professor T Marsh, Professor P Mawby, Dr D Morley.

In Attendance: Ms J Hughes, Ms H Ireland, Dr K Leppard.  
Professor L Bridges, Ms F Emery (for agenda item 3, minuted as 46/08-09).

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## MINUTES

### 44/08-09 Minutes

#### RECEIVED:

- (a) The minutes of the meeting of the Board of the Faculty of Science held on 11 February 2009;
- (b) The minutes of the extraordinary meeting of the Board of the Faculty of Science held on 4 March 2009;

#### RESOLVED:

- (c) That both sets of minutes be approved.

### 45/08-09 Life Sciences

#### CONSIDERED:

- (a) 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 is as follows:
    - (A) 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
- (B) 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
- (b) A paper containing the minutes of the Sub-Faculty and Graduate Studies Committee meetings of 13 May 2009 relating to the proposal to establish a School of Life Sciences within the Faculty of Science, paper BFS.13/08-09;
- (c) An oral report from the Chair, noting that:
- (i) The proposal was discussed further by the Planning Groups at their joint meeting on 22 May 2009 and further amendments had been suggested to highlight that discussions were ongoing concerning the future constitution of the Centre for Systems Biology and its role within the School of Life Sciences;
  - (ii) The Board was invited to comment on the proposal before a final version is submitted for consideration by the Senate and Council at their meetings in July 2009;

REPORTED (by the Director of the Centre for Systems Biology):

- (d) That the Director of the Centre for Systems Biology was fully committed to achieving a governance structure that would optimise the development of Life Sciences and Systems Biology at Warwick;

RESOLVED:

- (e) That the Board supported the proposal to establish a School of Life Sciences within the Faculty of Science;
- (f) That the Board supported the amendments to paper BFS.12/08-09 (revised) suggested by the Academic and Operational Planning Groups to highlight that discussions were ongoing concerning the future constitution of the Centre for Systems Biology and its role within the School of Life Sciences, subject to inclusion within paper BFS.12/08-09 of a positive commitment from the Centre for Systems Biology to achieve a governance structure that would optimise the development of Life Sciences and Systems Biology at Warwick;
- (g) That the following additional points be highlighted to the Senate:
- (i) That the Board welcomed the inclusion of wording within paper BFS.12/08-09 to highlight explicitly that any proposed changes to existing courses and modules would be considered in accordance with the University's quality assurance framework;
  - (ii) That the Board was of the view that the structure of the School should be agreed as soon as possible to ensure clarity for students;
  - (iii) That the Board would welcome proposals being brought forward to amend Ordinance 7 as follows, noting that such proposals may be within the scope of a wider review of the University's governing instruments:

- (A) To change references to 'the Department of Horticultural Research International' to 'WHRI';
- (B) To remove references to the Mechanical and Civil Engineering Division and the Electrical and Electronic Engineering Division within the School of Engineering.

46/08-09 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 that:

(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:

- (c) A set of principles for the implementation of the Points Based System (PBS) at the University, as approved by the Steering Committee;
- (d) An oral report from Professor Lee Bridges;

CONSIDERED:

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

RESOLVED:

- (h) That no student would be reported to the UK Borders Agency until all University procedures have been exhausted, and that any such reporting will be made by the central University administration and will not come from academic departments;

- (i) That Ms F Emery would confirm whether each missed contact point should be reported immediately to the Academic office, or only after three have been missed;
- (j) That Ms F Emery would confirm whether the exam boards are able to require a student withdrawal;
- (k) That the Good Practice Guide would be amended so that part-time students' contact points are pro-rata.

47/08-09 Matters Arising on the Minutes

(a) Constitution and Membership

REPORTED:

- (i) That the reason why the constitution required Faculty Board members to be full-time members of academic staff was that this was consistent with other Faculty Boards as set out in Ordinance 7 in Section 2.2 of the University Calendar;
- (ii) That if the Board of the Faculty of Science wished to recommend a change in the constitution to include part-time members of academic staff then it should recommend to the Senate that a change to Ordinance 7 be considered as part of a Governance review;

RESOLVED:

- (iii) That Koen Lamberts would check that the constitution did need to be changed in order to allow part-time members of academic staff to be Faculty Board members;

(b) Report from the Faculty of Science IT Committee

REPORTED:

- (i) That a list has been drawn up by the Secretariat of doctoral training centres and specialised research centres within the Faculty of Science;
- (ii) That representatives from the specialised research centres have been attending the Science IT Committee, but are not members;

CONSIDERED:

- (iii) A proposal from the Chair of the Faculty of Science that a representative from the Centre for Scientific Computing should join the Faculty of Science IT Committee;

RESOLVED:

- (iv) That a representative from the Centre for Scientific Computing should join the Faculty of Science IT Committee;

(c) Report from the Sub-Faculty

REPORTED:

- (i) That the Fees Working Group has not recommended changes to fees for Intercalated Years. The Chair has requested that the issue be considered again, and that more information about available bursaries be provided;

RESOLVED:

- (ii) That Koen Lamberts would circulate the information received about available bursaries;
- (iii) That a representative from Computer Science should attend the Fees Working Group to present their position in person;

(d) Electronic Mark Entry

REPORTED:

- (i) That a meeting of representatives of Departments in the Faculty, chaired by the Deputy Academic Registrar and attended by the Assistant Registrars (Examinations and Student Records), took place on Thursday 7th May and dealt with a number of operational issues raised by Departments;
- (ii) That notes from the meeting have been circulated to all participants;

RESOLVED:

- (iii) That the meeting notes should read “considered” rather than “and dealt with”;
- (iv) That the first meeting of the Sub-Faculty in the 2009/10 academic year should address any outstanding concerns;
- (v) That the Internal Audit report on EMU will be circulated to Department representatives once the report is finalised;

(e) Recruitment Strategy for PG Students

REPORTED:

- (i) That a workshop on PGR recruitment for the Faculty of Science led by the Student Admissions and Recruitment Office was held on 21 April 2009;
- (ii) That the University Strategy of doubling the University’s PGR population was doubtful in the current economic climate;

(f) Annual Course Review

REPORTED:

- (i) Annual review reports have now been received from Departments and the composite Annual Course Review reports for Postgraduate Research and Taught Provision 2007/08 were considered by the Graduate Studies Committee at its meeting on 13 May 2009;

48/08-09 Report from the Faculty of Science IT Committee

RECEIVED:

- (a) The minutes of the meeting of the Faculty of Science IT Committee held on 6 May 2009;

REPORTED:

- (b) That IT Services was investigating outsourcing options for lifetime email accounts;

49/08-09 Report from the Sub-Faculty

RECEIVED:

- (a) The minutes of the meeting of the Sub-Faculty of Science held on 13 May 2009;

REPORTED:

- (b) That the Faculty of Science thanked Martin Skinner for his service as Chair;

50/08-09 Report from the Graduate Studies Committee

RECEIVED:

- (a) An oral report of the meeting of the Graduate Studies Committee held on 13 May 2009;

REPORTED:

- (b) That the committee had resolved to continue receiving hardcopy committee papers except for members who send their apologies prior to the papers' distribution date;
- (c) That the Annual Course Reviews for Postgraduate Research and Taught provision had been presented as composite reports rather than summary reports, and that the reports are primarily for departmental use rather than for central administration;
- (d) That the Faculty of Science thanked Amanda Dowd for her service as Chair;

51/08-09 Report from the Faculty of Science Research and Innovation Committee

RECEIVED:

- (a) The approved minutes of the meeting of the Faculty of Science Research and Innovation Committee held on 3 March 2009 and the unapproved minutes of its meeting on 5 May 2009;

REPORTED:

- (b) That Advantage West Midlands (AWM) is under considerable financial pressure, and unless projects have already been contracted they cannot be guaranteed;
- (c) That approximately £60m of the £80m worth of AWM projects with the University have already been contracted;

52/08-09 Report from the Capital Development Progress Group

RECEIVED:

- (a) An oral report from the Chair of the Science Faculty Capital Development Progress Group;

REPORTED:

- (b) That the new Chemistry/Physics building is at stage D, but has not yet been approved, and has a proposed cost of £24m and a completion date of July 2011, but approval is also pending for an additional £0.4m that is necessary for the planning phase to be completed;
- (c) That the deadline to spend SIF funds is March 2011, and the funds will be lost if a decision as to how to spend them is not made in the near future;
- (d) That the Faculty of Science strongly support the need for the Chemistry/Physics building and urge a swift decision to approve its build;

53/08-09 Chair's Business

- (a) Faculty Advisory Board

RECEIVED:

- (i) An oral report from the Chair of the Faculty on the meeting of the Science Faculty Advisory Board held on 19 March 2009;

REPORTED:

- (ii) That no date had been set for the next meeting, but that Life Sciences would be the primary item for discussion;

(b) Review Processes

RECEIVED:

- (i) An oral report from the Chair on the various ongoing and future review processes;

REPORTED:

- (ii) That reviews were underway of:  
(A) Effectiveness Review of Governance and Decision Making  
(B) Establishment and Constitutional Arrangements for Research Centres  
(C) Arrangements for Devolved Departments
- (iii) That there are plans for a review of the SDR process and for an over-arching constitutional advisory group;

RESOLVED:

- (iv) That the Faculty Board is concerned that the proposed over-arching constitutional advisory group has a lack of definition and constitution, and that the proposal has come from the Vice-Chancellor rather than Senate or Council;
- (v) That the Faculty Board should be appropriately represented on the proposed over-arching constitutional advisory group;

54/08-09 Faculty Elections

CONSIDERED:

- (a) The proposed constitutions and nominations for memberships of the Science Faculty committees for the academic year 2009/10;

RESOLVED:

- (b) That the proposed constitutions and nominations be accepted, noting that:  
(i) A representative of Computer Science be added to the membership of the IT Committee;  
(ii) "Warwick HRI" should be used as the correct title of that Department;

CONSIDERED:

- (c) The nomination of Professor Koen Lamberts to serve as the Chair of the Faculty of Science for the 2009/10 academic year, noting that he has served two years in office to date and that University Statute 21 on the Faculties states that the Chair is eligible for reappointment;
- (d) The nomination of Professor Tim Jones to serve as the Deputy Chair of the Faculty of Science for the 2009/10 academic year;

RESOLVED:

- (e) That the nominations be accepted;

REPORTED:

- (f) That there are no vacancies for members of the Board of the Faculty of Science to represent the Board on the Senate;
- (g) That the continuing members of the Senate appointed by the Board of the Faculty of Science are:
- |                             |                                   |
|-----------------------------|-----------------------------------|
| Professor M J Cooper (2010) | Department of Physics             |
| Professor A Easton (2010)   | Department of Biological Sciences |
| Professor J Seville (2011)  | School of Engineering             |
| Professor J Hutton (2010)   | Department of Statistics          |
| Professor C Sparrow (2010)  | Institute of Mathematics          |

55/08-09 Strategic Departmental Reviews

REPORTED:

- (a) That the Steering Committee at its meeting on 27 April 2009 approved a revised schedule of Strategic Departmental Reviews (SDRs) in the Faculty of Science;

RESOLVED:

- (b) That the SDR for Biological Sciences should be moved from 2011/12 to 2012/13 to fit with the five year cycle;
- (c) That the SDR of Chemistry in term 1 will clash with the chaotic building work, and should be moved to one of the other two terms;
- (d) That it should be investigated whether it had been five years since the last Statistics SDR;

56/08-09 Items to be Brought to the Senate

RESOLVED:

- (a) That the matter of Life Sciences should be brought to the Senate;

57/08-09 Any Other Business

RESOLVED:

- (a) There was no other business;

58/08-09 Reserved Items

RESOLVED:

- (a) To approve all reserved minutes presented.