

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 5 February 2003 at 2.00pm in the Council Chamber, Senate House.

Dr J W Nicholls
Registrar

AGENDA

1. Minutes

TO CONSIDER:

The minutes of the meeting of the Board of the Faculty of Science held on 29th May 2002 (copy attached).

2. Matters Arising on the Minutes

(a) Progress of Faculty Board recommendations

(i) Periodic Review reports

TO REPORT:

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:

(A) That the Computer Science and Computer Systems Engineering Periodic Review report (paper BFS29/01-02), be approved.

(B) 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:

(A) That the report as set out in paper BFS29/01-02 be approved.

(B) 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.

(C) 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.

(ii) Timetabling

TO REPORT:

That at their meeting on 24 October, the Academic Quality and Standards Committee reported that no solution had been suggested to the problem of timetabling of lectures and examinations raised by the Board of the Faculty of Science, given the constraints on the overall timetabling of events in the Summer term imposed by Degree Congregations.

(iii) Faculty Research Centre Advisory Boards

TO REPORT:

That at their meeting on 4 December 2002 the Senate resolved that the Faculty's recommendations to keep four Research Advisory Boards in the Faculty and that all others be abolished be approved.

(b) Representation on Senate and other University committees

TO REPORT:

- (i) That at the last meeting of the Board it was resolved that the Chair seek nominations for the University Equal Opportunities Committee and the Campus Life Committee outside the meeting.
- (ii) That the Board does not yet have a second representative from the Faculty on the University Equal Opportunities Committee.

TO CONSIDER:

- (iii) One further nomination from the Board on the University Equal Opportunities Committee, noting that Dr Ken Flint is the Board's other representative.

(c) Working Group on Non-Completion Rates and Marking Practices in the Faculty of Science

TO REPORT:

- (i) That the Board considered the report from the Working Group on Non-Completion Rates and Marking Practices on 29 May 2002 (minute 39/01-02 refers) where they resolved that:

Chairs of departments (or their nominated representative) in the Faculty of Science be requested to:

- (A) Consider the number of students getting below a 2.1 within their department, noting that national data on the spread of degree classifications for their subject area will be provided by the Board Secretariat where available.
 - (B) Submit to the Secretariat, on behalf of the Faculty Board Chair, how departments moderate their marking to ensure appropriate classifications with a view to compiling this information for the sharing of best practice.
- (ii) That at the last meeting of the Board it was resolved that the Secretariat provide degree classification data by subject compared to other HEIs to Chairs of Departments, noting that the recommendations of the Working Group in this regard will be discussed at the next meeting of the Board.

TO RECEIVE:

- (iii) Relevant information in HESA data Table 14a on HE qualifications obtained in the UK by domicile and subject area 2000/01 and extractions from the Academic Statistics 2002 2.7(a) and (c) (BFS5/02-03, copy attached).

(d) Faculty Information Technology Committee

TO REPORT:

That at the last meeting of the Board it was resolved that the Chair would seek further clarification about the tax on computer ports as there was concern expressed over this issue.

TO RECEIVE:

An oral report from the Chair on the computer port tax.

(e) Programme (Course) Specifications

TO REPORT:

At the last meeting of the Board it was resolved that a Sub-Committee of the Board be established to consider completed Programme Specifications on behalf of the Board, noting that the Chair requested nominations for this Sub-Committee to be submitted to the Secretariat.

TO CONSIDER:

Whether, in light of no nominations being received by the Secretariat for this Sub-Committee by 30 January 2003, each Chair of Department in the Faculty should submit one nominated individual to represent their department on this Sub-Committee.

3. Chair's Action

TO REPORT:

That the Chair, acting on behalf of the Board, has approved the following:

- (a) The Panel members for the Periodic Reviews of Courses of Study as set out in item 11(a) below.
- (b) That Professor Freedman be the Faculty's representative on the Campus Life Committee.

4. Chair's Business

TO RECEIVE:

An oral report from the Chair on the following topics:

- (a) Developments regarding SRIF
- (b) Progress on the development of the Science Faculty Advisory Board
- (c) Amendments made to the University website and the description of the Science Faculty.

5. Report from the Sub-Faculty

TO RECEIVE:

The minutes of the meetings of the Sub-Faculty held on 29 January 2003 (to follow).

6. Report from the Graduate Studies Committee

TO RECEIVE:

The minutes of the meeting of the Graduate Studies Committee held on 29 January 2003 (to follow).

7. Faculty Information Technology Committee

TO RECEIVE:

The minutes of the meeting of the Faculty Information Technology Committee held on 21 January 2003 (copy attached).

8. Teaching Survey

TO RECEIVE:

A report on the Teaching Survey undertaken in term 1 (paper BFS6/02-03, copy attached).

9. Annual Course Reviews

TO REPORT:

That the Board, at its meeting on 13 February 2002 resolved that Annual Reviews should be a four-page summary review in future (minute 25/01/02 refers).

TO CONSIDER:

The following 2001/02 Annual Reviews for undergraduate and postgraduate courses delivered by Departments and Schools within the Faculty of Science received by the Secretariat as at 30 January 2003, 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:

- (i) Biological Sciences
 - (a) Biological Sciences courses (paper BFS7/02-03, copy attached)
 - (b) Biochemistry courses (paper BFS8/02-03, copy attached)
 - (c) Microbiology and Virology course (paper BFS9/02-03, copy attached)
 - (d) Computational Biology course (paper BFS10/02-03, copy attached)
- (ii) Chemistry
 - (a) Undergraduate Chemistry courses (paper BFS11/02-03, copy attached)
 - (b) MSc IAMBEC for 2000/01 (paper BFS12/02-03, copy attached)
 - (c) MSc IAMBEC for 2001/02 (paper BFS13/02-03, copy attached)
- (iii) School of Engineering
 - (a) Undergraduate Engineering courses (paper BFS14/02-03, copy attached)
 - (b) MSc courses in Advanced Engineering (paper BFS15/02-03, copy attached)
 - (c) WMG Taught Postgraduate courses (paper BFS16/02-03, copy attached)
- (iv) Mathematics
 - (a) Undergraduate Mathematics courses (paper BFS17/02-03, copy attached)
 - (b) Postgraduate MSc Mathematics courses (paper BFS18/02-03, copy attached)
- (v) Physics
 - (a) Undergraduate Physics courses (paper BFS19/02-03, copy attached)
- (vi) Psychology
 - (a) Undergraduate Psychology courses (paper BFS20/02-03, copy attached)
- (vii) Statistics
 - (a) MORSE/MMORSE courses (paper BFS21/02-03, copy attached)
 - (b) MMATHSTAT/MATHSTAT courses (paper BFS22/02-03, copy attached)
 - (c) MSC/Diploma in Statistics courses (paper BFS23/02-03, copy attached)

10. Study Leave and Leave of Absence

TO CONSIDER:

A concern expressed by the Committee on Study Leave and Leave of Absence about the low take-up of leave by eligible staff in Science departments (paper BFS24/02-03, copy attached).

11. Departmental Review and Periodic Course Reviews

(a) Panel Members

TO REPORT:

The members of the Panels for the upcoming Periodic Course Reviews:

- (i) Engineering (UG and Partnerships):
 - Prof Easton, Biological Sciences (Chair)
 - Mr R Leng, Law
 - Dr E Heit, Psychology (UG only)
 - Dr J Pickering, Psychology (Partnerships only)
- (ii) Biological Sciences (UG):
 - Dr J Robinson, Physics (Chair)
 - Dr C Sparrow, Mathematics
 - Dr S Gilson, Italian
- (iii) Mathematics (UG and PG):
 - Dr A Dowd, Engineering (Manufacturing) (Chair representing Board of Graduate Studies)
 - Prof. N Chater, Psychology
 - Prof. R Wilson, Computer Science
 - Prof. R Burns, German

(b) Timing of Reviews

TO CONSIDER:

- (i) Postponement of the Periodic Course Review of Biological Sciences to the Summer Term, by which time the appropriate documentation can be completed under the new University guidelines for course specifications.
- (ii) Postponement the Department Review of the Department of Mathematics to the Autumn Term 2003 due to the Periodic Review being held in the Summer Term this year.

12. Language Options within Science

TO CONSIDER:

A paper from the Faculty's Undergraduate Student Representative on the language availability with Science courses (paper BFS25/02-03, copy attached).

13. Deadline for Papers

TO REPORT:

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.

14. Issues to be brought to Senate

TO CONSIDER:

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

15. Any Other Business

16. Reserved Items

See separate agenda (copy attached) for academic members of the Board of the Faculty only.