

**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 November 2003 at 2:30pm in the Council Chamber, Senate House.

Dr J W Nicholls  
Registrar

**AGENDA**

1. Constitution, Membership and Terms of Reference

TO REPORT:

- (a) The constitution of the Board of the Faculty of Science and its membership for 2002/2003 (paper BFS36/02-03 (revised3), copy attached).
- (b) That paragraph 4 of Statute 21 stated that the Board of each Faculty would have the following powers and functions:
  - (i) To regulate, subject to these Statutes and the Ordinances and Regulations and to review by the Senate, the teaching, curricula and examinations in the subjects prescribed for the Faculty.
  - (ii) To recommend to the Senate examiners for appointment.
  - (iii) To make recommendations to the Senate for the award of Degrees (other than Honorary degrees), Diplomas, Certificates and other distinctions in the subjects prescribed for the Faculty.
  - (iv) To recommend to the Senate Sub-Faculties and Departments to be constituted by the Council.
  - (v) To delegate to the Sub-Faculties such matters as are deemed appropriate.
  - (vi) To appoint members of the Board of the Faculty to be members of the Senate as provided for under Statute 19.
  - (vii) To discharge such other functions as the Senate may from time to time determine.

2. Minutes

TO CONSIDER:

The minutes of the meeting of the Board of the Faculty of Science held on 21 May 2003 (copy attached).

3. Matters Arising on the Minutes

- (a) Guidelines on Postgraduate Research Degree Programmes

TO REPORT:

- (i) That the Board of Graduate Studies at their meeting held on 16 June 2003 considered amended guidelines on the Supervision and Monitoring of Research Degree Students (BGS21/02-03{revised1}) and recommended that the amended

guidelines be approved, subject to minor amendments agreed at the meeting, and forwarded to the Academic Quality and Standards Committee for comment.

- (ii) That AQSC at their meeting held on 7 July 2003 considered the revised guidelines and resolved that the revised guidelines on monitoring the progress of Postgraduate Research Students and on responsibilities for the supervision of Research Students be approved, subject to:

- (A) The amendment of point 2(e) on page 4, Management of Research Students, to read 'Supervision will normally be provided by a ~~team of staff including~~ designated main supervisor assisted by a team.'
- (B) An amendment to text on page 7 relating to Reviews of Student Progress indicating that "The panel should consist of at least one members of staff who ~~are~~ is not involved in the supervision of the student," in light of the latest stage of the HEFCE consultation on Improving Standards in Postgraduate Research Degree programmes.

- (iii) That the revised guidelines have been circulated to all Chairs of Departments and Directors of Graduate Studies.

(b) Representation on Senate and other University Committees

TO REPORT:

That the following nominations were being sought:

- (i) A representative of the Board on the Board of the Faculty of Arts for 2003/04.
- (ii) A second representative of the Board on the Partnerships and Distance Learning Sub-Committee in addition to Dr J Pickering.
- (iii) A second representative of the Board of Lifelong Learning in addition to Dr J Pickering.
- (iv) A second representative of the Board on the Equal Opportunities Committee for 2003/04 in addition to Dr K Flint.
- (v) A representative of the Faculty to serve on the Steering Committee for the Warwick Active Community Programme, noting that the main roles of the academic members of the Committee are:
- (A) To give advice on establishing community-related projects relevant to departments in their Faculty.
- (B) To provide more general advice and guidance on working with the local community and, in particular, how academic staff might engage with the community.

4. Chair's Action

TO REPORT:

That the Chair on behalf of the Board has approved the following proposals:

- (a) Revised Conventions for the Computer and Business Studies Degree from the Departments of Computer Science and the Warwick Business School (paper SFS22/03-04 available from the Secretariat).
- (b) That Professor Lamberts (Psychology) and Professor Wilson (Computer Science) serve as two of the Science Faculty's representatives on Senate for a period of three years from 2003/04.
- (c) That Professor Dave Hutchins be the Director of the Centre for Nanotechnology and Micro-Engineering.

5. Chair's Business

TO RECEIVE:

(a) Faculty Advisory Board

An oral report from the Chair on the meeting of the inaugural Science Faculty Advisory Board meeting held in London on 16 October 2003.

(b) Fixed-Term Contract Regulation Changes

An oral report from the Chair regarding the changes in regulations for fixed-term contracts lasting over 3 years and their implications including the continuity of personnel and position of research councils overhead provision.

(c) Plagiarism Working Group

An oral report from the Chair of the Board regarding the progress of the Plagiarism Working Group.

TO CONSIDER:

(d) Consideration of Faculty Business

A proposal from a Physics Board member regarding the consideration of agenda items at Board meetings.

6. Report from the Sub-Faculty

TO RECEIVE:

(a) The minutes of the meetings of the Sub-Faculty held on 22 October 2003 (copy attached).

(b) An oral report from the Chair of the Sub-Faculty

TO REPORT:

That responses to the consultation regarding Integrated Undergraduate Masters Degrees should be submitted to the Senior Assistant Registrar (Quality) by 7 November and issues raised will be considered at the week 8 AQSC meeting and will be brought to the next meeting of the Sub-Faculty and then Board for consideration.

7. Report from the Graduate Studies Committee

TO RECEIVE:

(a) The minutes of the meeting of the Graduate Studies Committee held on 22 October 2003 (copy attached).

(b) An oral report from the Chair of the Graduate Studies Committee

8. Report from the Science Faculty IT Committee

TO RECEIVE:

(a) The minutes of the meeting of the Faculty IT Committee held on 21 October 2003 (copy attached).

(b) An oral report from the Chair of the Science Faculty IT Committee

9. Report from the Course Specifications Sub-Group

TO RECEIVE:

The minutes of the meetings of the Course Specifications Sub-Group on 22 May 2003 (copy attached) and 18 June 2003 (copy attached) and a final report on the progression of the Sub-Group's business following the last meeting (BFS1/03-04, copy attached).

10. Periodic Reviews

(a) Upcoming Reviews

TO REPORT:

That the following Periodic Reviews are due to take place this year:

- (i) Physics (separate PG and UG reviews)
- (ii) Psychology (separate PG and UG reviews)
- (iii) Statistics (joint PG and UG review)

TO CONSIDER:

Nominations for membership and Chairs of the review panels for the above Periodic Reviews, noting the review group should consist of not less than three members of academic staff, including the chair, one of whom should be from a Faculty other than that in which the department being reviewed is based.

(b) Biological Sciences

TO CONSIDER:

- (i) The Periodic Review of Undergraduate Courses in the Department of Biological Sciences which took place on 15 May 2003 (paper BFS2/03-04, copy attached)
- (ii) The Department's response to the review report (paper BFS3/03-04, copy attached).

(c) Mathematics

TO CONSIDER:

- (i) The Periodic Review of Undergraduate and Postgraduate Courses in the Department of Mathematics which took place on 15 May 2003 (paper BFS4/03-04, to follow)
- (ii) The Department's response to the review report (paper BFS5/03-04, to follow).

(d) Engineering

TO CONSIDER:

- (i) The Periodic Review of Postgraduate Courses in the School of Engineering (paper BFS19/03-04, copy attached)
- (ii) The Department's response to the review report (paper BFS20/03-04, copy attached).

11. Staff-Student Liaison Committee Annual Reports

TO REPORT:

That it is requested by the Academic Quality and Standards Committee that Boards of the Faculties comment on the Staff-Student Liaison Committee reports, it being noted that these will be submitted to the SSLC Co-ordinators for consideration.

TO CONSIDER:

- (a) The Postgraduate SSLC summative report for 2002/03 within the Faculty for 2002/03 (Paper SGS21/03-04, copy attached), it being noted that the Science Graduate Studies Committee considered this at their meeting on 22 October 2003 and resolved that it be noted that the summative report was found to be helpful and that it be circulated to the Postgraduate SSLC convenors within the Faculty.
- (b) The Undergraduate SSLC summative report for 2002/03 within the Faculty for 2002/03 (paper SFS16/03-04, copy attached) and a report from the SSLC Co-ordinators (SFS17/03-04, copy attached), noting that at their meeting on 22 October 2003 the Sub-Faculty resolved:
  - (i) That the reports on SSLC as set out in SFS16-17/03-04 be approved.
  - (ii) That individual Departments in the Faculty were invited to consider further the following main issues from the above reports raised at the meeting:
    - (A) The timeliness of feedback on work submitted by students
    - (B) The pressure placed upon students by the examination timetable
    - (C) That the opportunity for SSLC representatives to attend departmental meetings where SSLC business was being considered was welcomed.
  - (iii) That the SSLC report form seemed to invite shorter comments and that in some instances it would be beneficial for the sections within the form to be expanded to provide appropriate space to clearly express an issue.

12. Annual Review Reports

TO REPORT:

That Postgraduate Annual Review Reports for 2002/03 will be considered at the next meeting of the Board and should be submitted to the Secretariat no later than 9 January 2004.

TO CONSIDER:

Undergraduate Annual Review Reports for 2002/03 from the following departments, noting that the Board is requested to identify points of best practice and areas of possible improvement and that from this the Secretariat will produce a composite report indicating the principal issues arising, areas for improvement and examples of good practice:

- (a) Biological Sciences (paper BFS6/03-04, to follow)
- (b) Chemistry (paper BFS7/03-04, to follow)
- (c) Computer Science (paper BFS8/03-04, copy attached) including:
  - (i) BSc/MEng Computer Science
  - (ii) BSc Computer Science and Business Studies
  - (iii) BEng/MEng Computer Systems Engineering
- (d) Engineering (paper BFS9/03-04, copy attached) including:
  - (i) All BSc/BEng/MSc Engineering courses

- (e) Mathematics (paper BFS10/03-04, to follow)
- (f) Physics (paper BFS11/03-04, copy attached) including:
  - (i) BSc/MPhys Physics
  - (ii) BSc/MPhys Mathematics and Physics
  - (iii) BSc Physics with Computing
  - (iv) BSc Physics with Business Studies
- (g) Psychology (paper BFS12/03-04, copy attached) including:
  - (i) BSc Psychology
  - (ii) BSc Psychology and Philosophy
- (h) Statistics (paper BFS13/03-04, to follow) including:
  - (i) MATHSTAT/MMATHSTAT Mathematics and Statistics
  - (ii) MORSE/MMORSE Mathematics, Operational Research, Statistics and Economics

13. Scrutiny of Teaching Quality Business

TO RECEIVE:

A report by the Senior Assistant Registrar (Teaching Quality) on the consideration of teaching quality business by University committees (paper BFS14/03-04, copy attached).

14. Self-Evaluation Document for Institution Audit

TO RECEIVE:

- (a) A copy of the self-evaluation document (paper BFS15/03-04, copy attached) for the upcoming institutional audit
- (b) A copy of the University's Student Submission (paper BFS16/03-04, copy attached)

15. Undergraduate Curriculum Review Group

TO RECEIVE:

The Final Report from the Undergraduate Curriculum Review Group (paper BFS17/03-04, copy attached).

16. Horticulture Research Institute (HRI)

TO REPORT:

- (a) That the University Senate considered at their meeting on 18 June 2003 a proposal for the terms and conditions under which Horticulture Research International might merge with the University (S.37/02-03 {reserved}) together with an oral report from the Registrar

and RECOMMENDED (minute 73/02-03 refers):

- (i) That approval be given in principle for Horticulture Research International to become a department of the University with effect from 1 April 2004 subject to satisfactory conclusion of the terms of transfer with Defra, the BBSRC and HRI itself based on the general structure of such a transfer as outlined in paper S.37/02-03 (reserved).
- (ii) That the business case and financial plan for Horticulture Research International becoming a department of the University be considered in detail by the Academic Enterprise Group and the Estimates and Grants Committee for onward

recommendation to the Steering Committee and the Finance and General Purposes Committee.

- (b) That the University Council considered the following at their meeting held on 4 July 2003:

A proposal for the terms and conditions under which Horticulture Research International might merge with the University (S.37/02-03 {reserved}) together with an oral report from the Registrar noting that a draft ministerial statement to Parliament had been prepared by DEFRA setting out the terms of transfer of Horticulture Research International (HRI) to the University, following delivery of which the University and HRI would issue a joint press release and that representatives of the University would address HRI staff regarding the transfer.

And RESOLVED (minute 83/02-03 refers):

- (i) That approval be given in principle for Horticulture Research International to become a department of the University with effect from 1 April 2004 subject to satisfactory conclusion of the terms of transfer with Defra, the BBSRC and HRI itself based on the general structure of such a transfer as outlined in paper S.37/02-03 (reserved).
- (ii) That the business case and financial plan for Horticulture Research International becoming a department of the University be considered in detail by the Academic Enterprise Group and the Estimates and Grants Committee for onward recommendation to the Steering Committee and the Finance and General Purposes Committee.

- (c) That it be noted that the Business Plan for HRI was approved by AEG, FGPC and Council at the beginning of this term.

17. Strategic Developments in Library Services

TO RECEIVE:

An oral report from the new Librarian, Ms Anne Bell, on strategic developments in Library services.

18. Deadline for Papers

TO REPORT:

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

19. 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.

20. Any Other Business

21. Reserved Items

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