

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 Wednesday 5 November 2003.

Present: Professor Easton (in the Chair), Professor Ball, Dr RA Beare, Professor Cooper, Professor Copas, Professor Dupree, Dr K Flint, Professor Freedman, Professor Haddleton, Ms H Ireland, Mr J Khawaja (PG student representative), Dr G R Martin, Dr K Neailey, Professor Paterson, Dr T Price, Professor Roberts, Dr J Robinson, Professor Taylor, Dr R Tribe, Professor Wills, Mr S Watling (UG student representative), Professor Wilson

Apologies: Professor Battacharyya, Professor Carpenter, Professor Derrick, Professor Dowson, Professor Gardner, Professor Green, Dr S Joseph, Professor Lamberts, Professor Rand, Professor J Q Smith, Professor Singer, Dr C Sparrow, Professor Thomas

In Attendance: Mr M Allen (for item 8/03-04), Ms R Wooldridge Smith (for items 13-14/03-04), Mr R Watson (for item 14/03-04), Professor Whitby (for item 15/03-04), Ms A Bell (for item 16/03-04)

MINUTES

1/03-04 Constitution, Membership and Terms of Reference

REPORTED:

- (a) The constitution of the Board of the Faculty of Science and its membership for 2002/2003 (paper BFS36/02-03 (revised3)).
- (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.

2/03-4 Minutes

RESOLVED:

That the minutes of the meeting of the Board of the Faculty of Science held on 21 May 2003 be approved.

3/03-04 Matters Arising on the Minutes

(a) Guidelines on Postgraduate Research Degree Programmes

REPORTED:

- (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

REPORTED:

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.

RESOLVED:

- (vi) That Professor Roland Wilson be the Board's representative on the Board of the Faculty of Arts.

4/03-04 Chair's Action

REPORTED:

That the Chair on behalf of the Board had 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.

5/03-04 Chair's Business

RECEIVED:

(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, noting the following:

- (i) That it had been agreed that Advisory Board members would be invited to visit one or two departments with the Science Faculty of their choice and departmental Chairs would be contacted with further information when available.
- (ii) That the next meeting of the Board would be held in late Spring.

(b) Fixed-Term Contract Regulation Changes

An brief 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, noting that the Director of Personnel was able to answer further questions in this regard.

(c) Plagiarism Working Group

An oral report from the Chair of the Board regarding the progress of the Plagiarism Working Group, noting the following:

- (i) That a proposal on plagiarism, setting out two levels and associated penalties, was going to be considered at the next meeting of the Academic Quality and Standards Committee.
- (ii) That a Plagiarism Detection Service was available and that anyone wanting to use this should contact ITS.

(d) Consideration of Faculty Business

CONSIDERED:

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

RESOLVED:

That while all papers will continue to be circulated to Board members for their information and consideration, the Chair with the Secretariat before the meeting of the Board will identify areas where individual Board members can give additional in depth consideration to items to present to the Board, where appropriate.

6/03-04 Report from the Sub-Faculty

RECEIVED:

- (a) The minutes of the meetings of the Sub-Faculty held on 22 October 2003.
- (b) An oral report from the Chair of the Sub-Faculty

REPORTED:

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.

7/03-04 Report from the Graduate Studies Committee

RECEIVED:

- (a) The minutes of the meeting of the Graduate Studies Committee held on 22 October 2003.
- (b) An oral report from the Chair of the Graduate Studies Committee

RESOLVED:

- (c) That it be noted that the Board supported the Graduate Studies Committee's decision to resolve that a record of contact between supervisors and their postgraduate students should be kept and that, while best practice in the type of forms would be shared between departments, one pro forma to use across the Faculty would not be devised at this time.

8/03-04 Report from the Science Faculty IT Committee

RECEIVED:

- (a) The minutes of the meeting of the Faculty IT Committee held on 21 October 2003.
- (b) An oral report from the Chair of the Science Faculty IT Committee, noting that the main item discussed at this Committee was email facilities and it was encouraged that a wider review of this was conducted beyond Groupwise Client.

9/03-04 Report from the Course Specifications Sub-Group

RECEIVED:

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

10/03-04 Periodic Reviews

(a) Upcoming Reviews

REPORTED:

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

- (A) Physics (separate PG and UG reviews)
- (B) Psychology (separate PG and UG reviews)
- (C) Statistics (joint PG and UG review)

CONSIDERED:

(ii) 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.

RESOLVED:

- (iii) That Professor R Wilson would serve on the Statistics Review Panel.
- (iv) That Dr K Neiley would serve on a Postgraduate Review Panel.
- (v) That further nominations would be sought outside the meeting and be approved by the Chair, on behalf of the Committee, under Chair's Action and that Departmental Chairs should contact the Secretariat with nominations.

(b) Biological Sciences

CONSIDERED:

(i) The Periodic Review of Undergraduate Courses in the Department of Biological Sciences which took place on 15 May 2003 (paper BFS2/03-04).

(ii) The Department's response to the review report (paper BFS3/03-04).

RESOLVED:

(iii) That the Periodic Review of Undergraduate Courses in the Department of Biological Sciences and the Department's response to the review report be approved as set out in papers BFS2-3/03-04 respectively.

(c) Mathematics

CONSIDERED:

(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).

- (ii) The Department's response to the review report (paper BFS5/03-04).

RESOLVED:

- (iii) That the Periodic Review of Undergraduate and Postgraduate Courses in the Department of Mathematics and the Department's response to it be approved as set out in papers BFS4-5/03-04 respectively.

(d) Engineering

CONSIDERED:

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

RESOLVED:

- (iii) That the Periodic Review of Postgraduate Courses in the School of Engineering and the Schools' response to the review report be approved as set out in papers BFS19-20/03-04.

11/03-04 Staff-Student Liaison Committee Annual Reports

REPORTED:

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.

CONSIDERED:

- (a) The Postgraduate SSLC summative report for 2002/03 for postgraduate courses within the Faculty (Paper SGS21/03-04), 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 for courses within the Faculty for 2002/03 (paper SFS16/03-04) and a report from the SSLC Co-ordinators (SFS17/03-04), 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.

RESOLVED:

- (c) That the Postgraduate SSLC summative report for 2002/03 as set out in paper SGS21/03-04, noting the comments of the Science Graduate Studies Committee.
- (d) That the Undergraduate SSLC summative report for 2002/03 and the report from the SSLC Co-ordinators as set out in papers SFS16-17/03-04 respectively be approved, noting the comments from the Sub-Faculty.
- (e) That relevant issues raised in SSLC reports such as the concerns regarding the Gibbet Hill Refractory be reported to the Campus Life Committee.

12/03-04 Annual Review Reports

REPORTED:

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.

CONSIDERED:

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) including:
 - (i) BSc Biological Sciences
 - (ii) BSc Biochemistry
 - (iii) BSc Microbiology and Virology
 - (iv) BSc Computational Biology
- (b) Computer Science (paper BFS8/03-04) including:
 - (i) BSc/MEng Computer Science
 - (ii) BSc Computer Science and Business Studies
 - (iii) BEng/MEng Computer Systems Engineering
- (c) Engineering (paper BFS9/03-04) including:
 - (i) All BSc/BEng/MSc Engineering courses
- (d) Mathematics (paper BFS10/03-04) including:
 - (i) BSc/MMath Mathematics
 - (ii) BSc Mathematics and Business Studies
 - (iii) BSc Mathematics and Economics
 - (iv) BSc/BA Mathematics and Philosophy
 - (v) BSc/Mathematics with Computing
- (e) Physics (paper BFS11/03-04) including:
 - (i) BSc/MPhys Physics
 - (ii) BSc/MPhys Mathematics and Physics
 - (iii) BSc Physics with Computing
 - (iv) BSc Physics with Business Studies
- (f) Psychology (paper BFS12/03-04) including:
 - (i) BSc Psychology
 - (ii) BSc Psychology and Philosophy
- (g) Statistics (paper BFS13/03-04, to follow) including:
 - (i) MATHSTAT/MMATHSTAT Mathematics and Statistics

- (ii) MORSE/MMORSE Mathematics, Operational Research, Statistics and Economics

REPORTED:

- (h) That the annual review of undergraduate courses for the Department of Chemistry was not submitted at the time of the meeting due to a delay in receiving an external examiners report.

RESOLVED:

- (i) That the Undergraduate Annual Review Reports for 2002/03 from the following departments be approved as set out in papers BFS 6 and 8-13/03-04:
 - (i) Biological Sciences, subject to receipt of the forms being submitted on the new pro forma including the section 'Links with Employers'.
 - (ii) Computer Science
 - (ii) Engineering
 - (iv) Mathematics
 - (v) Physics
 - (vi) Psychology
 - (vii) Statistics, subject to receipt of the forms being submitted on the new pro forma including the section 'Links with Employers'.

13/03-04 Scrutiny of Teaching Quality Business

RECEIVED:

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

14/03-04 Self-Evaluation Document for Institution Audit

RECEIVED:

- (a) A copy of the self-evaluation document (paper BFS15/03-04) for the upcoming institutional audit
- (b) A copy of the University's Student Submission (paper BFS16/03-04)
- (c) An oral report from the Senior Assistant Registrar (Quality) and the Students' Union's Educational Officer, noting the following:
 - (i) That departments will have seven weeks to assemble documentation if chosen for a Discipline Audit Trail and that the 6 February briefing should provide information regarding the lines of enquiry.
 - (ii) That departments are requested to discuss course specifications at their upcoming SSLC meetings if they haven't been already.
 - (iii) That students will be involved in the audit process, particularly via SSLCs and that those involved will be given an additional briefing on the process beforehand.

15/03-04 Undergraduate Curriculum Review Group

RECEIVED:

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

- (b) An oral report from the Pro Vice-Chancellor responsible, noting the following:
 - (i) That regular progress reports will be submitted to the Vice-Chancellor regarding the recommendations included in the report.
 - (ii) That the issue of whether separate specifications for pass degrees was raised.
 - (iii) That further integration of the Warwick Skills Certificate into courses was under consideration, and that it was noted that there may be a need to address the issue of awarding students two qualifications for the same work if they were given credit towards their degree as well as the Certificate.
 - (iv) That the Board felt that the issues of resource needed to be addressed when considering flexibility in taking options outside of the department and in other Faculties.

16/03-04 Strategic Developments in Library Services

RECEIVED:

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

- (i) That this year's financial allocation was sufficient, despite significant inflation in some areas, to maintain provision for this year.
- (ii) That in March 2004 a 5-year strategic plan will be brought forward.
- (iii) That it was planned from April 2004 for the National Grid building to have a facility for 300 students open 24 hours, 7 days a week to support independent learning.

17/03-04 Horticulture Research Institute (HRI)

REPORTED:

- (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.
- (d) That proposals for constitutional and regulatory changes to incorporate HRI into the Faculty of Science would be considered at the next meeting of the Board.

18/03-04 Deadline for Papers

REPORTED:

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, noting that it is beneficial to submit papers to the Secretariat before this deadline if at all possible.

19/03-04 Issues to be brought to Senate

CONSIDERED:

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

RESOLVED:

That there were no specific issues to be recommended to the Senate.

20/03-04 Student Issues

REPORTED:

That the student representatives were concerned regarding the late arrival of buses, the lack of change machines on them, and the lack of provision to use bus passes between companies offering similar services.

RESOLVED:

That the Board was sympathetic to the concerns of the student representatives, and that these issues be reported to the Campus Life Committee.