

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 6th November 2002.

Present: Professor AJ Easton (in the Chair), Mr A Adams, Professor D Anderson, Professor TDH Bugg, Professor MJ Cooper, Professor JB Copas, Professor R Dupree, Dr KP Flint, Professor R Freedman, Dr LA Goldberg, Dr E Heit, Professor TJ Kemp, Dr GR Martin, Dr K Neailey, Professor GR Nudd, Dr AM Price, Professor DA Rand, Professor L Roberts, Dr C Sparrow, Professor RG Wilson.

Apologies: Professor RC Ball, Professor P Carpenter, Professor C Dowson, Professor J Gardner, Professor D Haddleton, Professor K Lamberts, Dr D Morley, Dr P O'Hare, Professor JQ Smith, Professor H Thomas, Dr R Tribe.

In Attendance: Dr S Hill, Ms C Charlton, Ms R Harrison (all three for item 09/02-03 only); Mrs H Ireland, Dr JA Henshall.

MINUTES

01 / 02-03 Constitution, Membership and Terms of Reference

REPORTED:

- (a) The constitution of the Board of the Faculty of Science and its membership for 2002/2003 as set out in paper BFS 24/01-02 (revised2).
- (b) That paragraph 4 of Statute 20 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 18.
 - (vii) To discharge such other functions as the Senate may from time to time determine.

02/02-03 Minutes

RESOLVED:

That the minutes of the meeting of the Board of the Faculty of Science held on 29th May 2002 be approved.

03/02-03 Matters Arising on the Minutes

(a) Representation on Senate and other University committees

REPORTED:

That following Professor John Jones' appointment to Pro-Vice Chancellor, Professor Andrew Easton has been approved as the Chair of the Faculty (minute 39/01-02 refers).

CONSIDERED:

- (i) One further nomination from the Board on the University Equal Opportunities Committee, noting that Dr Evor Hines is now the Board's other representative.
- (ii) One representative to serve on the newly established Campus Life Committee chaired by Professor Bassnett, noting the key criterion for nomination is that the representative should have 'an involvement or interest in student cultural or social activities' and that the first meeting is on Monday, 18 November at 2pm.

RESOLVED:

That the Chair seek nominations for the University Equal Opportunities Committee and the Campus Life Committee outside the meeting, and that he be permitted to approve these, on behalf of the Board, by Chair's action.

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

REPORTED:

That the new Director of Student Recruitment and Admissions will be working with the Senior Assistant Registrar (Planning) on research into non-completion rates in the sciences, noting that the report will also feed into the review of welfare support on the campus and will be used to inform future recruitment activities (minute 40/01-02 refers).

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 will be discussed at the next meeting of the Board.

(c) External Advisory Boards

REPORTED:

- (i) That the Senate has approved the terms of reference and membership for the Faculty of Science Advisory Board as set out in Paper BFS01/02-03.
- (ii) That despite the establishment of the Faculty Advisory Board, it was requested that the following Faculty of Science Research Centre Advisory Boards be kept for at least one further year and that all others be abolished:
 - (A) Institute of Mass Spectrometry
 - (B) Mathematics Research Centre
 - (C) Centre for Nanotechnology and Micro-Engineering
 - (D) Centre for Scientific Computing

RECEIVED:

An oral report from the Chair of the Faculty of Science on the establishment of the Faculty's External Advisory Board, noting that nominations for members would be submitted to the Vice-Chancellor by 8 November.

RECOMMENDED:

That the following Faculty of Science Research Advisory Boards be kept for a further year and that all others be abolished:

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

04/02-03 Chair's Action

REPORTED:

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

The Directorships of the following research centres be renewed, noting that Professor Dupree's appointment was also approved by the Chairs of the Departments of Chemistry and Physics as the constitution of the Centre states that the Directorship should alternate between the departments and this is not the case:

- | | | |
|-----|----------------------------|---------|
| (a) | Mass Spectrometry | Derrick |
| (b) | Nuclear Magnetic Resonance | Dupree |
| (c) | Risk Initiative | Wynn |
| (d) | Advanced Materials | Lewis |

05/02-03 Chair's Business

- (a) Bioinformatics Initiative

RECEIVED:

An oral report from the Chair of the Board on the development of the capacity for Bioinformatics at the University, noting that the Chair will report back to the Board if the initial feasibility study is approved to go ahead.

(b) National Centre for Excellence in Science Teaching

RECEIVED:

An oral report from the Chair of the Board on the proposal to establish the National Centre for Excellence in Science Teaching at the University of Warwick, noting that this is being taken forward by Professor John Jones.

(c) Science and Engineering Ambassadors

RECEIVED:

An oral report from the Chair on staff visiting schools with the objective of raising aspirations of students to take Science subjects, noting there will be a presentation on this topic at a future Heads of Science lunchtime meeting.

06/02-03 Report from the Sub-Faculty

RECEIVED:

The minutes of the meetings of the Sub-Faculty held on 29 May 2002 and 16 October 2002.

REPORTED:

That the issue of timing of committee meetings (minute SFS 05/02-03 refers) was considered by the Board of Undergraduate Studies on 28 October 2002 and it was resolved in minute BUGS 14/02-03 that the Board of Undergraduate Studies would consider further the timings of the first meeting of the Sub-Faculty of Science such that if possible the first meeting occurs later than week three of the first term to allow departments in the faculty more time to prepare papers.

CONSIDERED:

Five nominations for the UG Appeals Committee, noting that Dr David Roper was nominated following the Sub-Faculty meeting.

RESOLVED:

That the Chair seek nominations for the UG Appeals Committee, and that he be permitted to approve these, on behalf of the Board, by Chair's action.

07/02-03 Report from the Graduate Studies Committee

RECEIVED:

The minutes of the meeting of the Graduate Studies Committee held on 23 October 2002.

CONSIDERED:

The following nominations on behalf of the Faculty to serve on the Graduate Appeals Panel:

- (a) Dr A Dowd
- (b) Professor N Mann
- (c) Dr K Neailey
- (d) Professor R Wilson
- (e) Dr D Leadley

08/02-03 Faculty Information Technology Committee

RECEIVED:

The minutes of the meeting of the Faculty Information Technology Committee held on 22 October 2002.

RESOLVED:

That the Chair of the Board would undertake the following:

- (a) To seek further clarification about the tax on computer ports as there was concern expressed over this issue, noting his progress would be reported at the next meeting of the Board.
- (b) To raise the issue of the concern over the physical space in departments required to install networks with the Pro Vice-Chancellor in charge of accommodation.

09/02-03 Programme Specifications

RECEIVED:

Oral reports by Ms R Harrison, Senior Assistant Registrar (Teaching Quality), Ms C Charlton, Administrative Secretary (Deputy Registrar's Office) and Dr Stephen Hill (Continuing Education) on issues surrounding the introduction of programme specifications.

CONSIDERED:

A report on programme specifications, setting out the proposed timetable and the revisions to the University Template for the specifications as set out in paper BFS02/02-03, noting that the Academic Quality and Standards Committee considered this issue at their meeting on 24 October 2002.

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.

10/02-03 Periodic Reviews

CONSIDERED:

- (a) The Cycle of Periodic Review of Courses of Study and Departmental Review 2002/03 to 2007/08 as set out in paper BFS03/02-03, noting that this was approved at the 3 July meeting of the Senate.

- (b) That the Periodic Course Reviews scheduled for the Science Faculty will be undertaken at the following times this year:
 - (i) The School of Engineering in the Spring Term 2003, noting that this review was previously postponed awaiting the results of the Departmental Review.
 - (ii) Biological Sciences in the Spring Term 2003
 - (iii) Mathematics in the Summer Term 2003
- (c) Nominations from the Faculty of Science to serve on the Review Panel for the reviews of Biological Sciences and Mathematics.

RESOLVED:

That the Chair seek nominations for the Review Panel for the reviews of Biological Sciences and Mathematics and that he be permitted to approve these, on behalf of the Board, by Chair's action.

11/02-03 Staff-Student Liaison Committee Annual Reports

REPORTED:

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

CONSIDERED:

- (a) Copies of the SSLC Annual reports submitted by postgraduate SSLCs within the Faculty for 2001/02 as set out in Paper GFS17/02-03.
- (b) A summary of the points made in the above reports for approval and report to the University Staff Student Liaison Co-ordinating Committee as set out in paper GFS18/02-03(revised), it being noted that the Science Graduate Studies Committee approved the summary at their meeting on 23 October 2002 and resolved that it be circulated to the Directors of Graduate Studies of departments in the Faculty of Science.

RESOLVED:

- (c) That the PG SSLC reports and summary be approved, noting that IT provision and accommodation issues continue to be raised and departments should continue to address these issues where possible.

12/02-03 Library Budget 2002/03

RECEIVED:

The Materials and Expenses Budget for the University of Warwick Library as set out in paper BFS04/02-03.

13/02-03 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.

14/02-03 Issues to be brought to Senate

That the Board did not have any issues which it felt should be specially considered by Senate at this time.

15/02-03 Any Other Business

Transparency Review

RESOLVED:

That the Chair will organise in the near future a meeting for the Heads of Science to discuss the transparency review.

16/02-03 Reserved Items

See separate minutes for academic members of the Board of the Faculty only.

YSW/AB/BFS6Nov02Minutes