

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 at 3pm on Wednesday 10th November 2010 in room **0.3/4, Ramphal Building**.

Any enquiries or apologies from members of Board should be directed to the Secretary of the Committee, Stephen Williams (ext. 28143 or Stephen.Williams@warwick.ac.uk) or the Assistant Secretary (PG), Dominic Dean (ext. 75345 or Dominic.Dean@warwick.ac.uk).

JF Baldwin
Registrar

AGENDA

1. Constitution, Membership and Terms of Reference

TO REPORT:

(a) Constitution

(i) That at its meeting held on 14 October 2010, the Council, on the recommendation of the Senate, approved for a second time amendments to Ordinance 7 on Boards of the Faculties and Ordinance 10 on Departments establishing the Warwick Manufacturing Group as an academic department within the Faculty of Science and formalising representation from the School of Life Science on the Board of the Faculty of Science.

(ii) That the revised constitution of the Board of the Faculty of Science, as set out in Ordinance 7(3), is as follows:

(a) The Vice-Chancellor.

(b) The Head and two other members of academic staff elected by and from each of the Departments of Chemistry, Computer Science, Mathematics and Physics; the Schools of Engineering and Life Sciences; and the Warwick Manufacturing Group.

(c) The Head of each of the Departments of Biological Sciences and Warwick HRI.

(d) The Head and one other member of academic staff elected by and from each of the Departments of Psychology and Statistics.

(e) The Chair of the Sub-Faculty of Science, ex officio, and two other members of academic staff elected by and from the Sub-Faculty.

(f) The Chair of the Faculty of Science Graduate Studies Committee, ex officio, and one other member of academic staff elected by and from the Graduate Studies Committee.

(g) The Chair of the Faculty of Science Research and Innovation Committee, ex officio.

(h) One member of staff elected by and from the Institute of Education.

(i) Three members of academic staff, one to be elected by and from the Board of the Faculty of Medicine, one by and from the Board of the Faculty of Arts, and one by and from the Board of the Faculty of Social Sciences.

(j) Up to three co-opted members, being members of academic staff, subject to the approval of the Senate.

(k) Two student members, one of whom shall be a registered undergraduate student and one who shall be a registered postgraduate student of the University, elected in accordance with the Regulations Governing the Procedure for the Election of Student Members and Observers on the Boards of the Faculties and Sub-Faculties. The student member will not participate in nor receive papers for any business affecting the appointment, promotion and personal affairs of individual members of staff of the University or affecting the admission, academic assessment or personal affairs of individual students.

(l) The Departments within the Faculty of Science shall be the Departments of Biological Sciences, Chemistry, Computer Science, Mathematics, Physics, Psychology, Statistics, the School of Life Sciences, the School of Engineering, Warwick HRI and the Warwick Manufacturing Group.

(iii) That the revised Ordinance 10 on Departments is as follows:

Membership:

(1) The membership of a Department shall consist of all the employees of the University who at the 1st of October in any year hold a contract of employment in that department of at least twelve months duration (or are seconded or otherwise assigned). Where an individual holds a contract in more than one department he/she shall be considered a member of all the departments concerned, however, only one of the Heads of Department concerned shall be considered to have managerial responsibility for an individual who is a member of more than one department. At the time of an individual's appointment the Heads of Department concerned shall agree who has managerial responsibility and shall notify the individual concerned in writing.

Responsibilities of a Head of Department:

(2) Each Department shall have a Head, who shall be appointed under the provisions of the Ordinance on the Appointment of Heads of Departments with the exception of the Dean of the Warwick Medical School who shall be the Head of the Warwick Medical School (*ex officio*) and the Director of the Warwick Manufacturing Group who shall be the Head of the Warwick Manufacturing Group(*ex officio*).

(3) A Head of Department shall be responsible for the management of her/his department to the Vice-Chancellor who may appoint a deputy for this purpose.

(4) All members of the department shall be responsible to the Head through whatever decision-making and management structures the Head from time-to-time approves.

(5) Heads shall be responsible for a range of duties defined from time to time in Regulations.

Management Structures:

(6) The University will from time to time promulgate regulations setting out a framework for the management structure and staff consultation mechanisms.

(b) Membership

That following a number of changes to membership approved by Chair's Action over the summer, the revised membership of the committees within the Faculty of Science for the academic year 2010/11 is as follows:

- (i) Board of the Faculty of Science, paper BFS.01/10-11 (copy attached).
- (ii) Sub-Faculty of Science, paper BFS.02/10-11 (copy attached).
- (iii) Graduate Studies Committee of the Faculty of Science, paper BFS.03/10-11 (copy attached).
- (iv) Faculty of Science Information Technology Committee, paper BFS.04/10-11 (copy attached).
- (v) First Year Board of Examiners, paper BFS.05/10-11 (copy attached).
- (vi) Examination Appeals Committee Panels, paper BFS.06/10-11 (copy attached).
- (vii) Representatives of the Science Faculty on other Committees, paper BFS.07/10-11 (copy attached).

(c) Terms of Reference

That Statute 17(4) states that the Board of each Faculty shall 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 15;
- (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 26 May 2010 (copy attached).

3. Matters Arising on the Minutes

(a) Fees for Intercalated Years (minute BFS.47(c)/08-09 refers).

TO REPORT:

- (i) That the Board of the Faculty of Science at its meeting on 26 May 2010 (minute BFS 34(b)/09-10 refers) resolved that the Chair would approach Departments within the Faculty of Science for further data on the impact of fees on the take up of the intercalated year scheme and, acting on behalf of the Board, would present these data to the Fees Working Group and would continue to raise concerns about the fee structure for students undertaking an intercalated year.

- (ii) That the Fees Working Group at its meeting on 16 June 2010 (minute FWG 26/09-10 refers):
- (A) Reported that at its meeting held on 26 May 2010, the Board of the Faculty of Science had considered the resolution of the Fees Working Group that the current fee structure for students undertaking an intercalated year abroad be retained, and had indicated its wish to continue to pursue this issue.
- (B) Resolved that any further consideration by the Group of the fees charged to intercalated year students be aligned with the overall review of undergraduate fee levels to be undertaken following the outcomes of the Browne Review.
- (iii) That the Sub-Faculty of Science at its meeting on 20 October 2010 (minute SFS.03(a)/10-11 refers) resolved that the Chair of the Sub-Faculty would write to the Chair of the Fees Working Group to request attendance at the next meeting of the Sub-Faculty of Science on 2 February 2011 to give an explanation of why the decision was taken to charge the current fee to students undertaking an intercalated year.

(b) Review of Implementation of the Personal Tutoring Guidelines (minute BFS.42/09-10 refers)

TO REPORT:

- (i) That the Personal Tutoring Guidelines as set out in paper BFS.20/09-10 had been revised in line with the recommendations of the Board of the Faculty of Science and that they had been strongly endorsed by Senate.
- (ii) That the referrals system within the Department of Economics had been approved by the Head of Department and that a pilot had been agreed for 2010/11

(c) Briefing Session for New Members of the Faculty Board and its Sub-Committees (minute BFS.44/09-10 refers)

TO REPORT:

That the proposed briefing session for new members was replaced by the Briefing and Information Event for Members of Senate Committees held on 12 October 2010.

(d) Directorships of University Research Centres (minute BFS.46/09-10 refers)

TO REPORT:

That the Chair of the Board of the Faculty of Science had approved the following Directorships of University Research Centres over the summer by Chair's Action:

Fluid Dynamics Research Centre	Director Deputy Directors	Professor P Thomas (31 July 2013) Professors R Kerr and S Molokov (31 July 2013)
Risk Initiative and Statistical Consultancy Unit	Director	Dr J Fenlon (30 April 2011)

4. Chair's Business

TO RECEIVE:

An oral update from the Chair on the following:

- (a) Initial potential implications for the funding of higher education following the publication of the Browne Review and the Comprehensive Spending Review (Deputy Vice-Chancellor and the Registrar in attendance);
- (b) The School of Life Sciences;
- (c) Senate Elections;
- (d) Election of a Deputy Chair of the Board of the Faculty of Science

4. Harris Report Implementation

TO REPORT:

That, at its meeting on 7 July 2010, the Senate considered a progress report on the implementation of the recommendations of the Harris Report on the University's constitutional arrangements, together with an oral report from Professor Mark Harrison, Chair of the Implementation Group and reported the following:

(by Professor M Harrison):

(i) That he wished to extend his thanks to the Academic Registrar and the Chair of the Board of Graduate Studies for their assistance in the preparation of the report and its recommendations.

(ii) That the recommendations focused on three main themes:

(A) The strengthening of linkages between the Centre and Departments by revising the role of the Chair of the Board of the Faculty, and by imposing greater direction on the way the University creates and distributes management information and its processes for consultation and wider dissemination.

(B) The development of additional management capacity at the Centre of the University (noting that a significant increase in the number of Pro-Vice-Chancellors was not seen as appropriate at this time), again by revising the role and responsibilities of the Chair of the Board of the Faculty, and by giving more discretion (within appropriate constraints) to departments over academic resourcing and teaching and learning matters.

(C) The need for greater delegation to departments to be accompanied by appropriate responsibility and rules and systems for risk management.

(iii) That the successful implementation of these recommendations would rely on the positive engagement of the whole University community.

(By Professor T Docherty)

(iv) That further consideration should be given to the nomenclature relating to proposal to use the title of "Chair of Faculty" and that the title of "Dean" would be more meaningful in an external and international context.

(By Professor C Sparrow)

(v) That every effort should be taken to ensure that the benefits of the potentially challenging changes departments would face as a result of these developments were realised and that this could only be achieved through collaborative effort and transparent communication.

(By the Deputy Vice-Chancellor)

(vi) That it was recognised that those individuals appointed as the Chairs of Faculty would require appropriate training and support in order to take on all the duties set out in the proposed job description.

(vii) That measures were already in place to take forward a number of these actions, particularly in relation to the Academic Resourcing Committee and strengthening the University's interdisciplinary approach.

The Senate resolved the following:

(viii) That the recommendations set out in the report from the Harris Report Implementation Group be approved;

(ix) That consideration be given to potentially requiring the appointment of a Deputy Chair of the Faculty Board and the mechanism and role description to implement this;

(x) That the progress in achieving the recommendations with the Harris Report as set out in the Implementation Plan outlined in Appendix B of the Implementation Group's report be reviewed by the Senate in the Autumn Term 2011.

(xi) That the possibility of Chairs of the Boards of the Faculties chairing selection committees for Professorial posts be considered as a means to provide greater capacity, noting that the Professorial appointment process was acknowledged as a critical contributory aspect to the University's future success and that the Vice-Chancellor, Deputy Vice-Chancellor and all Pro-Vice-Chancellors were currently permitted to chair panels.

TO RECEIVE:

The report from the Harris Report Implementation Group to Senate, paper S.37/09-10 (copy attached).

5. Report from the Faculty of Science IT Committee

TO RECEIVE:

The minutes of the meeting of the Faculty of Science IT Committee held on 20 October 2010 (copy attached).

6. Report from the Sub-Faculty

TO RECEIVE:

The minutes of the meeting of the Sub-Faculty of Science held on 20 October 2010 (copy attached).

TO CONSIDER:

The revised Terms of Reference for the Sub-Faculty of Science, as set out below, noting the revision to (v) regarding the new module approval processes:

- (i) To advise and report to the Board of the Faculty on all matters relating to the organisation and teaching in the subjects of the Sub-Faculty including curricula and examinations;
- (ii) To consider the attendance, progress and conduct of students in the subjects prescribed for the Sub-Faculty and to report thereon through the Board of the Faculty to the Senate;
- (iii) To deal with matters which may be referred to it by the Board of the appropriate faculty;
- (iv) To advise the Board of the Faculty on nominations of members of the Faculty to serve on University Committees related to matters of undergraduate study;
- (v) To monitor undergraduate module approval and undertake audits of the module approval processes within academic departments of the Faculty;
- (vi) To carry out detailed initial scrutiny of all proposals for new or restructured undergraduate degree courses in the Faculty and to advise the Board of Undergraduate Studies on these proposals;

- (vii) To consider and approve minor changes in methods of assessment for individual students.

7. Report from the Graduate Studies Committee

TO RECEIVE:

The minutes of the meeting of the Graduate Studies Committee of the Board of the Faculty of Science held on 2 November 2010 (copy attached).

TO CONSIDER:

The revised Terms of Reference for the Graduate Studies Committee of the Faculty of Science, as set out below, noting the revision to (v) regarding the new module approval processes:

- (i) To advise and report of the Board of the Faculty on matters relating to postgraduate teaching and assessment in the Faculty;
- (ii) To advise the Board of the faculty on nominations of members to the Faculty to serve on University Committees related to matters of postgraduate study;
- (iii) To consider all matters referred to it by the Board of the Faculty and the Board of Graduate Studies;
- (iv) To carry out a detailed initial scrutiny of all proposals for new or restructured postgraduate degree courses in the Faculty and to advise the Board of Graduate Studies on these proposals;
- (v) To monitor and undertake audits of postgraduate module approval processes within academic departments of the Faculty;
- (vi) To consider and approve minor changes in methods of assessment for individual students.

8. Report from the Faculty of Science Research and Innovation Committee

TO RECEIVE:

The minutes of the meeting of the Faculty of Science Research and Innovation Committee held on 26 October 2010 (copy attached).

9. Report from the Students' Union on the Continuing Effects of the Life Sciences Merger

TO REPORT:

That as an element of the Students' Union policy on the Life Sciences Merger (Policy 727), the Education Officer and relevant faculty representatives from the Students' Union are mandated to report upon a number of concerns that are affecting and will continue to affect students during this initial year of the new School.

TO RECEIVE:

A report from the Students' Union on the continuing effects of the Life Sciences merger on students, paper BFS.08/10-11 (copy attached).

10. Introduction to the New Academic Registrar

TO RECEIVE:

An oral report from the Academic Registrar, Dr Mike Glover, on his period in post since the beginning of October 2010.

11. Institute for Advanced Teaching and Learning (IATL)

TO RECEIVE:

An oral update from the Co-Director of IATL, Dr Paul Taylor, on the launch of IATL in October 2010 and the opportunities it offers to Departments in the Faculty of Science.

12. Science Faculty Advisory Board

TO REPORT:

(a) That the Vice-Chancellor had written to Dr Ian Schott of Schott Consulting and Dr Ian McConvey, Principal Scientist at PR&D, AstraZeneca, inviting them to join the Science Faculty Advisory Board for a renewable period of three years from 1 October 2010 and that Dr McConvey had replied to accept the invitation.

(b) That the next meeting of the Science Faculty Advisory Board will take place on 18 November 2010 at the University of Warwick.

13. Representation from Faculty Boards on E-Learning Steering Group

TO CONSIDER:

Nominations for two members of academic staff from the Faculty of Science to join the E-Learning Steering Group, noting that it may be most beneficial for the members of the group to comprise a mixture of members of staff with an interest or expertise in e-learning and members with a more general interest in teaching and learning.

14. Items to be brought to the Senate

TO CONSIDER:

Whether there are any specific issues which the Board of the Faculty wishes to refer to the Senate for consideration.

15. Freedom of Information

TO REPORT:

(a) That the Steering Committee at its meeting on 29 October 2007 considered a paper outlining how the Freedom of Information Act 2000 applies to the publication of minutes of University bodies together with the University Publication Scheme adopted by the Steering Committee in December 2003, paper SC 60/07-08, and resolved that a standard item be included on the agenda of the first meeting of each University Committee at the start of each academic year to inform new members and to remind continuing members of the University policy on the publication of minutes.

(b) That all non-reserved minutes and agenda of the Committee are published on the University's Governance website at: <http://www2.warwick.ac.uk/services/gov/atoz/bfs/minutes/>

(c) That copies of paper SC.60/07-08 are available from the Secretary (of the Steering Committee) on request.

16. Dates of Future Meetings

TO REPORT:

That the future meetings of the Board of the Faculty of Science in the academic year 2010/11 would be held on the following dates:

Spring Term – Wednesday 9 February 2011, 3pm (Council Chamber)

Summer Term – Wednesday 25 May 2011, 2pm (Council Chamber)

17. Any Other Business

18. Reserved Items

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

SW/BFS/Agenda/10Nov2010