

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 6 November 2013 at **2.30pm** in **R0.03/04, Ramphal**.

Ken Sloan
Registrar & COO

Note: Questions on agendum items or apologies should be directed to the Secretary of the Committee, Ruth Cooper (ext. 50295 or ruth.cooper@warwick.ac.uk).

The agenda is split into two sections: items for consideration by the Committee and items for report without further discussion unless requested by a member of the Committee. All papers are available electronically from the Committee's file store:

https://files.warwick.ac.uk/sciencefacultyboard/browse/BFS+Board+of+the+Faculty+of+Science/BFS_6_Nov_2013

A G E N D A

ITEMS FOR CONSIDERATION BY THE COMMITTEE

1. Constitution, Membership and Terms of Reference

(a) Membership

TO REPORT:

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 2013/14 is as follows:

- (i) Board of the Faculty of Science, paper BFS.01/13-14 (copy attached);
- (ii) Undergraduate Studies Committee of the Faculty of Science, paper BFS.02/13-14 (copy attached);
- (iii) Graduate Studies Committee of the Board of the Faculty of Science, paper BFS.03/13-14 (copy attached);
- (iv) Faculty of Science Information Technology Committee, paper BFS.04/13-14 (copy attached);
- (v) First Year Board of Examiners, paper BFS.05/13-14 (copy attached);
- (vi) Examination Appeals Committee Panels, paper BFS.06/13-14 (copy attached);
- (vii) Representatives of the Science Faculty on other Committees, paper BFS.07/13-14 (copy attached).

TO CONSIDER:

The remaining vacancies for representatives of the Faculty of Science.

(b) Terms of Reference

TO REPORT:

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 22 May 2013 (copy attached).

3. Matters arising on the Minutes

- (a) Central Timetable (minute BFS.40/12-13 refers)

TO REPORT:

That, to date, Professor M Shipman has not received any issues or concerns from members of BFS following the 22 May meeting.

- (b) Name Change of the Sub-Faculty of Science

TO REPORT:

That at its meeting of 12 June 2013, Senate approved that the name of the Sub-Faculty of Science be changed to 'Faculty of Science Undergraduate Studies Committee' (SUGS).

- (c) Election of Board Members to the Senate (minute BFS.37(d)/12-13 refers)

TO REPORT:

That, following the Board's meeting in May 2013, the Head of the School of Engineering has been appointed to the vacant Senate position.

4. Chair's Action

TO REPORT:

That the Chair, acting on behalf of the Board of the Faculty of Science, approved changes to membership of the Faculty committees (agenda item 1, and paper BFS.01-07/13-14 (copy attached)).

5. Chair's Business

(a) Faculty of Science Advisory Board

TO REPORT:

- (i) That the summer term meeting of the Science Faculty Advisory Board took place on 3 June 2013;
- (ii) That, while the future form and terms of reference for advisory boards is considered, the Science Faculty Advisory Board December meeting will not go ahead this year;
- (iii) That members who have completed their three year term will be contacted shortly to be asked if they wish to continue serving on the Advisory Board.

TO RECEIVE:

The report from the 3 June 2013 meeting of the Science Faculty Advisory Board, paper BFS. 9/13-14 (copy attached).

(b) Faculty Budgets/Special Projects

TO REPORT:

- (i) That £2,500 has been committed to support the Science and Survival Schools event on 10 December 2013;
- (ii) That £14,000 has been committed to support attendance at the Big Bang event which will take place in March 2014;
- (iii) That £10,000 is committed for the design of the Science Faculty webpages and the recruitment of a part-time digital communications officer.

TO RECEIVE:

An oral report from the Secretary about the design of the Faculty webpages.

TO CONSIDER:

- (iv) The creation of Faculty Thesis Prizes;
- (v) Any other projects which might come forwards in 2013/14.

(c) Athena Swan

TO REPORT:

- (i) That the University has been awarded the silver award.
- (ii) That WMG has been awarded the bronze award.

(d) Senior Women's Network

TO REPORT

That the Term 1 meeting of this network took place on 28 October 2013.

6. Institutional Teaching and Learning Review Update

TO REPORT:

That the Faculty of Science Joint Degrees Working Group took place on 24 September 2013.

TO RECEIVE:

The Board of the Faculty of Science Response to the Joint Degrees section of the Faculty Engagement Report, paper BFS.10/13-14 (copy attached).

TO CONSIDER:

The report from the Joint Degrees Working Group, paper BFS.10/13-14 (copy attached).

7. Faculty Forums

(a) Employability Forum

TO REPORT

(i) That the Employability Forum had its first meeting on 4 June 2013, and discussed a number of issues including placement learning, careers event planning and sharing good practice (BFS.11/13-14 (copy attached)).

(ii) That the Employability Working Group will have its first meeting of 2013/14 on 8 November 2013.

(b) Distinctiveness Forum

TO REPORT

That the Distinctiveness Forum will hold its first meeting of 2013/14 in November 2013 (date being finalised).

(c) WP Forum

TO RECEIVE

An oral report from the Chair of the WP Forum on the work of the Forum and the planned Science and Survival Schools event to take place on 10 December 2013.

8. University Research Centres

Centre for Law, Governance and Regulation of the Global Economy

TO CONSIDER:

A proposal from the School of Law to establish a new University Research Centre for Law, Governance and Regulation of the Global Economy, as set out in paper RC.12/13-14 (copy attached).

9. Review of Faculty Research Centres

TO RECEIVE:

Paper BFS.12/13-14 (copy attached) setting out details for the review of the following University Research Centres relevant to the Faculty of Science:

- (a) Centre for Fusion, Space and Astrophysics (CFSA);
- (b) Mathematics Research Institute.

TO CONSIDER:

Evidence, as set out in paper BFS.12/13-14, that the Centres provide added value, contribute to the University Strategy and are sustainable in the long term:

10. Assessment and Feedback

(a) Assessment Strategies

TO REPORT:

- (i) That a Working Group of the Academic Quality and Standards Committee (AQSC) was established to develop a University Assessment Strategy following the cessation of the 50% rule, approved by Senate in July 2013;
- (ii) That the draft University Assessment Strategy will be considered by AQSC at its meeting on 6 November 2013;
- (iii) That departments have been asked to agree a departmental version of this document or to submit their own assessment strategy by 10 January 2014;
- (iv) That detailed guidance was issued to departments when the request was sent to Heads of Departments on 23 October 2013.

(b) Timeliness Report for Term 3

TO RECEIVE:

A composite report on timeliness of feedback on assessments submitted during the Spring term 2012-13 across the Faculty of Science, paper BFS.8/13-14 (copy attached).

11. Faculty of Science Learning and Teaching Showcase Events

TO REPORT:

- (a) That the Faculty of Science, in collaboration with the Learning and Development Centre, would run a new series of Faculty-based Teaching and Learning Showcase events for the academic year 2013/14;

- (b) That these events would take place on 13 November 2013, 19 February 2014 and a further date to be arranged in week 3 or 4 in the Summer term 2014;
- (c) That the event to be held on 13 November 2013 will focus on assessment and feedback.

TO RECEIVE:

An oral report from the Chair of the Sub-Faculty of Science on the Faculty of Science Learning and Teaching Showcase Events.

12. Bids for Matched Funding for Studentships 2014/15

TO REPORT

- (a) That there is a new procedure for the allocation of matched funding of scholarships for 2014/15, including an application form (paper BFS.13/13-14).
- (b) That the deadline for applications is 22 November 2013.

13. Rollout of Windows 7

TO RECEIVE

An update from the Chair of the Science Faculty IT Committee on the rollout of Windows 7.

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. Electronic Circulation of BFS Papers

TO CONSIDER:

Whether members would support a move away from paper circulation to electronic circulation of BFS papers, with an 'opt out' clause of electronic circulation for those preferring to continue to receive hard copy papers.

16. Any Other Business

ITEMS TO REPORT AND APPROVE WITHOUT FURTHER DISCUSSION

The Chair and Secretary consider that the following items are non-controversial and/or can be accepted with a minimum of explanation. Members of the Committee may, however, ask for any of

the following items to be transferred to the agenda for discussion, by contacting the Secretary in advance of the meeting, or by raising the item at the commencement of the meeting.

17. Report from the Faculty of Science IT Committee

TO RECEIVE:

The minutes of the meetings of the Faculty of Science IT Committee held on 16 October 2013 (copy attached).

18. Report from the Undergraduate Studies Committee

TO RECEIVE:

The minutes of the meeting of the Undergraduate Studies Committee of the Board of the Faculty of Science held on 16 October 2013 (copy attached).

19. 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 23 October 2013 (copy to follow).

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

TO RECEIVE:

The minutes of the meetings of the Faculty of Science Research and Innovation Committee held on 7 May 2013 (copy attached).

21. Dates of Future Meetings

TO REPORT:

That the future meetings of the Board of the Faculty of Science in the academic year 2013/14 would be held on the following dates:

Wednesday 12 February 2014, 09.30 – 11.30am, CMR1.0, University House

Wednesday 21 ay 2014, 09.30 – 11.30am, CMR1.0, University House