

**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 20 May 2015** at **09:30** in **CMR1.0, University House**.

Ken Sloan  
Registrar & COO

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

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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/2014-15/BFS+20+May+2015>

**AGENDA**

**ITEMS FOR CONSIDERATION BY THE COMMITTEE**

1. Minutes

TO CONSIDER:

The minutes of the meeting of the Board of the Faculty of Science held on 11 February 2015 (copy attached).

2. Conflicts of Interest

TO REPORT:

That, should any members or attendees of the Committee have any conflicts of interest relating to agenda items for the meeting, they should be declared in accordance with the CUC Guide for Members of Higher Education Governing Bodies in the UK, available from <http://www.hefce.ac.uk/pubs/year/2009/200914/>.

3. Faculty Appointments and Elections for 2015/16

(a) Membership of the Board and its Sub-Committees

TO CONSIDER:

The proposed constitutions and nominations for memberships of the following committees for the academic year 2015/16 (paper BFS.14(a)-(g)/14-15, copy attached):

- (i) Board of the Faculty of Science (paper BFS.14(a)/14-15);
- (ii) Undergraduate Studies Committee of the Board of the Faculty of Science (paper BFS.14(b)/14-15);

- (iii) Graduate Studies Committee of the Board of the Faculty of Science (paper BFS.14(c)/14-15);
- (iv) Faculty of Science First Year Board of Examiners (paper BFS.14(d)REV/14-15);
- (v) Faculty of Science Information Technology Committee (paper BFS.14(e)/14-15);
- (vi) UG and Graduate Appeals Committee Panels (paper BFS.14(f)/14-15).
- (vii) SSLC Convenors (paper BFS(h)/14-15).

(b) Membership of the Faculty on other University Committees

TO CONSIDER:

Representation of the Faculty on other University Committees (paper BFS.14(g)/14-15).

(c) Election of a Board Member to the Senate

TO REPORT:

- (i) That the continuing members of the Senate appointed by the Board of the Faculty of Science (with the end of the term of appointment in brackets) is as follows:

Professor L Green (2016), School of Life Sciences  
 Professor S Jarvis (2016), Department of Computer Science  
 Professor A Rodger (2017), Department of Chemistry  
 Professor C Sparrow (2016), Institute of Mathematics  
 Professor N Stocks (2016), School of Engineering

- (ii) That there is one vacancy on Senate for a representative member of the Board of the Faculty of Science for the period 1 August 2015 to 31 July 2018 arising from the resignation from the Senate of Professor Robin Ball, to take up a period of study leave.
- (iii) That nominations from the Board for replacement members were requested by email on 6 May 2015 to be submitted by 18 May 2015;
- (iv) That, in accordance with University regulations, the majority of the six Faculty representatives must be professors and the majority must be heads of department.

TO CONSIDER:

In accordance with University Regulation 2.2 (BFS.15/14-15, copy attached), the election of one members of the Senate from the membership of the Board of the Faculty of Science for 2014/15 to serve for the period 1 August 2015 to 31 July 2018.

4. First Year Board of Examiners 2014/15

(a) Membership of the First Year Board of Examiners

TO CONSIDER:

Departmental membership of the First Year Board of Examiners for the Faculty of Science for meetings in June and September 2015 (paper BFS.14(d)revised/14-15).

- (b) Undergraduate Examination Conventions for the Faculty of Science First Year Board of Examiners

TO RECEIVE:

The harmonised University conventions for the First Year Boards of Examiners (paper SUGS.24/14-15, copy attached).

TO REPORT:

That amendments to the harmonised conventions have been recommended for approval on behalf of Senate by the Chair of the Academic Quality and Standards Committee.

- (c) Departmental Examination Conventions

TO RECEIVE:

The Departmental Examination Conventions for first year assessed courses, and resit examination conventions for the First Year Board of Examiners 2014/15 (papers SUGS.42-43/14-15, copies attached).

5. Matters arising on the Minutes

- (a) EPSRC Expectations on Research Data Management (minute BFS.21(b)/14-15 and BFS.12/14-15 refer)

TO REPORT:

That Professor M Rodger (CSC) is the Faculty of Science representative on the research data management working group.

- (b) Teaching and Learning Building (minute BFS.21(c)/14-15 refers)

TO REPORT:

- (i) That the Faculty Chair had received an invitation to join the Project Progressing Group since the February meeting of BFS;
- (ii) That the Secretariat had contacted the Senior Assistant Registrar (Space Management and Timetabling) to suggest that images from the University's photo archive be used on the hoardings.

- (c) Faculty of Science Thesis Prizes (minute BFS.21(d)/14-15 refers)

TO REPORT:

- (i) That three departments had passed on final decisions regarding Faculty Thesis Prize deliberations, with decisions from five departments still pending.
- (ii) That decisions should be passed to the Secretariat by the end of May for ratification by the Faculty Chair before being announced.

- (d) Overcattng Working Group (minute BFS.25/14-15 refers)

TO REPORT:

That a University-wide working group is to be established to consider the issues raised by the Faculty of Science working group in paper SUGS.15/14-15.

6. Chair's Action

TO REPORT:

That the Chair, acting on behalf of the Board, approved Professor Saul Jacka's appointment as the Faculty of Science representative to the reconstituted Research Committee.

7. Chair's Business

- (a) NSS Response Rate Results

TO RECEIVE

A paper from AQSC (AQSC.72/14-15, copy attached).

TO REPORT

- (i) That "departmental-level" statistics are for internal use only;
- (ii) That published NSS results (for satisfaction and response rates) are based on JACS subject-level, and not at department level.

- (b) Faculty Budget/Special Projects

TO RECEIVE:

An outline paper showing commitments to date (BFS.16/14-15, copy attached).

- (c) Cheltenham Science Festival

TO REPORT

That the Cheltenham Science Festival runs 2-7 June 2015, and University of Warwick marquee events can be found on the Festival webpages under "Science in the Square" and in the Schools Programme: <http://www.cheltenhamfestivals.com/science> .

- (d) California

TO REPORT:

That this item was on the SGS and SUGS agendas.

- (e) Faculty End of Year Event

TO REPORT:

- (i) That there will be a Faculty end of term event to be held on 8 July, in the University House atrium, exact timings to be confirmed, provisionally 1600-1800.

- (ii) That the invitation to the event this year will be extended to members of all Faculty committees and fora.

(f) Faculty IT Committee

TO REPORT:

- (i) That the Chair of the Faculty called a special meeting of the Faculty IT Committee on 29 April.
- (ii) That the Committee will hold a further meeting in the summer term to be chaired by Professor M Rodger, and a chair from 2015-16 will be elected at that meeting.

(g) Deputy Chair

TO REPORT:

- (i) That Professor P Mawby has decided to step down as Deputy Chair of the Faculty of Science with effect from 2015/16;
- (ii) That the position will be open from 2015/16 and suggestions should be made in confidence directly to the Chair elect.

(h) Faculty Secretariat changes

TO RECEIVE:

An oral report from the Chair regarding changes to the Faculty secretariat with effect from 1 June.

9. Disabled Students' Allowance Update

TO RECEIVE:

A paper from the University Disability Coordinators on the University's response to changes to the Disabled Students' Allowance, as set out in paper AQSC.42/14-15 (copy attached).

10. University Research Centres: Warwick Cancer Research Centre

TO REPORT:

- (a) That the paperwork for this new centre was considered by Research Committee at its meeting on 19 February and the Research Committee resolved that the Centre should be recommended to Senate for approval.
- (b) That it was agreed that the paperwork would be sent to Faculty Boards for consideration.

TO CONSIDER:

A proposal from Warwick Medical School to establish a new University Research Centre entitled Warwick Cancer Research Centre, as set out in papers RC.22/14-15 & BFM.12/14-15 (copy attached).

11. Student Complaints Resolution Pathway and Procedure Review Consultation

TO CONSIDER:

A paper and oral report from the Director of Delivery Assurance inviting initial feedback on the implementation of the integrated Student Complaints Resolution Pathway and formal Procedure since its introduction on 29 September 2014, with a view to detailed proposals for refinements being put forward to the Senate in the Summer Term (AQSC.43/14-15, copy attached).

12. Student Discipline Framework Review Consultation

TO CONSIDER

A paper and oral report from the Director of Delivery Assurance inviting initial comments on the plans to revise the student discipline framework, and associated University Regulations, while retaining the University's zero tolerance policy on illegal substances and introducing a summary statement of expected student behaviours (BFS.17/14-15, copy attached).

13. 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.

14. Any Other Business

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**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 Board 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 start of the meeting.

15. Report from the Graduate Studies Committee

TO RECEIVE:

The unconfirmed minutes of the meeting of the Graduate Studies Committee of the Board of the Faculty of Science held on 12 May 2015 (BFS.18/14-15, copy to follow on filestore).

16. Report from the Undergraduate Studies Committee

TO RECEIVE:

The unconfirmed minutes of the meeting of the Science Faculty Undergraduate Studies Committee held on 13 May 2015 (BFS.19/14-15, copy to follow on filestore).

17. Assessment and Feedback

TO RECEIVE:

A composite report on timeliness of feedback on assessments submitted during the Spring term 2014/15 across the Faculty of Science (paper BFS.13(revised)/14-15 (copy on filestore)).

18. Dates of Future Meetings

TO REPORT:

That the dates and venues for the Board of the Faculty of Science meetings for the academic year 2015/16 will be confirmed in due course.

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