

**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 Thursday 31<sup>st</sup> May 2018 at 10am in CMR1.0, First Floor University House.

R Sandby-Thomas  
Registrar

**Note: Questions on agendum items or apologies should be directed to the Secretary of the Committee, Louise Hasler (ext. 50295 or [sciencefacultyboard@warwick.ac.uk](mailto:sciencefacultyboard@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/2017-18/BFS+2018+May+31>

**A G E N D A**

**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 14 February 2018 (BFS.13/17-18 copy attached).

2. Conflicts of Interest

TO REPORT:

That, should any members or attendees of the Board of the Faculty of Science have any conflicts of interest relating to agenda items for the meeting, they should be declared in accordance with the Committee of University Chairs (CUC) Higher Education Code of Governance (2014) <http://www.universitychairs.ac.uk/publications>

3. Matters Arising on the Minutes

WATE Awards. (minute 18 g)/17-18 referred)

Congratulations are extended to the four members of Faculty on the shortlist for a Warwick Award for Teaching Excellence this year:

Dr Russ Kitson (Chemistry)  
Professor Mark Newton (Physics),  
Dr Ian Tuersley (WMG)  
Dr Phil Young (School of Life Sciences).

Congratulations are also extended to postgraduate research students shortlisted for a WATE:

Hannah Bridgewater (Life Sciences/Chemistry)

Nat das Neves Rodrigues (LDC/Chemistry)  
Steven Day (WMG)  
Daniel Mayoh (Physics)  
Callum Thornton (Engineering)

4. Faculty Appointments and Elections for 2018/19

(a) Reappointment of the Chair of the Board of the Faculty

TO CONSIDER:

A recommendation by the Vice-Chancellor that Professor Mike Shipman be reappointed as Chair of the Board of the Faculty of Science for the 2018/19 academic year, accompanied by an oral report from Dr Friederike Schlaghecken, Deputy Chair of the Board of the Faculty of Science.

(b) Faculty Representation on the Senate

TO REPORT:

That as a result of Professor David Leadley's term of office expiring in July 2018, there will be one, three-year vacancy on Senate for a representative member of the Board of the Faculty of Science.

That any member of the Board of the Faculty for the following year is eligible to be appointed to represent the Board of the Senate, provided that the majority of the representatives appointed by the Board shall be from Professors and Heads of Departments of the Board.

That nominations are invited and if these are equal to the number of vacancies, no ballot will be required. Nominations are requested via a [webform](#) by **14 June 2018**.

Current Representatives:

Dr Dave Britnell (Engineering) (2019)  
Professor Claire Davis (Warwick Manufacturing Group) (2019)  
Professor Robin Goodwin (Psychology) (2020)  
Professor Laura Green (Life Sciences) (2019)  
Professor Mike Ward (Chemistry) (2020)

(c) Membership of the Board and its Sub-Committees, and Faculty Representation on Other Committees

TO REPORT:

- (i) That membership has been updated as far as possible ((BFS.14/17-18 copy attached)), although that as a result of changes in leadership in the Department of Statistics, committee memberships may not be confirmed for the time being. In light of this, that the appointment or recommendation to any vacancies be approved by the Chair on behalf of the Board during the summer months, and circulated to the Board for approval by correspondence.

5. Chair's Action

Faculty Thesis Prizes

TO REPORT:

That the Chair, acting on behalf of the Board has approved the Department judging panels for the Faculty Thesis Prizes; that the School of Mathematics would award four prizes of £250 each (to which they will contribute £500), rather than the usual single prize of £500; and that Computer Science and Physics would award two prizes of £250 each.

6. Chair's Business

7. Campus Master Planning

TO RECEIVE:

An oral report from Charlotte Lewis (Head of Strategic Programmes and Governance, Estates) and paper (BFS.15/17-18 copy attached), providing an over view of the Campus Masterplanning process, and seeking input on the priorities for the Faculty of Science.

8. Merger of the Faculties of Science & Medicine

TO REPORT:

That further to the resolution to establish a task and finish group to consider the practical implications of merging the Faculties of Science and Medicine, the group has met three times to consider how to assure the ongoing input of local education partners, and appropriate staff and student representation on committees.

TO CONSIDER:

A paper summarising the recommendations of the group (BFS.16/17-18 copy attached), which will be considered by Senate on 13 June 2018.

9. Welcome Week 2018

TO RECEIVE:

The Welcome Week timetable of events (BFS.17/17-18), copy attached) that will allow all students to explore the four themes of 'finding your way', 'academic induction', 'independence' and 'community building'.

TO REPORT:

That whilst Warwick is following in the footsteps of most other HEIs in offering an introductory programme, our Welcome Week is emerging as being distinctive in its size and scale (more than 900 events are scheduled, which makes this one of the largest introductory programmes); flexibility (as Welcome Week can be tailored to meet individual wants/needs); and in the uniformity of our offer (students are 'busy' and 'free' at roughly similar times).

10. Big Bang Fair 2018

TO RECEIVE:

A paper outlining feedback and outcomes from the Faculty of Science Stand at the Big Bang Fair 2018 (BFS.18/17-18 copy attached).

11. Items from the Faculty of Science Education Committee

TO RECEIVE:

An oral report from the Chair of the Faculty of Science Undergraduate Studies Committee

12. National Student Survey

TO REPORT:

- (i) That following the close of NSS 2018, the University has a final response rate of 78%.
- (ii) That all but one department met the threshold response rate.
- (iii) That all departments in the Faculty of Science were successful in achieving the threshold response rate, and that response rates within the Faculty ranged from 70% - 96%.
- (iv) That information is being collected with respect to incentives provided by departments, and that this will be summarised and shared back to departments.

13. Assessment and Feedback

TO RECEIVE:

A composite report on timeliness of feedback on assessments submitted during the Spring term 2017/18 across the Faculty of Science (paper BFS.19/17-18)

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. Faculty End of Year Event

TO REPORT:

That colleagues are invited to the Faculty end of term event to be held on Thursday 12<sup>th</sup> July 2018 at 16:00 in The Street, Zeeman Building.

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 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.

### 17. First Year Board of Examiners 2017/18

#### (a) Membership of the First Year Board of Examiners

TO RECEIVE:

Departmental membership of the First Year Board of Examiners for the Faculty of Science for meetings in June and September 2018, as set out in paper BFS.14/17-18 (above the line, attached).

#### (b) Departmental Examination Conventions

TO RECEIVE:

The Departmental Examination Conventions for first year assessed courses (Exam 3 REVISED), and resit examination conventions (Exam 5 REVISED) for the First Year Board of Examiners 2017/18 (papers SFEC.29/17-18 and SFEC.30/17-18 copies attached).

#### (c) Undergraduate Examination Conventions for the Faculty of Science First Year Board of Examiners

TO RECEIVE:

- (i) A copy of the University conventions for the First Year Board of Examiners (SFEC.30/17-18 available online) noting that the conventions are available online at: <http://warwick.ac.uk/quality/categories/examinations/conventions/fyboe>

### 16. Dates of Future Meetings

TO REPORT:

That the previously published date and venue of the term 1 meeting of the Board of the Faculty of Science meeting for the academic year 2018/19 had changed due to REF meetings, and that meetings were currently scheduled as follows:

Term 1	Senate House Council Chamber, <u>Thursday 15 November 2018</u> 10:00 – 12:00 Board of the Faculty of Science 12:00 – 14:00 Faculty of Science Lunch
Term 2	Senate House Council Chamber, <u>Tuesday 12 February 2019</u> 10:00 – 12:00 Board of the Faculty of Science 12:00 – 14:00 Faculty of Science Lunch
Term 3	Senate House Council Chamber, <u>Thursday 23 May 2019</u> 10:00 – 12:00 Board of the Faculty of Science 12:00 – 14:00 Faculty of Science Lunch