

**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 13 February 2013

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- Present: Professor P A Thomas (in the Chair), Professor K Ball, Professor R Ball, Professor S Banerji, Dr J Cave, Dr A I Cristea, Professor D Firth, Professor L Green, Professor D Haddleton, Mr M Jarman, Mr S Jin, Professor D Leadley, Professor J McCarthy, Dr J Robinson, Professor P Scott, Professor M Shipman, Professor J Q Smith, Professor C Sparrow, Professor N Stocks, Professor J Tresilian, Dr D Wood.
- Apologies: Professor T Bugg, Professor A Czumaj, Professor R Dashwood, Professor J Davey, Mr C Drake, Professor C-T Li, Professor C McConville, Professor D Morley, Dr A M Price, Mr R Shah, Professor N Stewart.
- In attendance: Ms Y Budden (item 27/12-13), Ms R Cooper, Mr R Green (item 27/12-13), Mrs H Ireland, Dr K Leppard.
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The minutes are split into two sections: items for consideration by the Committee and items reported without further discussion.

**CONFIRMED MINUTES**

**ITEMS CONSIDERED BY THE COMMITTEE**

19/12-13 Minutes of the Last Meeting

CONSIDERED:

The minutes of the meeting of the Board of the Faculty of Science held on 7 November 2012.

RESOLVED:

That the minutes of the meeting of the Board of the Faculty of Science held on 7 November 2012 be approved.

20/12-13 Matters arising on the Minutes

- (a) Warwick/Monash Joint PhD (minute BFS.04/12-13)

REPORTED:

- (i) That the Chair of the Graduate School had raised the issue of the timing of applications to the joint PhD programme with the Joint Programmes Committee, and a schedule was now in place to take into account the Warwick scholarship cycle, the Monash cycle, and the differing academic years.

- (ii) That the Chair of the Graduate School has again raised the issue of offering a Strategy Bites session to raise awareness of the Monash Warwick Alliance with the Deputy Registrar.

RECOMMENDED: (to the Deputy Registrar)

That consideration be given to offering a Strategy Bites or Window on Warwick session to raise awareness of the Monash Warwick Alliance.

- (b) Open Access: ArXiv (minute BFS.05/12-13)

REPORTED:

That the Librarian had followed up with Professor K. Ball following the last meeting of the Board of the Faculty of Science to confirm that there is a publication process issue that prevents RCUK-compliant green Open Access deposit in ArXiv.

- (c) QAA Institutional Review (minute BFS.06/12-13)

REPORTED:

- (i) That Departments had received an email from Martin Mik, the Assistant Registrar (Learning and Teaching), on 14 November 2012, detailing QAA checklist items.
- (ii) That dedicated QAA institutional review webpages had been created on the Teaching Quality website.
- (iii) That the Lead Academic Co-ordinator for the QAA review would be providing an update at the Faculty lunch held on 13 February 2013.

REPORTED: (by the Deputy Chair of the Board of the Faculty of Science)

- (iv) That colleagues involved in the QAA meetings attended briefing meetings in the week commencing 4 February 2013.

- (d) Review of Course Approval Process

REPORTED:

That the outcomes of the discussions with the Faculty Boards, and subsequent feedback provided by members of the Faculty Boards, would be reported back to AQSC at its February 2013 meeting.

## 21/12-13 Chair's Business

- (a) Faculty of Science Advisory Board

RECEIVED:

An oral report on the meeting of the Faculty of Science Advisory Board held on 6 December 2012 at Johnson Matthey, London.

REPORTED: (by the Chair of the Board of the Faculty of Science)

- (i) That there had been a discussion about the future of the Faculty of Science Advisory Board at the meeting in December.
- (ii) That since the meeting had taken place in December, the present membership of the Faculty of Science Advisory Board had been circulated to Heads of Department and was discussed at the January 28th meeting of the Faculty of Science Research and Innovation Committee.

REPORTED:

- (iii) That those meetings of the Faculty of Science Advisory Board which had a clear focus on areas in which external members Faculty of Science Advisory Board had an expertise had been more successful.

CONSIDERED:

- (iv) The current membership and terms of reference of the Faculty of Science Advisory Board and the advisability of having an external member in the chair.

RESOLVED:

- (v) That the terms of reference, membership and constitution of the Faculty of Science Advisory Board should reflect the governance structure of the University of Warwick, and should be redrafted in time to present to the Faculty of Science Advisory Board at their next meeting in May.
  - (vi) That a restatement of the aims and objectives for the Faculty of Science Advisory Board was necessary to manage the expectations of internal and external stakeholders.
  - (vii) That membership of the Board should be reconsidered in the light of the restatement.
  - (viii) That members of the Board of the Faculty of Science would send comments to the Chair of the Board of the Faculty of Science about the membership and terms of reference of the Faculty of Science Advisory Board before its next meeting in May 2013.
  - (ix) That the agendas for all future meetings of the Faculty of Science Advisory Board would be circulated to members of the Board of the Faculty of Science in advance of the meetings for their comments and input.
- (b) Faculty of Science Lunch

RECEIVED:

A reminder about the Faculty of Science Lunch held on 13 February 2013.

- (c) Faculty Budget Special Projects

REPORTED:

That funding for the following projects has been approved:

- (i) An exhibit at the Royal Society summer exhibition: £2000 to the Physics Department for their exhibit "Understanding the Higgs Boson".
- (ii) Faculty conference travel fund: £2000. The purpose of this fund is to meet the additional costs of conference attendance (for example, care or childcare costs). Up to £200 per trip will be available.
- (iii) The August 2013 Bragg Exhibition: £10,000 for all associated costs.

CONSIDERED:

A proposal to redesign the Faculty of Science webpages so that they become the focal point for the Faculty of Science and its departments, research centres and doctoral training centres for both internal and external users.

RESOLVED:

- (iv) That a maximum of £10,000 will be ring-fenced for the Faculty of Science webpage redesign and set up, which sum will also include an element towards staff costs, which may be required on an on-going basis.
  - (v) That the Chair of the Board of the Faculty of Science would start initial discussion with IT Services and that the Secretary to the Board of the Faculty of Science would be responsible for the content of the webpages once the redesign is complete.
- (d) Mid-Career Lunch

REPORTED:

That on 26 February 2013 there would be a joint Faculty of Science/Athena SWANN lunch for mid-career female academics.

RESOLVED:

That members of the Board of the Faculty of Science would encourage mid-career colleagues to attend.

22/12-13 Chair's Actions

REPORTED:

That the Chair, acting on behalf of the Committee, had approved the following:

(a) Membership of the Sub-Faculty of Science

The nomination of Dr S Mitra in place of Dr M Kunar as a Psychology Department representative to the Sub-Faculty of Science.

(b) Membership of the Faculty of Science Information Technology Committee

The nomination of Professor M Steel in place of Dr E Thonnes as a Statistics Department representative and Mr C Evans in place of Dr K Debattista as a WMG representative to the Faculty of Science Information Technology Committee.

23/12-13 Faculty of Science Teaching and Learning Showcase Events

RECEIVED: (from the Chair of the Sub-Faculty of Science)

- (a) An oral report about the Teaching and Learning Showcase on 14 November 2012.
- (b) An oral report about the Teaching and Learning Showcase scheduled for 20 February 2013 which would have two departments' presenting their experiences of introducing a VLE (Moodle).

RESOLVED:

That members of the Board of the Faculty of Science would encourage colleagues to attend the events on 20 February and 15 May 2013.

24/12-13 University Policy on the Timing of the Provision of Feedback to Students on Assessed Work

REPORTED:

- (a) That the University Policy on the Timing of the Provision of Feedback to Students on Assessed Work had been approved at AQSC in December 2012 (AQSC.12/12-13 [revised 2], (copy on filestore), also available on the TQ website: <http://www2.warwick.ac.uk/services/academicoffice/quality/categories/examinations/goodpractice/assessment/timeliness>).
- (b) That, as part of the Policy, assessment turnaround times would be monitored by Heads of Department and headline data would be considered by Faculty Board Sub-Committees on a termly basis.
- (c) That the Chair of the Faculty had formed a small working group to consider the headline data. The working group consisted of the Chair of the Board of the Faculty of Science, the Chair of the Graduate Studies Committee of the Faculty of Science, the Chair of the Sub-Faculty of the Faculty of Science and the Secretary to the Board of the Faculty of Science.
- (d) That members of the working group had met on Monday 21 January 2013 to consider the term 1 data provided by each department and to agree the report (BFS.09/12-13) to go to the Sub-Faculty of Science, the Graduate Studies Committee of the Faculty of Science and to the Board of the Faculty of Science at their term 2 meetings.
- (e) That the headline turnaround data report for Departments in the Faculty of Science (paper BFS.09/12-13) was considered by the Graduate Studies Committee and the Sub-Faculty of the Faculty of Science at their meetings in January 2013 (minutes SFS.16/12-13 and SGS.22/12-13 refer).

RECEIVED:

- (f) A report from the Faculty Chair on the Autumn term 2012-13 feedback timeliness reports from departments, paper BFS.09/12-13.

#### CONSIDERED:

- (g) The content and format of the content of the timeliness report (paper BFS.09/12-13).
- (h) The 'pass/fail' nature of this reporting, which resulted in modules being classified as 'non-compliant' when one element of multiple assessments for a module were not met and/or a minority of students received feedback after the 20-day deadline.
- (i) Student representation on the Working Group.
- (j) How this information would be disseminated to the student body.

#### RESOLVED:

- (k) That the heading of the second column in the report BFS.09/12-13 would be amended to read 'Number of Modules Returned' instead of 'Number of Modules Considered' as it was felt that the word 'considered' indicated an element of selection on the Working Group's part, which was unintentional.
- (l) That the front page of the report (BFS.09/12-13) would be amended to reflect that the Science Faculty was more likely than the other Faculties to experience issues with multiple assessment elements, given the number of departments with weekly lab reports and weekly assignments.
- (m) That, once amended as per (k) and (l) above, the report be approved by Chair's action and passed to AQSC with the draft minute.
- (n) That departments should provide further levels of detail if they wanted to flag specific issues with non-compliant modules. This information would be included in the notes column in future reports.
- (o) That departments should inform their student body once a decision about an extension request has been relayed to the department.
- (p) That student representation on the Working Group would be invited before the next census date at the start of term 3, in line with point 5 of the University Policy on the Timing of Provision of Feedback to Students on Assessed Work.

#### RECOMMENDED (to AQSC)

- (q) That departments should be invited to provide further detail on future census dates about the reason for non-compliance and the proportion of non-compliant assessment elements and/or the proportion of students for whom a module was non-compliant. This 'granularity' of detail would not be compulsory, but simply invited if departments if the departments wish this to be reflected in the Faculty report.
- (r) That the definition of feedback should be clarified. Feedback is being interpreted to mean: the communication of the mark; feedback to explain the mark; the return of the piece of work with comments to the student.
- (s) That guidance should be provided about the dissemination of the termly timeliness reports to the student body (when will this happen, how and by whom).
- (t) That the policy should be revisited in the light of comments from Faculties following the first round of data monitoring.

25/12-13 Future of the Institute of Education

CONSIDERED:

Proposals regarding the future of the Institute of Education, paper S.15/12-13 (revised).

REPORTED: (by the Chair of the Board of the Faculty of Science)

- (a) That the remit of the Board of the Faculty of Science was to consider how these changes might impact on the Faculty and its departments.
- (b) That the mention on page 8 of S.15/12-13 (revised) of the Computer Science department's involvement in Phase Three was not meant to be exclusive, and did not preclude the involvement of other Faculty of Science departments.

RESOLVED:

- (c) That the Chair of the Board of the Faculty of Science would seek clarification from the Deputy Vice Chancellor and Registrar about the future of specific modules currently being run by the Institute of Education for Science Faculty departments.
- (d) That Departments with any further comments should feed these through to the Secretary to the Board of the Faculty of Science before the end of February 2013 to be collated and forwarded to the Deputy Vice Chancellor and Registrar.

26/12-13 Institutional Review of Teaching and Learning: Faculty Engagement

RECEIVED:

An oral report from the Faculty Chair outlining the recommendations from the Faculty Engagement held in March 2012.

REPORTED:

- (a) That the recommendations for the Faculty of Science taken from TLR.97/11-12 had been summarised in paper BFS.10/12-13, by major theme.
- (b) That the Secretary to the Board of the Faculty of Science was in the process of following up with colleagues in other administrative sections on progress made with any recommendations which were necessary to complete Faculty of Science recommendations.

CONSIDERED:

The establishment of Faculty of Science working groups on major areas highlighted in the Faculty Engagement recommendations.

RESOLVED:

- (c) That the Faculty of Science would establish working groups in the following four areas:
  - (i) Careers and Skills ("Employability");
  - (ii) Joint Degrees;
  - (iii) Widening Participation;

- (iv) "Making the Warwick Science Degree Distinctive" which would encompass the "Innovation in Teaching and Learning" theme from the Faculty Engagement recommendations.
- (d) That a Steering Group consisting of the Chair of the Board of the Faculty of Science, the Secretary to the Board of the Faculty of Science and the Chairs of each of the Working Groups would be established for the duration of the project.
- (e) That the Secretary to the Board of the Faculty of Science would contact representatives in each department who are key links for Careers, Joint Degrees and Widening Participation to set up an initial lunch meeting to discuss terms of reference and membership.
- (f) That Heads of Department in those departments with no-one currently nominated as the careers link would let the Secretary to the Board have the name of a representative as soon as possible.
- (g) That the membership of the working group on "Making the Warwick Science Degree Distinctive" would be one of the Director of Studies from each department. Departments would let the Secretary to the Board of the Faculty of Science know the name of the representative by 1 March 2013.
- (h) That the working groups would provide initial reports to the next meeting of the Board of the Faculty of Science at its next meeting in May 2013.

27/12-13 Open Access Developments

RECEIVED:

An oral update from the University Librarian and the E-Repositories Manager on Open Access developments.

REPORTED:

- (a) That the block grant for the University of Warwick in 2013/14 would be £343,000 and for 2014/15 would be £415,000.
- (b) That UK target for 2013/14 was that 45% of RCUK funded research should be published via gold route.
- (c) That the decision about the choice of route lies with the institution and the author.
- (d) That further guidance would be published by the RCUK by February 2013.
- (e) That the Library has employed two temporary officers to undertake advocacy work and awareness-raising and identifying RCUK-compliant journals.
- (f) Committees and Faculties would be consulted further after the University's Research Committee has considered the report from the Open Access Steering Group on WRAP.

RESOLVED:

That any Departments with outstanding open access requests, should submit these as soon as possible so that they could be considered against the 2012/13 block grant.

RECOMMENDED:

(to the Librarian)

- (g) That the Library concentrates efforts on ensuring that everything is published to WRAP and that WRAP is fully compliant.

(to the Pro-Vice-Chancellor for Research (Science & Engineering), Knowledge Transfer & Business Engagement)

- (h) That efforts are made to simplify for researchers the process by which they can pinpoint which research (including equipment) has been funded externally, and how to assess simply and quickly if a piece of research is RCUK funded.

28/12-13 Report from the Sub-Faculty of Science

RECEIVED:

- (a) The unconfirmed minutes of the meeting of the Sub-Faculty of Science held on 30 January 2013.
- (b) An oral report from the Chair of the Sub-Faculty of Science on the proposed replacement to the Seymour formula (minute SFS.20(b)/12-13).

REPORTED: (by the Chair of the Sub-Faculty of Science):

- (c) That the Working Group of SFS members had met to consider the replacement to the Seymour formula and had reported this to the Sub-Faculty of Science on 30 January.
- (d) That the replacement to the Seymour formula would still allow students to “over-CAT”.
- (e) That the replacement to the Seymour formula would now go to BUGS to be considered, and then on to AQSC.

29/12-13 Report from the Faculty of Science IT Committee

RECEIVED:

- (a) The minutes of the meeting of the Faculty of Science IT Committee held on 23 January 2013.
- (b) An oral report from the Chair of the Faculty of Science IT Committee on the rollout of Windows 7 (minute SFITC.5/12-13).

REPORTED: (by the Chair of the Faculty of Science IT Committee)

That there was some concern about the level of support and service that will be offered on Windows 7, which was of particular concern given the requirements of the Science departments.

RESOLVED:

That the Chair of the Faculty of Science IT Committee would write to the Chair of the Information Policy and Strategy Committee on behalf of the Board of the Faculty of Science, outlining the level of concern in the Faculty about the service and support during and post-rollout.

30/12-13 ITEMS TO BE BROUGHT TO SENATE

RESOLVED:

That the Chair of the Faculty of Science would liaise with the Secretary to the Board of the Faculty of Science about the Faculty report to the next meeting of Senate.

31/12-13 ANY OTHER BUSINESS

(a) Reporting of Research Outcomes from ESPRC Funded Research

REPORTED:

That updates should be provided on research outcomes after the grant end date to the Funding Council.

(b) Cover for the Chair of the Board of the Faculty of Science

RESOLVED:

That thanks to the Deputy Chair of the Board of the Faculty of Science would be recorded, for cover provided for for the Chair of the Board of the Faculty of Science in January 2013.

32/12-13 Reserved Items

REPORTED:

That there were no reserved items of business.

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**ITEMS REPORTED AND APPROVED WITHOUT FURTHER DISCUSSION**

33/12-13 Report from the Graduate Studies Committee

RECEIVED:

The unconfirmed minutes of the meeting of the Graduate Studies Committee of the Board of the Faculty of Science held on 28 January 2013.

34/12-13 Membership of Senate Committees

REPORTED:

That the meeting of Steering Committee held on 25 January 2013 had reported the appointment of Professor Saul Jacka to serve on the Academic Quality and Standards Committee as a member of Senate from the Faculty of Science.

35/12-13 Dates of Future Meetings

REPORTED:

That the final meeting of the Board of the Faculty of Science in the academic year 2012/13 would be held on Wednesday 22 May 2013 at 9.30am in CMR1.0 in University House.