

**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 2017

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- Present: Professor M Shipman (Chair), Professor T Ashley, Professor R Ball, Dr DJ Britnell, Dr A Clark, Professor R Goodwin, Professor L Green, Professor D Haddleton, Professor V Kolokoltsov, Professor D Leadley, Professor P Mawby, Professor R Roemer, Dr F Schlaghecken (Deputy Chair), Professor P Scott, Professor C Sparrow, Professor M Steel, Professor M Wills.
- Apologies: Prof M Achtman, Professor K Ball, Professor S Banerji, Professor C Davis, Professor L Frigerio, Mr G Groeneveld, Mrs H Ireland, Professor S Jarvis, Ms Hannah Koestler, Dr Rachel Moseley, Professor R Procter, Dr D Quigley, Professor N Stocks, Professor C Warhurst, Dr D Watson, Dr P Young.
- In attendance: Ms J Bowskill (Secretary), Mr C Vernon.
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**ITEMS CONSIDERED BY THE COMMITTEE**

21/16-17 Minutes

RESOLVED:

That the minutes of the meeting of the Board of the Faculty of Science held on 2 November 2016 (BFS.09/16-17) be approved.

22/16-17 Conflicts of Interest

REPORTED:

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>

23/16-17 Matter Arising on the Minutes

- (a) Faculty of Science Teaching and Learning Showcase Events (minute BFS.15/16-17 refers)

REPORTED:

- (i) That the Joint School of Life Sciences and Warwick Medical School Teaching and Learning Showcase would take place on the 21<sup>st</sup> March

2017. Colleagues interested in attending the event should contact Dr Rebecca Freeman (School of Life Sciences).

- (ii) That in light of the timing of the Faculty Engagement with ITLR, a further Faculty of Science Teaching and Learning Showcase would not be taking place in 2016/2017.
- (b) Constitution, Membership and Terms of Reference (minute BFS.01/16-17 refers)

REPORTED:

- (i) That Professor Christopher Warhurst would join the Board of the Faculty of Science as a representative of the Faculty of Social Sciences.
- (ii) That Miss Hannah Koestler would join the Board of the Faculty of Science as the Undergraduate Student representative for Engineering and Physical Sciences.

24/16-17 Chair's Actions

REPORTED:

- (a) That Chair's actions were taken to approve Professor Martin Wills as a member of the Board of the Faculty of Science as interim Head of Department of Chemistry with immediate effect.
- (b) That this request was approved by the Vice Chancellor and Registrar on behalf of the Senate on 24th January 2017.

25/16-17 Chair's Business

- (a) Board of the Faculty of Science Representative on the Board of the Faculty of Medicine

REPORTED:

- (i) That the position of Faculty of Science Representative on the Board of the Faculty of Medicine was currently vacant.
- (ii) That thanks be extended to Professor Alison Rodger for sitting on the Board of the Faculty of Medicine as a representative of the Faculty of Science.
- (iii) That members of the Board interested in taking up this vacancy should contact the Chair or the Secretary directly.
- (b) Big Bang Fair

REPORTED:

- (i) That the Faculty of Science would be attending the Big Bang Fair at the NEC from the 15<sup>th</sup> to the 18<sup>th</sup> March 2017.

- (ii) That the Departments of Chemistry, Physics and Engineering would be attending the fair as part of the Faculty of Science stand.
- (iii) That Departments wishing to make promotional material available on the Big Bang Fair Stand should contact the Secretary directly.

(c) Faculty Thesis Prizes

REPORTED:

That the Faculty Thesis Prize scheme would be running for 2017, with full information available online at <http://www2.warwick.ac.uk/fac/sci/staffresources/thesisprizes2017/>

(d) Consultation on Second Research Excellence Framework

RECEIVED:

An oral update from the Chair on the Institutional response to the second Research Excellence Framework.

REPORTED:

- (i) That there had been a 63% response rate from Departments on the second Research Excellence Framework Consultation.
- (ii) That Department responses would be considered as part of the development of the Institutional response, to be submitted by mid-March 2017.
- (iii) That common issues highlighted in Department responses were; definitions of research active staff; research output levels of 0 and 6, portability of outputs; fractional appointments and institutional level impact.

(e) Welcome Week

RECEIVED:

A paper outlining the Welcome Week proposal considered by the Senate on the 1st February 2017 (Paper S.30/16-17), accompanied by an oral report from the Chair.

REPORTED:

- (i) That the Welcome Week proposal had been approved by Senate for implementation in the 2018/2019 academic year.
- (ii) That Welcome Week would take place during the week immediately preceding the start of the 2018/2019 autumn term and that calendar dates of the term would not be altered in light of Welcome Week.

- (iii) That it was anticipated that no teaching would take place during Welcome Week, and that departments would be encouraged to schedule induction and welcome activities during the latter part of Welcome week

(f) TEF Submission

RECEIVED:

A paper outlining the TEF submission and accompanying metrics as presented to the Senate on the 1st February 2017 (Papers S.29/16-17, and S.42/16-17), accompanied by an oral report from the Chair.

REPORTED:

- (i) That the Institution submission for TEF 2 was submitted on the 26 January 2017.
- (ii) That the outcome from the submission was expected in April 2017.
- (iii) That the TEF 3 submission was currently planned to incorporate some subject specific descriptors as pilots.
- (iv) That the TEF 4 submission would be done at subject specific/JACS code level.
- (v) That for future TEF Submissions it would be beneficial for Faculty Boards to see Institutional DHLE data ranked against other UK HEI or Russell Group Data.
- (vi) That some departments in the Faculty had concern at the current JACS code alignment to non- traditional subjects such as Psychology and counselling, which could negatively impact the Psychology submission for TEF 4, and that flexibility in the alignment of subjects to JACS codes would be welcomed in future TEF consultations.

(g) NSS

REPORTED:

- (i) That the 2017 NSS for the University of Warwick was launched on the 6th February 2017.
- (ii) That the completion rate at the end of the first week of the survey was 21%, in comparison 36% completion rate at this point in the 2016 survey.
- (iii) That the low response rate could be as a result of issues IPSOS MORI experienced with confirming correct e-mail target lists and the removal of information on Institutions incentive schemes from correspondence sent to students from IPSOS MORI.
- (iv) That the NUS NSS boycott may also be a contributory factor.
- (v) That response rates were being closely monitored.

- (vi) That Departments were asked to continue to encourage students to complete the survey and to underline the value the institution places on their feedback to enhancing provision.

(h) UCAS Data

REPORTED:

- (i) That applications for undergraduate programmes were up 1% overall in comparison to this time last year, and that this did not reflect the national trend of undergraduate applications being down 4% overall.
- (ii) That EU applications were down 1% from this time last year, noting that EU applications had increased considerably in the last two years.
- (iii) That postgraduate taught applications were up 20% overall compared with last year, with a 8% rise in Home applications and 23% rise in Overseas applications.

(i) Capital Programmes

REPORTED:

- (i) That work on the extension to the Mathematical Sciences Building had commenced, with an anticipated completion date of 2018.
- (ii) That Engineering teaching labs would be having a £5 million refurbishment during summer 2017.
- (iii) That planning for the new Interdisciplinary Biomedical Research Building on Gibbet Hill Road was underway.
- (iv) That consideration need to be made for new capital projects to replace or renovate the facilities in Engineering, Chemistry and Physics.
- (v) That opportunities for shared teaching space across relevant departments within the Faculty would be welcomed.
- (vi) That with the development of the new Humanities Building the Department of Psychology would need new premises.

26/16-17 Institutional Teaching and Learning Review 2017 and Faculty Engagement

REPORTED:

- (a) That the Chair extended his thanks to all members of staff in the Faculty for their work supporting the ITLR to date.
- (b) That Departments were in the process of checking ITLR Reports for factual accuracy before consideration by the ITLR Steering Group.
- (c) That the date for the Faculty of Science Engagement with the ITLR had been confirmed as Monday 13th March 2017.

RECEIVED:

- (d) An oral report from the Chair outlining preliminary feedback and next steps from the ITLR that took place 16-27 January 2017.
- (e) A paper outlining approaches to the 2017 Faculty Engagement with the ITLR (BFS.12/16-17).

REPORTED:

- (f) That the Faculty ITLR Engagement was anticipated to include roundtable discussions and plenary sessions on common areas of consideration and best practice identified through the Department ITLR reports
- (g) That discussions surrounding examination regulations and processes should also include regulations and processes relating to the development and management of courses and modules.
- (h) That there were some highlighted topics already being considered at an institutional level, and as such might not be included in Faculty Engagement discussions, such as the Dean of Students' review of Personal Tutoring.
- (i) That staff asked to engage with the Faculty ITLR Engagement should be invited to attend individual sessions relevant to their field and responsibilities, rather than the whole day.
- (j) That the speakers from outside of the Faculty of Science would be welcomed to give talks on specific areas of best practice, such as NSS, recruitment and marketing, engagement with employers, the personal development of students, or Assessment and Feedback.
- (k) That a coherent approach or theme for the day such as the lifecycle of a student, would be beneficial to help structure discussions.

27/16-17 Sessional Teaching Payroll Project

RECEIVED:

A paper on the Sessional Teaching Payroll Project, accompanied by an oral report from Professor Jan Palmowski, Academic Vice-President (PG and Transnational Education), and Dr Emma Melia (Strategic Programme Delivery) (paper BFS.13/16-17).

REPORTED (Professor Jan Palmowski):

- (a) That a range of standard role profiles were developed in consultation with pilot departments, alongside frameworks for how these would be utilised.
- (b) That the Project team have been undertaking discussions with academic and administrative staff, and current sessional and hourly-paid teachers to establish a common framework of a minimum number of standard role profiles.
- (c) That examples of the job descriptions and profiles currently used by departments to define specific sessional teaching requirements will be used to assess the alignment of the pilot role profiles, supported by HR.

- (d) That Faculty Chairs will be facilitating workshops in February 2017 to consider role profiling again four identified strands of Laboratory Sciences, Mathematical Sciences, Arts and Social Science and 'Post PhD' Teaching.
- (e) That the workshops would be followed by Hay evaluation of the role profiles in early April. The evaluated suite of profiles will form the basis of the framework for STP alongside agreement on standards for deployment of the profiles.
- (f) That following approval of the framework, Warwick Employment Group (WEG) and HR will work with academic departments to prepare for transition to STP to ensure that the new framework and operating model will be in place for the start of the academic year 2017/18.
- (g) That the Academic Registrar would be undertaking additional work to consider the impact of the new framework in relation to PGR studentships that included a requirement to undertake teaching as part of the studentship award.
- (h) That departments were encouraged to advise PGR students of a strong expectation that they would engage in sessional teaching but that departments could not make this compulsory.
- (i) That students who undertook teacher training skills as part of their transferrable skills training could not be paid for that training, but that any other specific training required in order to allow students to undertake teaching should be paid.

REPORTED (by members of the Board):

- (j) That the new framework and operating model would need to be in place in order for teaching contacts to be confirmed in June/July 2017, ready for the start of the new academic year.
- (k) That there was concern that the inability to make teaching compulsory for PGR students may result in a loss of staff to undertake lab demonstrations, and that for lab-based subjects this was considered an integral part of personal development during a PhD.

#### 28/16-17 Change of name of the Centre for Professional Education

CONSIDERED:

A paper outlining a proposed change of name for the Centre for Professional Education (paper BFSS.09/16-17 copy attached).

RESOLVED:

That the Board of the Faculty of Science supported the proposed change of name for the Centre for Professional Education as set out in paper BFSS.09/16-17.

29/16-17 Triennial Review of Faculty Research Centres

RECEIVED:

Paper BFS.11/16-17 setting out details for the review of the following University Research Centres relevant to the Faculty of Science:

- (a) The Category II Warwick Centre for Industrial Biotechnology and Biorefining
- (b) The Category III Centre for Complexity Science, Including the EPSRC Doctoral Training Centre

CONSIDERED:

- (c) Evidence as set out in paper BFS.11/16-17 (Appendix 2), that the Board is satisfied with the progress of the Warwick Centre for Industrial Biotechnology and Biorefining and its continued relevance from a research funding and policy perspective.
- (d) Whether the Board would approve a recommendation to the Research Committee that the Warwick Centre for Industrial Biotechnology and Biorefining should continue.
- (e) Evidence as set out in paper BFS.11/16-17 (Appendix 3), that the Board is satisfied with the progress of the Centre for Complexity Science and its continued relevance from a research funding and policy perspective.
- (f) The proposed change in Centre status of the Centre for Complexity Science from a Category III Research Centre to a Category II Research Centre, and recommendation of the Board to the Research Committee that this request be approved or rejected.
- (g) Whether the Board would approve a recommendation to the Research Committee that the Centre for Complexity Science should continue.

RESOLVED:

- (h) That that the Board is satisfied with the progress of the Warwick Centre for Industrial Biotechnology and Biorefining as set out in paper BFS.11/16-17 (Appendix 2), and its continued relevance from a research funding and policy perspective.
- (i) That Board recommended to the Research Committee that the Warwick Centre for Industrial Biotechnology and Biorefining as set out in paper BFS.11/16-17 (Appendix 2), should continue.
- (j) That the Board is satisfied with the progress of the Centre for Complexity Science and its continued relevance from a research funding and policy perspective, as set out in paper BFS.11/16-17 (Appendix 3).
- (k) That Board recommended to the Research Committee that the proposed change in Centre status of the Centre for Complexity Science from a Category III Research Centre to a Category II Research Centre as set out in paper BFS.11/16-17 (Appendix 3) be approved.

- (l) That The Board recommended to the Research Committee that the Centre for Complexity Science as set out in paper BFS.11/16-17 (Appendix 3), should continue.

### 30/16-17 Assessment and Feedback

#### RECEIVED:

A composite report on timeliness of feedback on assessments submitted during the Autumn term 2016-17 across the Faculty of Science (paper BFS.10/15-16).

#### REPORTED:

- (a) That the nature of the reporting mechanism meant that a small number of non-compliant assessments would result in the whole modules being reported as non-compliant.
- (b) That departments continued to experience difficulty in ensuring external and overseas markers to meet the 20 day turnaround deadline for feedback.
- (c) That in the instance of feedback being delayed due to illness of a marker that a department could authorise its own extension without approval by the Chair of the relevant Board of studies.

### 31/16-17 Items from the Faculty of Science Undergraduate Studies Committee

#### RECEIVED:

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

#### REPORTED:

- (a) That during the consideration of a proposed BSc in Cybersecurity from WMG, members identified a key value of the Committee in identifying where a Department had not been consulted on a new course proposal.
- (b) That it may not be possible to as easily identify if a department had not been consulted, or would be impacted by a proposed new course in a centralised course approval process.

### 32/16-17 Items from the Faculty of Science Graduate Studies Committee

#### RECEIVED:

An oral report from the Chair of the Faculty of Science Graduate Studies Committee.

#### REPORTED:

- (a) That following recent endorsement by the Board of Graduate Studies of a proposal that would enable Faculties to allocate different models of WCPRS awards, the Faculty of Science Graduate Studies Committee felt that there was little reason to change the current model for WCPRS allocation given the

historical quality of applications received and the success of the allocations of these award in the Science Faculty.

- (b) That at the request of the Board of Graduate Studies, the Committee considered the current PGR Central Scholarships scoring criteria, and that feedback would be provided to the Board of Graduate Studies in due course.

#### 33/16-17 Items to be brought to the Senate

RESOLVED:

That there were no items discussed to be brought to the Senate

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### **ITEMS REPORTED AND APPROVED 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.

#### 34/16-17 Minutes from the Undergraduate Studies Committee

REPORTED:

That the minutes of the meeting of the Undergraduate Studies Committee of the Board of the Faculty of Science held on 08 February 2017 will be made available on Files.Warwick in due course.

#### 35/16-17 Report from the Graduate Studies Committee

REPORTED:

That the minutes of the meeting of the Graduate Studies Committee of the Board of the Faculty of Science held on 01 February 2017 will be made available on Files.Warwick in due course.

#### 36/16-17 Dates of Future Meetings

REPORTED:

- (a) That the final meeting of the Board of the Faculty of Science in the academic year 2016/17 would be held on Thursday 18 May 2017, 09.30 – 12.00pm, CMR 1.0, University House
- (b) That the final Faculty of Science lunch in the academic year 2016/17 would be held on Thursday 18 May 2016, 12.00 – 1.30pm, CMR 1.0, University House