

**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 21 May 2014

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- Present: Professor P A Thomas (in the Chair for all items except 40(a)/13-14), Professor K Ball, Professor R Ball, Professor S Banerji, Dr J Cave, Professor R Earle, Professor D Firth, Mr M Jarman, Professor D Leadley, Professor J McCarthy, Professor A Price, Dr J Robinson, Professor P Scott (in the Chair for 40(a)/13-14), Professor C Sparrow, Professor J Tresilian, Dr D Wood.
- Apologies: Professor T Bugg, Mr I Carson, Dr A I Cristea, Professor A Czumaj, Professor R Dashwood, Professor J Davey, Professor D Haddleton, Professor C-T Li, Dr K Leppard, Professor E Maylor, Mr S Parr, Professor M Shipman, Professor J Q Smith, Professor O Soyer, Professor N Stocks, Professor M Wills.
- In attendance: Ms A Burchfiel, Ms R Cooper, Mrs H Ireland, Dr N Lewycky
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**ITEMS CONSIDERED BY THE COMMITTEE**

39/13-14 Minutes

CONSIDERED:

The minutes of the meeting of the Board of the Faculty of Science held on 12 February 2014.

RESOLVED:

That the minutes of the meeting of the Board of the Faculty of Science held on 12 February 2014 be approved.

40/13-14 Faculty Appointments and Elections for 2014/15

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

RECEIVED:

A statement from the Registrar as to the recommendation of the Vice-Chancellor for the appointment of the Chair of the Faculty of Science.

CONSIDERED:

The reappointment of Professor P A Thomas as the Chair of the Board of the Faculty of Science for the 2014/15 academic year on the recommendation of the Vice-Chancellor.

RESOLVED:

That Professor P A Thomas be reappointed as the Chair of the Board of the Faculty of Science for the 2014/15 academic year.

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

REPORTED (by the Chair):

- (i) That Professor M Wills will take over from Dr A Cristea as Chair of the Graduate Studies Committee with effect from the start of Dr Cristea's study leave or 1 October, whichever is the sooner.

(by the Head of the Institute of Mathematics):

- (ii) That Professor Keith Ball would be the representative to the Board of the Faculty of Science from the Institute of Mathematics in 2014/15.

CONSIDERED:

The proposed constitutions and nominations for memberships of the following committees for the academic year 2014/15:

- (iii) Board of the Faculty of Science (paper BFS.19a/13-14);
- (iv) Undergraduate Studies Committee of the Board of the Faculty of Science (paper BFS.19b/13-14);
- (v) Graduate Studies Committee of the Board of the Faculty of Science (paper BFS.19c/13-14);
- (vi) Faculty of Science Information Technology Committee (paper BFS.19d/13-14);
- (vii) Undergraduate and Graduate Appeals Committee Panels (paper BFS.19e/13-14).

RESOLVED:

- (viii) That those nominations considered by the Board should be approved.
- (ix) That Departments would submit any outstanding nominations to the Secretariat by 30 June at the latest;
- (x) That Departments with Centres for Doctoral Training (CDTs) would inform the Secretariat of any nominations for CDT representatives to sit on the Faculty of Science Graduate Studies Committee;
- (xi) That any outstanding nominations would be approved by the Chair on behalf of the Board;
- (xii) That the Board of the Faculty of Science record its thanks to Dr Cristea for her service as Chair of the Faculty of Science Graduate Studies Committee.

(c) Membership of the Faculty on other University Committees

CONSIDERED:

Representation of the Faculty on other University Committees (paper BFS.19f/13-14).

REPORTED (by the Chair of the Faculty of Science Undergraduate Studies Committee):

That the e-learning steering group should not appear on the Faculty membership paper as the group had been merged with a working group of the Academic Quality and Standards Committee.

RESOLVED:

- (i) That those nominations considered by the Board be approved;
- (ii) That Departments would submit nominations for the vacant positions to the Secretariat by 30 June at the latest.

(d) Election of Board Members to the Senate

REPORTED:

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

Professor Laura Green (Life Sciences) (2016)  
Professor Stephen Jarvis (Computer Science) (2016)  
Professor Mike Shipman (Chemistry) (2016)  
Professor Colin Sparrow (Mathematics) (2016)  
Professor Nigel Stocks (Engineering) (2016)

- (iii) That there would be one vacancy on the Senate for representative members of the Board of the Faculty of Science for the period 1 August 2014 to 31 July 2017 arising from the end of the term of office of Professor R Ball on 31 July 2014;
- (iv) That a call for nominations was sent to all members of the Board on 30 April 2014, with a deadline for nominations by 14 May 2014;
- (v) That, in accordance with University regulations, the majority of the six Faculty representatives must be professors and the majority must be heads of department.

CONSIDERED:

- (vi) In accordance with University Regulation 2.2, the election of one member of the Senate from the membership of the Board of the Faculty of Science for 2014/15 to serve for the period 1 August 2014 to 31 July 2017.
- (vii) The nomination of Professor R Ball, proposed by Professor P Thomas and seconded by Dr J Cave.

RESOLVED:

(viii) To recommend to Senate the reappointment of Professor R Ball, Department of Physics (2017).

(e) First Year Board of Examiners 2013/14

(i) Membership of the First Year Board of Examiners

RECEIVED:

Departmental membership of the First Year Board of Examiners for the Faculty of Science for meetings in June and September 2014 (paper BFS.5/13-14 (revised 2)).

RECOMMENDED: (to Senate)

That the membership of the Faculty of Science First Year Board of Examiners for meetings in June and September 2014 be approved, as set out in paper BFS.5(revised2)/13-14.

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

RECEIVED:

The new harmonised Conventions for the First Year Board of Examiners (paper SUGS.37(13-14)).

REPORTED (by the Chair):

That any resit, or resit as a first attempt, students who had been considered by the 2012/13 First Year Board of Examiners, should continue to have the relevant Faculty of Science Conventions applied to them, until such time as they progressed to their second year of study.

(iii) Departmental Examination Conventions

RECEIVED:

The Departmental Examination Conventions for first year assessed courses and resit examination conventions for the First Year Board of Examiners 2013/14 (papers SUGS.35(revised)/13-14 and SUGS.36/13-14).

REPORTED (by the Secretariat):

(A) That a late change had been received from the School for Life Sciences, and revisions had been made to paper SUGS.35/13-14;

(B) That the Chair of the Faculty of Science Undergraduate Studies Committee had approved those changes by Chair's Action on behalf of the Committee;

(C) That the revisions to the "Exams 3" paper (SUGS.35(revised)/13-14) would be circulated to members of the Faculty of Science Undergraduate Studies Committee and the revised version would also be placed on the Board of the Faculty filestore.

41/13-14 Matters arising on the Minutes

- (a) Faculty of Science Webpages (minutes 6(c)/13-14 and 23(b)/13-14 referred)

REPORTED:

- (i) That a Faculty Web Group with members from Faculty of Science departments met on 29 April to review progress made to date and to make recommendations about the test site.
- (ii) That a link to the test site would be shared with members of the Board;
- (iii) That the new webpages would go live in June 2014.

- (b) Faculty of Science Thesis Prizes (minute BFS.6(d)/13-14 and 23(c)13/14 referred)

REPORTED:

- (i) That eight departments would participate 2013/14, but the two type I research centres would not as of the number of eligible theses did not meet the minimum required (10);
- (ii) That the deadline for reporting the prize winners to the Chair of the Faculty of Science was 2 May;
- (iii) That seven departments had sent the Chair of the Faculty of Science the details of their process and the name(s) of the winning nominee(s);
- (iv) That as soon as the final name was provided to the Chair, there would be an announcement made on insite;
- (v) That the current plan was to hold the prize presentation event during graduate week (week commencing 18 July 2014).

- (c) Bids for Matched Funding (minute BFS.14/13-14 and BFS.23(h)/13-14 referred)

RECEIVED:

An oral update from the Chair of the Faculty of Science.

RESOLVED:

That the Secretariat would ask the Senior Assistant Registrar (Graduate School) whether all Departments and CDTs had been informed of the outcome of their bids.

- (d) School for Modern Languages (minute 30/13-14 referred)

REPORTED: (by the Chair)

That the paper seeking to establish the School for Modern Languages had been approved by Senate.

42/13-14 Chair's Business

(a) Members of the Faculty, the Faculty Board and its Committees

REPORTED:

- (i) That two members of Faculty had received a Fellowship from the Royal Society: Professor M Hairer (Institute of Mathematics) and Professor Lord K Bhattacharrya (WMG);
- (ii) That three Heads of Department would be stepping down in 2014/15: Professor A Czumaj (Computer Science), Professor D Firth (Statistics) and Professor M Shipman (Chemistry).

RESOLVED:

- (iii) That the Board of the Faculty of Science record its congratulations to Professor Hairer and Professor Lord Bhattacharrya;
- (iv) That the Board of the Faculty of Science record its thanks to those Heads of Department stepping down from 2014/15 and to those Heads of Department who would continue to serve in 2014/15.

(b) Student Engagement Working Group

REPORTED:

- (i) That the Student Engagement Working Group had discussed the importance of early notification of names of Academic Convenors for SSLCs;
- (ii) That the names of the Academic Convenors for 2014/15 should be sent to the Students' Union by Friday 27 June at the latest.

(c) Faculty Budget Special Projects

REPORTED:

- (i) That the projects budget for 2013/14 would be fully spent.
- (ii) That recent commitments included Scratch@MIT (£1200 for travel costs), Olin (£2,500 for conference attendance) and the Ig Nobel Prize Road Show (£2500 towards costs).

(d) 50<sup>th</sup> Anniversary Celebrations

REPORTED:

- (i) That three Departments (School for Life Sciences, Department of Physics, WMG) were planning events to tie in with the 50<sup>th</sup> Anniversary Celebrations;
- (ii) That Chemistry and the Institute of Mathematics had bid for monies from the central allocation but had not yet heard the result of the bids.

RESOLVED:

- (iii) That there was no need for a Faculty-level event;
  - (iv) That the Secretariat would seek confirmation about the bids Departments had made for central funding for anniversary events.
- (e) Draft University Strategy Consultation

REPORTED:

- (i) That a number of consultation workshops had taken place in early May for staff to have the chance to hear from senior officers about the draft strategic goals;
  - (ii) That the main agenda item at the Faculty Lunch on 19 May would be the draft documentation;
  - (iii) That discussions about the Faculty's response to the draft consultation would form the agenda for the Science Faculty Advisory Board meeting to be held on 9 June 2014.
- (f) Women in Technology and Engineering

REPORTED:

- (i) That the Government has initiated a new campaign aimed at increasing the number of women in technology and engineering.
- (ii) That one initiative will be to ask relevant organisations to sign a compact setting out how they plan to make a difference to the number of women studying and working in these fields.
- (iii) That the Faculty had been asked to consider its response to this campaign.
- (iv) That the Pro-Vice-Chancellor (Academic Planning and Resources) was responsible for a budget for capital funding to support innovative teaching and learning initiatives which would increase the numbers of women studying in these fields;
- (v) That there may be some recurrent funding associated with this initiative, and Departments should therefore be ready for a call at any time for bids.

CONSIDERED:

- (vi) Ways in which the numbers of women studying in these subject areas might be increased;
- (vii) The beneficial effect of increasing the numbers of female academics in these subjects on recruitment of female students;
- (viii) That enhancing nursery provision could help to attract mature female students to these subject areas, and could also help to attract more female academics to the University;

RECOMMENDED: (to the Deputy Registrar)

- (ix) That the University Strategy should include a commitment to increasing numbers of female students and academics where they are under-represented.

(to the Pro-Vice Chancellor (Teaching and Learning))

- (x) That the University's Widening Participation Strategy should include a commitment to increasing the number of female students as well as the other widening participation categories;
- (xi) That the recruitment of female students and academics should feature in targets for all Departments.

(to the Pro-Vice-Chancellor (Academic Planning and Resources))

- (xii) That consideration is given to using the capital funding budget is used to increase nursery provision.

RESOLVED:

That Departments would send reports to the Chair by 6 June about any specific initiatives they are undertaking, or would plan to undertake to increase the recruitment of women to courses where they are currently under-represented.

#### 43/13-14 The Teaching and Learning Building

RECEIVED:

An oral report from the Senior Assistant Registrar (Space Management and Timetabling).

REPORTED: (by the Senior Assistant Registrar (Space Management and Timetabling))

- (i) That the proposed building would be on the Tocil field site;
- (ii) That the building would include a 500 seater lecture theatre, which may be divisible into smaller spaces;
- (iii) That details would be sent out before plans were finalised.

RECOMMENDED: (to the Senior Assistant Registrar (Space Management and Timetabling))

- (iv) That technological future proofing of the building was taken into account to ensure that the building did not become unable to support new ways of delivering teaching and learning;
- (v) That the air conditioning of the building should be sufficient to deliver teaching spaces that were an optimum temperature;
- (vi) That circulation of people at the start and end of events in the larger spaces should be taken into account;

- (vii) That the University should use this opportunity to take a leadership role in developing a 'green' building rather than just meeting the minimum energy efficiency requirements;
- (viii) That the building should be accessible to book outside of the traditional term times for academic purposes (for example departments organising academic conferences without needing to pay fees to Conferences);
- (ix) That the consultation process should include all Departments;
- (x) That there should be Faculty of Science representation on the Working Group.

RESOLVED:

- (xi) That any further comments should be sent to the Secretariat for collation by Friday 6 June at the latest.

44/13-14 Widening Participation Update

RECEIVED:

- (i) A report from the Senior Assistant Registrar (Outreach) (as set out in paper BFS.22/13-14, tabled);

REPORTED: (by the Senior Assistant Registrar (Outreach))

- (ii) That the contribution made by the Faculty of Science departments towards meeting the University's widening participation targets is significant;
- (iii) That the only area in which the Faculty performs less well than the University overall is the recruitment of mature students;
- (iv) That there would be a Widening Participation development fund which will provide funding for sustained outreach/widening participation in departments;
- (v) That there would be a cap of £50k on bids and that bids would be welcomed from the Faculty of Science and its departments that were collaborative between departments and that focused on giving learners a more robust idea of studying the sciences;
- (vi) That information would be circulated to WP link officers in Departments about this initiative.

CONSIDERED:

- (vii) Whether the contribution towards the University's targets made by Faculty of Science Departments is typical of the profile of other similar institutions;
- (viii) Whether the lower increase in enrolments proportionate to the increase in the number of offers made signals an increasing unwillingness on the part of students in these categories to come to Warwick;

RECOMMENDED: (to the Senior Assistant Registrar (Outreach))

- (ix) That some comparison is undertaken to compare the figures in science subjects across similar institutions, to establish if science subjects are more popular in general amongst students from these targeted groups;
- (x) That in future, for internal reports, the numerical targets are also presented as percentages;
- (xi) That the targets are reviewed in the light of national trends, for example with regards to the 'pool' of mature students.

45/13-14 University Research Centres

CONSIDERED:

A proposal from the Research Committee to establish two new University Research Centres as set out in paper BFS.20(REVISED)/13-14:

- a) European History Research Centre;
- b) Warwick Environmental Systems Interdisciplinary Centre (WES IC)

RECOMMENDED: (to the Research Committee)

That the proposals be approved.

46/13-14 Assessment and Feedback

RECEIVED:

A composite report on timeliness of feedback on assessments submitted during the Spring term 2013-14 across the Faculty of Science (paper BFS.18 (revised)/13-14).

47/13-14 Graduate School

CONSIDERED:

A paper from the Pro Vice-Chancellor (Postgraduate and Transnational Education) on the review of the Warwick Graduate School (paper BFS.21(REVISED)/13-14).

RECOMMENDED: (to the Pro-Vice-Chancellor (Postgraduate and Transnational Education))

- (i) That the paper should include mention of the important internal role for the Board of Graduate Studies and the Graduate School as the "champions" for research students: with a remit to argue for appropriate support and resources and to ensure research students receive appropriate recognition;
- (ii) That consideration is given to who best can champion the needs of research students given possible conflicts of interest inherent in the current situation where the academic head of the University's Board of Graduate Studies is also a member of the University's Senior Management team;
- (iii) That the proposal to create a 50% post for an academic to take on day-to-day responsibility in the Graduate School is reconsidered as it may not provide the

academic leadership needed and fill the perceived gap left by no longer having an academic head of the Board of Graduate Studies;

- (iv) That more clarification is given about the role of the Academic Director (Graduate School) role, in particular what the 'day-to-day operational matters' are likely to be.
- (v) That further consideration is given to how to ensure that the Board of Graduate Studies becomes more strategic in its discussions; increasing the membership with colleagues in operational roles may not be the best way forwards;
- (vi) That more emphasis is placed in the document on the importance of academic input from departments and centres to the research student experience;
- (vii) That further consideration is given to the structure of the Graduate School: in particular whether postgraduate taught provision should continue to be included when the synergies between postgraduate taught and postgraduate research provision are not always as great as the synergies between postgraduate taught and undergraduate provision.

#### 48/13-14 Items to be brought to the Senate

##### CONSIDERED:

Items the Board of the Faculty of Science wished to report or recommend to the next meeting Senate.

##### RESOLVED:

- (a) That the following items be recommended by the Board of the Faculty of Science in the next report for the Senate's consideration:
  - (i) The membership of the Senate appointed committees (paper BFS.19(a)-(e)/13-14);
  - (ii) The nomination of Professor R Ball (Physics) to Senate from the Board of the Faculty of Science (item 40(d)(viii)/13-14 above);
  - (iii) The revised FYBOE membership list for 2013/14 (paper BFS.5(revised 2)/13-14)).
- (b) That the following item be reported by the Board of the Faculty of Science in the next report for the Senate's consideration:
  - (i) Women in Technology and Engineering (item BFS.42(f)/13-14);

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## **ITEMS REPORTED AND APPROVE WITHOUT FURTHER DISCUSSION**

49/13-14 Report from the Faculty of Science IT Committee

REPORTED:

That the unconfirmed minutes of the meeting of the Faculty of Science IT Committee held on 8 May 2014 would be uploaded to the filestore as soon as they had been received.

50/13-14 Report from the Undergraduate Studies Committee

REPORTED:

That unconfirmed minutes of the meeting of the Science Faculty Undergraduate Studies Committee held on 14 May 2014 would be uploaded to the filestore on 22 May 2014.

51/13-14 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 13 May 2014.

52/13-14 Report from the Faculty of Science Research and Innovation Committee

RECEIVED:

The minutes of the meeting of the Faculty of Science Research and Innovation Committee held on 19 March 2014 (SFRIC.38/13-14).

53/13-14 Dates of Future Meetings

REPORTED:

That the dates and venues for the Board of the Faculty of Science meetings for the academic year 2014/15 would be confirmed in due course.