

**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 22 May 2013.

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- Present: Professor P A Thomas (in the Chair, except for item 37(a)/12-13), Professor R Ball, Professor S Banerji (left at 10.55), Dr J Cave, Dr A I Cristea, Professor A Czumaj, Professor D Firth, Professor L Green, Professor D Haddleton, Mr M Jarman, Professor C-T Li, Professor D Leadley, Professor J McCarthy, Dr A M Price, Dr J Robinson, Professor P Scott (in the Chair for item 37(a)/12-13), Professor M Shipman, Professor J Q Smith, Professor C Sparrow, Professor J Tresilian, Dr D Wood.
- Apologies: Professor K Ball, Professor T Bugg, Professor R Dashwood, Professor J Davey, Mr C Drake, Mr S Jin, Professor C McConville, Professor D Morley, Mr R Shah, Professor N Stewart, Professor N Stocks.
- In attendance: Mr P Blagburn (item 41/12-13), Ms R Cooper, Professor C Hughes (item 41/12-13), Mrs H Ireland, Mrs K Jenkins (item 40/12-13), Dr N Lewycky, Dr E Melia (item 40/12-13).
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**ITEMS CONSIDERED BY THE COMMITTEE**

36/12-13 Minutes of the Last Meeting

CONSIDERED:

The minutes of the meeting of the Board of the Faculty of Science held on 13 February 2013.

RESOLVED:

That the minutes of the meeting of the Board of the Faculty of Science held on 15 February be approved.

37/12-13 Faculty Appointments and Elections for 2013/14

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

RECEIVED:

A statement from the Registrar about the recommendation of the Vice-Chancellor for the reappointment of the Chair of the Faculty.

CONSIDERED

The reappointment of Professor P A Thomas as the Chair of the Board of the Faculty of Science for the 2013/14 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 2013/14 academic year.

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

RECEIVED:

An oral report from the Chair on the appointment of the Chair of the Graduate Studies Committee.

REPORTED:

That Dr A I Cristea will take over from Professor D Leadley as Chair of the Graduate Studies Committee with effect from 1 October.

CONSIDERED:

The proposed constitutions and nominations for memberships of the following committees for the academic year 2013/14:

- (i) Board of the Faculty of Science (paper BFS.14a/12-13);
- (ii) Sub-Faculty of Science (paper BFS.14b/12-13);
- (iii) Graduate Studies Committee of the Board of the Faculty of Science (paper BFS.14c/12-13);
- (iv) Faculty of Science Information Technology Committee (paper BFS.14d/12-13);
- (v) Undergraduate and Graduate Appeals Committee Panels (paper BFS.14e/12-13).

RESOLVED:

- (vi) That any outstanding vacancies would be approved by the Chair on behalf of the Board during the summer months;
- (vii) That the Board of the Faculty of Science record its thanks to Professor Leadley for his four years of service as Chair of the Graduate Studies Committee.

(c) Membership of the Faculty on other University Committees

CONSIDERED:

Representation of the Faculty on other University Committees (paper BFS.15/12-13).

(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 R Ball (2014), Department of Physics

- (ii) That there were five vacancies on Senate for representative members of the Board of the Faculty of Science for the period 1 August 2013 to 31 July 2016 arising from the end of the term of office of Professor A Czumaj, Professor S Jacka, Professor J McCarthy, Professor M Shipman and Professor C Sparrow, and that nominations from the Board for replacement members were requested to be submitted by 21 May 2013;
- (iii) 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:

- (iv) In accordance with University Regulation 2.2, the election of five members of the Senate from the membership of the Board of the Faculty of Science for 2013/14 to serve for the period 1 August 2013 to 31 July 2016.
- (v) The nominations of the following members of the Faculty of Science:

<b>Nominated</b>	<b>Proposed</b>	<b>Seconded</b>
Professor L Green	Professor J McCarthy	Professor P A Thomas
Professor D Haddleton	Professor M Shipman	Professor J Davey
Professor S Jarvis	Professor A Czumaj	Professor C Sparrow
Professor C McConville	Professor C Dowson	Professor P A Thomas
Professor C Sparrow	Professor D Firth	Professor J Q Smith

- (vi) The requirement to ballot members of the Board of the Faculty of Science for the appointment of those nominees who were not heads of department.

RESOLVED:

- (vii) That Professor A Czumaj, Professor J McCarthy, Professor M Shipman and Professor C Sparrow be thanked for their service representing the Faculty on Senate from 2010-2013.

- (viii) To recommend to Senate the appointment of:

Professor L Green (2016), School for Life Sciences  
Professor S Jarvis (2016), Department of Computer Science  
Professor M Shipman (2016), Department of Chemistry  
Professor C Sparrow (2016), Institute of Mathematics

- (ix) That the Chair of the Board of the Faculty of Science would approach the heads of departments not represented on Senate to seek their candidacy.

(e) First Year Board of Examiners 2012/13

- (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 2013 (paper BFS.5/12-13 (revised 2)).

REPORTED:

- (A) That a number of changes to the membership of the 2012-13 Science Faculty First Year Board of Examiners have been made by departments, and approved by Chair's action, since the November meeting of the Board of the Faculty of Science, as indicated on the revised membership list (see below).
- (B) That in future membership of the First Year Board of Examiners would be considered at the Summer meeting of the Board of the Faculty of Science, according to regulation 9 (4).

(by Professor R Ball):

- (C) That the second Physics representative to the First Year Board of Examiners should be amended from Professor S Brown, to Dr N D'Ambrumenil.

RESOLVED:

That the change in the membership from the Department of Physics from Professor S Brown to Dr N D'Ambrumenil be approved.

RECOMMENDED (to Senate):

The membership of the First Year Board of Examiners for the Faculty of Science meetings in June and September 2013 be approved as described in paper BFS.5/12-13(revised 2), noting the change to the second representative from the Department of Physics.

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

RECEIVED:

The Conventions for the First Year Board of Examiners of the Faculty of Science (paper SFS.26/12-13).

- (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 2012/13 (papers SFS.27-28/12-13).

### 38/12-13 Matters arising on the Minutes

- (a) QAA Institutional Review (minute BFS.20(c)/12-13 referred)

REPORTED:

- (i) That the final report of the Warwick QAA Institutional Review 2013 is expected to be published on 24 May 2013, noting that the report will be made available on the QAA website (<http://www.qaa.ac.uk/InstitutionReports/Pages/default.aspx>) and the University website (<http://warwick.ac.uk/quality/categories/institutionalreview>).

(by the Secretary of the Board of the Faculty of Science):

- (ii) That the timescales on implementation on any recommendations made in the final report would be short, as the QAA were expecting any changes to be in place by the start of 2013/14.
- (iii) That the Teaching Quality section would contact departments soon after publication of the final report to communicate the outcomes and any steps that would need to be taken to address the QAA's recommendations to the University.

(b) Science Faculty Advisory Board (minute BFS.21/12-13 referred)

REPORTED:

- (i) That the items BFS.21(v)-(vii)/12-13 relating to the Science Faculty Boards membership, terms of reference and constitution had been put on hold pending the University's Strategy refresh.
- (ii) That the half day Strategy event will take place on Monday 3 June, and that Heads of Department, or their representatives will attend from each of the Departments in the Faculty.
- (iii) That the Registrar would be attending the event for the first agenda item to discuss the potential implications of the Strategy refresh to the Science Faculty Advisory Board.

(c) Roll out of Windows 7 (minute BFS.29/12-13 referred)

RECEIVED:

Minutes of the SFITC meeting held 8 May 2013.

REPORTED: (by Professor J McCarthy)

That IT Services had been more flexible to date than had been expected in terms of the support offered to users who had opted to have admin rights assigned to them.

RESOLVED:

To monitor the situation, and for the SFITC to report back to the next meeting of the Board of the Faculty of Science.

39/12-13 Chair's Business

(d) Recognition for Faculty Members

REPORTED:

- (i) That Professor K Ball (Mathematics) and Professor G Roberts (Statistics) were made Fellows of the Royal Society on 2 May 2013.
- (ii) That Professor M Alexe (Physics) had received a Wolfson Research Merit Award from the Royal Society in May 2013.

(e) Fabulous Feedback

REPORTED:

That Faculty of Science winners of Fabulous Feedback were announced in the week commencing 4 March 2013, and that Dr Ian Tuersley, Principal Teaching Fellow at WMG, was the overall winner for the Faculties of Science and Medicine, with the top ten ranking available online from:  
<http://warwick.ac.uk/fabfeedback/topten/>

(f) Faculty Budget Special Projects

RECEIVED:

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

REPORTED:

- (i) That two post-doctoral researchers had received funding for a trip to Waseda University in Japan for a collaborative event.
- (ii) That £3000 had been offered to the WIDER Centre to help the Centre to establish its reputation by inviting speakers who would deliver sessions open, and of interest, to the Faculty of Science.
- (iii) That the £10,000 allocated for webpage development would be diverted to Faculty marketing initiatives: to fund market research and the creation of Faculty marketing material, to be advised by the Director of Marketing.

(g) Mid-Career Lunch

REPORTED:

- (i) That a lunch had been held on 21 May and had been attended by 20 academics from the Faculty of Science.
- (ii) That the lunches would be renamed as the "Senior Women's Network" and in due course would be extended to the other faculties.

40/12-13 Central Teaching Timetable

RECEIVED:

An oral report from the Senior Assistant Registrar (Space Management and Timetabling) and the Assistant Registrar (Space Management and Timetabling) on current developments relating to the University's central teaching timetable.

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

- (a) That the new method of constructing the timetable each year would be rolled out fully for the start of 2014/15.
- (b) That a Timetable Steering Group had been established to determine the guiding principles for construction of the timetable and indicators that would determine success.
- (c) That the student experience would be at the heart of the principles that would be developed to guide the construction of the timetable.
- (d) That Student Focus groups would be run to determine what is most important to students in terms of their satisfaction with the teaching timetable.
- (e) That the issues which are perceived as being a block to remodelling the timetable are being tackled now.
- (f) That an equality impact assessment will take place to determine the effect of changes in the timetable on members of the University.

RESOLVED

That any issues or concerns that members of the Board had with the proposals could be raised with Professor M Shipman, who is the Faculty representative on the Timetable Steering Group.

41/12-13 Draft University Widening Participation Strategy

RECEIVED:

- (a) A paper from the Pro-Vice-Chancellor for Education (Innovation, Employability and Widening Participation), Senior Assistant Registrar (Outreach) and Senior Assistant Registrar (Strategy and Change), setting out the draft University Widening Participation Strategy (paper BFS.13/12-13).
- (b) An oral report from the Pro-Vice-Chancellor for Education (Innovation, Employability and Widening Participation) and Senior Assistant Registrar (Outreach).

REPORTED: (by the Pro-Vice Chancellor for Education))

- (c) That the strategy recognised the amount of Widening Participation activity currently taking place across the University and efforts already being made to change the diversity of the Warwick student body;
- (c) That the strategy offered an opportunity to bring these activities together, assess existing and efficiently deploy new resources, while retaining a necessary element of flexibility and diversity of activities;
- (d) That the University had a duty to contribute to the local community and to improve the way outreach is used to support primary and secondary learners.
- (e) That a detailed action plan would be devised following approval of the strategy, noting that it was intended for people implementing the activities to be involved in the drafting of the action plan;

(by Professor D Haddleton)

- (f) That while the university had a broad-reaching programme of outreach activities, this did not currently appear to be linked in a systematic way to the University's admissions strategy and practice.

(by Professor C Sparrow)

- (g) That the strategy needed to be underpinned by open and publically communicated widening participation data available to departments, to ensure that departments could target their actions based on accurate, up-to-date information.

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

- (h) That the Faculty was already considering a general science event in the Autumn term aimed at those in the pre-GCSE choice years.

RESOLVED:

- (i) That the draft University Widening Participation Strategy be endorsed by the Board of the Faculty of Science;
- (j) That any comments on the draft Strategy should be submitted to the Pro-Vice Chancellor for Education by mid-June.

#### 42/12-13 University Research Centres

RECEIVED:

An update paper from the University Research Committee secretariat (paper BFS.16/12-13).

REPORTED:

That the four Research Centres to be reviewed in 2013/14 will be:

- (a) Mathematics Research Centre
- (b) Centre for Fusion Space and Astrophysics (CFSA)
- (c) Centre for Magnetic Resonance
- (d) Warwick Centre for Analytical Science (W-CAS)

#### 43/12-13 Institutional Teaching and Learning Review: Faculty Engagement Recommendations

RECEIVED:

A draft report from the Working Groups established following the 13 February meeting of the Board of the Faculty of Science (minute 26/12-13 referred), (BFS.17(draft)/12-13).

REPORTED:

- (a) That the first meetings of the Distinctiveness, Employability and WP forums had taken place in April and May 2013;

- (b) That a Distinctiveness Forum for the Faculty of Science had been established by the Distinctiveness Working Group, which would be chaired by Dr D Wood, and meet on a termly basis;
- (c) That a Science Faculty Employability Forum had been established by the Employability Working Group, which would be chaired by Dr J Duffy, and meet on a termly basis;
- (d) That a Science Faculty WP/Outreach Forum had been established by the WP Working Group, which would be chaired by Dr M Leeke, and meet on a termly basis.
- (e) That the first meeting of the Joint Degrees Working Group had been postponed and would take place in September 2013.

CONSIDERED:

The form in which the Board of the Faculty of Science would like to receive reports in future from the newly established forums.

RESOLVED:

- (f) That the draft report and actions be approved and the substantive version would be sent to Senate.
- (g) That the forums would make oral reports to the Board of the Faculty of Science on a termly basis.
- (h) That the term of establishment of the Forums be reviewed on an annual basis;
- (i) That any forum not making at least one recommendation to the Board during a twelve-month period would be deemed to be inactive and would be disestablished.

44/12-13 Assessment and Feedback

RECEIVED:

A composite report on timeliness of feedback on assessments submitted during the Spring term 2012-13 across the Faculty of Science (paper BFS.12/12-13).

RESOLVED:

That the report be approved and reported to the next meeting of the Academic Quality and Standards Committee.45/12-13

45/12-13 Sub-Faculty of Science

REPORTED: (by Dr J Robinson)

That the name of the Sub-Faculty of Science is confusing, especially since the establishment of the Sub-Faculty of Modern Languages.

RESOLVED:

That the name of the Sub-Faculty of Science be changed to reflect its purpose to "Faculty of Science Undergraduate Studies Committee".

RECOMMENDED: (to Senate)

That the name of the Sub-Faculty of Science be changed to reflect its purpose to "Faculty of Science Undergraduate Studies Committee".

46/12-13 National Automotive Innovation Campus

REPORTED: (by Professor C Sparrow)

- (a) That a major new £90 million building was to be developed on central campus, as considered by the Finance and General Purposes Committee on 21 May 2013.

(by Professor M Shipman)

- (b) That it was important that this new centre be discussed by the Board of the Faculty of Science as it impacted on the issue of capital planning for the Faculty.

(by Professor J McCarthy)

- (c) That the new centre should be considered by the Board of the Faculty of Science as it raised issues for the wider faculty.

RESOLVED:

- (d) That this issue should be raised with Senate.
- (e) That the Chair of the Board of the Faculty of Science would contact Professor Dashwood to ask if there could be a meeting with Science Faculty Heads of Department and other interested parties so that Professor Dashwood the Faculty of Science could learn more about the project.

47/12-13 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 (as outlined in BFS.14(e)/12-13 and BFS.15/12-13);
- (ii) The nominations to Senate from the Board of the Faculty of Science (item 37(d)(viii)/12-13 above);
- (iii) The revised FYBOE membership list for 2012/13 (item 37(e)(i)/12-13 above);

- (iv) Renaming of the Sub-Faculty of Science to reflect more accurately its purpose to “Faculty of Science Undergraduate Studies Committee”;
  - (v) The National Automotive Innovation Campus project.
- (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) The report from the Faculty Engagement Working Groups (BFS.17/12-13);

47/12-13 Reserved Items

See separate reserved minutes *for academic members of the Board of the Faculty only*.

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**ITEMS REPORTED AND APPROVED WITHOUT FURTHER DISCUSSION**

48/12-13 Report from the Sub-Faculty of Science

RECEIVED:

The unconfirmed minutes of the meeting of the Sub-Faculty of Science held on 8 May 2013.

49/12-13 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 14 May 2013.

50/12-13 Report from the Faculty of Science Research and Innovation Committee

RECEIVED:

- (a) The minutes of the meetings of the Faculty of Science Research and Innovation Committee held on 11 December 2012 (SFRIC.29/12-13).
- (b) The minutes of the meetings of the Faculty of Science Research and Innovation Committee held on 28 January 2013 (SFRIC.30/12-13).
- (c) The minutes of the meetings of the Faculty of Science Research and Innovation Committee held on 14 March 2013 (SFRIC.31/12-13).
- (d) The unconfirmed minutes of the meetings of the Faculty of Science Research and Innovation Committee held on 7 May 2013 (SFRIC.32/12-13).

51/12-13 Dates of Future Meetings

REPORTED:

That the dates and venues for the Board of the Faculty of Science meetings for the academic year 2013/14 would be confirmed in due course.

Unconfirmed