

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 6 November 2013.

- Present: Professor P A Thomas (in the Chair), Professor R Ball, Professor S Banerji, Mr I Carson, Dr J Cave, Dr A I Cristea, Professor J Davey, Professor R Earle, Professor D Firth, Mr M Jarman, Professor D Leadley, Professor C-T Li, Professor E Maylor, Mr S Parr, Dr J Robinson, Professor P Scott, Professor M Shipman, Professor J Q Smith, Professor C Sparrow, Professor N Stocks, Professor J Tresilian, Professor M Wills, Dr D Wood.
- Apologies: Professor K Ball, Professor T Bugg, Professor A Czumaj, Professor R Dashwood, Professor D Haddleton, Professor J McCarthy, Professor A Price, Professor M Shipman, Professor O Soyer.
- In attendance: Ms R Cooper, Mrs H Ireland, Dr K Leppard (arrived 1515), Dr N Lewycky.
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ITEMS CONSIDERED BY THE COMMITTEE

1/13-14 Constitution, Membership and Terms of Reference

(a) Membership

REPORTED:

That following a number of changes to membership approved by Chair's Action, and subject to confirmation of the representatives from Mathematics to the Undergraduate and Graduate Studies Committees and one further member of the Investigating Committee Panel, that the membership of the committees within the Faculty of Science for the academic year 2013/14 was as follows:

- (i) Board of the Faculty of Science, paper BFS.01/12-13 (revised);
- (ii) Sub-Faculty of Science, paper BFS.02/12-13;
- (iii) Graduate Studies Committee of the Board of the Faculty of Science, paper BFS.03/12-13 (revised);
- (iv) Faculty of Science Information Technology Committee, paper BFS.04/12-13;
- (v) Faculty of Science First Year Board of Examiners, paper BFS.05/13-14;
- (vi) Examination Appeals Committee Panels, paper BFS.06/12-13;
- (vii) Other Committees with representatives from the Faculty of Science, paper BFS.07/13-14 (revised).

RESOLVED:

- (viii) That the membership list for the First Year Board of Examiners (paper BFS.05/13-14) would be finalized at the Summer term meeting of the Board of the Faculty of Science.

(b) Terms of Reference

REPORTED:

That Statute 17(4) states that the Board of each Faculty shall have the following powers and functions:

- (i) To regulate, subject to these Statutes and the Ordinances and Regulations and to review by the Senate, the teaching, curricula and examinations in the subjects prescribed for the Faculty;
- (ii) To recommend to the Senate examiners for appointment;
- (iii) To make recommendations to the Senate for the award of Degrees (other than Honorary Degrees), Diplomas, Certificates and other distinctions in the subjects prescribed for the Faculty;
- (iv) To recommend to the Senate Sub-Faculties and Departments to be constituted by the Council;
- (v) To delegate to the Sub-Faculties such matters as are deemed appropriate;
- (vi) To appoint members of the Board of the Faculty to be members of the Senate as provided for under Statute 15;
- (vii) To discharge such other functions as the Senate may from time to time determine.

RECOMMENDED:

That Statute 17(4)(v) is amended to state "To delegate to the Sub-Faculties Sub-Committees such matters as are deemed appropriate".

2/13-14 Minutes of the Last Meeting

CONSIDERED:

The minutes of the meeting of the Board of the Faculty of Science held on 22 May 2013.

RESOLVED:

That the minutes of the meeting of the Board of the Faculty of Science held on 22 May be approved.

3/13-14 Matters arising on the Minutes

(a) Central Timetable

REPORTED:

- (i) That Professor Shipman had not received any issues or concerns from members of BFS following the discussion of this item at the meeting on 22 May 2013;
- (ii) That the proposals for the new methodology would be considered by the Equality and Diversity Committee at the next meeting of that Committee;

RESOLVED:

- (iii) That the Senior Assistant Registrar (Space Management and Timetabling) would be invited back to the Board of the Faculty of Science (February 2014) to update the Board about progress;

- (iv) That Departments would ensure that their requirements are being fed into the process via the Faculty's representative on the Working Group;

RECOMMENDED (to the Pro-Vice Chancellor, Professor L Young):

- (v) That the Faculties are given insight as soon as possible into the new methodology;
- (vi) That clarification about the consultation process, and relevant timescales, is provided to Faculties.

(b) Name Change of the Sub-Faculty of Science

REPORTED:

That, at its meeting of 12 June 2013, Senate approved that the name of the Sub-Faculty of Science be changed to "Faculty of Science Undergraduate Studies Committee" (acronym SUGS).

(c) Election of Board Members to the Senate

REPORTED:

That, following the Board's meeting on 22 May 2013, the Head of the School of Engineering had accepted the nomination by the Chair of the Board of the Faculty of Science, and had subsequently been appointed to the vacant Senate position.

4/13-14 Chair's Action

REPORTED:

That the Chair, acting on behalf of the Board of the Faculty of Science, had:

- (a) Approved the changes to membership of the Faculty Committees during the summer period;
- (b) Appointed three Chairs of Undergraduate Appeals Committees, and two full Appeals Committees from the Undergraduate Appeals Committee Panel to consider appeals from first year students required to withdraw following the September resit First Year Board of Examiners meeting.

5/13-14 Appeals

REPORTED:

- (a) That there had been a larger number of appeals against decisions of FYBOE to withdraw students than had been seen in previous years;
- (b) That many of the cases were not taken to full appeal because students could not provide good reasons why evidence of mitigating circumstances had not been provided before the exam board meeting;
- (c) That it appeared that there may be some work to do to ensure that all staff, and particularly personal tutors, are aware of the procedures for appeals;

- (d) That there is a tension sometimes in the perceived dual role that a Department plays in the process: both advocate to the student and representative of the University;

RESOLVED:

- (e) That the Board thanked all those who contributed to the FYBOE appeals process in October and November, particularly the Chairs of panels;
- (f) That the specifics of the cases this year would be considered to see if there were any lessons which could be learned and passed on to staff and students in order to avoid similar numbers of non-upheld appeals next year.

6/13-14 Chair's Business

(a) Faculty of Science Advisory Board

REPORTED:

- (i) That the summer term meeting of the Science Faculty Advisory Board took place on 3 June 2013;
- (ii) That, while the future form and terms of reference for advisory boards is considered, the Science Faculty Advisory Board December meeting will not go ahead this year;
- (iii) That members who have completed their three year term will be contacted shortly to be asked if they wish to continue serving on the Advisory Board.

RECEIVED:

The report from the 3 June 2013 meeting of the Science Faculty Advisory Board (paper BFS. 9/13-14).

(b) Faculty Budgets/Special Projects

REPORTED:

- (i) That £2,500 was committed to support the Science and Survival Schools event on 10 December 2013;
- (ii) That £14,000 was committed to support attendance at the Big Bang event which will take place in March 2014;
- (iii) That £10,000 was committed for the design of the Science Faculty webpages and the recruitment of a part-time digital communications officer.

(c) Faculty of Science Webpages

RECEIVED:

An oral report from the Secretary about the proposed design and progress on development of the Faculty webpages.

CONSIDERED:

- (i) The proposed design of the Faculty webpages;
- (ii) A proposal to 'top and tail' the departmental webpages with a link to the Faculty of Science home page, together with a border with links to the other departments in the Faculty.

RESOLVED:

- (iii) That the proposals for the design of the Faculty of Science webpages be developed, keeping in mind the mobile user when the borders are being designed, and ensuring that there is no duplication of content already on the University webpages, especially in the areas of research and admissions;
 - (iv) That departments would be happy to have the 'top and tail' links to the Faculty of Science homepage with the exception of Statistics and Engineering;
 - (v) That consideration would be given to developing a Faculty of Science directory of research groups.
- (d) Faculty of Science Thesis Prizes

CONSIDERED:

A proposal to create Faculty Thesis Prizes of £500 to be offered by each Department to their best thesis, which could be offered in addition to Departmental Thesis prizes.

RESOLVED:

- (i) That the Chair of the Board of the Faculty of Science would circulate the Chemistry Thesis Prize documentation which would inform the Faculty Prize model;
 - (ii) That Departments would let the Chair of the Board of the Faculty of Science know as soon as possible if they wished to award a Faculty Thesis Prize;
 - (iii) That a prize of £500 would be awarded by Departments early in the new year for students who had submitted their thesis in the previous year;
 - (iv) That a prize evening, with presentations, would be explored, to take place in the summer term with alumni and current PhD students invited to attend.
- (e) Athena Swan

REPORTED:

- (i) That the University has been awarded the silver award.
- (ii) That WMG has been awarded the bronze award.

(f) Senior Women's Network

REPORTED:

That the Term 1 meeting of this cross-faculty network took place on 28 October 2013.

07/13-14 Institutional Teaching and Learning Review Update

REPORTED:

That the Faculty of Science Joint Degrees Working Group took place on 24 September 2013.

RECEIVED:

The Board of the Faculty of Science Response to the Joint Degrees section of the Faculty Engagement Report, paper BFS.10/13-14 (copy attached).

CONSIDERED:

The report from the Joint Degrees Working Group, paper BFS.10/13-14.

RESOLVED:

That the report be submitted in the next Faculty report to Senate.

8/13-14 Faculty Forums

(a) Employability Forum

REPORTED:

- (i) That the Employability Forum had its first meeting on 4 June 2013, and discussed a number of issues including placement learning, careers event planning and sharing good practice (BFS.11/13-14 (copy attached)).
- (ii) That the Employability Working Group would hold its first meeting of 2013/14 on 8 November 2013.

(b) Distinctiveness Forum

REPORTED:

That the Distinctiveness Forum would hold its first meeting of 2013/14 in November/December 2013.

(c) WP Forum

RECEIVED:

An oral report from the Secretary to the Board of the Faculty of Science about the 10 December 2013 Science and Survival Schools event.

9/13-14 University Research Centres

Centre for Law, Governance and Regulation of the Global Economy

CONSIDERED:

A proposal from the School of Law to establish a new University Research Centre for Law, Governance and Regulation of the Global Economy, as set out in paper RC.12/13-14.

RECOMMENDED (to the Research Committee):

That the new University Research Centre for Law, Governance and Regulation of the Global Economy be established, subject to further clarification about the funding arrangements and clarification on the governance side whether a Centre can be part of another Centre.

10/13-14 Review of Faculty Research Centres

RECEIVED:

Paper BFS.12/13-14 setting out details for the review of the following University Research Centres relevant to the Faculty of Science:

- (a) Centre for Fusion, Space and Astrophysics (CFSA);
- (b) Mathematics Research Institute.

CONSIDERED:

Evidence, as set out in paper BFS.12/13-14, that the Centres provide added value, contribute to the University Strategy and are sustainable in the long term:

RECOMMENDED (to Physics):

- (c) That further information is provided about the financial sustainability of CFSA in the long term;

(to Mathematics)

- (d) That consideration is given to addressing those issues about constitution and governance that were raised by the Department themselves in the proforma;

(to Research Committee):

- (e) That the Board of the Faculty of Science considered both Research Centres to be adding value over and above individual research groups or departments, and should be sustained in the long term.

11/13-14 Assessment and Feedback

- (a) Assessment Strategies

REPORTED:

- (i) That a Working Group of the Academic Quality and Standards Committee (AQSC) was established to develop a University Assessment Strategy following the cessation of the 50% rule, approved by Senate in July 2013;
- (ii) That the draft University Assessment Strategy was considered by AQSC at its meeting on 6 November 2013;

- (iii) That following discussion at the meeting of AQSC on 6 November, departments no longer need to submit their own assessment strategy by 10 January 2014, but will be given a longer timeline by which to complete this work;
- (iv) That detailed guidance was issued to departments when the request was sent to Heads of Departments on 23 October 2013 and new guidance would be sent out following the meeting of AQSC;
- (v) That a revised draft University Assessment Strategy will be considered by AQSC and the agreed version will be sent to Senate for approval in January 2014.

12/13-14 Timeliness Report for Term 3

RECEIVED:

A composite report on timeliness of feedback on assessments submitted during the Spring term 2012-13 across the Faculty of Science, paper BFS.8/13-14.

CONSIDERED:

The higher number of non-compliant postgraduate modules, as compared to undergraduate modules.

13/13-14 Faculty of Science Learning and Teaching Showcase Events

RECEIVED:

An oral report from the Chair of the Sub-Faculty of Science on the Faculty of Science Learning and Teaching Showcase Events.

REPORTED:

- (a) That the Faculty of Science, in collaboration with the Learning and Development Centre, would run a new series of Faculty-based Teaching and Learning Showcase events for the academic year 2013/14;
- (b) That these events would take place on 13 November 2013, 19 February 2014 and a further date to be arranged in week 3 or 4 in the Summer term 2014;
- (c) That the event to be held on 13 November 2013 would focus on assessment and feedback.

14/13-14 Bids for Matched Funding for Studentships 2014/15

TO REPORT

- (a) That there was a new procedure proposed for the allocation of matched funding of scholarships for 2014/15, including an application form (paper BFS.13/13-14).
- (b) That the deadline for applications would be 22 November 2013.

RESOLVED:

That, while welcoming the intention underlying this request to create a space in the budget for this funding, that the Chair of the Board of the Faculty of Science would seek further clarification from the Academic Registrar about the process.

15/13-14 Rollout of Windows 7

RECEIVED:

An oral update from the chair of the Science Faculty IT Committee on the rollout of Windows 7.

REPORTED (by the Chair of SFITC):

That no outstanding problems were raised by members of SFITC at the meeting on 16 October 2013.

16/13-14 Information Security Framework e-learning Module

REPORTED:

That all members of Senate have been asked to undertake this e-learning module.

CONSIDERED:

The importance of good communications between ITS and the userbase when establishing new mechanisms for information security.

RECOMMENDED (to IPSC):

That where responsibility for Information Security lies should be clearly articulated and communicated to departments and sections.

RESOLVED:

- (a) That the Chair of SFITC would contact the Director of Campus Services to ask how the Faculty would be kept informed about developments and changes to information security policy.
- (b) That the Chair of SFITC would report back to the Faculty Board at its next meeting in February 2014.

17/13-14 Electronic Circulation of BFS Papers

CONSIDERED:

A proposal that the Board's paperwork would be circulated electronically, with an option to 'opt in' to paper circulation if preferred.

RESOLVED:

That from January 2014, the Board of the Faculty of Science would move to electronic circulation, with an option to 'opt in' to paper circulation for those preferring to continue to receive hard copy papers.

18/13-14 Report from the Graduate Studies Committee

RECEIVED:

- (a) The minutes of the meeting of the Graduate Studies Committee of the Board of the Faculty of Science held on 23 October 2013.
- (c) An oral report from the Chair of the Graduate Studies Committee of the Board of the Faculty of Science.

RESOLVED:

That any Departments with any issues to raise with the Board of Graduate Studies as a result of the strategic priorities paper (BGS.5/13-14), would contact the Chair of the Graduate Studies Committee of the Board of the Faculty of Science.

ITEMS REPORTED AND APPROVED WITHOUT FURTHER DISCUSSION

19/13-14 Report from the Faculty of Science IT Committee

RECEIVED:

The minutes of the meeting of the Faculty of Science IT Committee held on 16 October 2013.

20/13-14 Report from the Undergraduate Studies Committee

RECEIVED:

The minutes of the meeting of the Undergraduate Studies Committee of the Board of the Faculty of Science held on 16 October 2013.

21/13-14 Report from the Faculty of Science Research and Innovation Committee

RECEIVED:

The minutes of the meetings of the Faculty of Science Research and Innovation Committee held on 7 May 2013.

22/13-14 Dates of Future Meetings

REPORTED:

That the future meetings of the Board of the Faculty of Science in the academic year 2013/14 would be held on the following dates:

Wednesday 12 February 2014, 09.30 – 11.30am, CMR1.0, University House
Wednesday 21 May 2014, 09.30 – 11.30am, CMR1.0, University House