

**UNIVERSITY OF WARWICK**

**FACULTY OF SCIENCE**

Board of the Faculty of Science

There will be a meeting of the Board of the Faculty of Science on Wednesday 26 May 2010 at **2.00pm** in **The Council Chamber, University House**.

JF Baldwin  
Registrar

**Note: Questions on agenda items or apologies should be directed to the Secretary of the Committee, Stephen Williams (ext. 28143 or [Stephen.Williams@warwick.ac.uk](mailto:Stephen.Williams@warwick.ac.uk)) or the Assistant Secretary, Helen Neal (ext. 51176 or [H.J.Neal@warwick.ac.uk](mailto:H.J.Neal@warwick.ac.uk)).**

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**AGENDA**

1. Minutes

TO CONSIDER:

The minutes of the meeting of the Board of the Faculty of Science held on 10 February 2010 (copy attached).

2. Matters arising on the Minutes

(a) Changes to Constitution (minute BFS.47(a)/08-09 refers)

TO REPORT:

That at its meeting on 17 March 2010 the Senate recommended to the Council that revisions be made to University governing instruments including Ordinance 7 on the constitution of Faculty Boards to remove the requirement for members of Faculty Boards to be full-time/permanent members of staff. This recommendation will be considered at the next meeting of the Council on 19 May with a view to being confirmed at its meeting in July.

(b) Fees for Intercalated Years (minute BFS.47(c)/08-09 refers)

TO REPORT:

That the Fees Working Group at its meeting on 29 April 2010 (minute 21/09-10 refers):

- (i) Considered a paper presenting data on the comparative take-up of ICY/Optional Year Out schemes between departments and details of the fees payable by students taking a year abroad through formal student exchange schemes, with a view to informing recommendations on the future of the University's current policy on the fees chargeable for an intercalated year (paper FWG.9/09-10).
- (ii) Reported that the data presented in paper FWG.9/09-10 did not appear to provide conclusive evidence for a significant cross-departmental decline from 2007/08 in the numbers of students opting to take an industry-related year out, nor a corresponding increase in the numbers of students opting for an optional year out under the newly-established voluntary year abroad scheme.

- (iii) Resolved that, in the light of the information presented in paper FWG.9/09-10 and in discussion at the meeting, the current fee structure for students undertaking an intercalated year abroad be retained.

3. Changes to Constitution

TO CONSIDER:

The draft constitution for Warwick Systems Biology (paper BFS.23/09-10, copy attached) along with a covering note from the Centre Director (paper BFS.24/09-10, copy attached).

4. School of Life Sciences

TO RECEIVE:

- (a) An oral update on the School of Life Sciences from the Chair of the Board of the Faculty of Science.
- (b) An oral report on the Crop Centre from the Deputy Chair of the Board of the Faculty of Science.

5. Report from the Sub-Faculty

TO RECEIVE:

The minutes of the meeting of the Sub-Faculty of Science held on 12 May 2010 (copy attached).

6. Report from the Graduate Studies Committee

TO RECEIVE:

The minutes of the meeting of the Graduate Studies Committee of the Board of the Faculty of Science held on 18 May 2010 (copy attached).

7. Report from the Faculty of Science IT Committee

TO RECEIVE:

The minutes of the meeting of the Faculty of Science IT Committee held on 12 May 2010 (copy attached).

8. Report from the Faculty of Science Research and Innovation Committee

TO RECEIVE:

The minutes of the meetings of the Faculty of Science Research and Innovation Committee held on 4 February and 24 March 2010 (copies attached) and the unconfirmed minutes of the meeting held on 11 May 2010 (copy attached).

9. Review of the Implementation of the Personal Tutoring Guidelines

TO CONSIDER:

A paper from the University's Senior Tutor, Dr Stephen Lamb, on the review of the implementation of the personal tutoring guidelines (paper BFS.20/09-10, copy attached).

10. Restructure of the School of Engineering and WMG

TO RECEIVE:

A report from the Working Group on the restructure the School of Engineering and WMG (paper BFS.21/09-10, copy attached).

11. Chair's Business

TO REPORT:

- (a) That Professor Mike Shipman has now been confirmed as the next Chair of the Department of Chemistry with his appointment starting on 1 August 2010.
- (b) That the appointment process for a new Chair of the Department of Physics is underway.

TO RECEIVE:

An oral report on the Science Faculty Advisory Board meeting held on 20 May 2010.

TO CONSIDER:

A proposal to introduce a briefing session in September 2010 for new members of the Faculty Board and its sub-committees.

12. Faculty Appointments and Elections

(a) Chair of the Board of the Faculty

TO REPORT:

- (i) That the period of office of the current Chair, Professor Koen Lamberts, comes to an end on 31 September 2010, and he is not seeking re-election.
- (ii) In accordance with University Ordinance 7(4), the Board shall appoint a Chair from among its members for a period of one year, renewable.
- (iii) As set out in Regulation 2(4)(a), the Board shall elect a Chair for the following academic year at its summer term meeting.

TO CONSIDER:

The appointment from within the membership of the Board of a Chair of the Board of the Faculty of Science for the period from 1 October 2010 through to 30 September 2011.

NOTE: If there are any queries in relation to the election of the Chair of the Faculty Board, please contact either Professor Lamberts or the Secretary to the Board, Stephen Williams.

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

TO CONSIDER:

The proposed constitutions and nominations for memberships of the following committees for the academic year 2010/11:

- (i) Board of the Faculty of Science, paper BFS.25/09-10 (copy attached).
- (ii) Sub-Faculty of Science, paper BFS.26/09-10 (copy attached).
- (iii) Graduate Studies Committee of the Faculty of Science, paper BFS.27/09-10 (copy attached).
- (iv) Faculty of Science Information Technology Committee, paper BFS.28/09-10 (copy attached).
- (v) First Year Board of Examiners, paper BFS.29/09-10 (copy attached).
- (vi) Undergraduate and Graduate Appeals Committee Panels, paper BFS.30/09-10 (copy attached).

(c) Membership of the Faculty on other Committees

TO CONSIDER:

Representation of the Faculty on other University Committees BFS.31/09-10 (copy attached).

(d) Representatives on the Senate

TO REPORT:

- (i) That the continuing members of the Senate appointed by the Board of the Faculty of Science are as follows:

Professor J Seville (2011)	School of Engineering
Professor T Jones (2012)	Department of Chemistry

- (ii) That there will be four vacancies for members of the Board of the Faculty of Science to represent the Board on the Senate from 1 August 2010 as the following appointments will end on 31 July 2010:

Professor M J Cooper (Physics)  
Professor A Easton (Biological Sciences)  
Professor J Hutton (Statistics)  
Professor C Sparrow (Mathematics)

- (iii) That the following call for nominations was sent to members of the Board on 30 April 2010 with the deadline for nominations being noon on 18 May 2010:

As per Regulation 2.2, I am hereby calling for nominations to represent BFS on the Senate for the period from 1 August 2010 to 31 July 2013.

Nominations must come from among the 2010/11 membership of the Board of the Faculty of Science. Any member of the Board of the Faculty is eligible to be appointed to represent the Board on the Senate, provided that, in

accordance with the provisions of Statute 19(1), the majority of the representatives appointed by the Board shall be Professors and Chairs of Departments. Candidates must be nominated and seconded by members of the Board, with the written consent of the nominee.

If more than four nominations are received, we will hold a ballot of members of the Board at the meeting of BFS on 26 May 2010.

- (iv) That the following four nominations had been received by the Secretariat by the deadline of 18 May 2010:

Professor A Czumaj	Department of Computer Science
Professor S Jacka	Department of Statistics
Professor M Shipman	Department of Chemistry
Professor C Sparrow	Warwick Mathematics Institute

TO CONSIDER:

The appointment of representatives of the Board on the Senate for the period 1 August 2010 to 31 July 2013

13. Directorships of University Research Centres

TO CONSIDER:

A request to allow the Chair of the Board of the Faculty of Science to approve the appointment of Directorships of University Research Centre over the summer as set out in paper BFS.22 /09-10 (copy attached).

14. Course and Module Approval Processes

TO CONSIDER:

The recommendations on Course and Module Approval Processes arising from the meeting of the Academic Quality and Standards Committee held on 20 May 2010, paper BFS.32/09-10 (to follow).

15. SSLC Annual Reports

TO REPORT:

- (a) The following was reported at the AQSC meeting held on 4<sup>th</sup> February 2010 (AQSC 38/09-10, copy attached):

- i) 46/09-10 SSLC annual reports

CONSIDERED:

The following reports drafted by the Education Officer, Students' Union, on behalf of the SSLC Coordinators:

- (a) Undergraduate SSLC annual summary report, paper AQSC 38/09-10;  
(b) Postgraduate SSLC annual summary report, paper AQSC 39/09-10.

REPORTED (by the President of the Students' Union):

That the practice recently introduced by IT Services of advertising the location of available PC terminals had been welcomed by students.

RESOLVED:

(c) That to function effectively, the personal tutoring system required adequate resource, noting that in some departments members of academic staff were allocated a larger number of personal tutees, which could have an impact on the availability of personal tutors.

(d) That the Committee's views on the importance of resourcing the personal tutoring system be passed to the Constitutional Advisory Group and copied to the Senior Tutor.

(e) That the Education Officer provide the Chair with details of the outcomes of recent student focus groups on feedback on assessed work, for consideration by the 'Aston Group' looking at approaches to assessment feedback (minute 41(b)/09-10 refers)

(f) That the Education Officer provide a report to a future meeting of the Committee on course costs in addition to tuition fees.

(g) That the SSLC summary reports, papers AQSC 38 and 39/09-10, be considered by the Boards of Undergraduate and Graduate Studies, Faculty Boards and the Students' Union Liaison Group, and forwarded to relevant administrative and service departments.

(h) That the Education Officer be invited to draft a short summary of issues raised in the reports and actions taken, for circulation to students.

TO CONSIDER:

- (a) The SSLC Undergraduate Report 2008/09 (AQSC.38/09-10, copy attached)
- (b) The SSLC Postgraduate Report 2008/09 (AQSC.39/09-10, copy attached)

16. Annual Course Reviews

TO CONSIDER:

The summary report on the Postgraduate Taught annual course reviews for 2008-09 from across the Faculty of Science (paper SGS.93/09-10, copy attached).

17. Strategic Departmental Reviews

TO REPORT:

That the Strategic Departmental Review of Chemistry took place from 16 – 18 February 2010 and that the Review report and preliminary action plan were given provisional consideration by Steering Committee on 10 May and that the Department's response would be heard at Steering Committee on 24 May 2010.

18. Items to be brought to the Senate

TO CONSIDER:

Whether there are any specific issues which the Board of the Faculty wishes to refer to the Senate for consideration.

19. Dates of Future Meetings

TO REPORT:

- (a) That dates for meetings of the Board of the Faculty of Science for the academic year 2010/11 have not yet been confirmed by the University;
- (b) That dates for meetings of the Board of the Faculty of Science for the academic year 2010/11 will be circulated by the Secretariat as soon as they become available.

20. Any Other Business

21. Reserved Items

See separate agenda (copy attached) for academic members of the Board of the Faculty only.

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