

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 2 November 2005 at 2:30pm in the Council Chamber, University House.

CE Charlton
University Secretary

Note: Questions on agenda items or apologies for this meeting should be directed to the Secretary of the Committee, Jonathan Wylie (ext. 22760 or jonathan.wylie@warwick.ac.uk) or the Assistant Secretary, Kerry France (ext. 24773 or k.france@warwick.ac.uk).

AGENDA

1. Constitution, Membership and Terms of Reference

TO REPORT:

(a) Constitution and Membership

The constitution and membership of the following committees within the Faculty of Science for the academic year 2005/06:

- (i) Board of the Faculty of Science (BFS.16/03-04(revised 3), copy attached).
- (ii) Sub-Faculty of Science (BFS.17/03-04(revised 3), copy attached).
- (iii) Graduate Studies Committee of the Faculty of Science (BFS.18/03-04(revised 3), copy attached).
- (iv) Faculty of Science Information Technology Committee (BFS.19/03-04(revised 3), copy attached).
- (v) First Year Board of Examiners (BFS.20/03-04(revised 3), copy attached).
- (vi) Examination Appeals Committee (BFS.21/03-04(revised 3), copy attached).
- (vii) Other Board Elections (BFS.22/04-05(revised 3), copy attached)

(b) Terms of Reference

That paragraph 4 of Statute 21 stated that the Board of each Faculty would 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 19.
- (vii) To discharge such other functions as the Senate may from time to time determine.

(c) Deputy Chair

TO CONSIDER:

- (i) The creation of the position of Deputy Chair of the Board of the Faculty of Science.
- (ii) The nomination of Professor Andrew Easton to the position of Deputy Chair of The Board of the Faculty of Science.

2. Minutes

TO CONSIDER:

- (a) The minutes of the meeting of the Board of the Faculty of Science held on 25 May 2005 (copy attached).
- (b) A report from the extraordinary meeting of the Board of the Faculty of Science held on 5 October 2005 (BFS.1/05-06, copy attached).

3. Matters arising on the Minutes

Faculty of Science: Seymour Formula; Formula Marking Scheme (BFS minute 41/04-05 refers)

TO REPORT:

That the Academic Quality and Standards Committee, at its meeting of 8 June 2005, resolved (AQSC minute 113/04-05 refers):

- (a) That the strong support within the Faculty of Science for permitting credit overloads and recognising them in degree classification through the Seymour Formula be noted;
- (b) That the strong support of the Language Centre for permitting and recognising credit overloads be noted;
- (c) That it be noted that the Faculty of Science was not opposed in principle to formula marking schemes;
- (d) That questions around credit overloads, the Seymour Formula and formula marking be considered along with assessment conventions by the Assessment Conventions Working Group.

4. Chair's Business

TO REPORT:

(a) Faculty Advisory Board

TO RECEIVE:

- (i) An oral report from the Chair on the Faculty Advisory Board and visits to the University by members.
- (ii) The membership of the Faculty of Science Advisory Board along with brief biographical information.

(b) Departmental Governance

- (i) That the senate, at its meeting of 29 June 2005, considered (Senate minute 101/04-05 refers) revised proposals from the Working Group established by the Steering Committee to consider matters relating to the governance of academic departments (S.62/04-05) together with an oral report from the Deputy Vice-Chancellor and recommended:
 - (A) That the procedure for selecting and appointing Chairs of Department be revised to reflect the realities of the dual managerial and collegial responsibilities of the post.
 - (B) That Chairs of Department be appointed normally for a five-year term of office, renewable for one further period.
 - (C) That the roles, responsibilities and accountabilities of Chairs of Departments be clarified including good practice guidance on departmental decision-making structures.
 - (D) That the governance structures of departments and schools be amended to be more inclusive, recognising the vital contribution made by teaching-only, research-only and support staff and the need for an element of transparency in decision making processes.
 - (E) That the role of Professor Responsible be discontinued and that the responsibilities currently held by the Professor Responsible normally be carried out by the Chair of Department, who should normally be a Professor.
 - (F) That support in skills and techniques in leadership and management be more widely available to Chairs of Department and that there be a more systematic approach to the succession planning and induction of new Chairs than is the case at present, including the provision of mentors if requested.
 - (G) That the rewards and incentives for carrying out the task of chair be revised so that the posts are more attractive than is the case at present.
 - (H) That the nature and structure of administrative support for Chairs of Departments be reviewed by the Academic Resourcing Committee with particular focus on medium-sized and small departments.

- (i) That proposed revisions to University Ordinances 11 and 12 and University Regulation 1 to support the implementation of the above recommendations of the Working Party on Departmental Governance be approved as set out in paper S.62/04-05.
- (ii) That the Council at its meeting of 19 July 2005 resolved (Council minute 93/04-05 refers) that proposed amendments to the following University Regulations be approved as set out in paper C.69/04-05 subject to their being reviewed to ensure that they accommodate all proposed changes to the titles of Chairs of Academic Departments arising from proposed amendments to Ordinances 11 and 12 (minute 92/04-05 above refers):
 - (A) 1 Regulations for the Implementation of the Procedures set out in Paragraph 5 of the Ordinance on the Appointment of Chairs of Departments
 - (B) 8.10 Regulations for the Degrees of Bachelor of Medicine and Bachelor of Surgery (MBChB) (4 and 5 year)
 - (C) 11 Regulations Governing the Procedure to be Applied in the Event of Suspected Cheating in a University Test.
 - (D) 14 Regulations Governing Higher Degrees (Provisions Applying to the Degree of PhD)
 - (E) 16 Regulations Governing Examiners for Higher Degrees
- (c) Governing Instruments Committee

TO REPORT:

That the Council, at its meeting of 9 July 2005, considered (Council minute 81/04-05 refers) proposed changes to the University Charter and Statutes arising from the introduction of the new University governance model approved by the Senate and the Council at their meetings in the Spring term 2004/05 (C.57/04-05) and resolved that, for the first time, and in accordance with clauses 24 and 25 of the University Charter:

- (i) the proposed changes to the University Charter and Statutes arising from the introduction of the new University governance model approved by the Senate and the Council at their meetings in the Spring term 2005 be approved as set out in paper C.57/04-05.
- (ii) Statute 26 governing Congregation be revised to enable the conferral of University degrees by the Senate and to provide for the presentation of graduates for the award of a University

(d) Academic Satisfaction Review 2005

TO REPORT:

That the senate, at its meeting of 29 June 2005, considered (Senate minute 103(a)/04-05 refers) a report from the Academic Quality and Standards Committee on its consideration of the Research Report prepared by QUAD Research on the Academic Satisfaction Review 2005, The Student Experience (AQSC 84/04-05) and a covering note prepared by Mr K Mohaddes, Deputy President and Education Officer of the Students' Union (AQSC 85/04-05) and resolved:

- (i) That the Academic Satisfaction Review henceforth be carried out with undergraduate students biennially.
- (ii) That the Academic Satisfaction Review continue to be carried out with taught postgraduate students annually.
- (iii) That the frequency of the Academic Satisfaction Review for research postgraduates be determined following the completion of the 2005 survey with this group of students.
- (iv) That in the interests of transparency and usefulness the results of the Academic Satisfaction Review 2005 be published on a dedicated page on the Warwick website in the following three categories:
 - (A) Overall Evaluations (Section 5 of the Tables of Results for both Undergraduates and Postgraduates)
 - (B) Tables of Results for Undergraduates and Postgraduates for the various sections of the survey, along with guidance on interpreting the results.
 - (C) The full report.
- (e) PSRB Visits

TO REPORT:

That the Academic Quality and Standards Committee at its meeting of 8 June 2005, resolved (AQSC minute 103/04-05 refers):

- (i) That the Department of Physics be congratulated on the successful outcomes of the accreditation visit by the Institute of Physics on 5 May, outlined in paper AQSC 82/04-05.
- (ii) That the Department of Chemistry be congratulated on the successful outcomes of the accreditation process by the Royal Society of Chemistry in January 2005.

- (f) Warwick in Asia

TO RECEIVE:

An oral report from the chair of the current activities in the University regarding Warwick in Asia in the light of the decisions of Senate and Council.

- (g) RAE 2008

TO RECEIVE:

An oral report from the chair of the current activities in the University regarding RAE 2008.

5. Report from the Sub-Faculty

TO RECEIVE:

The minutes of the meeting of the Sub-Faculty of Science held on 19 October 2005, 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 19 October 2005, copy attached.

7. Report from the Faculty of Science Research Committee

TO RECEIVE:

An oral report from the chair of the Faculty of Science Research Committee.

8. Report from the Faculty of Science IT Committee

TO RECEIVE:

The minutes of the meeting of the Faculty of IT Committee held on 12 October 2005.

9. Centre for Scientific Computing

TO CONSIDER:

A proposal from the Director of the Centre for Scientific Computing on sustaining the computing infra-structure at the Centre (paper BFS.2/05-06, copy attached).

10. Centres for NMR, Mass Spectroscopy and High Field Magnetic Resonance

TO CONSIDER:

A proposal from the Directors of the Centres for NMR and mass spectroscopy about their discontinuation and replacement by a new High Field Magnetic Resonance Centre. (paper BFS.3/05-06, to be tabled).

11. Items for discussion at future meetings of the Board

TO CONSIDER:

Any items to be brought forward for discussion at future meetings of the Board.

12. 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.

13. Future Meetings and Deadline for Papers:

TO REPORT:

- (a) That the future meetings of the Board of the Faculty in the academic year 2005/06 would be held on the following dates:

Spring Term – Wednesday 8 February 2005, 2.00pm

Summer Term – Wednesday 24 May 2005, 2.00pm

- (b) That the deadline for the receipt of papers is 12 noon six working days preceding each meeting of the Board of the Faculty.

14. Any Other Business

15. Reserved Items

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

JCW/KF/BFSAgenda3Nov04