

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
Thursday 31 May 2018

Present: Professor M Shipman (Chair), A Baker, Professor R Ball, Professor S Banerji, Dr D Britnell, Professor G Brown, Professor L Frigerio, Dr M Gifford, Professor L Green, Professor J Greenlees, Dr N d'Ambrumenil, Professor R Goodwin, H Koestler, B Kynman, Professor D Leadley, Dr L Ranko, Professor R Roemer, Professor T Mottram, Dr F Schlaghecken, Professor M Steel, Dr H Toner, Professor D Towers, Dr C Vernon, Professor M Ward, Dr J Warren, Dr D Wood.

Apologies: Professor F Camilletti, Professor C Davies, Professor C Warhurst.

In attendance: L Hasler (Secretary), C Lewis (item 7 only), N Islam.

32/17-18 Minutes

CONSIDERED:

The minutes of the meeting of the Board of the Faculty of Science held on 14 February 2018 (BFS.13/17-18).

RESOLVED:

That the minutes of the meeting of the Board of the Faculty of Science held on 14 February 2018 (BFS.13/17-18) be approved, subject to amending Dr N Zygouras's department to Statistics.

33/17-18 Conflicts of Interest

REPORTED:

That, should any members or attendees of the Board of the Faculty of Science have any conflicts of interest relating to agenda items for the meeting, they should be declared in accordance with the Committee of University Chairs (CUC) Higher Education Code of Governance (2014) <http://www.universitychairs.ac.uk/publications>.

33/17-18 Matters Arising on the Minutes

REPORTED:

WATE Awards. (minute 18 g)/17-18 referred)

Congratulations were extended to the four members of Faculty on the shortlist for a Warwick Award for Teaching Excellence this year:

Dr Russ Kitson (Chemistry)

Professor Mark Newton (Physics),
Dr Ian Tuersley (WMG)
Dr Phil Young (School of Life Sciences).

Congratulations were also extended to postgraduate research students shortlisted for a WATE:

Hannah Bridgewater (Life Sciences/Chemistry)
Nat das Neves Rodrigues (LDC/Chemistry)
Steven Day (WMG)
Daniel Mayoh (Physics)
Callum Thornton (Engineering)

34/17-18 Faculty Appointments and Elections for 2018/19

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

CONSIDERED:

A recommendation by the Vice-Chancellor that Professor Mike Shipman be reappointed as Chair of the Board of the Faculty of Science for the 2018/19 academic year, accompanied by an oral report from Dr Friederike Schlaghecken, Deputy Chair of the Board of the Faculty of Science.

RESOLVED:

That Professor Shipman should be reappointed as Chair of the Board of the Faculty of Science for the 2018/19 academic year.

(b) Faculty Representation on the Senate

REPORTED:

That as a result of Professor David Leadley's term of office expiring in July 2018, there would be one, three-year vacancy on Senate for a representative member of the Board of the Faculty of Science; that any member of the Board of the Faculty for the following year was eligible to be appointed to represent the Board of the Senate; that nominations were invited and if these were equal to the number of vacancies, no ballot would be required. Nominations were requested via a [webform](#) by **14 June 2018**.

Current Representatives:

Dr Dave Britnell (Engineering) (2019)
Professor Claire Davis (Warwick Manufacturing Group) (2019)
Professor Robin Goodwin (Psychology) (2020)
Professor Laura Green (Life Sciences) (2019)
Professor Mike Ward (Chemistry) (2020)

(c) Membership of the Board and its Sub-Committees, and Faculty Representation on Other Committees

REPORTED:

- (i) That membership had been updated as far as possible ((BFS.14/17-18), although that as a result of changes in leadership in the Department of Statistics, committee memberships could not be confirmed for the time being. In light of this, that the appointment or recommendation to any vacancies be approved by the

Chair on behalf of the Board during the summer months, and circulated to the Board for approval by correspondence.

35/17-18 Chair's Action

Faculty Thesis Prizes

TO REPORT:

That the Chair, acting on behalf of the Board, had approved the Department judging panels for the Faculty Thesis Prizes and some reconfiguration of the size and number of awards; that departments had run a rigorous selection process and that prizes would be awarded at the Faculty end of year event.

36/17-18 Chair's Business

REPORTED:

(a) Solid-State NMR Spectrometer

The Chair offered his congratulations to colleagues involved in the acquisition of the UK's first 1 GHz solid-state NMR spectrometer, which represented an investment by the EPSRC of £8M.

(b) Appointment to Council of the BBSRC

The Chair offered his congratulations to Professor Laura Green, Pro-Vice-Chancellor (Research), who has been appointment to the Council of the BBSRC.

(c) University Awards

It was reported that several members of Faculty had been recognised in the most recent University Awards. Congratulations were extended to Dr Nick Barker (Chemistry) for Public Engagement, the Interface Polymers Team (Chemistry and Warwick Ventures) for Research Contribution, the International Biology Olympiad Team (Life Sciences) for Global Contribution, and SMaRT project team (Psychology) for Outstanding Team.

(d) Institutional League Tables

It was reported that the standing of some of the Faculty's departments in the UK Complete University Guide league table 2018 was impressive: Mathematics, Computer Science and Engineering all ranked 5th in the UK, and Chemistry 7th.

(e) Academic Promotions

It was reported that the Senate had approved a new framework for academic promotions that will be implemented for the 2018-19 promotions round, and that this now recognised the contribution and performance across a wider range of academic activity.

(f) EPSRC Centre for Doctoral Training Call

It was reported that eight of the bids submitted by the University had been shortlisted, with a further three as a co-applicant.

(g) British Science Association Festival 2019

It was confirmed that the University had signed a memorandum of agreement regarding hosting the Festival in September 2019, and this would provide an excellent opportunity for the Faculty to showcase its research to a wide audience.

(h) 'Size and Shape' Work

It was confirmed that the University Council had approved the proposed future 'size and shape' of the University with respect to students numbers (up to 34,000 by 2030), and noted that STEM was expected to grow more than other disciplines; investment in capital would need to follow this commitment.

37/17-18 Campus Master Planning

REPORTED:

That the University's strategy was to grow student numbers from circa 26k to 35k, but not all on campus and a proportion of these would be degree apprentices; that a disproportionate growth of student numbers in STEM subjects was planned in order to compensate for previous growth in other areas.

RECEIVED:

An oral report from Charlotte Lewis (Head of Strategic Programmes and Governance, Estates) and paper (BFS.15/17-18), providing an over view of the Campus Masterplanning process, and seeking input on the priorities for the Faculty of Science.

Views expressed included: the need for large capacity lecture theatres including blackboards to satisfy teaching requirements for Mathematics, Statistics and Computer Science; the need for lecture theatres to fully support lecture capture; the lack of local spaces for undergraduate students; the 'bottleneck' created by the current configuration of the departments of Physics, Chemistry and Engineering; the requirement to 'future proof' accommodation with regard to flexibility and climatic changes; the need for private space to facilitate personal tutoring in preference to large open spaces such as atria; the value of interdisciplinary spaces including laboratories; the practical difficulties of the School of Life Sciences being located so far from departments with which there was an obvious confluence, such as Chemistry; and the need for the campus to have a coherent aesthetic identity.

38/17-18 Merger of the Faculties of Science & Medicine

REPORTED:

That further to the resolution to establish a task and finish group to consider the practical implications of merging the Faculties of Science and Medicine, the group Chaired by Professor Nudds (Chair of the Faculty of Social Sciences, had met three times to consider how to assure the ongoing input of local education partners, and appropriate staff and student representation on committees.

That the Faculty budget for Science and that for Medicine would be rolled forward; that it had been agreed that studentship allocations would not be reduced; that the merger would be reviewed in three years.

CONSIDERED:

A paper summarising the recommendations of the group (BFS.16/17-18), which would be considered by Senate on 13 June 2018.

In response to some concerns regarding the balance of membership for certain committees, that Chairs of committees would be alert to any undesirable impact of change in memberships and would be responsive to this.

In response to an observation by Professor R Ball about the impact on membership of the Science Faculty Education, that it was felt that the sharing of best practice across a wider range of departments would be mutually beneficial.

RESOLVED:

To recommend the merger of the Faculties of Science and Medicine to the Senate.

39/17-18 Welcome Week 2018

RECEIVED:

The Welcome Week timetable of events (BFS.17/17-18) that would allow all students to explore the four themes of 'finding your way', 'academic induction', 'independence' and 'community building'.

REPORTED:

That whilst Warwick was following in the footsteps of most other HEIs in offering an introductory programme, Welcome Week was emerging as being distinctive in its size and scale; flexibility (as Welcome Week can be tailored to meet individual wants/needs); and in the uniformity of offer (students are 'busy' and 'free' at roughly similar times).

RESOLVED:

To ask for clarification regarding the apparent clash between an academic induction section and the sports fair, particularly the advice provided to students regarding attendance at academic inductions.

To feedback to the Welcome Team that accommodation for Welcome Week was being booked at the expense of introductory events for graduate students, which was felt to be counterproductive.

To ask the Welcome Team for clarification on whether postgraduate research students would specifically be invited to Welcome Week.

40/17-18 Big Bang Fair 2018

RECEIVED:

A paper outlining feedback and outcomes from the Faculty of Science Stand at the Big Bang Fair 2018 (BFS.18/17-18).

The Chair extended his thanks to all colleagues and students who had contributed to this successful event.

It was reported that HEIF funding of £35,869 had covered the majority of the investment of circa £37,000; that the Fair provided a useful opportunity for early career researchers to practice and develop skills in public engagement.

Several members were supportive of Warwick contributing to the Fair again in 2019, but it was noted that involvement in the British Science Festival might leave the Faculty over committed.

RESOLVED:

To defer making a decision regarding Faculty involvement with the Big Bang Fair 2019 until there was clarity regarding the implications of involvement with the British Science Festival, and relevant colleagues had been consulted.

41/17-18 Items from the Faculty of Science Education Committee

RECEIVED:

An oral report from the Chair of the Faculty of Science Undergraduate Studies Committee.

REPORTED:

(a) Exit Qualifications

It was reported that exit qualifications (Cert/Dip HE) were in the process of receiving Senate approval. There had been discussion of some of the operational detail now approved by AQSC, mainly the decision to secure external oversight via an institutional level exam board with a non-subject specific examiner after resit exam boards in September.

It had been felt by many members that this approval mechanism was insufficiently light touch, however it is custom and practice that all awards recommended to the Senate require the presence of an external examiner.

(b) Degree Apprenticeships

The committee received a guide to degree apprenticeships, in light of the current applications that are being progressed within the Faculty and the Vice-Chancellor's aspiration to increase the University's provision in this area to 10% of the student population. It was noted that degree apprenticeship provision was resource heavy, and that there are a number of implications for any department considering the pursuit of Degree Apprenticeships to be aware of, including accountability to a company, the handling of admissions through companies and not directly with applicants, and the impact of General Data Protection Regulations and Consumer Protection Law.

(c) Annual Course Review Reports

The committee had received a composite report of postgraduate research annual course review reports from across the Faculty of Science. Annual course review are now only conducted with respect to postgraduate research programmes. There was a relatively steady picture across all departments with respect to quality and admissions, to processes in place to offer support and to bring about timely submission, and many good links with employers. The key needs coming forth from most departments were space and funding.

(d) Student Engagement Coordinators

The committee had received an oral report from the Faculty's newly appointed Student Engagement Coordinators, Dr Elke Thonnes (Statistics) and Dr Ian Tuersley (Engineering), on their new roles, which are designed to help enhance and innovate in the engagement of students in governance (including Student

Staff Liaison Committees), quality enhancement and assurance, and to respond to student feedback including major surveys.

RESOLVED:

To feedback that the level of scrutiny with respect to exit qualifications was considered to be insufficiently light touch.

That following concerns expressed about the overlap in business between the Board of Graduate Studies and the Science Faculty Education Committee, and the relatively small amount of postgraduate business considered at SFEC, the Chair would seek clarification from the Academic Director (Graduate Studies).

42/17-18 National Student Survey

REPORTED:

- (i) That following the close of NSS 2018, the University had a final response rate of 78%;
- (ii) That all but one department had met the threshold response rate;
- (iii) That all departments in the Faculty of Science had been successful in achieving the threshold response rate, and that response rates within the Faculty ranged from 70% - 96%;
- (iv) That information was being collected with respect to incentives provided by departments, and that this would be summarised and shared back to departments.

43/17-18 Assessment and Feedback

RECEIVED:

A composite report on timeliness of feedback on assessments submitted during the Spring term 2017/18 across the Faculty of Science (paper BFS.19/17-18).

It was noted that some departments were not adhering as closely to the timeliness policy as others, and that the Chair of Science Faculty Education Committee was in the process of addressing this.

RESOLVED:

That the paper would be circulated and that departments should reflect on their performance.

44/17-18 Items to be brought to the Senate

CONSIDERED:

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

RESOLVED:

That agenda item 8) would be referred to the meeting of the Senate to be held on 13 June 2018.

45/17-18 Faculty End of Year Event

REPORTED:

That colleagues were invited to the Faculty end of term event to be held on Thursday 12th July 2018 at 16:00 in the IDL Boardroom, WMG.

46/17-18 Extension of Thanks

To student members A Baker, H Koestler, and B Kyman; to those colleagues who would not be members of the Board in 2018-19 Professor G Martin, Professor G Roberts, and Dr J Warren; and to representatives from other Faculties Professor M Achtn, Dr F Camilletti, and Professor C Warhurst.

ITEMS TO REPORT AND APPROVE WITHOUT FURTHER DISCUSSION

47/17-18 First Year Board of Examiners 2017/18

(a) 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 2018, as set out in paper BFS.14/17-18.

(b) Departmental Examination Conventions

RECEIVED:

The Departmental Examination Conventions for first year assessed courses (Exam 3 REVISED), and resit examination conventions (Exam 5 REVISED) for the First Year Board of Examiners 2017/18 (papers SFEC.29/17-18 and SFEC.30/17-18).

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

RECEIVED:

A copy of the University conventions for the First Year Board of Examiners (SFEC.30/17-18) noting that the conventions are available online at: <http://warwick.ac.uk/quality/categories/examinations/conventions/fyboe>.

48/17-18 Dates of Future Meetings

REPORTED:

That the previously published date and venue of the term 1 meeting of the Board of the Faculty of Science meeting for the academic year 2018/19 had changed due to REF meetings, and that meetings were currently scheduled as follows:

- Term 1 Senate House Council Chamber, Thursday 15 November 2018
 10:00 – 12:00 Board of the Faculty of Science
 12:00 – 14:00 Faculty of Science Lunch
- Term 2 Senate House Council Chamber, Tuesday 12 February 2019
 10:00 – 12:00 Board of the Faculty of Science
 12:00 – 14:00 Faculty of Science Lunch
- Term 3 Senate House Council Chamber, Thursday 23 May 2019
 10:00 – 12:00 Board of the Faculty of Science
 12:00 – 14:00 Faculty of Science Lunch