

**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 11 February 2009.

Present: Professor K Lamberts (in the Chair), Professor S Bright, Dr M Cassidy, Dr J Cave, Professor M Cooper, Professor A Czumaj, Dr A Dowd, Professor A Easton, Dr K Flint, Mr O-J Hemmings, Professor E Holub, Professor S Jacka, Dr S Jarvis, Professor T Jones, Ms P Kaijuka, Professor M Keeling, Professor R MacKay, Professor T Marsh, Professor P Mawby, Professor G Medley, Dr J Robinson, Professor L Robinson, Professor P Sadler, Professor D Scanlan, Professor J Seville, Professor M Smith, Professor C Sparrow, Professor R Wilson.

Apologies: Dr S Assing, Professor J Davey, Dr M Skinner.

In Attendance: Ms H Ireland, Dr K Leppard.

**MINUTES**

The Board noted that Jamie Darwen would be leaving the University at the end of this term, and thanked him for his support to the Faculty as Secretary to the Board over the last three years.

23/08-09 Minutes

RESOLVED:

That the minutes of the meeting of the Board of the Faculty of Science held on 5 November 2008 be approved.

24/08-09 Matters arising on the Minutes

Constitution and Membership (minute BFS.1(a)/08-09 refers)

REPORTED:

- (a) That Professor John Davey had replaced Professor Steve Thornton as representative from the Faculty of Medicine to the Board.
- (b) That the Students' Union had appointed Ms Pearl Kaijuka (Engineering) as the postgraduate student representative on the Board.

CONSIDERED:

- (c) A proposal that, following the recent restructuring of the School of Engineering, the constitution of the Board of the Faculty of Science with respect to representation from the School of Engineering be amended from:

“The Chair of the School of Engineering and the Heads of the Mechanical and Civil Engineering Division, the Electrical and Electronic Division and the Warwick Manufacturing Group.”

to:

“The Head and three other permanent full-time members of academic staff elected by and from the School of Engineering.”

RESOLVED:

- (d) That the constitution of the Board of the Faculty of Science be amended as above.
- (e) That the Secretariat should investigate whether there was any reason why the constitution required Board members to be full-time members of staff, and report back to the summer term meeting of the Board.

25/08-09 Report from the Faculty of Science IT Committee

RECEIVED:

- (a) The minutes of the meeting of the Faculty of Science IT Committee held on 21 January 2009;

CONSIDERED:

- (b) Proposed constitution and terms of reference for the Faculty of Science IT Committee (paper BFS.3/08-09).

RESOLVED:

- (c) That the membership of the Faculty of Science IT Committee be amended to read:

“Each Department within the Faculty of Science is entitled to nominate two representatives to the committee, including a maximum of one technical representative.”

- (d) That the following line be added to the membership of the Faculty of Science IT Committee:

“The committee can co-opt anyone else as it sees fit to be a member.”

- (e) That a list should be compiled of units within the Faculty that require separate representation on the Faculty of Science IT Committee.

26/08-09 Report from the Sub-Faculty

RECEIVED:

- (a) The minutes of the meeting of the Sub-Faculty of Science held on 27 January 2009;

RESOLVED:

- (b) That the points raised within the Annual Course Review reports regarding issues of space and timetabling should be highlighted to the Academic Quality and Standards Committee (minute SFS.24(e)/08-09 refers);
- (c) That the Chair of the Faculty should write again to the Fees Working Group asking them to reconsider the increased fees for Intercalated Years, noting the points raised by the Department of Computer Science (minute SFS.24(e)(v)/08-09 refers);

CONSIDERED:

- (d) New guidelines for the First Year Board of Examiners in the Faculty of Science, as approved by the Sub-Faculty of Science on 27 January 2008 (paper SFS.15(revised)/08-09).

RESOLVED:

- (e) That the new guidelines for the First Year Board of Examiners in the Faculty of Science be approved as set out in paper SFS.15(revised)/08-09.

27/08-09 Electronic Mark Entry

CONSIDERED:

- (a) A paper on the implementation of the new electronic mark entry system (paper BFS.6/08-09);
- (b) A paper from the Academic Registrar providing a response to issues regarding the implementation of the new electronic mark entry system (paper BFS.9/08-09).

RESOLVED:

- (c) That the Academic Registrar be asked to convene a meeting of examination secretaries, or other representatives nominated by Heads of Departments, from across the Faculty to discuss issues regarding the electronic mark entry system, before the examinations period starts.

28/08-09 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 27 January 2009;

29/08-09 Report from the Faculty of Science Research and Innovation Committee

RECEIVED:

- (a) The minutes of the meeting of the Faculty of Science Research and Innovation Committee held on 9 December 2008;
- (b) Draft minutes of the meeting of the Faculty of Science Research and Innovation Committee held on 28 January 2009, noting that these minutes had not been approved yet by the Committee, and so the final version should be reported to the summer term meeting of the Board for the formal record;
- (c) A project update on Science Cities (paper BFS.4/08-09);
- (d) A paper detailing Science Faculty research applications and awards (paper BFS.5/08-09).

30/08-09 Report from the Capital Development Progress Group

RECEIVED:

- (a) An oral report from the Chair of the Science Faculty Capital Development Progress Group, noting that:
  - (i) the new Chemistry/Physics building was in the final stage of planning, and construction would start in summer 2009, aiming to complete in summer 2011;
  - (ii) an options appraisal for Life Sciences and Medicine had been carried out, which expressed a strong preference for moving all Life Sciences activity onto a single site.

31/08-09 Chair's Business

(a) Faculty Advisory Board

REPORTED:

- (i) That the meeting of the Science Faculty Advisory Board due to be held on 26 November 2008 was postponed until 19 March 2009;
- (ii) That the agenda for this meeting would include developments in Life Sciences;
- (iii) That if members of the Faculty had any other suggestions for topics for the Advisory Board to consider, they should contact the Faculty Chair;
- (iv) That a number of Heads of Departments had been asked to approach potential new external members of the Advisory Board.

(b) Collective Recruitment Strategy for PG students

REPORTED:

- (i) That a new appointment had been made in the Student Admissions Office, who would be a link officer for the Science Faculty to support postgraduate student recruitment;
- (ii) That a workshop would be organised for the Science Faculty on PGR recruitment.

32/08-09 Life Sciences

CONSIDERED:

- (a) A proposal for the establishment of a School of Life Sciences (paper BFS.8/08-09);

RESOLVED:

- (b) That the proposal for the establishment of a School of Life Sciences be approved in principle, as set out in paper BFS.8/08-09;
- (c) That an extraordinary meeting of the Board of the Faculty of Science be held at 2pm on Wednesday 4th March in the Council Chamber.

33/08-09 QAA Institutional Audit – Use of Seymour Formula

CONSIDERED:

- (a) Excerpts from the Annex to the Draft Report from the QAA Institutional Audit in November 2008, related to the use of the Seymour formula on joint degrees (paper BFS.7/08-09);

RESOLVED:

- (b) That the Sub-Faculty of Science should consider pragmatic solutions to the issues raised by the QAA, which do not involve making fundamental changes to the current system;
- (c) That the representative from the Faculty of Social Studies should be involved in these discussions.

34/08-09 Annual Course Review

CONSIDERED:

- (a) The summary report on the Undergraduate course review reports for 2007-08 from across the Faculty of Science (paper SFS.22(revised)/08-09);

REPORTED:

- (b) That a summary report on the Postgraduate Research annual review reports for 2007-08 had not yet been produced, as reports had not yet been submitted by a number of departments;
- (c) That the deadline for submission of departmental Annual Course Reviews for Postgraduate Taught Provision for 2007-08 was the end of the spring term.
- (d) That timely submission of Annual Course Review reports was important for University quality assurance procedures.

35/08-09 Items to be brought to the Senate

RESOLVED:

That a report from the Board of the Faculty to the Senate should be made on the proposal to establish a School of Life Sciences, following the extraordinary meeting of the Board on 4th March.

36/08-09 Dates of Future Meetings

REPORTED:

- (a) That the future meetings of the Board of the Faculty of Science in the academic year 2008/09 would be held on the following dates:
  - (i) Extraordinary Meeting – Wednesday 4 March 2009, 2pm (Council Chamber);
  - (ii) Summer Term – Wednesday 27 May 2009, 3pm (Council Chamber);
- (b) That the deadline for the receipt of papers was 12 noon six working days preceding each meeting of the Board of the Faculty.

37/08-09 Reserved Items

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

JD/SW/BFSMinutes11Feb09