

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 Wednesday 19 May 2004.

Present: Professor A Easton (in the Chair), Professor RC Ball, Professor MJ Cooper, Professor JB Copas, Professor R Dupree, Dr KP Flint, Dr S Joseph, Dr GR Martin, Dr K Neailey, Professor L Roberts, Dr J Robinson, Professor M Wills.

Apologies: Dr RA Beare, Professor SK Bhattacharyya, Professor C Dowson, Professor P Derrick, Professor R Freedman, Professor JW Gardner, Professor R Green, Professor D Heddleton, Mr J Khawaja, Professor K Lamberts, Professor M Paterson, Dr T Price, Professor DA Rand, Professor D Singer, Professor JQ Smith, Dr C Sparrow, Professor P Taylor, Professor H Thomas, Dr R Tribe, Professor RG Wilson.

In Attendance: Mr D Kelley, Ms H Ireland, Professor B Thomas.

MINUTES

46/03-04 Minutes

RESOLVED:

That the minutes of the meeting of the Board of the Faculty of Science held on 4 February 2004 be approved.

47/03-04 Matters Arising on the Minutes

Progress of Faculty Recommendations

REPORTED:

(a) Centre for Nanotechnology and Microengineering

That the Senate, at its meeting of 10 March 2004, considered a proposal to abolish the centre for Nanotechnology and Microengineering and resolved, minute 76/0304 refers:

That the proposal to abolish the Centre for Nanotechnology and Microengineering be approved as set out in paper BFS.22/03-04.

(b) Amendments to University Ordinances

That the Council, at its meeting of 19 March 2004, considered, for the first time, proposed amendments to University Ordinances, including proposed amendments to the membership of the Board of the Faculty of Science within University Ordinance 7, Ordinance on the Constitution of the Boards of Faculties, to remove the School of Postgraduate Medical Education which now rests within the Faculty of Medicine, and to include Horticulture Research International with effect from 1 April 2004 (C.44/03-04) and resolved, minute 81/02-03(a), unconfirmed, refers:

That, for the first time, proposed amendments to Ordinance 7 on the Constitution of the Boards of Faculties be approved as set out in papers C.44/03-04.

(c) Annual Course Review

That the Board of Graduate Studies, at its meeting held on 26 April 2004, considered summaries of Annual Course Review Reports for taught postgraduate courses in the Faculties of Arts, Science and Social Studies (papers BGS.32/03-04, BGS.33/03-04 and BFSS.28/03-04 respectively) and resolved that the summaries be approved, minute 46/03-04 refers.

48/03-04 Chair's Action

REPORTED:

That the Chair, acting on behalf of the Board, approved the nomination of Dr K Flint, Professor J Robinson, Dr M Joy, Dr A Manning and Dr PC Taylor as representatives of the Faculty of Science to serve on the Investigation Committee Panel for the academic year 2003/04.

49/03-04 Chair's Business

RECEIVED:

An oral report from the Chair on the Faculty Advisory Board, including the following points:

- (a) The meeting of the Faculty Advisory Board held on Tuesday 4 May 2004.
- (b) Visits of members of the Faculty Advisory Board to the University.

50/03-04 Report from the Sub-Faculty

RECEIVED:

- (a) The minutes of the meeting of the Sub-Faculty held on Wednesday 5 May 2004.
- (b) An oral report from the Chair of the Sub-Faculty.

51/03-04 Report from the Graduate Studies Committee

RECEIVED:

- (a) The minutes of the meeting of the Graduate Studies Committee held on Wednesday 12 May 2004.
- (b) An oral report from the Chair of the Graduate Studies Committee, noting the following:
 - (i) That the Graduate Studies Committee, at its meeting of 12 May 2004, considered the results of a survey on resubmission practices for taught postgraduate courses (BGS.26/03-04) and the possible harmonisation of resubmission procedures and resolved, minute 25/03-04 refers:

That the Committee would welcome University guidelines on the resubmission of assessed work for taught postgraduate courses including the following points:

- (A) That these guidelines shall not apply to a candidate's oral presentation.
- (B) That the Board of Examiners, or the Director of Graduate Studies, acting on its behalf, shall consider a candidate's request for the resubmission of assessed work.
- (C) That assessed work of greater value than 50% of the overall CATS for a degree course may not normally be resubmitted.

- (D) That the maximum mark for assessed work which has been resubmitted shall be 50%.
- (ii) That the Graduate Studies Committee, at its meeting of 12 May 2003, considered the use of marking descriptors which allow use of the full marking scale and resolved, minute 25/03-04 refers:
 - (A) That the Committee encouraged further granularity in the descriptors at each end of the scale.
 - (B) That the Secretariat would circulate copies of the marking descriptors used by each Department to the members of the Committee to enable the sharing of best practice.

52/03-04 Report from the Science Faculty IT Committee

RECEIVED:

The minutes of the meeting of the Science Faculty IT Committee held on Wednesday 5 May 2004.

53/03-04 Periodic Reviews

REPORTED:

- (a) That the following Periodic Review Panels met as set out below and that their reports, along with the Departmental Response, will be considered by the Board in the academic year 2004/05:
 - (i) Physics (separate PG and UG reviews) held on 11 March 2004.
 - (ii) Psychology (joint PG and UG review) held on 26 April 2004.
 - (iii) Statistics (joint PG and UG review) held on 14 May 2004.
- (b) That the Periodic Review Panels for Chemistry (separate PG and UG) are scheduled to meet in the academic year 2004/05.

CONSIDERED:

- (c) Nominations for the membership and Chairs of the review panels for the Periodic Review of the Department of Chemistry, noting that the review group should consist of not less than three members of academic staff, including the Chair, one of whom should be from a Faculty other than that in which the department being reviewed is based.
- (d) The Periodic Review of the Collaborative Provision of the School of Engineering operated by the Warwick Manufacturing Group (BFS.48/03-04).
- (e) The Warwick Manufacturing Group's response to the review report (BFS.49/03-04).

RESOLVED:

- (f) That nominations for the membership and Chairs of the review panels for the Periodic Review of the Department of Chemistry, be sought following the Board and brought to the meeting of the Board in the Autumn term.
- (g) That any comments on the Periodic Review of the collaborative provision of the School of Engineering operated by the Warwick Manufacturing Group and with the departmental response, as set out in papers BFS.48&49/03-04, be forwarded to the Chair in advance of Wednesday 26 May 2004, it being noted that the time constraints placed upon the Board, due to the late availability of the report, prevented full informed discussion and

consideration of the report and the Department's response prior to their consideration by the Partnerships and Distance Learning Sub-Committee.

54/03-04 Terms of Reference

CONSIDERED:

Proposed revision to the Terms of Reference of the following committees:

- (a) The Sub-Faculty of Science (BFS.39/03-04).
- (b) The Graduate Studies Committee of the Faculty of Science (BFS.40/03-04).

RESOLVED:

- (c) That the proposed revision to the terms of reference of the Sub-Faculty of Science and the Graduate Studies Committee of the Faculty of Science be approved as set out in papers BFS.39&40/03-04 subject to the following minor corrections:
 - (i) The amendment of point iv in the Terms of Reference for the Sub-Faculty of Science (BFS.39/033-04) to read "To carry out detailed initial scrutiny of all proposals for new or restructured undergraduate degree courses in the Faculty and to advise the Board of Undergraduate Studies on these proposals."
 - (ii) The amendment of point iv in the Terms of Reference for the Graduate Studies Committee of the Faculty of Science (BFS.40/033-04) to read "To carry out detailed initial scrutiny of all proposals for new or restructured postgraduate degree courses in the Faculty and to advise the Board of Undergraduate Studies on these proposals."

55/03-04 Faculty Board Elections

(a) Committees of the Board of the Faculty of Science

CONSIDERED:

- (i) The nomination of Dr CT Li to replace Mr TJ Atherton as a representative of the Department of Computer Science to serve on the First Year Board of Examiners for the academic year 2003/04.
- (ii) The nomination of Dr D Wood to replace Dr R Lissman as a representative of the Department of Mathematics to serve on the First Year Board of Examiners for the academic year 2003/04.
- (iii) The proposed constitutions and nominations for memberships of the following committees for the academic year 2004/05:
 - (A) The Board of the Faculty of Science (BFS.41/03-04).
 - (B) The Sub-Faculty of Science (BFS.42/03-04).
 - (C) The Graduate Studies Committee of the Faculty of Science (BFS.43/03-04).
 - (D) The Faculty of Science Information Technology Committee (BFS.44/03-04).
 - (E) The First Year Board of Examiners (BFS.45/03-04).
 - (F) The Examination Appeals Committee (BFS.46/03-04).

RESOLVED

- (iv) That the nomination of Dr C-T Li to replace Mr TJ Atherton as a representative of the Department of Computer Science to serve on the First Year Board of Examiners for the academic year 2003/04 be approved.

- (v) That the nomination of Dr D Wood to replace Dr R Lissman as a representative of the Department of Mathematics to serve on the First Year Board of Examiners for the academic year 2003/04 be approved.
- (vi) That the proposed constitutions and nominations for memberships of the following committees for the academic year 2004/05 be approved as set out in papers BFS.41-46/03-04, noting that the Chair, acting on behalf of the Committee, would consider nominations for those posts not yet filled:
 - (A) The Board of the Faculty of Science for 2004/05.
 - (B) The Sub-Faculty of Science for 2004/05.
 - (C) The Graduate Studies Committee of the Faculty of Science for 2004/05.
 - (D) The Faculty of Science Information Technology Committee for 2004/05.
 - (E) The First Year Board of Examiners for 2004/05, noting that the representatives of the Department of Statistics would be Dr JL Marsh and Dr J Warren.
 - (F) The Examinations Appeals Committee for 2004/05, noting that the representatives of the Department of Statistics would be Dr J Warren and Professor JB Copas.

(b) Chair of the Board of the Faculty of Science

CONSIDERED:

- (i) The nomination of Professor A Easton to serve as the Chair of the Faculty of Science for a further year from Autumn 2004, noting that he had served two years in office to date.

RESOLVED:

- (ii) That the nomination of Professor A Easton to serve as the Chair of the Faculty of Science for a further year from Autumn 2004 be approved, noting that he had served two years in office to date.

(c) Representation on the Senate

CONSIDERED:

- (i) The nomination of three members of the Board to serve on the Senate, noting that the term of office for Professor MJ Cooper, Professor G Nudd and Dr C Sparrow was due to end on 1 August 2004.

RESOLVED:

- (ii) That nominations for three further representatives of the Board to serve on the Senate to serve a period of three years should be submitted to the Chair, who, acting on behalf of the Board, would recommend these to the Senate, noting that these nominations would be circulated to the members of the Board.

(d) Other Board Elections

CONSIDERED:

- (i) Two representatives of the Board of the Faculty of Science to serve on the Board of Graduate Studies for 2004/05, noting that the representatives for 2003/04 were Dr A Dowd and Professor R Wilson.
- (ii) A representative of the Board of the Faculty of Science to serve on the Board of the Faculty of Arts for 2004/05, noting that the representative for 2003/04 was Professor R Wilson.

- (iii) A representative of the Board of the Faculty of Science to serve on the Board of the Faculty of Social studies for 2004/05, noting that the representative for 2004/05 was Dr I Morley.
- (iv) A representative of the Board of the Faculty of Science to serve on the Board of the Faculty of Medicine for 2004/05, noting that the representative for 2003/04 was Professor K Lamberts.
- (v) Up to two representatives of the Board of the Faculty of Science to serve on the Board of Lifelong Learning for 2004/05, noting that the representative for 2003/04 was Dr J Pickering.
- (vi) Two representatives of the Board of the Faculty of Science to serve on the Partnerships and Distance Learning Sub-Committee of the Academic Quality and Standards Committee for 2004/05, noting that the representative for 2003/04 was Dr J Pickering.
- (vii) A representative of the Board of the Faculty of Science to serve on the Careers Advisory Board for 2004/05, noting that the representative for 2003/04 was Dr K Flint.
- (viii) A Representative of the Board of the Faculty of Science to serve on the Equal Opportunities Committee for 2004/05, noting that the representative for 2003/04 was Dr K Flint.
- (ix) A representative of the Board of the Faculty of Science to serve on the Campus Life Committee for 2004/05, noting that the representative for 2003/04 was Professor R Freedman.
- (x) Up to five representatives of the Faculty of Science to serve on the Investigating Committee panel for 2004/05, noting that the representatives for 2003/04 were Dr K Flint, Professor J Robinson, Dr M Joy, Dr A Manning and Dr PC Taylor.

RESOLVED:

That the following nominations for representatives to other committees be approved, noting that the Chair, acting on behalf of the Committee, would consider nominations for those posts not yet filled and that these nominations would be circulated to the members of the Board:

- (xi) That two representatives of the Board of the Faculty of Science to serve on the Board of Graduate Studies for 2004/05 be sought following the Board.
- (xii) That a representative of the Board of the Faculty of Science to serve on the Board of the Faculty of Arts for 2004/05 be sought following the Board.
- (xiii) That a representative of the Board of the Faculty of Science to serve on the Board of the Faculty of Social Studies for 2004/05 be sought following the Board.
- (xiv) That a representative of the Board of the Faculty of Science to serve on the Board of the Faculty of Medicine for 2004/05 be sought following the Board.
- (xv) That two representatives of the Board of the Faculty of Science to serve on the Board of Lifelong Learning for 2004/05 be sought following the Board.
- (xvi) That two representatives of the Board of the Faculty of Science to serve on the Partnerships and distance Learning Sub-Committee of the Academic Quality and Standards Committee for 2004/05 be sought following the Board.

- (xvii) That Dr K Flint serve as the representative of the Board of the Faculty of Science on the Careers Advisory Board for 2004/05.
- (xviii) That Dr K Flint serve as a representative of the Board of the Faculty of Science on the Equal Opportunities Committee for 2004/05 and that one further nomination be sought following the Board.
- (xix) That a representative of the Board of the Faculty of Science to serve on the Campus Life Committee for 2004/05 be sought following the Board.
- (xx) That Dr K Flint, Professor J Robinson and Dr PC Taylor serve as representatives of the Board of the Faculty of Science on the Investigating Committee Panel and that two further nominations be sought following the Board.

56/03-04 Staff Student Liaison Committees (SSLCs)

RECEIVED:

A covering memo and report from the Teaching Quality Team detailing areas of good practice identified from the 2002/03 SSLC Annual Reports across the University, noting that this document had been received by the Sub-Faculty and Graduate Studies committee, at their meetings of Wednesday 5 May and Wednesday 12 May respectively, SFS minute 39(b)/03-04 and SGS minute 27/03-04 refer.

57/03-04 Institutional Audit

REPORTED:

That the University has received the draft report of the recent Institutional Audit by the QAA, noting the following:

- (a) That this report was available on the Teaching Quality website at the www2.warwick.ac.uk/insite/info/quality/institutionalaudit/draftreport.pdf
- (b) That the Chair and the Senior Assistant Registrar (Quality) would welcome comments from the members of the Board in advance of the consideration of the final draft of the University's response by the Steering Committee at its meeting of 24 May 2004.

58/03-04 Teaching Rooms

CONSIDERED:

- (a) A paper from the Department of Physics on centrally timetabled teaching rooms (BFS.47/03-04).
- (b) An oral report from the Chair on proposed model for consultation with stakeholders on the upgrading of centrally timetabled teaching rooms, agreed with the Assistant Registrar (Accommodation and Timetabling).

RESOLVED:

- (c) That the Board would welcome the following developments in the upgrading of centrally timetabled teaching rooms:
 - (i) That a blackboard and data projector could be used simultaneously.
 - (ii) That, where proposed modifications to a room were minor, e.g. small upgrades to facilities, these modifications be carried out without extensive consultation.

- (iii) That, where proposed modifications to a room were major, e.g. the movement of furniture or a change to the display facilities, all major user users of the room will be consulted prior to the commencement of works.

59/03-04 Research Income Incentives Scheme

RECEIVED:

- (a) An outline proposal for a Research Income Incentives Scheme (BFS.50/03-04).

CONSIDERED:

- (b) A process for the composition of the Faculty's response to the outline proposal for a Research Income Incentives Scheme.

RESOLVED:

- (c) That the members of the Board pass their comments and suggestions with regard to the outline proposal for a Research Income Incentives Scheme to the Chair, who would collate these responses and ensure that these were addressed in an appropriate forum before the communication of the Faculty's response to this proposal.

60/03-04 Issues to be brought before the Senate

RESOLVED:

That there were not specific issues which the Board wished to report to the Senate for discussion.

61/03-04 Singapore

RECEIVED:

- (a) An oral report from the Chair on the potential development of the University's links with Singapore, noting that a group of members of the University would be visiting Singapore on 19-23 May.

RESOLVED:

- (b) That the Board would welcome an opportunity to discuss the potential development of the University's links with Singapore when further information becomes available.