

**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 26<sup>th</sup> May 2010

- Present: Professor K Lamberts (in the chair), Professor Andrew Easton, Professor David Scanlan, Professor David Haddleton, Professor Tim Jones (part), Professor Stephen Jarvis, Dr Alexandra I Cristea, Professor Jonathan Seville, Dr Tony Price, Professor Richard Dashwood, Professor Colin Sparrow, Dr David Wood, Professor Paul Harrison, Professor Saul Jacka, Dr Jim Robinson, Dr Ken Flint, Dr David Leadley, Dr Andrew Clark, Professor Mark Smith, Dr Jonathan Cave, Mr John Lapage.
- Apologies: Professor Graham Medley, Professor Artur Czumaj, Professor Brian Thomas, Professor Eric Holub, Professor Stuart Palmer, Professor Malcolm Cooper, Professor Thomas Marsh, Professor Phil Mawby, Professor Liz Robinson, Dr Michael Cassidy, Professor Tim Bugg, Mr David Morley, Professor John Davey, Mr PCS Bangalore-Nagaraj.
- In Attendance: Mrs Helen Ireland, Dr Keith Leppard (for item 40/09-10), Dr Stephen Lamb (for item 42/09-10), Ms Laura Du Plessis (for item 43/09-10), Ms Katherine Gray (for item 47/09-10)

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**MINUTES**

32/09-10 Changes to Membership

REPORTED:

- (a) A proposal for Professor Richard Dashwood to replace Professor Lord Bhattacharyya on the Board of the Faculty of Science for 2009/10 had been approved by Chair's Action;
- (b) That Dr Ken Flint would be retiring at the end of the current academic year and the Chair, on behalf of the Board, thanked Dr Flint for his hard work and long service on the Board of the Faculty of Science.

33/09-10 Minutes

CONSIDERED:

The minutes of the meeting of the Board of the Faculty of Science held on 10 February 2010.

RESOLVED:

That the minutes of the meeting of Board of the Faculty of Science held on the 10 February 2010 be approved.

34/09-10 Matters arising on the Minutes

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

REPORTED:

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 was approved at the meeting of the Council on 19 May with a view to ordinances being confirmed at the meeting of Council in July.

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

REPORTED:

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.

RESOLVED:

- (i) That the Chair would approach Departments within the Faculty of Science for further data on the impact of fees on the take up of the intercalated year scheme;
- (ii) That the Chair, acting on behalf of the Board, would present these data to the Fees Working Group and would continue to raise concerns about the fee structure for students undertaking an intercalated year.

35/09-10 Changes to Constitution

CONSIDERED:

The draft constitution for Warwick Systems Biology as set out in paper BFS.23/09-10, along with a covering note from the Centre Director as set out in paper BFS.24/09-10.

RESOLVED:

That the draft constitution for Warwick Systems Biology be approved by the Board of the Faculty of Science for recommendation to Senate, subject to:

- (a) The addition of a statement outlining how Warwick Systems Biology would engage with the Life Sciences;
- (b) The removal of the words "Warwick HRI" from paragraph 2b.

36/09-10 School of Life Sciences

REPORTED:

- (a) That following the meeting of Council on the 19 May, the third stage of consultations was now underway with academic staff members considered provisionally at risk of redundancy;
- (b) That timelines for the implementation of Phases 2 and 3 for technical and administrative/support staff would be provided in early June;
- (c) That the next Collective Consultation Committee meeting would take place on 17 June and that the agenda would focus on Phases 2 and 3;
- (d) That the recruitment process for the Head of the School of Life Sciences was underway and that interviews had taken place.

37/09-10 Applied Crop Research Centre

REPORTED:

- (a) That at its meeting on 19 May, Council had approved in principle, subject to further financial planning, a recommendation to establish a stand-alone Applied Crop Research Centre that would engage in industry-focused translational research;
- (b) That the School of Life Sciences and the Applied Crop Research Centre would be two separate entities, but would collaborate;
- (c) That the size of the Centre would be up to 8 Principal Investigators and 30 researchers;
- (d) That the Centre would involve PhD students from the start, but that the MSc courses in Sustainable Crop Production: Agronomy in the C21st and Food Security would be hosted by the School of Life Sciences;
- (e) That staff affected by Phase 1 would be briefed on the recruitment timelines for selection into the Crop Centre on 26 May and would receive the job descriptions and selection criteria by 28 May 2010.

38/09-10 Report from the Sub-Faculty

RECEIVED:

The minutes of the meeting of the Sub-Faculty of Science held on 12 May 2010.

RESOLVED:

- (a) That the proposed Memorandum of Understanding between the School of Engineering and ITM University College in India be approved on the recommendation of the Sub-Faculty of Science;
- (b) That all other recommendations from the Sub-Faculty of Science be approved.

39/09-10 Report from the Graduate Studies Committee

RECEIVED:

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

REPORTED:

- (a) That the Graduate Studies Committee of the Board of the Faculty of Science considered the question of whether to recommend the introduction of the award of a “Merit” classification for PGT courses and at what level and resolved that the Committee was in favour of the introduction of a “Merit” classification for PGT courses at 60% for both components;
- (b) That the Committee had recommended to the Board of Graduate Studies that for the Science Faculty the normal minimum entry requirement for an MSc by Research (and MRes where offered) be changed to “a second class honours degree, or equivalent”.

RESOLVED:

That all recommendations from the Graduate Studies Committee of the Board of the Faculty of Science be approved.

40/09-10 Report from the Faculty of Science IT Committee

RECEIVED:

The minutes of the meeting of the Faculty of Science IT Committee held on 12 May 2010.

REPORTED:

That Board members had concerns over the proposed outsourcing of staff email services including:

- (a) That assurances be given by Microsoft on the security of data;
- (b) That the pilot of the new system should be opened up to a wide range of staff with different characteristics;
- (c) That sufficient consideration be given to the potential reputational consequences of the decision to outsource staff email.

RESOLVED:

- (a) That the Board’s outstanding concerns would be taken to the next meeting of the Information Policy and Strategy Committee;
- (b) That the recommendations of the Faculty IT Committee be approved.

41/09-10 Report from the Faculty of Science Research and Innovation Committee

RECEIVED:

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

REPORTED:

- (a) EPSRC Demand Reduction Policy

That the University would be implementing a light touch and highly tailored approach to the new EPSRC Demand Reduction Policy in order to support any affected staff.

(b) REF Update

That the Committee was awaiting an announcement from the new Government on the dates of the next REF exercise, but expected it to be at least a year later than planned.

(c) High Performance Computing

That High Performance Computing still remained an issue for the University and that the Board of the Faculty of Science needed to take a clear view on future investment in this area, with this being referred to the Management Committee and then fed back to the Board.

(d) RSS Funding Guides

That RSS would welcome feedback on the guides produced by Chris Veal on Impact Statements and Marie Curie Funding and that the work of RSS in this area was highly commended by the Science Faculty Research and Innovation Committee.

RESOLVED:

- (a) That the recommendations of the Science Faculty Research and Innovation Committee be approved;
- (b) That the Chair, on behalf of the Board of the Faculty of Science, thanked Professor Mark Smith for his service to the Faculty Board and to the Research and Innovation Committee and congratulated him on his new role as Deputy Vice-Chancellor;
- (c) That the Science Faculty Research and Innovation Committee had been a successful development and that its work should continue.

42/09-10 Review of the Implementation of the Personal Tutoring Guidelines

CONSIDERED:

A paper from the University's Senior Tutor, Dr Stephen Lamb, on the review of the implementation of the personal tutoring guidelines, as set out in paper BFS.20/09-10.

REPORTED:

- (a) That the Faculty of Science had a lower ratio of Personal Tutees to Personal Tutors than other Faculties at the University of Warwick;
- (b) That the Student Representative (UG) was not aware of any dissatisfaction amongst students within the Faculty of Science with the structure of the personal tutor system;
- (c) That, subject to approval by the Head of Department, the Department of Economics was planning to pilot a referrals system within the Department itself;
- (d) That some members of the Board did not agree with the statement that the primary role of the Personal Tutor was to act as an advocate for the student.

RECOMMENDED:

- (a) That the University's Senior Tutor should revise paper BFS.20/09-10 in order to replace the statement that the Personal Tutor's primary role was to act as an advocate for the

student with the statement that “where advocacy is required, the primary advocate will be the Personal Tutor”;

- (b) That, if approved by the Head of Department, the Representative from the Faculty of Social Sciences on the Board should provide further details of the referrals system within Economics to the University’s Senior Tutor.

43/09-10 Restructure of the School of Engineering and WMG

CONSIDERED:

A report from the Faculty Working Group on the restructure of the School of Engineering and WMG as set out in paper BFS.21/09-10.

REPORTED (by the Chair of the Faculty Working Group):

- (a) That the Working Group had concluded that the most effective model for the delivery of teaching and research in Engineering would be for WMG to be constituted as a separate department from the School of Engineering and that the Board was asked to recommend this to the Senate;
- (b) That if a restructure were approved, structures would need to be put in place to support an integrated research strategy that would need to be developed in preparation for a single submission in the REF;
- (c) That if a restructure were approved, the long-term management of the undergraduate degree programme would be most appropriately located within mainstream Engineering and that a joint Engineering/WMG undergraduate course planning committee be set up to coordinate activity;
- (d) That the Academic Resourcing Committee and the Chair of the Faculty Board would need to oversee the integration of WMG as a separate department;
- (e) That reputation management procedures would need to be put in place.

REPORTED (by the Dean of the School of Engineering):

- (f) That the University needed a successful vision for Engineering that would place it in the top 3 in the UK and top 50 internationally;
- (g) That the integrated nature of Engineering at the University was one its greatest assets;
- (h) That Engineering should have a strong unified voice and participate fully in consortia;
- (i) That there needed to be a single research strategy and research committee for Engineering, whether a split took place or not;
- (j) That the following risks should be considered:
  - (i) Potential damage to the REF outcome;
  - (ii) That future developments in teaching would be more difficult to negotiate;
  - (iii) That there is potential to confuse future student applicants;
  - (iv) That there is potential to complicate relationships with research sponsors;
  - (v) That there is potential to complicate relationships with other University of Warwick departments;
  - (vi) That it could waste staff time;
- (k) That the following points should be considered regarding implementation:

- (i) That undergraduate courses must be safeguarded;
- (ii) That an undergraduate degrees committee already exists and that membership could be revised if necessary;
- (iii) That a joint steering group and research committee should be put in place;
- (iv) That the current cross-subsidy from Engineering to WMG should be discussed;
- (v) That the word “frozen” should be removed from the report as the two separate units would need to have control over their own finances.

REPORTED (by the representative from WMG):

- (l) That WMG was a truly interdisciplinary department with a large and growing number of staff who did not see themselves as engineers and therefore needed a different identity;
- (m) That there should be a common vision for engineering, but that manufacturing was wider than just engineering;
- (n) That if there were to be a single submission for engineering in the REF, then the majority of the University’s competitors would be in the same position;
- (o) That a split from Engineering would clarify things for research sponsors;
- (p) That WMG was fully committed to maintaining the undergraduate courses and saw no reason why the split would affect these.

REPORTED (by the student representative (UG)):

- (q) That the Education Officer in the Students’ Union did not oppose the restructure of Engineering and WMG.

RESOLVED:

That the Faculty Working Group be asked to reconsider the use of the word “freezing” in its report regarding the recommendation that following a split the Academic Resourcing Committee should consider freezing and monitoring for a period the teaching resources and staffing allocation model as of 1 October 2009.

RECOMMENDED (to the Senate):

- (a) That the recommendations of the Faculty Working Group to establish the Warwick Manufacturing Group as a separate department from the School of Engineering within the Faculty of Science as set out in paper BFS.21/09-10 be approved in principle, noting in particular:
  - (i) That there were implementation issues that would need to be resolved;
  - (ii) That the University should do everything to support the constructive aim for Engineering and WMG to continue a collaborative productive relationship.
- (b) That consequential changes to University governing instruments in relation to these recommendations, including Ordinance 7 on the Constitution of Faculty Boards, be considered by the Senate at its next meeting in July 2010, following consultation by post with the Faculty Boards of Arts, Medicine, and Social Sciences, should this recommendation be approved.

44/09-10 Chair’s Business

REPORTED:

- (a) That Professor Mike Shipman had now been confirmed as the next Head of the Department of Chemistry with his appointment starting on 1 August 2010.

- (b) That the appointment process for a new Head of the Department of Physics was underway and the Appointments Committee would meet on 14 June 2010.
- (c) Science Faculty Advisory Board

REPORTED:

- (i) That the Science Faculty Advisory Board met on 20 May 2010;
- (ii) That discussion took place on the University's position regarding potential government cuts in funding;
- (iii) That discussion took place regarding the future strategy for the School of Engineering and that members of the Advisory Board were happy to engage in further discussion with the School of Engineering about a long term strategy;
- (iv) That the Vice-Chancellor had written to Dr Pelham Hawker inviting him to join the Advisory Board and other nominations would be sought before the start of the next academic year.

CONSIDERED:

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

RESOLVED:

That the proposal to introduce a briefing session for new members be approved.

45/09-10 Faculty Appointments and Elections

- (a) Chair of the Board of the Faculty

REPORTED:

- (i) That the period of office of the current Chair, Professor Koen Lamberts, would come to an end on 30 September 2010, and he was not seeking re-election.
- (ii) In accordance with University Ordinance 7(4), the Board should 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 should elect a Chair for the following academic year at its summer term meeting.

CONSIDERED:

The nomination of Professor Tim Jones to serve as the Chair of the Board of the Faculty of Science for the period 1 October 2010 through to 30 September 2011.

RESOLVED:

That Professor Tim Jones be elected to serve as the Chair of the Board of the Faculty of Science for the 2010/11 academic year.

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

CONSIDERED:

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

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

RESOLVED:

- (i) That the nominations be approved;
- (ii) That as neither Life Sciences nor Physics had yet nominated members for 2010/11, their nominations be approved by Chair's Action once submitted.

(c) Membership of the Faculty on other Committees

CONSIDERED:

Representation of the Faculty on other University Committees as set out in paper BFS.31/09-10.

RESOLVED:

That the nominations be approved subject to the removal of Campus Life Committee from the list of nominations as this Committee no longer existed.

(d) Representatives on the Senate

REPORTED:

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

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

NOTE: Further to the appointment of Professor T Jones as the Chair of the Board of the Faculty of Science, and therefore his ex officio membership of Senate in this capacity, an election for this vacancy from the Board on the Senate will be held.

- (ii) That there would 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 a call for nominations had been sent to members of the Board on 30 April 2010 with the deadline for nominations being noon on 18 May 2010;
- (iv) That the following four nominations had been received by the Secretariat by the deadline of 18 May 2010:

Professor A Czumaj  
Professor S Jacka  
Professor M Shipman  
Professor C Sparrow

Department of Computer Science  
Department of Statistics  
Department of Chemistry  
Warwick Mathematics Institute

CONSIDERED:

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

RESOLVED:

That the nominations for representatives of the Board of the Faculty of Science on the Senate to be approved as set out in (d) above.

46/09-10 Directorships of University Research Centres

CONSIDERED:

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.

RESOLVED:

That the Chair of the Board of the Faculty of Science should approve the Directorships of University Research Centres by Chair's Action over the summer as appropriate, subject to clarification of the role of the Research Committee in these appointments.

47/09-10 Course and Module Approval Processes

CONSIDERED:

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

REPORTED:

- (a) That all new course approvals would continue to be approved by the Faculty sub-committees;
- (b) That the approval of new modules would be devolved to departments;
- (c) That departments would report changes to modules to Faculty sub-committees;
- (d) That Faculty sub-committees would have to introduce systematic review processes.

RECOMMENDED (TO AQSC):

- (a) That more information should be provided on the proposed review processes expected to be performed by Faculty sub-committees and clear guidelines should be produced;
- (b) That course structures should not be dictated by having to fit a universal database.

48/09-10 SSLC Annual Reports

REPORTED:

- (a) That the following was reported at the AQSC meeting held on 4<sup>th</sup> February 2010 as set out in paper AQSC 38/09-10:
- 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 by 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.

CONSIDERED:

- (a) The SSLC Undergraduate Report 2008/09 as set out in paper AQSC.38/09-10  
(b) The SSLC Postgraduate Report 2008/09 as set out in paper AQSC.39/09-10

RESOLVED:

That the SSLC Undergraduate and Postgraduate reports be approved.

RECOMMENDED (TO AQSC):

That AQSC investigate ways to speed up the process for considering SSLC reports to enable any issues to be highlighted to the Faculty Boards earlier in the academic year.

49/09-10 Annual Course Reviews

CONSIDERED:

The summary report on the Postgraduate Taught annual course reviews for 2008-09 from across the Faculty of Science as set out in paper SGS.93/09-10

REPORTED:

That the University was working on the assumption that Roberts funding for the Postgraduate Certificate in Transferrable Skills in Science would cease and that alternative methods of funding this Certificate were being explored.

RESOLVED:

That the summary report on the Postgraduate Taught annual course reviews for 2008-09 from across the Faculty of Science be approved.

50/09-10 Strategic Departmental Reviews

REPORTED:

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, with the Department's response being heard at Steering Committee on 24 May 2010.

51/09-10 Items to be brought to the Senate

RESOLVED:

That the following items should be brought to the Senate:

- (a) Board of the Faculty of Science nominations for Senate for 2010/11
- (b) Board of the Faculty of Science nominations for 2010/11
- (c) The changes in the Constitution of Warwick Systems Biology Centre
- (d) The appointment of Directorships of University Research Centre over the summer as set out in paper BFS.22 /09-10
- (e) The proposed restructure of the School of Engineering and WMG

52/09-10 Dates of Future Meetings

REPORTED:

- (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.

53/09-10 Any Other Business

REPORTED:

The members of the Board thanked the Chair for his three years of service as Chair of the Board of the Faculty of Science.

SW/HN/BFSMinutes26May2010