

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 02 November 2005.

Present: Professor M Smith (in the Chair), Professor L Roberts, Professor M Paterson, Professor D Peled, Dr AM Price, Professor S Bright, Professor J Beynon, Dr C Sparrow, Professor Sebastian van Strien, Professor MJ Cooper, Professor RC Ball, Dr S Joseph, Professor J Hutton, Dr K Flint, Dr G Martin, Dr J Robinson, Professor M Wills, Professor M Waterson, Professor D Singer, Mr T Arnold.

Apologies: Professor C Dowson, Professor R Freedman, Professor D Haddleton, Professor PJ Derrick, Professor PR Taylor, Professor R Wilson, Professor P Carpenter, Professor R Jones, Professor JW Gardner, Professor SK Bhattacharya, Dr D Rumynin, Professor K Lamberts, Professor MF Steel, Dr N G Stocks, Dr D Morley, Dr RA Beare, Miss L Slator

In Attendance: Ms H Ireland

MINUTES

1/05-06 Constitution, Membership and Terms of Reference

REPORTED:

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

(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

CONSIDERED:

- (i) The creation of the position of Deputy Chair of the Board of the Faculty of Science.

RECOMMENDED:

- (ii) That the constitution of the Board of Faculty of Science be amended to include the post of a Deputy Chair to be elected from the membership of the Board of Faculty of Science.

2/05-06 Minutes

RESOLVED:

- (a) That the minutes of the meeting of the Board of the Faculty of Science held on 25 May 2005 be approved.
- (b) That a report from the extraordinary meeting of the Board of the Faculty of Science held on 5 October 2005 (BFS.1/05-06) be approved.

3/05-06 Matters arising on the minutes

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

REPORTED:

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

- (i) 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;
- (ii) That the strong support of the Language Centre for permitting and recognising credit overloads be noted;

- (iii) That it be noted that the Faculty of Science was not opposed in principle to formula marking schemes;
- (iv) That questions around credit overloads, the Seymour Formula and formula marking be considered along with assessment conventions by the Assessment Conventions Working Group.

RESOLVED:

- (v) That the Chair sought clarification on the understanding by the AQSC of point iii reported above.
 - (vi) That the Sub Faculty of Science be directed to implement the resolution of the board with regard in Seymour Credit as set out in paper BFS.15/04-05.
- (b) 2006 Warwick AC21 International Forum (Minute BFS.44/04-05 refers)

RECEIVED:

An oral report from the representative from the Faculty of Medicine to the Board on the progress towards the 2006 Warwick AC21 International Forum being held at the University of Warwick, noting that proposals for additional workshops would be encouraged, and that further information was available at:
<http://www2.warwick.ac.uk/newsandevents/events/ac21>

4/05-06 Chair's Business

(a) Faculty Advisory Board

RECEIVED:

- (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.

RESOLVED:

- (iii) That any comments on the membership of the Faculty Advisory Board and any recommendations for consideration of additional members should be forwarded to the secretariat.
 - (iv) That further consideration be given to the pairing of each member of the Faculty Advisory Board with a member of academic staff from within the Faculty.
 - (v) That further availability be sought for visits to the University by the membership of the Faculty Advisory Board.
- (b) Departmental Governance

REPORTED:

- (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

REPORTED:

- (i) That the Council, at its meeting of 19 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:
- (ii) 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.
- (iii) 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 degree at a Congregation organised for the purpose.

(d) Academic Satisfaction Review 2005

REPORTED:

- (i) 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:
- (ii) That the Academic Satisfaction Review henceforth be carried out with undergraduate students biennially.
- (iii) That the Academic Satisfaction Review continue to be carried out with taught postgraduate students annually.
- (iv) 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.
- (v) 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

REPORTED:

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

RECEIVED:

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.

RESOLVED:

That any staff within the Faculty of Science who have questions or comments with regard to Warwick in Asia be encouraged to contact the Singapore Academic Planning Group.

(g) RAE 2008

RECEIVED:

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

(h) Education Innovation Fund

RECEIVED:

An oral report from the Chair on the progress towards the creation of an Education Innovation Fund to encourage and support departments with new and innovative teaching practices, noting the deadline of 12 December 2005 for the receipt of proposals for the award for this fund during this academic year.

5/05-06 Report from the Sub-Faculty

RECEIVED:

The minutes of the meeting of the Sub-Faculty of Science held on 19 October 2005 and an oral report from the Chair of the Sub-Faculty of Science.

CONSIDERED:

The approval process for Masters level modules and the inclusion within undergraduate Masters Degree courses.

RESOLVED:

- (a) That the scrutiny of proposals for new Masters level modules be carried out by the Graduate Studies Committee of the Board.
- (b) That the Sub-Faculty of Science consider the inclusion of new Masters level modules within undergraduate Masters Degree courses.

6/05-06 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 19 October 2005.

7/05-06 Report from the Faculty of Science Research Committee

RECEIVED:

An oral report from the chair of the Faculty of Science Research Committee on the meeting held on 24 October 2005.

8/05-06 Report from the Faculty of Science IT Committee

RECEIVED:

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

CONSIDERED:

- (a) The constitution of the Faculty of Science IT Committee.
- (b) The replacement of GroupWise email

RESOLVED:

- (c) That the constitution of the Science Faculty IT Committee be one member of academic staff and one member of technical staff from each department within the Faculty.
- (d) That the secretariat write to ITS to convey the Board's strong desire for a smooth and seamless migration to Microsoft Outlook.

9/05-06 Centre for Scientific Computing

CONSIDERED:

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)

RESOLVED:

That the proposal from the Centre for Scientific Computing on sustaining the computing infra-structure at the Centre be approved as set out in paper BFS.2/05-06.

10/05-06 Centres for NMR, Mass Spectroscopy and High Field Magnetic Resonance

CONSIDERED:

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).

RESOLVED:

- (a) That the proposal from the Centres for NMR and Mass Spectroscopy be amended to include clear documentation of proposed management structures.
- (b) That further feedback be sought from interested parties.
- (c) That the revised proposal be brought forward for consideration by the Board at its meeting in the Spring Term.

11/05-06 Items for discussion at future meetings of the Board

RESOLVED:

That the membership of the Board be encouraged to bring forward to the secretariat suggestions of any items for discussion at future meeting of the Board.

12/05-06 Items to be brought to the Senate

RESOLVED:

That no further items to be referred to the Senate for consideration.

13/05-06 Future Meetings and Deadline for Papers:

REPORTED:

- (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.

14/05-06 Reserved Items

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