

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 5 November 2008.

Present: Professor K Lamberts (in the Chair), Dr M Cassidy, Dr J Cave, Professor M Cooper, Dr A Dowd, Professor A Easton, Dr K Flint, Professor D Haddleton, Mr O-J Hemmings, Professor S Jacka, Dr S Jarvis, Professor T Jones, Professor G Medley, Dr J Robinson, Professor L Robinson, Professor P Sadler, Dr M Skinner, Professor M Smith, Professor C Sparrow, Professor S Thornton.

Apologies: Professor Lord K Bhattacharyya, Professor S Bright, Professor A Czumaj, Professor P Harrison, Professor E Holub, Professor T Marsh, Professor D Morley, Professor D Scanlan, Professor J Seville, Professor R Wilson.

In Attendance: Ms H Ireland, Dr K Leppard.

MINUTES

The Board thanked the former Assistant Secretary to the Board, Helen Johnson, for her valuable service to the Board.

1/08-09 Constitution, Membership and Terms of Reference

(a) Constitution and Membership

REPORTED:

The constitution and membership of the following committees within the Faculty of Science for the academic year 2008/09, noting that names in *italics* were amendments or additions to those reported at the last meeting of the Board:

- (i) Board of the Faculty of Science (BFS.10/07-08(revised)).
- (ii) Sub-Faculty of Science (BFS.11/07-08(revised)).
- (iii) Graduate Studies Committee of the Faculty of Science (BFS.12/07-08(revised)).
- (iv) Faculty of Science Information Technology Committee (BFS.13/07-08).
- (v) First Year Board of Examiners (BFS.14/07-08(revised)).
- (vi) Examination Appeals Committee Panels (BFS.15/07-08(revised)).
- (vii) Representatives of the Science Faculty on other Committees (BFS.16/07-08).

REPORTED:

- (viii) That the postgraduate student representative would be appointed later in the term.
- (ix) That a small number of vacant positions still remained, notably the representative to the Faculty of Medicine, and that members of the Board of the Faculty of Science were invited to volunteer.

RESOLVED:

- (x) That the proposed amendments to memberships of the above committees be approved, as set out in papers BFS.10-15(revised)/07-08.

(b) Terms of Reference

REPORTED:

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.

2/08-09 Minutes

RESOLVED:

That the minutes of the meeting of the Board of the Faculty of Science held on 28 May 2008 be approved.

3/08-09 Matters arising on the Minutes

Fees for Intercalated Years (minute BFS.47(b)/07-08 refers)

REPORTED:

- (a) That the Fees Working Group had met in June and decided not to change the fee for intercalated year students from the current level (of half the normal fee), and had suggested that departments explore the possibility of bursaries;

RESOLVED:

- (b) That the Board still had concerns with this issue and would like the Fees Working Group to reconsider, noting that:
 - (i) a bursary scheme was not attractive to departments; and that
 - (ii) students were opting to withdraw for a year instead of taking an intercalated year.

4/08-09 Report from the Faculty of Science IT Committee

RECEIVED:

- (a) The minutes of the meeting of the Faculty of Science IT Committee held on 15 October 2008;

RESOLVED:

- (b) That the Board should reiterate its view that the reliability of core services at evenings and weekends is a key priority.

5/08-09 Report from the Sub-Faculty

RECEIVED:

- (a) The minutes of the meeting of the Sub-Faculty of Science held on 22 October 2008;

RESOLVED:

- (b) That the new guidelines for the First Year Board of Examiners in the Faculty of Science (minute SFS 6/08-09 refers) be referred back to the working group, and that final approval be deferred to Chair's Action following consultation with all of the Science departments.

6/08-09 Faculty of Science Teaching and Learning Forum (formerly Quality Enhancement Group)

RECEIVED:

- (a) An oral report from the Chair of the Faculty of Science Teaching and Learning Forum, regarding its meeting held on 31 October 2008, noting that:
- (i) The meeting received a presentation on Warwick Advantage;
 - (ii) The next meeting would be held on 28th November, and would include discussion of data from the National Student Survey, and a presentation on the Reinvention Centre;
 - (iii) A small sum of money was available for departmental projects.

RESOLVED:

- (b) That the group should discuss the issue of a student induction week at a future meeting.

7/08-09 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 22 October 2008;

RESOLVED:

- (b) That the Terms of Reference for the Graduate Studies Committee be amended (minute SGS 2/08-09(c) refers);
- (c) That the Chair of the Graduate Studies Committee would seek clarification of how split-supervision PhDs are recorded in departmental statistics.

Postgraduate Certificate in Transferable Skills (minute SGS.6/08-09 refers)

CONSIDERED:

- (d) A report on the Postgraduate Certificate in Transferable Skills in Science (paper SGS.2/08-09), noting that:
 - (i) the course was funded by Roberts money for home students, and by departments for international students;
 - (ii) the existing qualification for the Doctoral Training Centres was now available throughout the Faculty;
 - (iii) this was a developing programme and that departments could put forward additional options to be included;

RESOLVED:

- (e) That the members of the Postgraduate Skills Working Group, and particularly Professor A Rodgers (MOAC), be thanked for her efforts in establishing the Postgraduate Certificate in Transferable Skills;
- (f) That the paper on the Postgraduate Certificate in Transferable Skills in Science (SGS.2/08-09) be amended to reflect that the Warwick Interdisciplinary Science Committee (WISC) is not an established sub-committee of the Science Faculty Graduate Studies Committee, but merely a management and reporting body for the course.

8/08-09 Draft Proposals for the Consideration of New and Revised Module Proposals

CONSIDERED:

- (a) Draft proposals for amendments to the process of approving new and revised module proposals (paper BFS.1/08-09);

REPORTED:

- (b) That both the Sub-Faculty and the Graduate Studies Committee had concerns about the proposals (minutes SFS.7/08-09 and SGS.9/08-09 refer);

RESOLVED:

- (c) That the Board noted the reservations of the Sub-Faculty and the Graduate Studies Committee, and, considering that there would be no benefit to introducing these proposals as an interim measure, did not support the adoption of the proposals.

9/08-09 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 15 October 2008;

REPORTED:

- (b) That the Terms of Reference for the Faculty of Science Research and Innovation Committee were originally approved for one year only, and were now due for review (minute BFS.9(d)/07-08 refers);

RESOLVED:

- (c) That the Terms of Reference for the Faculty of Science Research and Innovation Committee, as set out in paper BFS.2/07-08, be approved for an indefinite period, noting the successful operation of the Committee over the last year.

10/08-09 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 Vice-Chancellor had encouraged the Group to start work on a long-term strategy for Life Sciences;
 - (ii) the plans for the Chemistry/Physics building were underway, with the aim of completion in early 2011.

11/08-09 Chair's Business

(a) Life Sciences Strategy

RECEIVED:

An oral report from the Chair on current progress regarding the Life Sciences Strategy, noting that:

- (i) the options appraisal process had been completed and a full report received;
- (ii) the preferred option was to move all Life Sciences (including Warwick Medical School) to main campus;
- (iii) the presentation to the Vice-Chancellor had received a positive response and an invitation to develop the academic case;
- (iv) discussion was ongoing and accelerating in response to the Vice-Chancellor's invitation, and that the Chair would consult as widely as possible over developments.

(b) Faculty Advisory Board

REPORTED:

- (i) That the next meeting of the Science Faculty Advisory Board would be held on 26th November 2008, noting that issues to be addressed at the meeting would include industrial engagement and the development of the Life Sciences;

RECEIVED:

- (ii) An oral report from the Chair on appointments to the Science Faculty Advisory Board, noting that:
 - (A) Professor Seville had replaced Professor Gardner as an internal member of the Advisory Board;
 - (B) work was progressing towards a balanced membership profile, but that it required a careful approach;
 - (C) the Chair of the Advisory Board, Dr Ferrie, had attended a dinner with the Vice-Chancellor and was engaging with senior management of the University;

(c) Revised Personal Tutor System Guidelines (Senate minute S.15/08-09 (unconfirmed) refers)

REPORTED:

- (i) That the Chair, acting on behalf of the Board, had approved the revised guidelines for the Personal Tutor System, and communicated comments from Faculty members to the University Senior Tutor;
- (ii) That the Senate, at its meeting on 1st October 2008 considered a paper outlining revised guidelines for the Personal Tutor System from the

University Senior Tutor (Paper S.6/08-09). The Deputy Registrar reported that the guidelines were designed so that the University Senior Tutor could make minor amendments and updates to this guidance as necessary without requiring the approval of the Senate, noting that any substantial changes in content or focus would be brought forward for the consideration of the Senate. Senate resolved that:

- (A) the revised guidelines for the Personal Tutor System be approved as set out in S.6/08-09.
- (B) the guidelines be circulated by Student Services to Heads of Department and Personal Tutors shortly following this meeting of the Senate.

12/08-09 Consultation on Review of the University Regulations

CONSIDERED:

- (a) A consultation paper on proposals to review and re-write the student-facing regulations, and implementation of the new Home Office immigration requirements for international students at Warwick (paper BFS.2/08-09);

RECOMMENDED:

- (b) That proposals to review and re-write the student-facing regulations be supported in principle, noting that the need for accessibility should not compromise the need for precision in the regulations, and so an explanatory gloss may be needed;
- (c) That the University's implementation of the new Home Office immigration requirements should be such that no unnecessary administrative and financial burden would be imposed;
- (d) That implementation should be through normal monitoring of students where possible, rather than imposing new systems;
- (e) That a Faculty-wide approach would still need to take into account modules in departments outside of the Faculty;
- (f) That, to ensure equitable treatment, measures should apply to all students, and not only to international students;

13/08-09 Election to Membership of the Senate

REPORTED:

- (a) That, following the resignation of Professor Julian Gardner as a member of the Senate, there was a vacancy for a representative of the Board of the Faculty of Science to membership of the Senate, to serve until July 2011;
- (b) That any member of the Board shall be eligible to represent the Board on the Senate, subject to the requirement of Statute 19(1) that a majority of those appointed by the Board shall be both Professors and Chairs of Departments in membership of that Board, and that candidates for election must be proposed and seconded by members of the Board.
- (c) That the continuing members of the Senate appointed by the Board of the Faculty of Science were as follows:

Professor M J Cooper (2010)	Department of Physics
Professor A Easton (2010)	Department of Biological Sciences
Professor J Hutton (2010)	Department of Statistics
Professor C Sparrow (2010)	Institute of Mathematics
Professor R Wilson (2010)	Department of Computer Science

CONSIDERED:

- (d) Nominations received from members of the Board for election to the Senate.

RESOLVED:

- (e) That Professor J Seville (proposed: Professor K Lamberts, seconded: Professor T Jones) be appointed as representative of the Board of the Faculty of Science to membership of the Senate, to serve until July 2011.

14/08-09 Strategic Departmental Reviews

REPORTED:

- (a) That the Strategic Departmental Review of the Department of Biological Sciences took place on 6, 22 and 23 May 2008, and that the Review report had been considered by the Steering Committee;
- (b) That the following Strategic Departmental Reviews were scheduled to take place during the 2008-09 academic year:
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|-------------------------------|-----------|
| (i) Warwick HRI (part-SDR) | Term 1/2; |
| (ii) Institute of Mathematics | Term 2; |
| (iii) School of Engineering | Term 3; |
| (iv) Department of Chemistry | Term 3. |

15/08-09 Items to be brought to the Senate

RESOLVED:

That there were no specific issues which the Board of the Faculty wished to refer to the Senate for consideration.

16/08-09 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:
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| (i) Spring Term – Wednesday 11 February 2009, 3pm (Room R0.3/4 Ramphal); |
| (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.

17/08-09 Any Other Business

REPORTED:

That the Institute of Advanced Study wished to highlight their facilities and encourage departments to make use of them.

18/08-09 Reserved Items

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