

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 7 November 2007.

Present: Professor K Lamberts (in the Chair), Professor S Bright, Dr A Clark, Professor MJ Cooper, Dr A Dowd, Professor A Easton, Dr K Flint, Professor R Green, Professor J Hutton, Professor S Jacka, Professor S Jarvis, Professor T Jones, Professor M Keeling, Professor R MacKay, Professor C McConville, Mr S Padamsey, Dr J Robinson, Professor P Sadler, Dr M Skinner, Professor M Smith, Professor C Sparrow, Professor B Thomas, Professor V Zammit.

Apologies: Professor R Critoph, Professor J Feng, Ms S Liggins, Professor G Medley, Mr D Morley, Dr AM Price, Professor R Wilson.

In attendance: Dr T Hawkes (for item 4), Ms H Ireland, Dr K Leppard.

MINUTES

1/07-08 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 2007/08:

- (i) Board of the Faculty of Science (BFS.5/06-07(revised)), with the addition of Professor M Keeling as representative of Mathematics.
- (ii) Sub-Faculty of Science (BFS.6/06-07(revised)).
- (iii) Graduate Studies Committee of the Faculty of Science (BFS.7/06-07(revised)).
- (iv) Faculty of Science Information Technology Committee (BFS.8/06-07(revised)).
- (v) First Year Board of Examiners (BFS.9/06-07(revised)).
- (vi) Examination Appeals Committee Panels (BFS.10/06-07(revised)).
- (vii) Representatives of the Science Faculty on other Committees (BFS.11/06-07(revised)).

RESOLVED:

- (viii) That Professor R Green be appointed as the Board's representative to the Board of the Faculty of Medicine.

(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.

2/07-08 Minutes

RESOLVED:

That the minutes of the meeting of the Board of the Faculty of Science held on 6 June 2007 be approved.

3/07-08 Matters arising on the Minutes

- (a) Chair of the Board of the Faculty of Science 2007/08 (minute BFS.45(a)/06-07 refers)

REPORTED:

- (i) That, following the appointment of Professor Mark Smith as Pro-Vice-Chancellor at the meeting of Council on 11th July 2007, the Board needed to elect a new Chair for the academic year 2007/08.
- (ii) That, following an election held by postal ballot of members of the Board of the Faculty of Science, Professor Koen Lamberts was elected as Chair of the Board for the academic year 2007/08.

- (b) Election to Membership of the Senate (minute BFS.46/06-07 refers)

REPORTED:

- (i) That, following the election of Professor Koen Lamberts as Chair of the Board of the Faculty of Science, there was a further vacancy for a representative of

the Board to membership of the Senate, to serve for three years until July 2010.

- (ii) That, following an election held by postal ballot of members of the Board of the Faculty of Science, Professor Roland Wilson was elected to represent the Board on the Senate, to serve for three years until July 2010.

- (c) Degree Classification Conventions (minute BFS.47/06-07 refers)

RECEIVED:

A paper prepared for the Academic Quality and Standards Committee regarding the pilot phase for the new marking scale (paper AQSC.2/07-08), including a report on the Senate's consideration of and resolutions on assessment issues at its meeting on 4 July 2007.

- (d) Strategic Departmental Reviews (minute BFS.49/06-07 refers)

REPORTED:

That a Quinquennial Review of the Department of Statistics took place on the 5-6 November 2007, and that this review took place under the old Quinquennial Review procedures.

- (e) Warwick Business School module registration system (minute BFS.489(d)/06-07 refers)

RESOLVED:

That an update should be brought to the next meeting of the Board on progress towards integration of the WBS module registration system and the University's On-line Module Registration (OMR) system.

4/07-08 Central Provision of Mathematics Support

CONSIDERED:

A report on the central provision of mathematics support (paper BFS.1/07-08).

RESOLVED:

- (a) That the undergraduate student representative should consult with students via SSLCs to assess the demand from students for central provision of mathematics support.
- (b) That, depending on the outcome of this consultation, a decision will be made about the need for centrally provided mathematics support, and about possible funding models for this support.

5/07-08 Report from the Faculty of Science IT Committee

RECEIVED:

- (a) The minutes of the meeting of the Faculty of Science IT Committee held on 17 October 2007 and an oral report from the Chair of the Faculty of Science IT Committee.

RESOLVED:

- (b) That the recommendations on priorities for IT Services development (minute 4 refers) be supported.

6/07-08 IT and Library Issues

REPORTED:

- (a) That the Information Policy and Strategy Committee had requested that IT and Library issues be included as a standing item for the autumn term meetings of the Faculty Boards, in order to input into the five-year planning round.

RESOLVED:

- (b) That the following issues be reported to the Information Policy and Strategy Committee:
 - (i) The recommendations on priorities for IT Services development from the Faculty of Science IT Committee (minute BFS.5/07-08 refers);
 - (ii) Communication between IT Services and Departments in the Science Faculty, noting that it should be requested of the incoming Director of IT Services that he meet with the Chairs of Departments and the Faculty Board.
- (c) That any suggestions regarding items for expenditure by the Library should be forwarded to Helen Ireland or the Librarian.

7/07-08 Report from the Sub-Faculty

RECEIVED:

- (a) The minutes of the meeting of the Sub-Faculty of Science held on 24 October 2007, together with an amendment to the minutes tabled at the meeting, and an oral report from the Chair of the Sub-Faculty of Science.
- (b) Constitution of the Sub-Faculty of Science

RESOLVED:

- (i) That the constitution of the Sub-Faculty of Science be amended to remove the representatives of Computer Systems Engineering and the Joint Degree in Maths and Physics (minute SFS.2(d)/07-08 refers).
- (ii) That the constitution of the Sub-Faculty of Science be amended to include a representative of Warwick HRI (minute SFS.10(b)/07-08 refers).
- (c) Fees for Intercalated Years

RESOLVED:

- (i) That the Sub-Faculty's concern over the level of fee for students taking intercalated years be endorsed, noting that it would make recruitment of students (particularly international students) onto degrees with intercalated years very difficult, and that this was clearly contrary to the University Strategy.

- (ii) That a fee of around £600 would seem reasonable for what the University provides to students on intercalated years.
- (iii) That this issue be raised with the Fees Working Group and the Academic Registrar.

8/07-08 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 24 October 2007 and an oral report from the Chair of the Graduate Studies Committee.

9/07-08 Report from the Faculty of Science Research Committee

RECEIVED:

- (a) The minutes of the meeting of the Faculty of Science Research Committee held on 22 October 2007 and an oral report from the Chair of the Research Committee.

CONSIDERED:

- (b) A paper on suggestions for amendments to the Faculty Research and Innovation Committee (paper BFS.2/07-08).

RESOLVED:

- (c) That the suggestions for amendments to the Faculty Research and Innovation Committee be approved as set out in paper BFS.2/07-08.
- (d) That the Terms of Reference for the Faculty Research and Innovation Committee be reviewed after one year.
- (e) That the Faculty Research and Innovation Committee be expected to meet as necessary, with the likelihood of two meetings per term.

RECOMMENDED (to the Senate and Council):

- (f) That the Constitution of the Board of the Faculty of Science be amended to include the Chair of the Faculty Research and Innovation Committee *ex officio*.

10/07-08 Chair's Business

- (a) Election of Deputy Chair

CONSIDERED:

- (i) A proposal to elect a Deputy Chair for the Board of the Faculty of Science for the academic year 2007/08.

RESOLVED:

- (ii) That the proposal to elect a Deputy Chair for the academic year 2007/08 be approved, and that a postal election be held before the next meeting of the Board.

(b) International Committee

CONSIDERED:

- (i) A proposal to nominate a second representative of the Faculty, in addition to the Faculty Chair, to the International Committee, noting that this person should ideally be an assistant or associate professor with international interests and contacts, and need not be a member of the Faculty Board.

REPORTED:

- (ii) That two nominations had been received for this position.

RESOLVED:

- (iii) That the second representative of the Faculty to the International Committee be appointed by Chair's Action, following discussion with the two nominees.

(c) Campus Development

CONSIDERED:

- (i) A proposal to establish a Progress Group to consider the Faculty's priorities for capital development in relation to the University's campus development plan.

RESOLVED:

- (ii) That the proposal to establish a Progress Group to consider the Faculty's priorities for capital development be approved, and that the Progress Group should start work immediately, noting that:
 - (A) there is a short-term priority to meet the needs of funding already obtained; and
 - (B) the Faculty needs to provide a compelling and ambitious long-term vision of what a science complex should look like for one of the world's top 50 universities.
- (iii) That the Progress Group should include a representative of the Warwick Medical School, and of the Director of Estates.

(d) Heads of Department Forum

RECEIVED:

- (i) An oral report from the Chair on the establishment of a forum for Heads of Department in the Faculty.

RESOLVED:

- (ii) That the forum for Heads of Department in the Faculty be organised by rotation amongst Departments.

11/07-08 Fluid Dynamics Research Centre

CONSIDERED:

- (a) A revised constitution for the Fluid Dynamics Research Centre (paper BFS.3/07-08).

RESOLVED:

- (b) That the revised constitution for the Fluid Dynamics Research Centre be approved as set out in paper BFS.3/07-08, noting that some members of the Board expressed disapproval with regard to the removal of the voting rights of academic members of the Centre in electing the Director and Management Committee.
- (c) That the appointment of Dr P Thomas as Director, and Professors R Kerr and S Molokov as Deputy Directors, of the Fluid Dynamics Research Centre be approved.

12/07-08 Faculty Advisory Board

RECEIVED:

An oral report from the Chair, noting that:

- (a) A meeting of the Faculty Advisory Board had taken place on 31 October 2007.
- (b) A report of that meeting would be brought to the next meeting of the Board.
- (c) The main topics for discussion at that meeting were the University Strategy and the Warwick Student Experience.

13/07-08 National Student Survey

RECEIVED:

- (a) A briefing paper prepared for the Academic Quality and Standards Committee summarising the University's results in the National Student Survey 2007 (paper AQSC.4/07-08).

REPORTED:

- (b) That the Chair of the Board of the Faculty of Science had convened a Working Group to consider the National Student Survey results for departments in the Science Faculty, and to identify and prioritise issues that need to be addressed, particularly in relation to Assessment and Feedback, and to Academic Support.
- (c) That the membership of the Working Group was:
 - (i) Chair of the Board of the Faculty of Science
 - (ii) Chair of the Sub-Faculty of Science
 - (iii) Education Officer of the Students' Union
 - (iv) Undergraduate Science Faculty Representative
 - (v) Senior Assistant Registrar (Teaching Quality)
 - (vi) Secretary to the Board of the Faculty of Science

- (vii) One member of teaching staff from each of the Departments of Physics, Psychology, Chemistry, Biological Sciences, Computer Science, Mathematics, Statistics, Electrical and Electronic Engineering, Civil and Mechanical Engineering
- (d) That the Working Group met on 3rd October 2007 and agreed that each department should produce an Action Plan addressing issues raised by the National Student Survey, and that this Action Plan should be sent to the Secretary to the Board of the Faculty of Science by 18th October.
- (e) That the Chair of the Board of the Faculty of Science had produced a summary of issues considered by departments, for submission to the Pro-Vice-Chancellor (Teaching and Learning).

RESOLVED:

- (f) That the Chair of the Board of the Faculty of Science would circulate the summary to Departments, in order to share examples of best practice.

14/07-08 Warwickshire Education Business Partnership

CONSIDERED:

- (a) A report on how departments in the Science Faculty might support projects run by the Warwickshire Education Business Partnership to enhance and enrich the science curriculum in local schools (paper BFS.4/07-08).

RESOLVED:

- (b) That the Board should recommend to Departments in the Faculty that they consider involvement in programmes run by the Warwickshire Education Business Partnership, and that anyone interested should contact the Project Manager of Warwick Volunteers.

15/07-08 QAA Institutional Audit

REPORTED:

That the University's next QAA Institutional Audit is to take place during the Autumn Term 2008.

RECEIVED:

A report prepared for the Academic Quality and Standards Committee outlining the timescale of and preparations for Institutional Audit (paper AQSC.7/07-08).

16/07-08 Items to be brought to the Senate

CONSIDERED:

Whether there were any specific issues which the Board of the Faculty wished to refer to the Senate for consideration.

RESOLVED:

That the establishment of a Progress Group to consider the Faculty's priorities for capital development should be brought to the attention of the Senate (minute BFS.10(c)/07-08 refers).

17/07-08 Dates of Future Meetings

REPORTED:

- (a) That the future meetings of the Board of the Faculty of Science in the academic year 2007/08 would be held on the following dates:

Spring Term – Wednesday 13 February 2008, 1.30pm (**Room R0.12 Ramphal**)

Summer Term – Wednesday 28 May 2008, 1.30pm (Council Chamber)

- (b) That the deadline for the receipt of papers is 12 noon six working days preceding each meeting of the Board of the Faculty.

18/07-08 Freedom of Information Act: Publication Scheme

REPORTED:

- (a) That the University commits to publishing the minutes, agendas and non-reserved business of University bodies and committees on the University website, as part of its Publication Scheme under the Freedom of Information Act 2000.
- (b) That members of the Board of the Faculty of Science are reminded that minutes of Board meetings will be published in this way.

19/07-08 Reserved items

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