

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 2012

- Present: Professor P A Thomas (in the Chair), Professor K Ball, Professor R Ball, Professor S Banerji, Dr J Cave, Dr A I Cristea, Professor A Czumaj, Professor J Davey, Professor D Firth, Professor L Green, Professor D Haddleton, Professor D Leadley, Professor C-T Li, Professor J McCarthy, Professor C McConville, Dr J Robinson, Professor P Scott, Professor J Q Smith, Professor C Sparrow, Professor N Stocks, Professor J Tresilian, Dr D Wood.
- Apologies: Professor T Bugg, Professor R Dashwood, Mr C Drake, Mr T Jin, Dr A M Price, Mr R Shah, Professor M Shipman, Mr R Shah.
- In attendance: Ms R Cooper, Ms K Gray (item 06-07/12-13), Mr R Green (item 05/12-13), Mrs H Ireland, Professor J Labbe (item 04/12-13), Mr D Lamburn (item 06/12-13), Mr S Williams.

The Minutes are split into two sections: items considered by the Committee and items reported without further discussion unless requested by a member of the Committee.

MINUTES

ITEMS CONSIDERED BY THE COMMITTEE

01/12-13 Constitution, Membership and Terms of Reference

(a) Membership

REPORTED:

That following a number of changes to membership approved by Chair's Action over the summer, and subject to changes to be received from WMG for their representative to the Faculty of Science Information Technology Committee and from Computer Science for their representative to the First Year Board of Examiners, the revised membership of the committees within the Faculty of Science for the academic year 2012/13 was as follows:

- (i) Board of the Faculty of Science, paper BFS.01/12-13;
- (ii) Sub-Faculty of Science, paper BFS.02/12-13;
- (iii) Graduate Studies Committee of the Board of the Faculty of Science, paper BFS.03/12-13;
- (iv) Faculty of Science Information Technology Committee, paper BFS.04/12-13;

- (v) First Year Board of Examiners, paper BFS.05/12-13;
- (vi) Examination Appeals Committee Panels, paper BFS.06/12-13;
- (vii) Representatives of the Science Faculty on other Committees, paper BFS.07/12-13.

CONSIDERED:

The remaining vacancies for representatives of the Faculty of Science on other University Committees for 2011/12, as set out in paper BFS.07/12-13.

RESOLVED:

- (viii) That Professor P Scott's nomination as the Board of the Faculty of Science representative on the Board of the Faculty of Arts be approved;
- (ix) That Board members would send nominations to the Faculty Chair for the remaining vacancies, noting the importance of filling the vacancy on the Academic Quality and Standards Committee with a representative of the Board of the Faculty of Science who needs to be a member of Senate.

(b) Terms of Reference

REPORTED:

That Statute 17(4) states that the Board of each Faculty shall 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 15;
- (vii) To discharge such other functions as the Senate may from time to time determine

02/12-13 Minutes

CONSIDERED:

The minutes of the meeting of the Board of the Faculty of Science held on 23 May 2012.

RESOLVED:

That the minutes of the meeting of the Board of the Faculty of Science held on 23 May 2012 be approved.

03/12-13 Matters arising on the Minutes

- (a) University Research Centre Governance and Guidelines (minutes BFS.29/11-12 and BFS.41/11-12(b))

REPORTED:

That at its meeting on 13 September 2012, the Research Committee approved the final guidelines for University Research Centre Governance as set out in paper RC.01/12-13.

RECOMMENDED: (to the University Research Committee)

That a PDF of the final guidelines for University Research Centre Governance should be made publically available on the Research Centres page of the University website.

- (b) Learning and Teaching Strategy (minute BFS.45/11-12)

REPORTED:

That the sub-group of the Board tasked with reviewing the draft Learning and Teaching Strategy met over the summer and fed into the final strategy document which has been approved by Senate, paper S.3/12-13.

- (c) Warwick Community Agreement (minute BFS.46/11-12)

REPORTED:

- (i) That the sub-group of the Board tasked with reviewing the draft Warwick Community Agreement met over the summer and fed into the final document which has been approved by Senate and published online as the Warwick Student Community Statement: http://www2.warwick.ac.uk/institute/news/intnews2/warwick_student_community_statement/warwickstudentcommunitystatement.pdf
- (ii) That the new four calendar weeks turnaround deadline for feedback to students on assessed work had been approved by Senate for introduction from the start of the 2012/13 academic year;
- (iii) That Departments should send requests for structural exemptions to the Senior Assistant Registrar (Teaching Quality) until further guidance is issued to the Board of the Faculty of Science about the procedure going forwards.

04/12-13 Warwick/Monash Joint PhD

RECEIVED:

An oral report from the Chair of the Graduate School on the Warwick/Monash Joint PhD programme.

REPORTED:

- (a) That students on the Warwick/Monash Joint PhD would be jointly supervised, considered home students at both institutions, and would apply and be admitted to both Warwick and Monash;
- (b) That the initial intake for the joint PhD programme, which aimed to attract the best students from across the globe, would be ten students per year across both institutions;
- (c) That the joint PhD programme's initial focus was on Polymers and Green Chemistry, but that proposals from other areas where relationships existed with Monash would be welcome

RESOLVED:

- (d) That the Chair of Graduate School would raise the issue of the timing of applications to the joint PhD programme with the Joint Programmes Committee.
- (e) That colleagues interested in submitting new proposals should submit these to the Chair of the Graduate School by 30 November 2012.

RECOMMENDED: (to the Chair of Graduate School)

That consideration be given to offering a Strategy Bites session to raise awareness of the Monash-Warwick Alliance.

05/12-13 Open Access Developments

RECEIVED:

An oral report from the Acting Librarian on the move to publishing in open access journals as set out in Research Committee paper RC.06/12-13.

REPORTED: (by Professor K Ball)

That the London Maths Society was having issues because it routinely publishes all of its articles to www.arXiv.org and is not able to change the nomination of articles to 'open access' if they are already in the public domain.

REPORTED: (by Mr R Green)

That www.arXiv.org sat outside the RCUK model and that no statement had been received from RCUK on publishing on www.arXiv.org.

RESOLVED:

- (a) That the Acting Librarian would clarify with RCUK the status of articles published on www.arXiv.org;
- (b) That colleagues wishing to feed comments into the Open Access Working Group should email the Acting Librarian in advance of the next Working Group meeting which takes place on 29 November 2012;
- (c) That Open Access Developments would be added as a substantive item on the agenda for the meeting of the Board of the Faculty of Science to be held on 13 February 2013.

RECOMMENDED: (to the Acting Librarian)

That the Library should produce a central list of RCUK-compliant journals and make this list available on the University intranet.

06/12-13 QAA Institutional Review

RECEIVED:

An oral report from the Lead Academic Co-ordinator for the QAA Review and the Senior Assistant Registrar (Teaching Quality).

CONSIDERED:

The draft Self-Evaluation Document for the QAA Institutional Review to be held in 2012/13 (paper BFS.08/12-13), and the key areas of inspection and key dates in the QAA review process.

REPORTED: (by the Lead Academic Co-ordinator for the QAA Review)

- (a) That the QAA review team will make their first team visit to the University 15-16 February 2013 and that the full visit would be held 25-29 February 2013.
- (b) That the Lead Academic Co-ordinator for the QAA Review and his team were very grateful to Departments and the Faculty of Science for their engagement with the Institutional Teaching and Learning Review which took place in November 2011 and for the subsequent health checks that Departments undertook over the summer period.
- (c) That there will be full briefings for all staff who will be involved in the QAA review meetings in January and February 2013.

RESOLVED:

- (d) That colleagues should ensure that what is happening in their Departments complies with University regulations and policies and to let the Lead Academic Co-ordinator for the QAA Review know if there are any areas of concern that the University needs to include in the SED documentation.

- (e) That colleagues wishing to feed comments on the QAA Institutional Review Self-Evaluation Document should send these to the Senior Assistant Registrar (Teaching Quality) by 14 November 2012.

RECOMMENDED: (to the Lead Academic Co-ordinator for the QAA Review)

That guidance should be circulated to all Departments, outlining those areas where compliance with University regulations, policies and guidance is likely to be most critical.

07/12-13 Review of Course Approval Processes

CONSIDERED:

A paper, AQSC.24/12-13, setting out the principles for the review of the course approval process.

REPORTED: (by the Senior Assistant Registrar (Teaching Quality))

- (a) That the principles of the course approval process have been examined in order to move to clearer timeframes, a single form collecting a wider set of information, and a clarification of the role of different committees to avoid duplication of effort.
- (b) That an electronic workflow system is being considered which would support a more streamlined process.
- (c) That the information in the course approval process would link with the information required for the purposes of HEAR and KIS.

RESOLVED:

That colleagues wishing to offer any feedback should email the Senior Assistant Registrar (Teaching Quality) with any comments by 21 November 2012.

RECOMMENDED: (to the Academic Quality and Standards Committee)

That consideration is given to linking the course approvals process to the annual review and feedback processes.

08/12-13 Chair's Business

- (a) Faculty of Science Advisory Board

REPORTED:

That the next meeting of the Faculty of Science Advisory Board will take place on 6 December 2012 and will be hosted by Johnson Matthey in London.

(b) Faculty Board Response to the Faculty Engagement Report

RECEIVED:

The Board of the Faculty of Science Response to the Faculty Engagement Report, paper BFS.22/11-12.

(c) Faculty Budget

REPORTED:

That the Chair of the Board of the Faculty of Science has been allocated a discretionary budget of £50,000 for the 2012-13 academic year. These monies can be used to fund any projects that will raise the profile of the Faculty of Science or pilot projects within Departments that could be then rolled out across the Faculty of Science.

RESOLVED:

That colleagues with ideas for teaching, research or faculty activity projects should email the Chair of the Faculty of Science.

(d) Deputy Chair of the Board of the Faculty of Science

REPORTED:

That Professor Peter Scott's appointment as Deputy Chair was approved by Senate until 2014.

(e) VLE Developments

REPORTED:

- (i) That a number of Departments in other Faculties have been included in an IT Services document which identifies roll out dates for the introduction of *Moodle* and of the university's e-submission system;
- (ii) That Chemistry and Life Sciences are using *Moodle* in 2012-13;
- (iii) That the use of *Moodle* is optional as long as an acceptable VLE alternative is being used in the Department.

(f) Secretariat Changes

REPORTED:

- (i) That Mr Stephen Williams will step down as Secretary to the Board of the Faculty of Science on 31 December and that Ms Ruth Cooper will take over on 1 January 2013.
- (ii) That the Faculty Secretariat duties have been moved to a small new team within Teaching Quality and the new postholders will have a broader Faculty remit.

09/12-13 Faculty of Science Learning and Teaching Showcase Events

RECEIVED:

An oral report from the Chair of the Sub-Faculty of Science on the Faculty of Science Learning and Teaching Showcase Events.

REPORTED:

- (a) That the Faculty of Science, in collaboration with the Learning and Development Centre, would run a series of Faculty-based Teaching and Learning Showcase events for the academic year 2012/13.
- (b) That these events would take place on 14 November 2012, 20 February 2013 and 15 May 2013.

10/12-13 Items to be brought to the Senate

CONSIDERED:

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

RESOLVED:

That the following items should be brought to the Senate for consideration:

- (a) Changes in membership to the Board, its sub-committees and other university committees.

11/12-13 Any Other Business

REPORTED:

That the Board of the Faculty of Science expressed thanks to Mr Stephen Williams for his service to the Faculty over the last 3 years.

12/12-13 Reserved Items:

REPORTED:

That the reserved items had been approved by Chair's Action.

ITEMS REPORTED AND APPROVED WITHOUT FURTHER DISCUSSION

13/12-13 Report from the Faculty of Science IT Committee

RECEIVED:

The minutes of the meetings of the Faculty of Science IT Committee held on 9 May 2012 and 17 October 2012.

14/12-13 Report from the Sub-Faculty of Science

RECEIVED:

The unconfirmed minutes of the meeting of the Sub-Faculty of Science held on 17 October 2012.

15/12-13 Report from the Graduate Studies Committee

RECEIVED:

The unconfirmed minutes of the meeting of the Graduate Studies Committee of the Board of the Faculty of Science held on 30 October 2012.

16/12-13 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 20 June 2012 and 5 September 2012.

17/12-13 Freedom of Information

REPORTED:

- (a) That the Steering Committee at its meeting on 29 October 2007 considered a paper outlining how the Freedom of Information Act 2000 applies to the publication of minutes of University bodies together with the University Publication Scheme adopted by the Steering Committee in December 2003, paper SC 60/07-08, and resolved that a standard item be included on the agenda of the first meeting of each University Committee at the start of each academic year to inform new members and to remind continuing members of the University policy on the publication of minutes.
- (b) That all non-reserved minutes and agenda of the Committee are published on the University's Governance website at:
<http://www2.warwick.ac.uk/services/gov/atoz/bfs/minutes/>

- (c) That copies of paper SC.60/07-08 are available from the Secretary (of the Steering Committee) on request.

18/12-13 Dates of Future Meetings

REPORTED:

That the future meetings of the Board of the Faculty of Science in the academic year 2012/13 would be held on the following dates:

Wednesday 13 February 2013, 09.30 – 11.30, Council Chamber, University House

Wednesday 22 May 2013, 09.30 – 11.30, Council Chamber, University House