

**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 15 February 2016

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- Present: Professor M Shipman (Chair), Dr DJ Britnell, Professor R Dashwood, Professor R Goodwin, Professor L Green, , Professor V Kolokoltsov, Professor D Leadley, Professor P Mawby (Deputy Chair), Dr G McInerny, Professor A Rodger, Professor R Roemer, Professor P Scott, Professor C Sparrow, Professor M Steel, Dr N Whybrow, Professor M Wills, Dr D Wood, Dr P Young, Mr T Yuen
- Apologies: Prof M Achtman, Professor K Ball, Professor S Banerji, Dr L Frigerio, Professor D Haddleton, Professor S Jarvis, Dr K Denby, Mr L Gupta, Professor R Procter, Professor N Stocks, Professor J Tresilian, Mr C Vernon, Ms H Worsdale
- In attendance: Ms J Bowskill (Secretary), Mrs H Ireland, Professor M Rodger, Ms Yvonne Salter Wright (for item 7 only), Ms Natalie Snodgrass Tan(for item 7 only), Ms Roberta Wooldridge Smith (for item 5 only)
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**ITEMS CONSIDERED BY THE COMMITTEE**

22/15-16 Minutes

REPORTED:

That the minutes of the meeting of the Board of the Faculty of Science held on 04 November 2015 BFS.12/15-16 be approved.

23/15-16 Conflicts of Interest

REPORTED:

That, should any members or attendees of the Board of the Faculty of Science have any conflicts of interest relating to agenda items for the meeting, they should be declared in accordance with the Committee of University Chairs (CUC) Higher Education Code of Governance (2014) <http://www.universitychairs.ac.uk/publications/>

24/15-16 Matters arising on the Minutes

- (a) Warwick International Higher Education Academy (minute BFS 04/15-16 (d) referred)

REPORTED:

That Gwen van der Velden had been appointed to the post of Director of the Warwick International Higher Education Academy (WIHEA) with an expected start date of 1<sup>st</sup> April 2016.

(b) Week Zero (minute BFS 16/15-16 referred)

RECEIVED:

An oral report from the Chair on the current status of the Week Zero Proposal following its consideration at the last meeting of the Board of the Faculty of Science.

REPORTED:

- (i) That following consideration of the Week Zero Proposal at Steering on the 14<sup>th</sup> December 2015, a Working Group was established, chaired by the Academic Registrar to ensure appropriate academic consideration of the proposal.
- (ii) That any approved proposal for Week Zero activities would be for the 2017/2018 academic year.
- (iii) That the current Working Group membership included representatives from Global Engagement, Careers and Skills, Student Support, the Postgraduate Student Development Officer, The Chair of the Faculty of Arts and the University Librarian.

(c) Triennial Review of Faculty Research Centres (minute BFS 11/15-16 referred)

RECEIVED:

An oral update from the Chair on the Triennial Review of Faculty Research Centres.

REPORTED:

That recommendations from the Board made at its meeting on the 4<sup>th</sup> November 2015 had been considered and accepted by the University Research Committee.

(d) HEFCE Policy for Open Access (minute BFS 08/15-16 referred)

RECEIVED:

An oral update from the Chair on the HEFCE Policy for Open Access.

REPORTED:

That the Library was currently looking into additional support mechanisms to aid Departments in ensure compliance with the HEFCE Policy for Open Access and submission of publications to WRAP.

(e) EPSRC DTP (minute 13/15-16 referred)

RECEIVED:

Memo from Professor Tim Jones, Pro-Vice-Chancellor for Science Engineering and Medicine outlining the EPSRC DTP Training Grant for 2016/17-2017-18 originally forwarded to Directors of Graduate Studies 08 January 2016 (BFS.13/15-16).

REPORTED:

- (i) That it was noted there was a reduction in the number of awards allocated, which represented a significant challenge for some Departments.
- (ii) That the reduction in numbers of awards allocated was likely to be attributed to an overall reduction in available funding at the EPSRC, and that the University of Warwick EPSRC income was lower than in previous years at the point of the EPSRC DTG census date.
- (iii) That the EPSRC would be making information on award allocation to UK HE institutions publically available.
- (iv) That the Research Development Manager (Science and Engineering) would prepare comparative data with Russell Group competitors for the Board when it became available.

25/15-16 Chair's Oral Report

RECEIVED:

An oral report from the Chair on current activities and developments relevant to the Faculty noting the following:

(a) Changes to the Disabled Student's Allowance and Institutional Response

REPORTED:

- (i) That the Chair brought Changes to the Disabled Student's Allowance to the attention of members of the Board.
- (ii) That changes to the Disabled Student's Allowance over the next two years would result in a significant change in provision of additional funding support with a significant shift to Institutions being responsible for <http://www.twocastlesrun.org.uk/financial> support.
- (iii) That the Chair encouraged members of the Board and Departments to consider the impact of these changes.

- (iv) That a series of workshops were being developed to assist staff with understanding these changes.

(b) Queens Anniversary Prize

REPORTED:

That congratulations be extended to the Departments of Mathematics and Statistics for their recent Queen's Anniversary Award.

(c) Review of Centre for Scientific Computing

REPORTED:

- (i) That the University Research Committee had approved a review of the Category 1 Centre for Scientific Computing.
- (ii) That this review is timely with the establishment of the Research Technology Platform in Scientific Computing.
- (iii) That the Review Group would be chaired by the Chair of the Faculty of Science and would report its findings back to the University Research Committee by Summer 2016.

(d) Nurse Review and Comprehensive Spending Review

REPORTED:

That recommendations from the Nurse Review of Research Councils were published on the 19<sup>th</sup> November 2015, and that the combined Spending Review and Autumn Statement were released on 25<sup>th</sup> November 2015.

(f) Global Challenges Research Fund

REPORTED:

That members of the Board were encouraged to attend the Global Challenges Research Fund Briefing on 16<sup>th</sup> February 2016 where the RCUK distribution of monies within the Global Challenges Research Fund allocation of £1.5bn and 'Global Challenges' opportunities within the Newton Fund would be discussed.

(g) Faculty of Science Lunch

REPORTED:

- (i) That the next Faculty of Science Lunch would take place on Thursday 19<sup>th</sup> May 2016 12:00-13:30, in CMR 1.0 University House.
- (ii) That Ms Helen Turner had been invited to attend the lunch to speak about Midlands Innovation.
- (iii) That Professor Mark Girolami had accepted an invitation to attend the lunch to provide an update on the Alan Turing Institute.

(h) The Big Bang Fair

REPORTED:

- (i) That preparation for Faculty of Science Stand at the Big Bang Fair was ongoing, with the Departments of Life Sciences, Chemistry, Physics and the School of Engineering all having activities planned for the stand.
- (ii) That Departments not planning an activity were encouraged to contact the Faculty Secretary with regard to information and marketing material they would like to be available at the Fair.

(i) Faculty of Science Webpages

REPORTED:

- (i) That the Faculty of Science website was currently in the process of migrating over to ID7. Content would also be refreshed and updated.
- (ii) That members were advised that news items they may wish to publicise on the webpages should be sent the Online Communications Officer, Alex Boots.

(j) NSS

REPORTED:

That the NSS was now open, and the current completion rates were being circulated by e-mail to departments on a weekly basis by the Teaching Quality Team.

26/15-16 CMA Guidance and Consumer Protection Law Compliance

RECEIVED:

An oral report from Roberta Wooldridge Smith, Deputy Academic Registrar, on Competition and Markets Authority Guidance and Consumer Protection Law compliance activity, as set out in paper BFS.17/15-16.

REPORTED:

- (i) That there was an online resource that provided guidance, responsibilities, best practice and further information on Computer Protection Law Compliance Activity at the institution at; <https://www2.warwick.ac.uk/services/aro/cpl/>
- (ii) That members were encouraged to ensure that all information surrounding course specifications, module descriptors, course regulations, assessment practices, progression requirements, student handbooks, and module information were correct, up to day and available online.
- (iii) That staff were encouraged to engage in complaints handling training and stage 1 reporting.

- (iv) That members were requested to manage change in academic provision sensitively, ensuring that Easter deadlines for minor changes and Easter + 1 year for major change/ curriculum restructure were observed.
- (v) That guidelines on ensuring compliance for staff and student involved in Open Days was available online at <https://www2.warwick.ac.uk/services/aro/cpl/compliance/>
- (vi) That guidance to Departments on ensuring compliance with marketing material was being developed.

27/15-16 Research Matters

(a) Lord Stern's review of the Research Excellence Framework

RECEIVED:

A paper outlining Lord Stern's review of the Research Excellence Framework and Call for Evidence, as set out in paper BFS.20/15-16.

REPORTED:

- (i) That the Chair encouraged members of the Board to submit responses to the review either directly, or to feedback responses to the Research Development Manager (Science and Engineering) to be fed into the institutional response.

(b) Analysis of Research Income in the Faculty of Science

RECEIVED:

A paper outlining Research Income in the Faculty of Science, as set out in BFS.19/15-16 and accompanied by an oral report from Dr L Morton, Research Development Manager (Science and Engineering).

REPORTED: (by the Research Development Manager (Science and Engineering))

- (i) That generally the Faculty was on an upwards trajectory for research income from 2010-2016, noting a dip in 2013/2014 after the REF.
- (ii) That the EPSRC had been the top annual funder of awards in the Faculty, with the exception of 2014/2015 when it was the BBSRC.
- (iii) That the Faculty should prioritise EPSRC for research awards where appropriate to help to safeguard the institution's framework status with the EPSRC.
- (iv) That overall current numbers of applications, values of applications and values of awards in the Faculty were down relative to last year.

REPORTED: (by the Chair)

- (v) That thanks be extended to the Research Development Manager (Science and Engineering) for preparing and speaking to the report.
- (vi) That Members of the Board were encouraged to engage with their department specific data in more detail.

28/15-16 Proposed Statement of Expected Behaviour for Students

RECEIVED:

- (a) A paper outlining a proposed Statement of Expected Behaviour for Students, developed following the approval of the Student Discipline Framework by Senate in October 2015, as set out in paper BFS.14/15-16, accompanied by an oral report from Ms Yvonne Salter Wright, Director of Delivery Assurance
- (b) An oral report from the Chair of the Faculty of Science Undergraduate Studies Committee outlining feedback canvassed from the Committee on the Proposed Statement of Expected Behaviour for Students.
- (c) An oral report from the Chair of the Faculty of Science Graduate Studies Committee outlining feedback canvassed from the Committee on the Proposed Statement of Expected Behaviour for Students.

REPORTED: (by the Director of Delivery Assurance)

- (i) That the proposed statement was intended as an expression of transparency and best practice, and outlined behaviours and expectations as set out in the University Regulations, Guidelines and Ordinances.
- (ii) That it was not intended that any action could be brought against a student on the basis of this document alone, and that any instance of student discipline would be as a result of behaviour deemed to be outside of the University Regulations.
- (iii) That following the current consultation period, a revised paper would be formally considered by Boards of the Faculties in term 3, before being considered by the Senate.

REPORTED: (by the Chair of the Faculty of Science Undergraduate Studies Committee)

- (iv) That the Board of Undergraduate Studies had already passed feedback on the proposed statement to the Delivery Assurance Team.
- (v) That the benefits of such a document were recognised by members of the Faculty of Science Undergraduate Studies Committee, noting the following concerns;
  - (A) That the document and accompanying information was felt to be too long.
  - (B) That it was felt that the statement unnecessarily highlighted particular examples of unacceptable behaviour.
  - (C) That section 2b of the additional information and guidance could be seen to limit students' rights to independently manage their learning experience.

REPORTED: (by the Chair of the Faculty of Science Graduate Studies Committee)

- (vi) That the Faculty of Science Graduate Studies Committee noted the potential benefits of the proposed statement, and had raised similar concerns to those highlighted by the Faculty of Science Undergraduate Studies.
- (vii) That the Faculty of Science Graduate Studies Committee felt it would be beneficial if the potential outcome of incidences of student cheating or plagiarism were further highlighted in the document.
- (viii) That there was concern that the expectation that student should uphold “the reputation of the University when engaging in university-related activities or representing the University”, could be seen to limit students’ freedom of expression and right to engage in constructive debate.

REPORTED: (by members of the Board of the Faculty of Science)

- (ix) That members of the Board echoed previous concerns raised surrounding the feeling that the statement unnecessarily highlighted particular examples of unacceptable behaviour over others.
- (x) That the explicit inclusion of some illegal activities over others raised concern, and that the document should either explicitly include all illegal behaviour, or none.
- (xi) That it was felt that a document such as the proposed statement could be useful in managing expectation in incidences of poor student behaviour or engagement, but that the language used was felt to be inappropriate or over-zealous in places.
- (xii) That the expected impact of the proposed statement was unclear.
- (xiii) That careful consideration should be given to how the final document would be received by students, staff, and external third parties.

#### 29/15-16 Assessment and Feedback

RECEIVED:

A composite report on timeliness of feedback on assessments submitted during the Autumn term 2015-16 across the Faculty of Science, paper BFS.11/15-16.

REPORTED:

- (i) That Chemistry and WMG were noted as having non-compliant modules for feedback turnaround times in term 1, highlighting that both departments had experienced similar issues with external markers meeting feedback deadlines.
- (ii) That the procedure for further action in instances when individual members of staff didn’t meet turnaround time deadlines for assessed work feedback was available online at [https://www2.warwick.ac.uk/services/aro/dar/quality/categories/examinations/assessmentstrat/assessment/timeliness/guidance/route\\_for\\_consideration\\_of\\_turnaround\\_times.pdf](https://www2.warwick.ac.uk/services/aro/dar/quality/categories/examinations/assessmentstrat/assessment/timeliness/guidance/route_for_consideration_of_turnaround_times.pdf)
- (iii) That the Secretary would report to AQSC that the Board felt it would be beneficial if a more representative way of reporting data on turnaround times could be

developed to better reflect rates of compliance within specific modules and pieces of assessed work, noting that this could represent a significant increase in administrative burden on the reporting of turnaround time data.

30/15-16 Faculty of Science Teaching and Learning Showcase Events

REPORTED:

That the Faculty of Science Teaching and Learning Showcase for Term two would take place on Wednesday 2<sup>nd</sup> March 2016 12:00-15:00 in IMC1.04, International Manufacturing Centre.

RECEIVED:

An oral report from the Chair of the Faculty of Science Undergraduate Studies Committee noting the following:

- (vii) That the theme of the Showcase would be the Teaching Excellence Framework and innovation in technologies for advance teaching methods.
- (viii) That members of the Board were requested to ensure that relevant staff in departments were aware of and encouraged to attend the event.

31/15-16 Items from the Faculty of Science Undergraduate Studies Committee

RECEIVED:

An oral report from the Chair of the Faculty of Science Undergraduate Studies Committee.

REPORTED:

- (i) That at its meeting on the 20 November 2015 the Board of Undergraduate Studies resolved that a Working Group on Scaling be convened.
- (ii) That there had been two initial Working Group meetings and that the Working Group aimed to produce guidelines on scaling for Departments with the expectation that this would be shared with students.
- (iii) That Scaling will be included on a future agenda of the Faculty of Science Undergraduate Studies Committee when the Working Group had produced guidelines for consideration and feedback.
- (iv) That the Chair of the Faculty of Science Undergraduate Studies Committee is a member of the Working Group for the Timetable Improvement Plan.
- (v) That two-thirds of departments have rolled out personalised timetables to students, which have been well received.
- (vi) That the Teaching and Learning building would open half way through Term 1. Lectures currently held in the Arts Centre cinema would continue there at the start

of term, with the option to be transferred to the new building once open. Lectures scheduled for the new large lecture theatre would be held in Butterworth Hall in the interim period.

- (vii) That the Faculty of Science Undergraduate Studies Committee had concerns regarding the current consultation on early module registration, noting the significant challenges the current proposal represented for many departments within the Faculty.

32/15-16 Items from the Faculty of Science Graduate Studies Committee

RECEIVED:

An oral report from the Chair of the Faculty of Science Graduate Studies Committee

REPORTED:

That the Faculty of Science Graduate Studies Committee had noted concerns at the reduction in the EPSRC DTP Allocation as discussed under minute BFS.24/15-16.

33/15-16 Proposed Change of name of the Faculty of Medicine

RECEIVED:

A proposal to change to the name of the Faculty of Medicine to the Faculty of Health, as set out in paper BFS.15/15-16.

REPORTED:

- (i) That members of the Board felt it would be helpful to receive further clarification on the addition of further members to the Faculty Board as set out in section 2 (a) of paper BFS.15/15-16).
- (ii) That members of the Board noted that there were some areas of activities currently being undertaken in the Faculty which might not naturally be considered to fit under the larger term of "Health".

RESOLVED:

- (ix) That the Board supported the proposed change to the name of the Faculty of Medicine to the Faculty of Health, as set out in paper BFS.15/15-16.
- (x) That Professors Dashwood and Stocks would prepare a paper in consultation with all departments in the Faculty of Science, considering the case for a proposed change of name of the Faculty of Science.

34/15-16 Items to be brought to the Senate

CONSIDERED:

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

RESOLVED:

That there were no items from the Board to be brought to the attention of the Senate

35/15-16 Any Other Business

(a) Proportional Faculty Representation

REPORTED: (by Prof L Green)

- (i) That it was noted that the representation of Faculties on the Senate was equal for all Faculties and could therefore be considered to not be representative of each Faculties size in terms of staff and student numbers.
- (ii) That Each Faculty was allocated one Research Development Manager, which represented a large variance in responsibility for research income value across each of the Faculties.

RESOLVED:

That the Chair would consider this for future discussion with senior staff colleagues.

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**ITEMS REPORTED AND APPROVED WITHOUT FURTHER DISCUSSION**

The Chair and Secretary consider that the following items are non-controversial and/or can be accepted with a minimum of explanation. Members of the Committee may, however, ask for any of the following items to be transferred to the agenda for discussion, by contacting the Secretary in advance of the meeting, or by raising the item at the commencement of the meeting.

36/15-16 Changes to the Disabled Student's Allowance and Institutional Response

RECEIVED:

A paper outlining the institutional response to changes to the Disabled Student Allowance.

37/15-16 Report from the Undergraduate Studies Committee

RECEIVED:

The minutes of the meeting of the Undergraduate Studies Committee of the Board of the Faculty of Science held on 03 February 2016.

38/15-16 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 25 January 2016.

39/15-16 Annual Course Reviews

RECEIVED:

Composite reports on the Undergraduate and Postgraduate Research 2014/2015 Annual Course Review Reports from across the Faculty of Science (SUGS.16/15-16 and SGS.32/15-16).

40/15-16 24 Hour Library Proposal

RECEIVED:

A paper from the Students Union outlining the case for a 24 Hour Library (SUGS.13/15-16) with an accompanying paper from the University Library outlining Library Occupancy Information (SGS.30/15-16).

41/15-16 Dates of Future Meetings

REPORTED:

- (a) That the final meeting of the Board of the Faculty of Science in the academic year 2015/16 would be held on the following date:

Thursday 19 May 2016, 09.30 – 12.00pm, CMR 1.0, University House

- (b) That the final Faculty of Science lunch in the academic year 2015/16 would be held on the following date:

Thursday 19 May 2016, 12.00 – 1.30pm, CMR1.0, University House