

**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 2014.

---

- Present: Professor P A Thomas (in the Chair), Professor R Ball, Professor S Banerji, Dr J Cave, Professor D Haddleton, Dr P-P Fraiture, Dr L Frigerio, Professor S Jarvis, Professor D Leadley, Ms LK Man, Dr G Martin, Professor P Mawby, Dr J Robinson, Professor A Rodger, Professor P Scott, Professor C Sparrow, Professor N Stocks, Professor J Tresilian, Professor M Wills, Dr D Wood.
- Apologies: Professor K Ball, Mr R Batista, Professor T Bugg, Professor R Dashwood, Professor A Dove, Professor L Green, Mr M Hobson, Dr C Melville, Professor R Procter, Professor J Q Smith, Professor M Steel, Professor N Stewart.
- In attendance: Ms R Cooper, Professor D Hobson, Mrs H Ireland, Mrs L Larard.
- 

**ITEMS CONSIDERED BY THE COMMITTEE**

01/14-15 Constitution, Membership and Terms of Reference

(a) Chair and Deputy Chair of the Faculty of Science

REPORTED:

- (i) That following the announcement by the Registrar and Chief Operating Officer of Professor P Thomas' appointment as Pro-Vice-Chancellor from 1 December, the vacancy of Chair of the Faculty of Science would shortly be advertised;
- (ii) That Professor Thomas would remain in the role of Chair of the Faculty until a replacement was appointed;
- (iii) That Professor P Mawby was replacing Professor P Scott as Deputy Chair of the Board of the Faculty of Science from 2014/15 as Professor Scott had completed his three year appointment as Deputy Chair.
- (iv) That Professor Mawby would also take on the role of interacting with the Institute for Advanced Studies on behalf of the Faculty of Science.
- (v) That Professor Scott had agreed to remain on the Board of the Faculty of Science as a co-opted member and would continue to serve as Faculty representative on both the Equality and Diversity Committee and the Board of the Faculty of Arts.

RESOLVED:

To record the Board's thanks to Professor P Scott for his service to the Board and the Faculty as Deputy Chair from 2011/12-2013/14, and for his agreement to continue to serve as a member of the Board, and as a representative for the Board of the Faculty of Science from 2014/15 on the Equality and Diversity Committee and on the Board of the Faculty of Arts.

(b) Membership

REPORTED:

That following a number of changes to membership approved by Chair's Action since the meeting of Senate on 1 October 2014, and subject to confirmation of the further representatives from Mathematics and from the Board to the Board of the Faculty of Medicine and to the Board of the Faculty of Social Sciences, that the membership of the committees within the Faculty of Science for the academic year 2014/15 was as follows:

- (i) Board of the Faculty of Science, paper BFS.01(a)/14-15 with the revisions that Professor P Mawby would replace Professor P Scott as the Deputy Chair of the Board of the Faculty of Science, that Professor A Dove would be the second representative from the Graduate Studies Committee and that Dr C Melville would be the representative from the Board of the Faculty of Medicine;
- (ii) Undergraduate Studies Committee of the Board of the Faculty of Science, paper BFS.01(b)/14-15;
- (iii) Graduate Studies Committee of the Board of the Faculty of Science, paper BFS.01(c)/14-15;
- (iv) Faculty of Science Information Technology Committee, paper BFS.01(d)/14-15;
- (v) Examination Appeals Committee Panels, paper BFS.01(e)/14-15;
- (vi) Other Committees with representatives from the Faculty of Science, paper BFS.01(f)/14-15, noting that Professor M Rodger had agreed to represent the Faculty on IPSC.
- (viii) That the membership list for the First Year Board of Examiners would be received and considered at the Summer term meeting of the Board of the Faculty of Science.

(c) 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.

(d) Conflicts of Interest

CONSIDERED:

Whether any members of the Board had a conflict of interest to declare.

RESOLVED:

That no members of the Board of the Faculty of Science had a conflict of interest.

02/14-15 Minutes of the Last Meeting

CONSIDERED:

The minutes of the meeting of the Board of the Faculty of Science held on 21 May 2014.

RESOLVED:

That the minutes of the meeting of the Board of the Faculty of Science held on 21 May 2014 be approved.

03/14-15 Matters arising on the Minutes

(a) Election of Board Members to the Senate (minute BFS.40(d)/13-14 referred)

REPORTED:

- (i) That Professor Robin Ball's reappointment was formally approved by Senate at its meeting on 1 October 2014.
- (ii) That, following the vacancy left by Professor Shipman's resignation from Senate, and a nomination process followed during the summer vacation, Professor Alison Rodger (Chemistry) was nominated by the Board of the Faculty of Science to replace Professor Shipman on Senate.
- (iii) That Professor Alison Rodger's appointment was formally approved by Senate at its meeting on 1 October 2014.

(b) Faculty of Science Webpages (minute BFS.41(a)/13-14 referred)

REPORTED:

That the Faculty webpages went live in June 2014.

(c) Faculty of Science Thesis Prizes (minute BFS.41(c)/13-14 referred)

REPORTED:

- (i) That the prizes were distributed in July 2014, with two Faculty prizes given out at with the end of year Faculty event on 23 July 2014.

- (ii) That £4,500 from the Faculty budget was used to fund the prizes in 2013/14.
- (d) University Strategy (minute BFS.42(e)/13-14 referred)

REPORTED:

That the new University Strategy has been published and could be viewed online:  
<http://www2.warwick.ac.uk/about/strategy>

04/14-15 Chair's Action

REPORTED:

- (a) That the Chair, acting on behalf of the Board of the Faculty of Science, approved changes to membership of the Faculty committees (agenda item 1 refers, and paper BFS.01(a)-(f)/14-15).
- (b) That the Chair, acting on behalf of the Board of the Faculty of Science, approved the nomination of Professor Alison Rodger for the vacancy on Senate (left after Professor Mike Shipman's decision to step down as a member of Senate) and recommended to Senate that Professor Alison Rodger's nomination be approved.
- (c) That the Chair, acting on behalf of the Board of the Faculty of Science, approved changes to the FYBOE nominations for the meetings in June and in September 2014, and recommended to Senate that these changes be approved.
- (d) That the Chair, acting on behalf of the Board of the Faculty of Science, appointed four Appeal Committee Chairs to deal with appeals under regulation 8 against decisions to withdraw students made by First Year and Intermediate Year Boards of Examiners in June and September 2014.

RESOLVED:

- (e) That the Board note its thanks to Dr A Clark (Chemistry), Dr E Rushforth (WMG), Dr V Stavros (Chemistry), Dr T Tjahjadi (Engineering) for their service as Chairs of Appeal Committees in the Autumn term.
- (f) That the Board note its thanks to Dr D Wood (Chair of FYBOE), and the secretariat for their work with the First Year Board of Examiners meetings in June and September and associated work on appeals.

05/14-15 Chair's Business

- (a) Fields Medal

RESOLVED:

That the Board note its congratulations to Professor M Hairer for the award of the prestigious Fields Medal.

- (b) Faculty of Science Advisory Board

REPORTED:

- (i) That the summer term meeting of the Science Faculty Advisory Board took place on 9 June 2014;
- (ii) That the Science Faculty Advisory Board would not continue, as the University will be moving to a project-based model of advisory bodies in the future.
- (iii) That external members of the Advisory Board each received a letter from the Registrar informing them of this and thanking them for their service.

RECEIVED:

The report from the June 2014 meeting of the Science Faculty Advisory Board, paper BFS.02/14-15.

RESOLVED:

That the Board note its thanks to Heads of Department and other colleagues, including the secretariat, for their support and help with the work of the Advisory Board.

(c) Faculty Budgets/Special Projects

REPORTED:

- (i) That £12,000 (incl. VAT) was transferred from the 2013/14 budget for the Warwick space at the 2015 Cheltenham Science Festival.
- (ii) That a number of commitments have been made from the 2014/15 budget:
  - (A) £3000 had been committed to support the Christmas lectures in December 2014, which will be used to film the lectures;
  - (B) That up to £2000 was committed to support travel expenses for students involved with iGEM;
  - (C) That £300 was committed to support a public engagement event;
  - (D) That £1000 was committed to support "Meet the Scientist" careers events being organised by colleagues in Student Careers and Skills for Faculty of Science students in 2014/15;
  - (E) That £2500 had been committed from the 2014/15 Faculty budget to support a "Standing up for Science" media workshop for early career researchers in May/June 2015, but that this would be reallocated as the individual member of staff who had proposed the initiative was leaving the University of Warwick.
  - (F) That up to £7000 was committed towards the cost of updating Department webpages. (Faculty budget was being offered towards half the development costs for an agreed subset of webpages for up to five Departmental websites, in 2014/15).
  - (G) That £2,500 was committed to run the Widening Participation Forum Science and Survival event again for local schools on 11 December 2014.

CONSIDERED:

- (iii) Whether the Faculty Thesis Prize would run again in 2014/15 and if so, if there were any changes to the format;
- (iv) Whether members of the Board had any other suggestions for Faculty funding in 2014/15.

RESOLVED:

- (v) That the Faculty Thesis Prize would run again in 2014/15 with a few minor changes to the rules and allocation of budget to departments;
  - (vi) That further Faculty funding could be made available to support the Faculty presence at Cheltenham Science Festival in 2-7 June 2015.
- (d) Athena Swan

REPORTED:

- (i) That the Department of Computer Science had successfully achieved the Bronze Athena SWAN award.
  - (ii) That the University of Warwick was one of only three institutions where all STEMM departments had Athena SWAN awards.
  - (iii) That the School for Life Sciences would be submitting for a Silver award in the November 2014 submission round.
- (e) Senior Women's Network

REPORTED:

That the next meeting the cross-faculty network would take place on 27 November 2014 and the guest speaker would be Dr Liz Miles, from Coventry University.

- (f) Women in Technology and Engineering

RECEIVED:

- (i) An oral report from the Chair about the initiative and membership of the Innovation and Diversity Working Group.
- (ii) A composite paper showing the responses from all departments regarding initiatives being taken, or planned, to increase the recruitment of women students to courses where they are currently under-represented (BFS.04/14-15).
- (iii) The University of Warwick's pledge to Your Life, a new government initiative working in partnership with industry, education and government to boost female participation in technology and engineering (paper BFS.05/14-15).

REPORTED:

- (iv) That the Innovation and Diversity Working Group had been established to look at how to innovate and increase diversity, initially in the Engineering disciplines;

- (v) That the Your Life initiative had complimented the University about the robustness of the pledge made;
  - (vi) That the 2014/15 bid into HEFCE for capital around STEMM teaching, required evidence about underlying initiatives in this area.
- (g) Heads of Department Forum (HoDs Forum)

REPORTED:

- (i) That the first meetings of the HoDs Forum took place on 10 September and 16 October;
- (ii) That the Forum would replace the Science Faculty Research and Innovation Committee, but alternate meetings of the Forum (starting with the October meeting) would have a research focus.

06/14-15 Assessment and Feedback

RECEIVED:

A composite report on timeliness of feedback on assessments submitted during the Summer term 2013/14 across the Faculty of Science, paper BFS.03/14-15.

CONSIDERED:

The difficulty of maintaining the 20 day turnaround in the light of planned UCU actions short of a strike in response to the USS pension proposals.

REPORTED:

That guidance notes had now been issued about the industrial action to Heads of Departments.

RESOLVED:

That the Board's congratulations be noted to Departments for the 100% compliance for undergraduate assessment.

RECOMMENDED: (To Internal Communications Team/Academic Registrar)

That guidance is issued to Heads of Departments before announcements are made on Insite about industrial relations issues (for example, the docking of pay).

07/14-15 University Research Centres

Centre for Predictive Modelling

CONSIDERED:

A proposal from the School of Engineering to establish a new University Research Centre for Predictive Modelling, as set out in paper BFS.06/14-15.

RECOMMENDED: (to Research Committee)

That the new Centre for Predictive Modelling be approved.

08/14-15 Review of Faculty Research Centres

RECEIVED:

Paper BFS.07/14-15 (copy attached) setting out details for the review of the following University Research Centres relevant to the Faculty of Science:

- (a) Centre for Discrete Mathematics and its Applications (DIMAP);
- (b) Centre for Research in Statistical Methodology (CRiSM);
- (c) Fluid Dynamics Research Centre;
- (d) Centre for Cognitive and Neural Systems (CCNS)
- (e) Centre for Magnetic Resonance;
- (f) Warwick Centre for Analytical Science (W-CAS);
- (g) Centre for Fusion, Space and Astrophysics (CFSA).

REPORTED:

- (h) That the Centre for Cognitive and Neural Systems (CCNS) was in abeyance, and in the absence of any objections, the Research Committee would be recommending that this Centre be formally disestablished;
- (i) That the Centre for Fusion, Space and Astrophysics (CFSA) was reviewed in 2013/14 and was recommended by the Research Committee for re-review in 2014/15.

CONSIDERED:

- (j) Evidence, as set out in paper BFS.07/14-15, that the Centres provided added value, contributed to the University Strategy and were sustainable in the long term.
- (k) The proposal by the Research Committee to formally disestablish the Centre for Cognitive and Neural Systems (CCNS).

RECOMMENDED: (to Research Committee)

- (l) That the Board of the Faculty of Science considered that DIMAP, CRiSM, Fluid Dynamics, Centre for Magnetic Resonance, W-CAS and CFSA to be adding value over and above individual research groups or departments and should be sustained in the long term;
- (m) That the Centre for Magnetic Resonance have its name changed to "Milburn House Magnetic Resonance Laboratory";
- (n) That the Centre for Cognitive and Neural Systems be disestablished.

(to the School of Engineering)

- (o) That consideration should be given to leveraging the Fluid Dynamics Research Centre in a more effective way to address issues of income generation and financial sustainability.



09/14-15 Report from the Chair of the Undergraduate Studies Committee

REPORTED:

(a) Teaching and Learning Showcase

- (i) That the Faculty of Science, in collaboration with the Learning and Development Centre, would run a new series of Faculty-based Teaching and Learning Showcase events for the academic year 2014/15;
- (ii) That the term 1 event would take place on 3 December 2014 at 2pm;
- (iii) That the December event would focus on the sharing of good practice across Faculty of Science departments.

(b) Seymour Replacement

That a Working Group of the Faculty of Science Undergraduate Studies Committee would be established to formulate revisions to the Seymour replacement, to be recommended to BUGS in the first instance.

10/14-15 EPSRC Expectations on Research Data Management

RECEIVED:

A paper: "Clarifications of EPSRC expectations on research data management" (BFS.08/14-14).

REPORTED:

- (a) That the paper requires data to be accessible via an enduring URL, and described by searchable metadata.
- (b) That the requirements outlined in the paper will require developments to University policy, supported by infrastructure.

CONSIDERED:

- (c) The lack of clarity in the document about what constitutes data.
- (d) The issue of fragmenting data management down to the level of research which is funded by a specific research council, when data does not always exist in this narrow space.
- (e) Concern that it will be the responsibility of Departments to manage where the data will be stored and to manage "appropriate security controls".

RECOMMENDED: (to the University Librarian)

- (f) That urgent attention is given to the practicalities of the EPSRC expectations on data management, that data be accessible via enduring URLs, and described by searchable metadata, noting that the BBSRC is also asking Universities to meet similar data management requirements and seems to have a workable solution.

- (g) That specific discussion is undertaken around expectation 8, in particular the requirement to manage “appropriate security controls”.
- (h) That the University considers a response to these requirements which will allow data management to be pushed up beyond the level of departments, or research for a specific research council, to a more harmonized level which is perhaps even above individual universities.

11/14-15 Tier 4 Compliance

RECEIVED:

A paper from the Compliance Officer (Student Immigration) regarding Tier 4 compliance (BFS.10/14-15)

REPORTED:

That the Compliance Officer (Student Immigration) would be invited to attend an appropriate faculty meeting to brief department representatives about future developments with Tier 4 compliance.

12/14-15 Teaching and Learning Building

RECEIVED:

- (a) An oral report from Mr Daniel Gibbons, Senior Project Manager (Team Leader), Estates Office.
- (b) A summary paper from Mr Daniel Gibbons (BFS.09/14-15).

CONSIDERED:

The Board’s response to the proposed plans.

RECOMMENDED: (to the Pro-Vice-Chancellor (Academic Planning and Resources))

- (c) That a replacement for Dr Paul Taylor on the Working Group is identified in consultation with the Chair of the Faculty of Science;
- (d) That issues to do with circulation at the changeover times are considered very carefully, and that the project team visit Zeeman to look at the congestion there before any final plans are submitted;
- (e) That the amount of glass in the building is considered, noting the particular concerns of the Board of the Faculty of Science about heating and air conditioning (and associated energy costs/carbon footprint) in buildings with large glass frontage/atriums;
- (f) That more information is provided on teaching spaces that will be decommissioned when the new building is open so that there is clarity about overall gains in terms of teaching space;
- (g) That clearer plans, with measurements, are provided as it was not clear from the presentation how close to the road the building will be;

- (h) That Departments see plans in their final draft form before submission for planning permissions.

13/14-15 Items to be brought to the Senate

Membership Changes (see BFS.01/14-15)

Athena SWAN success (see BFS.05(d)/14-15)

Centre for Predictive Modelling (see minute BFS.07/14-15)

Data Management (see minute BFS.10/14-15)

---

**ITEMS REPORTED AND APPROVED WITHOUT FURTHER DISCUSSION**

14/14-15 Report from the Faculty of Science IT Committee

RECEIVED:

The minutes of the meeting of the Faculty of Science IT Committee held on 8 May 2014.

15/14-15 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 15 October 2014.

16/14-15 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 22 October 2014.

17/14-15 Dates of Future Meetings

REPORTED:

- (a) That the future meetings of the Board of the Faculty of Science in the academic year 2014/15 would be held on the following dates:
- Wednesday 11 February 2015, 09.30 – 11.30am, CMR1.0, University House
  - Wednesday 20 May 2015, 09.30 – 11.30am, CMR1.0, University House
- (b) That the future Faculty of Science lunches in the academic year 2014/15 would be held on the following dates:

- Wednesday 4 February 2015, 12.00 – 1.30pm, CMR1.0, University House
- Wednesday 20 May 2015, 12.00 – 1.30pm, CMR1.0, University House

M:\DR\Quality\Faculty Boards\Bfs\BFS\Meetings Folder\2014-15\Meeting 1\DRAFT DOCUMENTS\BFS MINUTES 5 November 2014  
DRAFT.doc

Unconfirmed