

UNIVERSITY OF WARWICK		
FACULTY OF SCIENCE, ENGINEERING AND MEDICINE EDUCATION COMMITTEE		
OPEN MINUTES OF THE MEETING HELD 10:00, THURSDAY 01 MAY 2025, CMR1.0 (UNIVERSITY HOUSE)		
Present	Professor Georgia Kremmyda	Chair, Engineering
	Dr James Archbold	Associate Professor, Computer Science
	Michael Cavaliere	PGR Student Representative, Mathematics
	Dr Nikola Chmel	Deputy Chair, Associate Professor, Chemistry
	Dr Siri Chongchitnan	Associate Professor, Mathematics
	Dr Gurpreet Chouhan	Associate Professor, WMS
	Dr Nicholas d'Ambrumenil	Associate Professor, Physics
	Dr Ian Edwards	Associate Professor, Life Sciences
	Dr Neil Evans	Associate Professor, Engineering
	Dr Nicholas Hopcroft	Associate Professor, WMS
	James Kimmins	Undergraduate Student Representative, Physics
	Dr Martyn Parker	Associate Professor, Statistics
	Dr Michael Pounds	Deputy Chair, Associate Professor, Physics
	Dr Tom Ritchie	Associate Professor, Chemistry
	Dr Claire Rocks	Associate Professor, Computer Science
	Professor Samir Siksek	Professor, Mathematics
	Dr Cathy Slack	Associate Professor, Life Sciences
	Professor Cagatay Turkey	Faculty of Social Sciences Representative and Professor, CIM
Dr Adrian von Muhlenen	Associate Professor, Psychology	
Attending	Katie Berlin	Widening Participation Faculty Engagement Manager
	Kieron Carroll	Student Experience Programme Manager, Student Experience (<i>item 044 only</i>)
	Craig Franklin	Secretary
	Dr Gemma Gray	Faculty Student Engagement Coordinator and Associate Professor, Psychology
	Naomi Grew	Business Change Manager, IDG (<i>item 043 only</i>)
	Michelle Kitchen	Assistant Secretary
	Professor Martyn Plummer	Professor, Statistics (<i>item 041 only</i>)
	Dr Nicholas Tawn	Associate Professor, Statistics (<i>item 041 only</i>)
	Lizzie Vinton	Head of Curriculum Management, EPQ (<i>item 043 only</i>)
	Professor Phil Young	STEM Connect Education Lead, Professor, Life Sciences (<i>until end of item 043</i>)
Ref	Item	
035	<p>Welcome and Apologies for absence</p> <p>Apologies were received from:</p> <p>Dr Mohammad Al-Amin (Associate Professor, Engineering); Rakesh Elamaran (PGT Student Representative, WMG); Dr Claudie Fox (Associate Professor, Psychology); Vanshi Gunesh (Undergraduate Student Representative, Statistics); Dr Katie Reeves (Teaching Fellow, Cross-Faculty Studies, Faculty of Arts Representative); Professor Parveen Samra (Professor, WMG); Dr Gavin Schwartz-Leeper (Faculty Senior Tutor and Associate Professor, Liberal Arts); Professor Dario Spano (Professor, Statistics); Professor Rob Thornton (Professor, WMG); Dr Jianhua Yang (Faculty Student Engagement Coordinator and Associate Professor, WMG)</p>	
036	<p>Declarations of Interest</p> <p>No new declarations were made.</p>	

037	<p>Equality diversity and inclusion</p> <p>Members were reminded that they were asked to engage with agenda items in light of the University's policies that support equality, diversity and inclusion.</p>
038	<p>Minutes of last meeting on 06 February 2025</p> <p>The minutes of the meeting held on 06 February 2025 (038-SEMEC010525, Public) were approved.</p>
039	<p>Matters arising from the last meeting on 06 February 2025</p> <p>(a) PGR SSLC Chairs (refers 025-SEMEC060225)</p> <p>The Chair reported that the Secretariat had contacted departments and shared the details of SSLC PGR Chairs with the PGR Student Representative.</p> <p>(b) EDI Good Practice in Teaching (refers 026-SEMEC060225)</p> <p>The Chair reported that the Secretariat had contacted IDG regarding the curation of a single list of dashboards. A single definitive list was not available, however, IDG were working on two solutions. In terms of the Student Success Dashboard, not all departments had access as it was in a limited pilot. The scope of further rollout was being considered by IDG's wider project team.</p> <p>(c) EDI Faculty Working Group (refers 026-SEMEC060225)</p> <p>The Chair informed the Committee that an email had been circulated to members inviting volunteers from departments to join the EDI Faculty Working Group. Six people from across the Faculty volunteered to join the Working Group. Students would also be included in the group and the Faculty would pay for their time. Student representatives would be invited to the first meeting.</p> <p>(d) EDI Forum (refers 026-SEMEC060225)</p> <p>The Chair informed members that they had spoken with the EDI Forum Chair to update them on plans to establish the EDI Faculty Working Group. The Chair confirmed that the EDI Forum Chair would also join the Working Group.</p>
Chair's Update	
040	<p>Chair's Business and Actions</p> <p>The Committee received and noted an update from the Chair regarding the following issues:</p> <p>(a) Deputy Chair</p> <p>The Chair informed the Committee that the Deputy Chair (Postgraduate) would be moving to a new role from August and thanked them for their support and contributions. A replacement Deputy Chair would be sought by inviting Expressions of Interest from colleagues across the Faculty.</p> <p>(b) Update on Placements Code of Practice Consultation</p> <p>The Chair invited the Deputy Chair to provide an update on consultations affecting placements (<i>see also item 'c' below</i>). Whilst the Placements Code of Practice Consultation wasn't viewed as controversial, members were encouraged to engage with it and to share any direct concerns with the Chair. They would then feed these through to the Education and Student Experience Committee (ESEC).</p> <p>(c) Consultation on Ethical Principles for Educational Engagement</p> <p>The Deputy Chair encouraged members to engage with the Consultation on Ethical Principles for Educational Engagement. They informed the Committee that, at the time of the meeting, this consultation was open for responses. It was more controversial than the Placements Code of Practice Consultation (<i>see item 'b' above</i>) as</p>

it covered placements with companies whose ethical principles could differ with those of the University. The Chair stated that they would raise any concerns from members with ESEC.

(d) Personal Tutor Review

The Chair reported that the Personal Tutor Review group’s last meeting was before Easter 2025. There was strong feedback on the review proposals and a less radical approach has been requested. The group suggested that the Review focused more on consistency of experience for students, training for personal tutors, recognition and reward, and workload. The feedback was well received by the Dean of Students.

(e) Departmental Teaching Excellence and Enhancement Discussions (DTEED)

The Chair informed the Committee that all of the SEM department meetings were completed, apart from the meeting for the Institute for Mathematics that would be held by the end of May. The Chair commented that the DTEED meetings had highlighted good practice across the Faculty. There were some inconsistencies in the process around how the meetings were run, and the time allowed for departments to review and comment on their reports varied. This was fed back to Education Policy and Quality and to the DTEED Chairs. There had been feedback from Faculty colleagues that written reports from the meetings did not reflect the discussions held. Students involved in the DTEED meetings commented that expectations for the meetings were not made clear and that information was not shared in advance. Members suggested that the meetings could be led by Faculty deputy chairs for education.

(f) Academic Calendar Reform

All departments had been asked to consider Academic Calendar Reform. It was noted that this was a very important area but it had not yet been discussed at Faculty Education Committee or Faculty Board. The Chair suggested having an agenda item on Academic Calendar Reform at a future meeting of the Faculty Education Committee to enable departments’ views to be shared and inform a faculty level view.

(g) Implementation of the Home Office UKVI Remote Delivery Policy

The Chair highlighted the paper below the line and encouraged members to send their feedback directly to the paper’s author (refers 048-SEMEC010525, Internal).

(h) Updated Terms of Reference and Membership

The Chair informed members that, from the next academic year, the Faculty Education Committee would have a new name, new Terms of Reference and new membership (refers 046-SEMEC010525, Public).

ACTION: Chair to include an agenda item on Academic Calendar Reform at a future meeting of the Faculty Education Committee.

Strategic Item

Student Engagement

The Committee received the reports (041a-SEMEC010525, Internal; 041b-SEMEC010525, Internal). The Chair introduced the strategic item on Student Engagement and referred to the report 041b-SEMEC010525 which contained collated responses from departments on their approaches to student engagement. The Chair also welcomed colleagues from the Department of Statistics who presented their Lecture Capture Policy (041a-SEMEC010525; Internal). The key points and discussions were as follows:

- Student engagement was a common theme discussed at the recent DTEED meetings.
- In Statistics, students previously regarded lecture capture as a substitute rather than a supplement to lectures.
- The introduction of a new Lecture Capture Policy in 2024, in combination with a complementary mentor scheme to reinforce the messaging to students, had measurably improved student attendance, general engagement, wellbeing, and the administrative strain on the department.
- Since the introduction of the Policy, attendance at lectures had improved from 30% to over 70% in Term 1.

041

	<ul style="list-style-type: none"> • Members expressed concern that students with disabilities and reasonable adjustments would slip through the net if it was not made clear that provision was available to have access to lecture capture where needed. • Members questioned whether there could be a feeling of unfairness among the student cohort that were not given access to lecture capture. It was suggested that most students appreciated that those who had a requirement were given access to support them with their studies. • The issue of responsible use of lecture capture was raised. Student inductions in Statistics in Term 2, Year 2, covered this in recognition of the fact that more students moved away from campus at this time and studied remotely. • The lack of attendance monitoring systems was noted as an issue. Some departments (Psychology) were using QR codes for attendance monitoring purposes, connected to monitoring points. • Chemistry's PGT attendance was monitored in every session and that resulted in 80% attendance. Whereas UG sessions, which were not monitored, had 50% attendance in Term 1, dropping to 30% in Term 2. It was suggested that card reader data may encourage students to attend. • Members agreed that there was a need to consider different approaches for monitoring attendance for different student groups.
Main Items	
042	<p>Student Representatives Update</p> <p>The Student Representatives gave a verbal update. The key points and discussions were as follows:</p> <ul style="list-style-type: none"> • There had not been enough notice given to students for engagement with the Academic Calendar Reform. • Changes were planned for SSLCs and the way that course representatives were elected, meaning that there would no longer be a requirement to hold elections every year (although departments could still run elections if they preferred). Course representatives would be able to opt in year-on-year which would help to ensure continuity. Details of any vacancies or additional places would be shared. • SSLCs were looking to have deputy chairs who could shadow exiting chairs. This would allow for a smoother handover and succession planning. • SEM Faculty were trialling a new SSLC chair forum that aimed to encourage communication at faculty level among course representatives. • Members asked if there was any work being done to encourage more students to put themselves forward to be SSLC reps. It was suggested that the Students' Union (SU) had a communications issue that they were looking to address. • Student Representatives suggested departmental inductions for students in their second and third years included a reminder about SSLCs. • Members were encouraged to ask existing SSLC representatives in their respective departments to encourage their peers to volunteer for SSLC and other SU roles, such as Faculty representatives.
043	<p>Curriculum Management Project</p> <p>The Committee received the report (043-SEMEC010525, Public). The Head of Curriculum Management (EPQ) and the Business Change Manager (IDG) gave an update on progress with the project. The key points and discussions were as follows:</p> <ul style="list-style-type: none"> • The Curriculum Management Project would be a 'single source of truth' and aimed to remove the barriers faced by departments in relation to the management of the curriculum, courses and modules. • The project aimed to deliver policy foundations, improved systems, tailored support and better tools. • The current focus was on cleaning the data in the existing systems to enable further improvements down the line to other systems, such as timetabling. • Following a procurement process, the approved supplier for the system had been selected. Proof of concept testing phase was due to begin and departments would be invited to be involved in this phase.

	<ul style="list-style-type: none"> • There had already been lots of engagement with departments. The Project team stated that, going forward, they needed main points of contact for each department at both a strategic and operational level. They would also seek to identify a data champion to work with in each department. • Members acknowledged the progress made and it was noted that any improvements to the current system were welcome. It was hoped that the transition to the new system would not cause an increase in workload for departments and that lessons had been learnt from previous experiences of transitioning to new systems. • Members requested that departments were engaged throughout the process and kept informed of plans and timescales for the transition to the new system.
044	<p>Unitu Pilot Project</p> <p>The Committee received the report (044-SEMEC010525, Public). The Student Experience Programme Manager gave an overview of the project and an update on the pilot. The key points and discussions were as follows:</p> <ul style="list-style-type: none"> • Unitu was an online student voice platform launched in autumn 2024, initially with three departments (Chemistry, SMLC and WMS). It acted as a central hub to improve communication between students and staff regarding feedback. • It integrated with Warwick's SSLC structures and helped course representatives to effectively gather, validate, prioritise, and formally present collective student feedback in SSLC meetings. • Members asked how much staff time was required to monitor the issues raised in the system. Course representatives were key to ensuring the system worked well as they would decide which issues were escalated to staff. • Members commented that, beyond the pilot with the initial three departments, good communications were needed to ensure uptake of the system. • The Chair suggested colleagues invited the Student Experience Programme Manager to come and talk to their departments about Unitu.
Items below this line were for receipt and/or approval, without discussion	
Papers for consideration by the Committee	
045	<p>Chair's Action of Approval of Variation to Assessment</p> <p>The Committee received and noted the report (045-SEMEC010525, Internal).</p>
046	<p>Updated Terms of Reference and Membership</p> <p>The Committee received and noted the report (046-SEMEC010525, Public)</p>
047	<p>Widening Participation Update</p> <p>The Committee received and noted the report (047-SEMEC010525, Public).</p>
048	<p>Implementation of the Home Office UKVI Remote Delivery Policy</p> <p>The Committee received and noted the report (048- SEMEC010525, Internal).</p>
Other	
049	<p>Any other business</p> <p><u>Academic Integrity Forum</u></p> <p>The Deputy Chair attended an Academic Integrity Forum. The conclusion of the presentation given at the Forum was that there is no guidance on Artificial Intelligence in assessment that could be issued to departments that would not be obsolete within a few weeks. The message from the Forum was that central guidance was not a solution, and that departments would need to safeguard their own assessments. Departments expressed concern over this approach as it raised issues around capacity, expertise, resourcing</p>

	<p>and risk of inconsistencies of policy. It was viewed that it should sit with the University to find the resources needed to implement this approach.</p> <p><u>Outgoing members</u></p> <p>The Chair expressed their thanks to all outgoing members, including student representatives, for their support and contributions throughout the year.</p>
<p>Next meeting: Thursday 4 November 2025, 14:00-16:00, CMR1.0 (University House)</p>	

DECISIONS AND ACTIONS			
ITEM	DECISION/ACTION	LEAD AND DUE DATE	STATUS
<p>040</p> <p>Chair's Business and Actions:</p> <p>(f) Academic Calendar Reform</p>	<p>ACTION: Chair to include an agenda item on Academic Calendar Reform at a future meeting of the Faculty Education Committee.</p>	<p>Georgia Kremmyda, Chair</p>	<p>Ongoing</p>