

**UNIVERSITY OF WARWICK**  
**BOARD OF THE FACULTY OF SCIENCE, ENGINEERING & MEDICINE**  
**OPEN MINUTES OF THE MEETING HELD**  
**14:30, THURSDAY 23 NOVEMBER 2023 IN CMR 1.0**

<b>Present</b>	Professor Mike Ward	Vice-Provost and Chair of the Faculty of Science, Engineering and Medicine [Chair]
	Paulo Arroyo	Undergraduate student representative
	Professor Gary Bending	Deputy Head (Academic), Life Sciences
	Dr Nikola Chmel	Faculty Education Committee member representing postgraduate education
	Professor Gill Cooke	Director of Education, WMG [items 001-011 only]
	Professor David Davies	Deputy Chair (Education) and Chair of the SEM Faculty Education Committee
	Professor Steven Dixon	Professor (Elster Research Chair), Physics
	Professor Jon Forster	Head of Department, Statistics
	Professor Peter Gammon	Head of Research and Deputy Head of School, Engineering
	Professor Miriam Gifford	Head of Department, Life Sciences
	Thomas Hart	Undergraduate student representative
	Professor Georgia Kremmyda	Faculty Education Committee member representing undergraduate education
	Dr Fiona MacCallum	Associate Professor – Reader, Psychology
	Dr Leda Mirbahai	Associate Professor, WMS
	Professor John Murphy	Head of Department, Engineering
	Professor Mark Newton	Head of Department, Physics
	Dr Simon Peplow	Board of the Faculty of Arts representative
	Professor Gavin Perkins	Head of Department, WMS
	Dr Michael Pounds	Faculty Education Committee member representing undergraduate education
	Professor Jose Rodrigo	Professor, Mathematics
Dr Gavin Schwartz-Leeper	Faculty Senior Tutor	
Professor Yulia Timofeeva	Head of Department, Computer Science	
Dr Long Tran-Thanh	Associate Professor, Computer Science	
Professor Patrick Unwin	Head of Department, Chemistry	
Professor Derrick Watson	Head of Department, Psychology	
<b>Attending</b>	Sam Cole	Head of REF Futures, Policy & Delivery [item 010 only]
	Ruth Cooper	Faculty Director of Administration [items 001-008 only]
	Craig Franklin	Senior Policy Advisor (Education) [Secretary]
	Dr Daniel Franklin	PGCTSS Director
	Carole Harris	Associate Director Research Culture, Governance and Compliance [items 012-014 only]
	Samantha Johnson	Academic Support Manager, Library
	Michelle Kitchen	Project Officer [Assistant Secretary]
	Vicky Marsh	Quality Review and Enhancement Manager [item 009 only]
	Professor Samir Siksek	Professor, Mathematics

	Professor Olanrewaju Sorinola	Professor, WMS [item 011 only]
--	-------------------------------	--------------------------------

Ref	Item
001	<p><b>Welcome and Apologies for absence</b></p> <p>The Chair welcomed all, including the following new members who had joined the Board:</p> <ul style="list-style-type: none"> <li>• Professor Aleksander Mijatovic</li> <li>• Professor John Murphy</li> <li>• Dr Simon Peplow</li> <li>• Professor Gavin Perkins</li> <li>• Professor Sebastien Perrier</li> <li>• Dr Michael Pounds</li> <li>• Professor Jose Rodrigo</li> <li>• Professor Patrick Unwin</li> </ul> <p>and also, the following new student representatives:</p> <ul style="list-style-type: none"> <li>• Undergraduate: Paulo Arroyo</li> <li>• Postgraduate: Parth Gupta</li> </ul> <p>Apologies were received from: Professor Robin Clark, Parth Gupta, Professor Aleksander Mijatovic, Professor Dan Nunan, Professor Sebastien Perrier, Professor James Robinson, Professor Cagatay Turkay, Professor Mark Williams.</p>
002	<p><b>Declarations of Interest</b></p> <p>No new declarations were made.</p>
003	<p><b>Minutes of last meeting on 25 May 2023</b></p> <p>The minutes of the meeting held on 25 May 2023 (003-BFSEM231123) were <b>approved</b>.</p>
004	<p><b>Matters arising from last meeting on 25 May 2023</b></p> <p>There were no matters arising from the meeting to report.</p>
<b>Governance</b>	
005	<p><b>Membership and Terms of Reference 2023-24</b></p> <p>The Board noted its 2023-24 membership and terms of reference had been approved by the Senate, as set out in 005-BFSEM231123.</p> <p>The Chair had taken Chair's Action to approve the membership and terms of reference of the Faculty Education Committee, as set out in the Representation on Faculty and University Committees paper which was circulated with this meeting's papers below the line (016-BFSEM231123 refers). Chair's Action was used as the first SEMEC meeting of the academic year took place before the first Faculty Board meeting.</p>
<b>Chair's Update</b>	
006	<p><b>Chair's Business and Actions</b></p> <p><b>(a) Good news from the Faculty</b></p> <p>A report had been circulated to members as part of the meeting pack (015-BFSEM231123 refers). The Chair highlighted in particular:</p>

- Mathematics Institute - the LMS Whitehead Prize was awarded to Professor Marie-Therese Wolfram and Dr David Bate.
- School of Life Sciences - Chelsea Brown, PhD student in the Fullam Lab, won the Sir Howard Dalton Young Microbiologist of the Year.
- Department of Statistics - Professor Yi Yu was announced as one of the winners of the 2023 Philip Leverhulme Prizes.

A number of Heads of Department updated the Board on other recent good news:

**From Physics:**

- Professor Sandra Chapman was awarded the 2024 Hannes Alfvén Medal of the European Geosciences Union.
- Dr Alex Robertson was awarded a European Research Council (ERC) grant.
- Professor Emma McPherson was announced as the first female winner of the 2024 International Society of Infrared, Millimeter, and Terahertz Waves (IRMMW-THz) Exceptional Service Award.

**From the Institute of Mathematics:**

Professor Filip Rindler was awarded £1.75 million from the ERC for a five-year research project to investigate concentration phenomena in Mathematical Analysis with applications to Material Science.

**(b) Establishment of Faculty Research Committee**

The Chair provided an update on behalf of the Deputy Chair (Research) and confirmed that the Faculty Research Committee has been established. This would provide a Faculty-wide forum for Directors of Research to meet and would bring SEM in line with the faculties of Arts and of Social Sciences.

**(c) Industrial Action update**

The SEM Faculty Director of Administration delivered a brief update to the Board. Key points were as follows:

- The Academic Continuity working group would meet periodically to look at issues affecting academic continuity. They convened a Progression and Award Taskforce (PAT) that focused on missing marks from Tabula, classified under Force Majeure (FM).
- PAT focused on progress made since the start of the Marking and Assessment Boycott (MAB). It looked at the reduction in the number of FM marks on SITS across all three faculties. This was initially 14,000 and has reduced to 3,700, with just 14 of these FM marks outstanding in SEM.
- The strategic priorities for the University Executive Board (UEB) were: graduating postgraduate taught students on time with classified degrees; looking at the previous year's undergraduate finalists to have their missing marks by the end of Term 1; staff well-being and resilience; considering lessons learnt throughout the MAB period so that systems (Tabula) and processes are better prepared next time.
- On behalf of the Faculty, the Director of Administration thanked everyone for their hard work to reduce the number of outstanding FM marks and to have almost cleared the marking backlog.

**(d) Academic Governance Review Update**

The Chair provided an update (paper 017-BFSEM231123 below the line refers). Key points were as follows:

- A review was underway to reflect on the effectiveness of academic governance (Senate and sub-committees) at Warwick. It would be seeking to understand alignment with sector best practice and meet any evolving regulatory expectations.
- The review had engaged external expertise from Advance HE to provide sector perspective. Consultation with Senate and sub-committees would take place throughout the autumn and spring terms, in the form of surveying, interviews and focus groups.

	<p><b>(e) Honorary Graduate nominations</b></p> <ul style="list-style-type: none"> <li>• The Chair asked all members to consider Honorary Graduate nominations for their departments. This was in response to a request made by the Secretary to Council seeking to diversify Warwick’s Honorary Graduate population. It was noted that the nomination process could now be completed online.</li> <li>• The Head of Department for Psychology suggested a nomination of Professor Katri Räikkönen, University of Helsinki.</li> <li>• The Head of Department for Physics informed the committee that Professor Dame Clare Grey from University of Cambridge would receive an honorary degree in January 2024.</li> </ul>
<b>Main Items</b>	
007	<p><b>Student Representatives Updates</b></p> <p>The Undergraduate Student Representatives updated members on the Students’ Union’s priorities for education. The key priorities were as follows:</p> <ul style="list-style-type: none"> <li>• <b>Cost of living</b> – this remained the top priority, following on from the paper <i>Warwick Students Union Cost of Living Survey Report 2023</i> (033-BFSEM250523), presented at the previous SEM Faculty Board meeting on 25<sup>th</sup> May 2023.</li> <li>• <b>Improvements in communication and accessibility</b>, with particular reference to moving towards universal lecture capture. It was noted that the SEM Faculty’s provision in terms of recording lectures was the most widely adopted of the three faculties.</li> <li>• <b>Student choice</b>, with particular reference to the SU’s continued opposition to any attempts to ban optional overcatting.</li> </ul>
008	<p><b>Items from the Faculty of Science, Engineering and Medicine Education Committee</b></p> <p>The Deputy Chair (Education) and Chair of the SEM Faculty Education Committee (SEMEC) presented the minutes from the SEMEC meeting which took place on 26 October 2023 (008-BFSEM231123). Key points from the discussion were as follows:</p> <ul style="list-style-type: none"> <li>• SEMEC is part of the governance structure to ensure that the University’s education strategy was discharged at faculty and department level. The first meeting looked at educational strategic priorities for the coming year.</li> <li>• The committee recognised the impact of the cost of living and student well-being, including mental health, and acknowledged barriers that would prevent students engaging with the curriculum.</li> <li>• Workload of staff in departments made it challenging to implement new policies.</li> <li>• Space for online on-campus exams was an issue. The Capital Space and Amenities group schedule of work showed there was a project to look at online on-campus exams but this would not begin until March 2024, which the committee considered as being too late.</li> </ul>
009	<p><b>ITLR Outcomes</b></p> <p>The Board received the report (009-BFSEM231123) and a verbal update from the Quality Review and Enhancement Manager. Key points and discussion were as follows:</p> <ul style="list-style-type: none"> <li>• Through ITLR, Senate and Council had been assured that the University’s ongoing Conditions of Registration in relation to Quality and Standards, outlined by the Office for Students, were being met.</li> <li>• There were 10 reports across the Faculty with 125 strengths, 21 required actions and 59 recommendations identified.</li> </ul>

	<ul style="list-style-type: none"> <li>• EPQ would work with any departments who had received actions as a result of the ITLR. Progress with actions would be reported to the Academic Quality and Standards Committee (AQSC) at the end of 2024.</li> <li>• The educational landscape had changed considerably in the past five years since the last ITLR. The Quality Framework was being developed. This would look holistically at quality assurance and would ensure a robust approach is in place to rationalise review processes. This would be shared with committees in spring 2024.</li> <li>• Next steps for ITLR would include producing an institutional report that pulls together thematic findings from both academic departments and professional services, publishing an impact evaluation report, and online dissemination of the 39 panel reports.</li> <li>• Members of the Board suggested the lessons learnt from ITLR should be shared widely across the University, especially examples of good practice.</li> <li>• The ITLR Project Board would reconvene to consider approaches to dissemination and sharing of outputs in accessible ways via a variety of media.</li> <li>• Members of the Board raised the issue of cost versus benefit and value for money of ITLR, taking into account that departments and staff are required to participate. Cost / benefit would be considered as part of the impact evaluation of ITLR and would report in summer 2024.</li> </ul>
010	<p><b>REF 2028</b></p> <p>The Board received the report (010-BFSEM231123) and a verbal update from the Head of REF Futures, Policy &amp; Delivery. Key points were as follows:</p> <ul style="list-style-type: none"> <li>• REF was generally widely respected both at home and abroad.</li> <li>• The initial decisions consultation was announced in the summer 2023, with a period of consultation throughout October. There had been a switch from measuring outputs to measuring inputs.</li> <li>• The University's draft response to REF2028 was shared with Heads of Department.</li> <li>• A further consultation on People, Culture and Environment was taking place, with a deadline for responses of 1st December 2023.</li> <li>• There was a tender (now closed) to hire a commercial company to look into People, Culture and Environmental metrics. They would be announced in the new year and would report in spring 2024.</li> <li>• The earliest full REF guidance would be available is January 2025.</li> <li>• There would be a call for REF panellists in winter 2023. The Pro-Vice Chancellor (Research) would like Warwick to be well represented as panellists can steer development.</li> <li>• The Chair commented that a coordinated approach was needed to putting people forward for panels as these are valuable for feeding back to the Faculty and wider University community.</li> <li>• Board members welcomed the fact there was a greater focus on inputs and people, culture and environment.</li> </ul>
011	<p><b>SEM Faculty Equality, Diversity &amp; Inclusion Forum</b></p> <p>The Board received the report (011-BFSEM231123) and a verbal update from the Chair of the SEM ED&amp;I Forum. Key points were as follows:</p> <ul style="list-style-type: none"> <li>• The SEM ED&amp;I Forum had focused on academic promotions and the inclusion of specific ED&amp;I criteria in applications.</li> <li>• A website for the ED&amp;I Forum was being developed and would be available soon.</li> </ul>

	<ul style="list-style-type: none"> <li>Members raised the issue of how to ensure the SEM faculty position on ED&amp;I is represented at the Social Inclusion Committee. They stated there was a need for a co-ordinated approach both within SEM and across faculties. The Chair of the SEM ED&amp;I Forum confirmed that they meet regularly with the other two faculty ED&amp;I Forum Chairs.</li> <li>Members commented that sharing of good practice in this area needed to improve.</li> </ul> <p><b>ACTION:</b> Chair to talk to other Faculty Chairs about a connected approach to ED&amp;I.</p> <p><b>ACTION:</b> Chair of the SEM ED&amp;I Forum to talk to their faculty equivalents about how they want it to work going forward and report back to the SEM Faculty Board Chair.</p>
012	<p><b>Proposal for the establishment of a new Category II Research Centre - ‘Warwick Quantum’</b></p> <p>The Associate Director for Research Culture, Governance and Compliance presented the report (012-BFSEM231123). Key points were as follows:</p> <ul style="list-style-type: none"> <li>The proposed Centre would realise Warwick’s strengths in Quantum Technology (QT), an area of national/international strategic focus and one of the four EPSRC priorities, by drawing on complementary expertise between Warwick departments in areas such as scalable single-photon routing, optical cavities for qubits and Artificial Intelligence to improve quantum sensing. The Centre would also offer collaboration opportunities, for instance with venture capitalists, industry, academics and funding bodies, with an aim of increasing research funding.</li> <li>The proposed Centre would be co-led by Physics and Computer Science. The Head of Department for Physics viewed the Centre as an opportunity for Warwick to shape and contribute to the Government’s National Quantum Strategy Missions (published in March 2023). Mission 3 was regarded as particularly relevant to Warwick.</li> </ul> <p><b>DECISION:</b> The Board <b>recommended</b> the establishment of the Warwick Quantum research centre to the Research Committee.</p>
013	<p><b>Triennial review of University Research Centres</b></p> <p>The Associate Director for Research Culture, Governance and Compliance presented the triennial review report (013-BFSEM231123) for the following University Research Centres and invited the Board to make recommendations to the Research Committee to renew or provide any other feedback:</p> <p><b>a) Centre for Industrial Ultrasonics</b></p> <p><b>DECISION:</b> The Board <b>recommended</b> renewal.</p> <p><b>b) Warwick Centre for Predictive Modelling (WCPM)</b></p> <p><b>DECISION:</b> The Board <b>recommended</b> renewal.</p> <p><b>c) Warwick Crop Centre</b></p> <p><b>DECISION:</b> The Board <b>recommended</b> renewal.</p>
014	<p><b>Interdisciplinary Research Structures</b></p> <p>The Associate Director for Research Culture, Governance and Compliance provided a verbal update. Key points were as follows:</p> <ul style="list-style-type: none"> <li>During the previous academic year, there was a review of the structure of the Global Research Priorities (GRPs).</li> <li>Based on the review, a proposal was written focusing on the creation of interdisciplinary spotlights on research. This was disseminated to Heads of Department and they were invited to contribute. The details of leadership groups for the spotlights were to be established.</li> </ul>

	<ul style="list-style-type: none"> <li>Administrators would be brought together into a centralised team.</li> <li>Ring-fenced funding would be available for interdisciplinary initiatives.</li> </ul> <p>The Associate Director for Research Culture, Governance and Compliance welcomed additional comments from members.</p>
<b>Items below this line were for receipt and/or approval, without discussion</b>	
<b>Theme Heading</b>	
015	<p><b>Good News from the Faculty</b></p> <p>The Board received and noted the report (015-BFSEM231123).</p>
016	<p><b>Representation on Faculty and University Committees</b></p> <p>The Board received and noted the report (016-BFSEM231123).</p>
017	<p><b>Progress of the Academic Governance Review</b></p> <p>The Board received and noted the report (017-BFSEM231123).</p>
<b>Other</b>	
018	<p><b>Any other business</b></p> <p>There was no other business.</p>
<b>Next meeting: 14:30-16:00, Thursday 22 February 2024, CMR 1.0, University House</b>	

DECISIONS AND ACTIONS			
ITEM	DECISION/ACTION	LEAD AND DUE DATE	STATUS
[2023-2024]			
011 - SEM Faculty Equality, Diversity & Inclusion Forum	<b>ACTION:</b> Chair to talk to other Faculty Chairs about a connected approach to ED&I.	Professor Mike Ward 22 Feb 2024	In progress
	<b>ACTION:</b> Chair of the SEM ED&I Forum to talk to their faculty equivalents about how they want it to work going forward and report back to the Faculty Board Chair.	Professor Olanrewaju Sorinola 22 Feb 2024	In progress
012 - Proposal for the establishment of a new Category II Research Centre - 'Warwick Quantum'	<b>DECISION:</b> The Board <b>recommended</b> the establishment of the Warwick Quantum research centre to the Research Committee.		
013 - Triennial review of University Research Centres	<b>DECISION:</b> The Board <b>recommended</b> renewal of the Centre for Industrial Ultrasonics.		
	<b>DECISION:</b> The Board <b>recommended</b> renewal of the Warwick Centre for Predictive Modelling (WCPM).		
	<b>DECISION:</b> The Board <b>recommended</b> renewal of the Warwick Crop Centre.		