

UNIVERSITY OF WARWICK

FACULTY OF SCIENCE, ENGINEERING AND MEDICINE

Board of the Faculty of Science, Engineering and Medicine

Minutes of the meeting of the Board of the Faculty of Science, Engineering and Medicine held on
15 November 2018

Present: Professor M Shipman (Chair), Dr David Davis (Deputy Chair), A Baker, Professor R Ball, Professor G Brown, Professor H Ferhatosmanoglu, Professor L Frigerio, Dr M Gifford, Dr N d'Ambrumenil, N Islam, Dr R Kearney, Professor S Kumar, Professor R Lazic, Professor D Leadley, Professor R Roemer, Dr D Rumynin, Professor T Mottram, Dr H Toner, Professor D Towers, Dr D Watson, Professor M Wills.

Apologies: Dr D Britnell, Dr F Camiletti

In attendance: L Hasler (Secretary), R Cooper (Director of Administration), C Lewis (Head of Strategic Programmes and Governance, Estates) (for item 7 only),
C O'Leary (Assistant Director of the International Student Office) (for item 8 only),

01/18-19 Conflicts of Interest

REPORTED:

That, should any members or attendees of the Committee have any conflicts of interest relating to agenda items for the meeting, they should be declared in accordance with the CUC Guide for Members of Higher Education Governing Bodies in the UK, available from <http://www.universitychairs.ac.uk/wp-content/uploads/2015/02/Code-Final.pdf>

02/18-19 Terms of Reference

RECEIVED:

The terms of reference for all Faculty Boards as agreed following the review of Academic Governance held in 2016-17, noting that Faculty Boards had contributed some minor amendments at the autumn meetings held in 2017-18:

- a) In line with the University Strategy, to regulate, subject to Statutes, Ordinances and Regulations, teaching and research in the subjects and courses prescribed for the Faculty.
- b) To make recommendations to the Senate for the award of qualifications in subjects and courses delivered within the Faculty.
- c) To consider regular reports from standing committees established by the Faculty;
- d) To appoint members of the Board of the Faculty to membership of the Senate as provided for under Statute 15 and to other committees as required;
- e) To appoint a First Year Board of Examiners annually for undergraduate degrees;

- f) To recommend to the Senate, Departments to be constituted by the Council;
- g) To delegate to sub-committees such matters as are deemed appropriate;
- h) To discharge such other functions as the Senate may from time to time determine.

03/18-19 Membership

RECEIVED:

An updated membership of the Board of the Faculty of Science, Engineering and Medicine and its sub-committees for the academic year 2018-19, including nominations to other University Committees (BFSEM.01/18-19).

REPORTED:

That the Board of the Faculty of Science, Engineering and Medicine would be represented as follows:

Professor Robin Ball	Board of the Faculty of Arts
Professor Robin Goodwin	Board of the Faculty of Social Sciences (terms 2 and 3)

04/18-19 Minutes

CONSIDERED:

The minutes of the meeting of the Board of the Faculty of Science (dis-established) held on 31 May 2018 (BFSEM.02/18-19), and minutes of the Board of the Faculty of Medicine (dis-established) held on 30 May 2018 (BFSEM.03/18-19) were approved.

05/18-19 Matters arising on the Minutes

- a) Faculty Representation on the Senate (minute 34/17-18 referred)

REPORTED:

That following an electronic nominations process, two colleagues had been successfully nominated to represent the Faculty on the Senate:

Dr David Davies, Warwick Medical School

Professor Ranko Lazic, Computer Science

- b) Welcome Week 2018 (minute 39/17-18) (see also *agendum 8*)

REPORTED:

That the Head of Welcome and Student Internationalisation had confirmed that there would be a review of Welcome Week 2018 (by colleagues from outwith the Welcome team), and a view to producing recommendations by the end of November 2018;

That in response to a resolution to ask for clarification regarding the apparent clash between an academic induction session and the sports fair, it was reported that the majority of academic induction sessions were scheduled for the morning,

rather than the afternoon of the sports fair; the duration of the sports fair had also been planned to extend beyond the scheduled academic sessions;

That in response to a resolution to feedback to the Welcome Team that accommodation for Welcome Week had been booked at the expense of introductory events for graduate students, the representative was encouraged to get in touch with the Welcome Team as it was felt that there might be a misunderstanding and it was likely that this could be resolved.

That in response to a resolution to seek clarification regarding whether postgraduate research students would specifically be invited to Welcome Week, communications to new postgraduate research students referred to Welcome Week, and both taught and research postgraduate students had been invited to attend; a minority of departments ran postgraduate events, but there were many non-subject events relevant to postgraduate students were planned.

c) Big Bang Fair

REPORTED:

That in light of the existing commitment to the British Science Festival 2019, it had been decided not to contribute to the Big Bang in 2019.

06/18-19 Chair's Business

REPORTED:

a) Mathematical Sciences Building

That the new building had opened, and that colleagues from Computer Science, Mathematics and Statistics now occupied this space, which would enable growth in these disciplines.

b) Faculty Hub

That the Faculty now had two dedicated offices in the Zeeman Building that would offer colleagues with Faculty specific roles (such as the Director of Administration) a base near most departments.

c) Faculty Widening Participation Officer

That this post had been created to support departments with their widening participation activities and to create cross-Faculty coherence of approach, and that Amanda Bishop would commence this role on 15 January 2019.

d) Faculty Web Support

That efforts were ongoing to appoint to a role designed to provide departmental support regarding web presence and to improve the digital presence of the Faculty.

e) Faculty Prizes 2019

That Heads of Department and Departmental Administrators had now received details of the new post-doctoral research prize and established thesis prize

[\(https://warwick.ac.uk/fac/sci/staffresources/prizes/\)](https://warwick.ac.uk/fac/sci/staffresources/prizes/).

f) Research Awards

- (i) That the West Midlands Combined Authority would receive up to £20 million, to enable WMG to create a UK Mobility Data Institute; and a new multi-million pound 'Smart City Mobility Centre' bringing together WMG's research expertise and Jaguar Land Rover's engineering capabilities, would be based at the University's Wellesbourne Campus.
- (ii) That colleagues had been successful in winning two new EPSRC Prosperity Partnerships: Professor S Jarvis, Computer Science (with Rolls Royce) and Professor C Davies, WMG (with Tata Steel).
- (iii) Professor Nasir Rajpoot (Computer Science) had led a successful £2.1M bid from Innovate UK for Digital Image Analysis.
- (iv) That Professor Robin Allaby, School of Life Sciences, had led a NERC CENTA 2 (DTP) training grant valued at £1.9M.

g) Strategic Investment Fund

The ARC had created the SIF fund to support genuinely strategic investments that are consistent with University strategy. The deadline of bids was 27 November, and colleagues with a potential bid are asked to discuss with the Chair of Faculty or the Provost in the first instance.

07/18-19 Campus Master Planning

RECEIVED:

Following input from all Boards of Faculty to the campus master planning process in the academic year 17-18, a report describing the transformational vision for the campus, the Board received an oral report from Charlotte Lewis, Head of Strategic Programmes and Governance, Estates, on evolving plans (BFSEM.04/18-19).

That the plan had been created against modest growth proposals, but with sufficient flexibility to respond to stronger growth; that the plan was intended to be a high level identification of developmental strands of activity; that it was proposed to create quality real estate in the centre of the campus and to build upwards rather than outwards; that ground floors of buildings could be activated to showcase their purpose; that some spaces would be of mixed use; that the development of a Coventry South railway station was being supported; that a key priority was the support of growth in STEM.

In response to questions raised by members of the Board, it was noted that space for exams was being accounted for; that the Vice-Chancellor was strongly supportive of a station local to campus; that re-purposing of buildings was an option as long as this was compatible with a long term plan; that academic activity on the Westwood site would be brought onto central campus.

08/18-19 Review of Warwick Welcome Week 2018

RECEIVED:

An oral report from Claire O'Leary, Assistant Director of the International Student Office, on the delivery of Warwick's first Welcome Week.

That of the 16% of students who had responded to a survey, 83% had reported Welcome Week as having met their expectations; that 99.1% of students from the Faculty had attended Welcome Week; that 91% of students from the Faculty had agreed that Welcome Week had helped them to make friends; that there was a piece of work to be done regarding assisting students to understand the requirements of their degree course; that students had been positive around the helpfulness of academic induction although had found some information within the week repetitive; that student focus groups were being convened in order to unpack the student experience in more detail.

In response to questions raised by members of the Board, that it was assumed that Welcome Week would be offered again in 2019, and that improvements would be made to further increase the perceived value of the week to students; that the Student Barometer would allow a further snap shot to be taken with respect to views of Welcome Week; that student responses could be broken down into Home/Overseas but for some departments the sample sizes then became too small to be able to draw conclusions.

Observations were made that reconvening focus groups later in the academic year might be a mechanism for measuring the enduring value of academic inductions; that students not participating in Welcome Week had not been able to access the calendar and therefore identify the timing of events of interest, e.g. the Sports Fair; that Welcome Week had broadly been successful.

09/18-19 Items from the Faculty of Science, Engineering and Medicine Education Committee

RECEIVED:

A report from the Faculty of Science, Engineering and Medicine Education Committee from the meeting on the held on 15 October 2018 (BFSEM.05/18-19), together with the minutes of the meeting (BFSEM.06/18-19).

CONSIDERED:

That the delivery of the Education Strategy was being supported through prioritisation of its various strands by the Education Executive; and that a list of ten priorities for this academic year would be considered by the Faculty Education Committee on 24 January 2019, noting the concern expressed by some Board members that departmental understanding on the enactment of the strategy needed to be supported in this way.

10/18-19 Proposal for Category III Research Centre: Biomedical Engineering Institute (BMEI)

CONSIDERED:

A proposal from Professor Christopher James, Professor of Biomedical Engineering, for a category III research centre to bring together broad research capabilities in the School of Engineering, and beyond, in the field of biomedical engineering (BFSEM.07/18-19).

Board members were supportive of the BEI in principle, but noted that whilst the proposal was for Category III status, the paperwork referred to engagement with other departments from the Faculty. Members of the Board indicated that they would welcome approaches regarding input to a Category II centre.

RESOLVED:

That the Board should not approve the proposal for a Category III Research Centre at this stage, and should ask for a clearer case for Category III or II status to be made as appropriate.

11/18-19 Timeliness of Feedback

RECEIVED:

A composite report on timeliness of feedback on assessment submitted in the Summer Term 2018 across the Faculty, received by the Science Faculty Education Committee on 15 October 2018 (BFSEM.08/18-19). This item was brought above the line at the request for Professor R Ball, who had expressed the concern at the lack of timeliness of feedback in some areas.

It was noted that the Chair had meetings arranged with relevant colleagues and had asked for the matter to be raised at the appropriate TEG meeting; that the Chair of the Faculty Education Committee had met with key colleagues; and the Secretary to the Board and the Faculty Education Committee had flagged systemic issues with the Academic Quality and Standards Committee.

12/18-19 Date of Next Meeting

REPORTED:

That the next meeting of the Board of the Faculty of Science, Engineering and Medicine would be held as follows:

Tuesday 12 February 2019 from 10.00am – 12:00pm, Council Chamber, Senate House (followed by lunch).