

**UNIVERSITY OF WARWICK**  
**BOARD OF THE FACULTY OF SCIENCE, ENGINEERING AND MEDICINE COMMITTEE**  
**OPEN/ RESTRICTED MINUTES OF THE MEETING HELD 2.00PM, MONDAY 11 NOVEMBER 2019**  
**CMR 1.0, UNIVERSITY HOUSE**

<b>Present</b>	Professor Caroline Meyer	CM	Chair
	Maya Alestwani	MA	Postgraduate Student (Taught)
	Alex Baker	AB	Postgraduate Student (Research)
	Professor Gavin Brown	GB	Mathematics
	Dr David Davies	DD	Deputy Chair
	Professor Hakan Ferhatosmanoglu	HF	Computer Science
	Professor Jon Forster	JF	Statistics
	Professor Lorenzo Frigerio	LF	Life Sciences
	Dr Miriam Gifford	MG	Life Sciences
	Professor Robin Goodwin	RG	Psychology
	Professor John Greenlees	JG	Mathematics
	Professor David Haddleton	DH	Chemistry
	Dr Rebecca Kearney	RK	WMS
	Professor Sudhesh Kumar	SK	WMS
	Naveen Kumar	NK	Postgraduate Students (Taught)
	Professor Ranko Lazic	RL	Computer Science
	Professor David Leadley	DL	Physics
	Professor Toby Mottram	TM	School of Engineering
	Professor Dave Mullins	DM	Warwick Manufacturing Group
	Professor Jose Rodrigo	JR	Faculty Education Committee Representative
	Professor David Towers	DT	School of Engineering
	Professor Derrick Watson	DW	Psychology
	Professor Martin Wills	MW	Faculty Education Committee Representative
Dr Dave Wood	DW	Faculty Education Committee Representative	
Professor Mike Ward	MW	Chemistry	
<b>Attending</b>	Professor Robin Ball	RB	Physics
	Ruth Cooper	RC	Faculty Director of Administration
	Louise Hasler	LH	Secretary
	Dr James Green	JG	Research Development Manager R&IS
	Robin Green	RG	Head Librarian
	Liz Harrison	LH	Human Resources
	Professor Stephen Jarvis	SJ	Deputy Pro-Vice Chancellor (Research),
	Paul Johnstone	PJ	Head of Analytics, Strategic Planning and Analytics
	Dr Helen Toner	HT	Faculty Senior Tutor
	Christopher Vernon	CV	Academic Support Librarian
<b>Ref</b>	<b>Item</b>		
001	<p><b>Apologies for absence</b></p> <p>Apologies were received from Dr Fabio Camilletti (Faculty of Arts), Dr Nick d’Ambrumenil (Physics), Adam Jones (student representative), Valentin Marcin (student representative), Professor David Towers (Engineering) and Professor Chris Warhurst (Faculty of Social Sciences).</p>		
002	<p><b>Declarations of Interest</b></p> <p>No new declarations were made.</p>		

003	<p><b>Membership and Terms of Reference 2019-20</b></p> <p>The Committee received and noted the report (001.BFSEM.19-20). Members were invited to propose changes to terms or reference. It was noted that an invitation to nominate members of the Board to be Faculty representatives on the Senate would be forthcoming.</p>
004	<p><b>Minutes of meeting held on 23 May 2019</b></p> <p>The Committee received and noted the Minutes of the meeting held on 23 May 2019 (002.BFSEM.19-20).</p>
005	<p><b>Matters arising from Meeting held on 23 May 2019</b></p> <p>The matters arising were as follows:</p> <p>(a) URSS (minute 27/18-19)</p> <p>That it had been resolved to ask to receive information on URSS applications/successes via gender. Unfortunately the gender of applicants is not current requested.</p> <p><b>ACTION:</b> LH to explore whether the gender of applicants can be sought in the future.</p>
006	<p><b>Chair's Business and Actions</b></p> <p>The Committee received and noted the following updates:</p> <ul style="list-style-type: none"> <li>• That Dr Maria Liakata, Associate Professor in Natural Language Processing at the University of Warwick's Department of Computer Science, had received a Turing Artificial Intelligence (AI) Fellowship.</li> <li>• That Engineering and WMS had been awarded 'silver' Athena status.</li> <li>• That Professor Greg Challis, Chemistry, was part of a consortium of investigators from UK and Australia that had been awarded \$35M to create a centre of excellence in peptide and protein science.</li> <li>• That the Chair wanted to make sure that the Faculty articulated itself appropriately to external audiences and was planning to conduct work in this area.</li> <li>• That the Chair aspired for the constituent departments of the Faculty to be more joined up in respect of both research and teaching in the future.</li> <li>• That the Chair perceived staff and student mental health to be an area for improvement and was in the initial stages of working with Wellbeing Support Services to join up a plethora of internal research projects with a view to understanding what changes we might wish to implement.</li> <li>• That the Chair was keen to find ways of supporting Heads of Departments' information needs; in response to which SK suggested that non-members might be selectively invited to attend meetings of the Board as observers.</li> </ul>
007	<p><b>Understanding of University League Tables</b></p> <p>Paul Johnstone, Head of Analytics, Strategic Planning and Analytics, presented on understanding league tables, setting out which metrics the tables drew upon, noting in particular that:</p> <ul style="list-style-type: none"> <li>• 70% of applicants to undergraduate study at Warwick take league tables into account when making UCAS applications.</li> <li>• It is very difficult to recreate the rankings.</li> <li>• Subjects do not always map onto our departments.</li> <li>• That there is wide variance in the scores attributed to HEIs compared to rankings</li> <li>• That subject rankings are more volatile than those of HEIs.</li> <li>• That the weighing of components differed, but tended to be around 35% for NSS.</li> </ul> <p>In response to an observation by MA that relatively weak performance in some areas would reduce the overall institutional performance and should be addressed, that Teaching Excellence Group meetings were held regularly and that they aspired to support departments to work on areas of weakness.</p>

	<p>An observation from RG, that global rankings were harder to influence and that the UK was progressively performing less well in these.</p> <p>In response to an observation by RL, that a good reputation could be maintained in spite of rankings, that Warwick was perhaps not in the 'elite' group of institutions to which this might apply.</p> <p>In response to a query from JR, confirmation we are mainly stay within the same cluster of institutions, for instance Bath, Lancaster and Exeter for undergraduate study.</p> <p>A response from the Chair in reply to a view from NK that very few taught postgraduate students remained at Warwick for research study and that research quality was important, that the Doctoral College was considering what could be done to increase numbers of research students.</p>
008	<p><b>Changing Funding Requirements for Assessment of Research</b></p> <p>Robin Green, Head Librarian, spoken to the paper (003.BFSEM.19-20). It was clarified that the open access principles being driven by cOAlition S (including UKRI and the Wellcome Trust) were not something over which the University had any control, but that it could agree to the principles of the Leiden Manifesto (tailored to Warwick requirements), and could also sign up to DORA (the San Francisco Declaration on Research Assessment), should funders stipulate that was their preferred approach.</p> <p>RG confirmed that there was not any conflict in signing up to both DORA and Leiden and that there was a precedent for this.</p> <p><b>DECISION:</b> That the proposals of the Open Research Group enshrined in paper 003.BFSEM.19-20 be endorsed.</p>
009	<p><b>University Research Centres – Triennial Review</b></p> <p>The Committee reviewed the proposals contained in the paper (004.BFSEM.19-20) making a case for continuation or disestablishment of Category II and III research centres, a process which occurs annually.</p> <p>The Board resolved to endorse the recommendations included in paper 004.BFSEM.19-20, noting that disestablishment of the Centre for Scientific Computing was seen as a positive indicator of the evolution of this area of activity, and that the diversity of the Directorship of the Centre for Industrial Ultrasonics appeared to be very weak.</p> <p><b>DECISION:</b> That the recommendations included in paper 004.BFSEM.19-20 be approved.</p>
010	<p><b>Proposal for Warwick Soft and Active Matter Centre</b></p> <p>Professor Robin Ball, Physics, spoke to the paper (005.BFSEM.19-20) setting out a proposal to establish a Category II 'Substantive' Research Centre. RB explained that the overlap between this Centre and the Materials GRP was slight</p> <p><b>DECISION:</b> To approve the establishment of a Warwick Soft and Active Matter Centre.</p>
011	<p><b>Proposal for Centre for Digital Inquiry</b></p> <p>James Green, Research Development Manager in R&amp;IS attended to speak to the paper (006.BFSEM.19-20) setting out a proposal to establish a Category II 'Substantive' Research Centre.</p> <p>The Board had concerns that this proposal seemed to be offering a service rather than fulfilling the criteria for a research centre, i.e. it would be more akin to a GRP in that it would initially bring together research rather than conduct it.</p> <p><b>DECISION:</b> To approve the creation of this entity, but with the strong caveat the consideration ought to be given to whether a research centre was the correct format.</p>

012	<p><b>Technician Commitment</b></p> <p>Professor Stephen Jarvis, Deputy Pro-Vice Chancellor (Research), and Liz Harrison (Human Resources) introduced the Technician Commitment, a national initiative which 80 institutions had now signed up to. Signatories were expected to create a two year action plan to increase visibility, recognition, career development and sustainability. Noting in particular that:</p> <ul style="list-style-type: none"> <li>• The agreement would allow 200 technicians to be supported within the Faculty without fear of their funding running out.</li> <li>• That the new set of job families would go up to professorial grade and would be rolled out in 2020/21.</li> <li>• There are both management and technical specialist pathways.</li> <li>• A development programme was in train.</li> <li>• The support of technicians to attend events would be appreciated.</li> <li>• That further hard copy brochures were available on request.</li> </ul>
013	<p><b>Items from the Faculty of Science, Engineering and Medicine Education Committee</b></p> <p>Dr David Davies, the new Chair of SEMEC, confirmed that members of the Board were welcome to share the report with colleagues, although members of SEMEC would be able to provide a more detailed digest of the meeting and to extract points of relevance to their departments.</p> <p>DD highlighted the following aspects of the paper (008.BFSEM.19-20):</p> <ul style="list-style-type: none"> <li>• Work is ongoing to develop a set of core skills so students can better understand and articulate the skills they acquire as part of their degree.</li> <li>• The Dean of students is working to improve communications around exams and there is simultaneously work ongoing to improve the processes surrounding the generation of examination timetables.</li> <li>• The Faculty Widening Participation Coordinator could be drawn upon by departments for advice.</li> <li>• That there is an expectation of publication of peer dialogue schemes by January 2020.</li> </ul> <p>In response to a query by RL regarding the work ongoing on the Sessional Teaching Payroll, that SEMEC had not been asked for a contribution but that this could be explored.</p> <p><b>ACTION:</b> LH to advise that SEMEC wished to be consulted regarding any proposed changes to the STP.</p>
014	<p><b>Any Other Business</b></p> <p>No other business was proposed.</p>
<b><i>Items below this line were for receipt and/or approval, without discussion</i></b>	
015	<p><b>Timeliness of Feedback on Assessment</b></p> <p>The composite report on timeliness of feedback on assessment submitted in the summer term 2019 remained below the line for the information of members.</p>
<b>Next meeting: MONDAY 3 FEBRUARY 2020, 2.00PM, CMR 1.0, UNIVERSITY HOUSE</b>	

DECISIONS AND ACTIONS			
ITEM	DECISION/ACTION	LEAD AND DUE DATE	STATUS
<i>[Ref/item number and title]</i>	<i>[Details of decision or action. If an item has more than one action, merge the rows of the first (Ref) column to cover all the actions for that item]</i>	<i>[Initials MM, YYYY]</i>	<i>[Update for next Committee where minutes will be presented]</i>
005	<b>ACTION:</b> To explore whether the gender of applicants can be sought in the future.	LH (in time for term 2 meeting)	
008	<b>DECISION:</b> That the proposals of the Open Research Group enshrined in paper 003.BFSEM.19-20 be endorsed.		
009	<b>DECISION:</b> That the recommendations included in paper 004.BFSEM.19-20 be approved.		
010	<b>DECISION:</b> To approve the establishment of a Warwick Soft and Active Matter Centre.		
011	<b>DECISION:</b> To approve the creation of this entity, but with the strong caveat the consideration ought to be given to whether a research centre was the correct format.		
013	<b>ACTION:</b> LH to advise that SEMEC wished to be consulted regarding any proposed changes to the STP.	LH to liaise with STP Team Leader with immediate effect.	LH made contact with Team Leader and trying to arrange SEMEC input.