

UNIVERSITY OF WARWICK

Board of the Faculty of Social Sciences

Minutes of the meeting held on Wednesday 10 November 2010

**Present:** Professor Christina Hughes (Chair), Dr. Ann Adams, Professor Miguel Beistegui, Professor Mike Carpenter, Mr Alexander di Mascio, Professor Julio Faundez, Dr Christine Harrison, Professor Mark Harrison, Dr Claudia Harsch, Professor Christopher Hughes, Professor Norman Ireland, Dr Steve Kettell, Professor David Lamburn, Mr Roger Leng, Professor Robert Lindley, Professor Geoff Lindsay, Professor Michael Luntley, Professor Robin Naylor, Dr Rebecca Probert, Professor Andrew Reeve, Professor Ben Rosamond, Professor Jeremy Smith (from 11.45am), Professor Helen Spencer-Oatey, Professor Jonathan Tritter.

**In Attendance:** Ms Emma King Mrs Ros Roke, Ms Jill Shaw (from 11.30am).

**Apologies:** Professor Richard Aldrich, Dr Clare Anderson, Mr Anthony Brewerton, Professor Quassim Cassam, Dr. Donna Chung, Dr Catherine Constable, Professor Peter Corvi, Professor Artur Czumaj, Ms Erin Davies, Mr Robin Green, Professor Daniele Joly, Dr Fiona MacCallum, Professor Paul Marginson, Professor Abhinay Muthoo, Professor Andrew Oswald, Professor Nigel Piercy, Dr Paul Raffield, Professor Christopher Read, Professor Len Seabrooke, Professor Ann Stewart, Professor Mark Taylor, Professor Michael Waterson, Dr Christine Wilkie, Dr. Joe Winston, Professor David Wray, Dr Caroline Wright, Dr Michael Wyness.

1/10-11

Chair's Business

(a) The Comprehensive Spending Review and the Browne Review of Higher Education and Student Finance in England

RECEIVED:

An overview of potential implications for the funding of higher education following the publication of the Browne Review and the Comprehensive Spending Review from the Deputy Vice-Chancellor, Professor Mark Smith, and the Registrar, Jon Baldwin.

REPORTED (by the Deputy Vice-Chancellor):

- (i) That the announcements made in the Comprehensive Spending Review and the proposals put forward by the Browne review represented the greatest change to the relationship between the state and higher education in decades.
- (ii) That the University's refreshed Strategy was in development and a draft version would be communicated to Heads of Department for consideration and comment shortly.
- (iii) That the Finance and General Purposes Committee had approved the University's revised financial plan for 2010/11.
- (iv) That QR funding was within a ring-fenced budget and that indications were that Government did not plan to have a significant shift in this funding.

(by the Registrar)

- (v) That the Browne Review had proposed that universities should be allowed to raise student tuition fees but the Government had now proposed a £9,000 upper limit with universities wishing to charge above £6,000 subject to additional regulation and scrutiny in a number of areas.
- (vi) That institutions would come under greater pressure to enhance the student experience without any additional funding in the sector.

(by Professor Miguel Beistigui)

- (vii) That it would be useful to know more about specifically what was meant by enhancing the student experience.

(by Professor Mark Harrison)

- (viii) That the University provided many opportunities but they were not always taken up by students.

(by Professor Andrew Reeve)

- (ix) That it would be useful to know more about Warwick's current position in terms of student access.

(by Professor Robert Lindley)

- (x) That the TRAC (Transparent Approach to Costing) adjustment could reduce any increase in fee income.

(by Professor Julio Faundez)

- (xi) That if tuition fees were to rise in the future it would be likely that the expectations of students and those of their parents would change and increase.

(by the Registrar)

- (xii) That Warwick had made significant investment in student facilities and support for the Students' Union in recent years but that it would be important to consider the appropriate mechanism for measuring effectively the various aspects of the student experience.
- (xiii) That Warwick generally met or exceeded its benchmarks for student access and also worked through the national Raising Opportunities Programme and other widening participation programmes in this regard as well as the provision offered by the Centre for Lifelong Learning.
- (xiv) That with any move towards higher tuition fees would likely come more requirements on universities with regard to widening participation, through for example, stronger agreements with the

Office for Fair Access (OFFA) and financial contributions to a national scholarships scheme.

- (xv) That the Academic Registrar's Office was currently undertaking a modelling exercise to inform wider discussion and debate on future fees levels.
- (xvi) That there were some concerns regarding the timing of funding cuts, which would impact in 2011, and any increase in tuition fees, which would not be introduced until 2012.

(by the Deputy Vice-Chancellor)

- (xvii) That, despite cuts to the capital budget for higher education, the University could still plan for some state funding for future capital projects.
- (xviii) That universities needed to improve the ways in which they articulated certain aspects of the students experience e.g. the nature of contact and feedback.
- (xix) That in its White Paper due to be published in the new year, the Government had an opportunity to consider how the link between further education and higher education could offer a more progressive model for students.
- (xx) That it was likely that there would be some providers in the sector which would consider offering two year degrees and others which would wish to continue to offer traditional, high-quality three or four year degrees.

(by the Chair)

- (xxvi) That the British Sociological Association (BSA) had calculated that a fee of £7,250 would constitute a break-even point for subjects in the social sciences.

RESOLVED:

- (a) That the Faculty should contribute its ideas for enhancing the student experience in order to inform the University debate on this issue.
- (b) That the electronic forum on the Faculty web pages be used to set the agenda for the next Faculty lunch on Wednesday 1 December and that the appropriate information should be emailed to members of the Board.

(b) Warwick-Boston Partnership

RECEIVED:

An oral update from the Chair on the Warwick-Boston core partnership.

REPORTED (by the Chair):

- (i) That during a recent visit to Boston University she had met with academic colleagues from Humanities and Social Sciences departments including, the Departments of Sociology, Politics, International Relations, Social Work, Law and Economics.

- (ii) That there had been differing levels of awareness of the partnership and interest in research links and that, where there was interest in making further links, the appropriate contacts had subsequently been made with relevant Heads of Departments at Warwick.
- (iii) That there had been strong interest at a senior level within Boston University in the potential for joint research training and exchange of PhD students and staff between the two institutions.
- (iv) That there were plans to make links with colleagues at Boston University during the Warwick Festival of Social Sciences.
- (v) That the Chair encouraged Heads of Departments to build on the potential research links with Boston University where appropriate.

(c) Warwick Festival of Social Sciences

RECEIVED:

An oral update from the Chair on the 2011 Warwick Festival of Social Sciences.

REPORTED (by the Chair):

- (i) That a working group had been established to oversee and coordinate the arrangements for the 2011 Festival of Social Sciences and would meet on 15 November and suggestions for departmental representatives would be welcomed.
- (ii) That the Festival of Social Sciences would take place in May 2011 on a date to be confirmed.
- (iii) That it had originally be planned that the event would link with the ESRC festival but there were some disadvantages to this due to the timing and the various constituents involved.
- (iv) That ideas for external speakers would be welcomed.
- (v) That it was planned that a PhD conference would take place as part of the festival.
- (vi) That the festival would have a web presence and it was planned that international links would be made using video-conferencing facilities.

2/10-11

Constitution, Membership & Terms of Reference

(a) Terms of Reference

REPORTED (by the Chair):

That the Board of the Faculty of Social Sciences would have the following Terms of Reference for 2010-11:

- (i) To regulate, subject to these Statutes and the Ordinances and Regulations and to review by the Senate, the teaching, research, 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.

(b) Membership of the Board of the Faculty of Social Sciences and its sub-committees for the Academic Year 2010-11.

RECEIVED:

Paper BFSS. 1/10-11, an updated list of the membership of the Board of the Faculty of Social Sciences and its sub-committees for the Academic Year 2010-11, and the Faculties nominations to other University Committees.

REPORTED (by the Chair):

- (i) That Professor Peter Corvi, Warwick Business School, had been nominated as a member of the Board of the Faculty and of the Undergraduate Studies Committee since the Board's last meeting in June and that these changes had been approved by Chair's action.

3/10-11 Minutes

CONSIDERED:

The minutes of the meeting held on 2 June 2010.

RESOLVED:

That the minutes of the meeting held on 2 June 2010 be accepted as an accurate record.

4/10-11 Matters Arising

(a) ESRC Doctoral Training Centre Bid

RECEIVED:

An oral update from the Chair on the Faculty's bid for an ESRC Doctoral Training Centre.

REPORTED:

- (i) That the ESRC reviewers had responded to the bid favourably and with further questions in June and again in August and that, in response, the University had confirmed that all departments involved with the Doctoral Training Centre offered dual supervision for PhD students and that all students would have access to the quantitative pathways.

- (ii) That the Chair had met with the new Chief Executive of the ESRC during his recent visit to the University and that he had invited engagement and feedback from the University regarding the impact agenda.
- (iii) That it was expected that the ESRC would announce the successful Doctoral Training Centres in January.
- (iv) That the ESRC Doctoral Training Centre bid development group would meet on 18 November and departments would be requested to write proposals for training modules in Qualitative Methods, Quantitative Methods, Philosophies of Social Research and Design and Professional Skills.
- (v) That, if the Doctoral Training Centre bid were successful, the Faculty would need to appoint a Director and establish a management board or committee.

(b) Audit Arrangements under the New Module Approval Processes

CONSIDERED:

An oral report from the Chair of the Undergraduate Studies Committee and a written statement from the Chair of the Graduate Studies Committee detailing feedback from the relevant sub-committees on proposals for how those committees should undertake the audit function now required of them within the new module approval processes.

REPORTED (by the Chair of the Undergraduate Studies Committee):

- (i) That the final details of the audit process had not yet been confirmed and consultation responses were to be considered by the Academic Quality and Standards Committee.
- (ii) That all Faculty Sub-Committees were in favour of a light-touch approach to the audit requirement.

(by the Secretary to the Board, on behalf of the Chair of the Graduate Studies Committee):

- (iii) That the Graduate Studies Committee welcomed the devolution of responsibility to departments afforded by the new module approval processes.
- (iv) That the Committee had proposed that a cyclical process whereby each department would be audited approximately every third year in normal circumstances.
- (v) That the Committee was clear that its task now moved from scrutiny of the content of the modules to scrutiny of the processes established within departments, noting that the first step would be for departments to establish their own transparent and robust audit processes.
- (vi) That the Committee had requested that all departments provide a statement on their proposed audit procedures which were available for discussion at the meeting of the subcommittee, noting that all departments had provided these with the exception of Economics which subsequently provided the relevant information.

- (vii) That the Committee considered that the information provided by departments provided a good starting point but would need to be more detailed to meet the proposed guidelines for audit in some cases.
- (viii) That some departments had provided flow charts of their proposed procedures which the Committee considered a good way of providing the evidence needed.
- (ix) That the Committee had proposed that departments be asked to reconsider their statements and to consider providing their processes in the form of a flow chart, noting that the departmental audit processes would be considered at the next meeting of the Graduate Studies Committee.

RESOLVED:

- (i) That it be noted that there was some concern that the approval of the appropriate audit process under the new module approval methodology was to be given by the Academic Quality and Standards Committee without first being considered by the Faculty Board.
- (ii) That the details of all departmental procedures for module approval submitted to the Undergraduate Studies Committee and the Graduate Studies Committee be circulated to Heads of Departments in the Faculty to encourage a consistent approach and share good practice.
- (iii) That a copy of the email from the Chair of the Graduate Studies Committee be circulated to all members of the Faculty Board.

RECOMMENDED

(to the Academic Quality and Standards Committee):

- (i) That there should be a single consistent audit process under the new module approval methodology followed by both the Undergraduate Studies Committee and the Graduate Studies Committee.

(to the Teaching Quality Team)

- (ii) That the Teaching Quality team should issue clearer guidance regarding what was required of departments in terms of the presentation of their departmental module approval processes.

(c) Departmental-based IT.

RECEIVED:

An update from the Chair on IT issues for departments in the Faculty and recent discussions with the Director of IT Services.

REPORTED (by the Chair):

- (i) That Professor Norman Ireland should be thanked for his proposal to develop the idea of a 'thumb print' of summary

- information for each teaching module and to develop a central database of module information.
- (ii) That the 'thumb-print' project and development of a central database of module information had received the relevant approval and the hope was that it could be rolled out in the summer term 2011 although there were outstanding resource issues to be resolved.
  - (iii) That the My Economics system was now in place in the School of Law and the Centre for Applied Linguistics and departments sought the efficiencies and the additional capacity that such a system could offer.
  - (iv) That the Director of IT Services would submit a paper to be considered by the Information Policy and Strategy Committee regarding the functionality and suitability of My Economics for use by a number of other academic departments.
  - (v) That the University E-Learning Steering Group had prioritised a piece of work to define what good submission/feedback looked like and to design a solution to achieve and implement an appropriate solution.

RESOLVED:

That the Board should support the Director of IT Services in continuing to explore fit for purpose IT systems and secure the resources required to support future developments within departments, notwithstanding that departments will also require resources to continue to make local developments and were best-placed to inform the type of IT provision appropriate to their needs.

5/10-11

Chair's Action

- (a) Faculty of Social Sciences Conventions for First Year Assessed Courses and Resit Examinations

RECIEVED:

Paper BFSS.33/09-10, the revised and updated

REPORTED (by the Chair):

That the Faculty Conventions for First Year Assessed Courses and Resit Examinations had been updated following additions to the conventions for the Centre for Applied Linguistics and for Philosophy, Politics and Economics (PPE) and had been approved by Chair's action.

- (b) Faculty Board Membership – Department of Politics and International Studies

REPORTED:

- (i) That it had been approved by Chair's action that Dr Renske Doorenspleet would replace Professor Ben Rosamond on the membership of the Board of the Faculty of Social Sciences for

the Department of Politics and International Studies from 1 January 2011.

- (ii) That those members of the Faculty Board wished to record their thanks to Professor Ben Rosamond for his role as a member of the Senate and of the Faculty Board and to wish him good luck for the future.

6/10-11 Proposed Changes to Terms of Reference for Faculty Sub-Committees

(a) Undergraduate Studies Committee

CONSIDERED:

The revised Terms of Reference for the Undergraduate Studies Committee in light of the new module approval process and the requirement for the sub-committees to undertake an audit function.

RESOLVED:

That the revised terms of reference for the Undergraduate Studies Committee be approved and adopted.

(b) Graduate Studies Committee

CONSIDERED:

The revised Terms of Reference for the Graduate Studies Committee in light of the new module approval process and the requirement for the sub-committees to undertake an audit function.

RESOLVED:

That the revised terms of reference for the Graduate Studies Committee be approved and adopted.

7/10-11 Committee Elections

(a) Election of Board Member to Senate

REPORTED (by the Chair):

- (i) That there was a vacancy for a member of the Board of the Faculty of Social Sciences to represent the Board on the Senate until 31 July 2013 arising from Professor B Rosamond stepping down from his role with effect from 1 January 2011.

CONSIDERED:

- (ii) In accordance with University Regulation 2.2 on By-Elections, the election of one member of the Senate from the membership of the Board of the Faculty of Social Sciences for 2010/11 to serve until 31 July 2013.

REPORTED (by the Chair):

- (iii) That Professor Christopher Hughes, incoming Head of Department of Politics and International Studies, had been nominated by Professor Abhinay Muthoo and the nomination was seconded by Professor Julio Faundez.

RESOLVED:

That Professor Christopher Hughes be elected to serve on the Senate as a representative of the Board of the Faculty of Social Sciences until 31 July 2013.

- (b) Election of Board Member to the Academic Quality and Standards Committee

REPORTED:

- (i) That there was a vacancy for a member of the Board of the Faculty of Social Sciences to represent the Board on the Academic Quality and Standards Committee for the academic year 2010/11 arising from Professor B Rosamond stepping down from his role with effect from 1 January 2011.

RESOLVED:

That the nomination Board of the Faculty of a member of the Board of the Faculty of Social Sciences to represent the Board on the Academic Quality and Standards Committee for the academic year 2010/11 be considered further with the eligible members.

- (j) Membership of the University E-learning Steering Group

REPORTED:

- (i) That the constitution of the University E-Learning Steering Group had changed and there would now be two members of academic staff nominated to its membership by each Faculty.

CONSIDERED:

- (ii) The nomination of Professor David Wray, Warwick Institute of Education, and of Professor Jeremy Smith, Department of Economics, to serve as representatives of the Faculty of Social Sciences on the E-Learning Steering Group.

RESOLVED:

That Professor David Wray and Professor Jeremy Smith serve as representatives of the Faculty of Social Sciences on the E-Learning Steering Group for 2010/11.

8/10-11 Proposal for Establishment of Warwick Institute of Public Policy (WIPP)

CONSIDERED:

Paper BFSS. 2/10-11, a report on the progress of the proposal to establish a Warwick Institute of Public Policy.

REPORTED (by Professor Mark Harrison):

- (a) That, if the proposal to establish the Warwick Institute of Public Policy progressed successfully, it was proposed that a director be appointed on a 50% basis from within the University and that this would be a three year post from January 2011.
- (b) That there was already an Institute of Government and Public Management within the Warwick Business School but it was not anticipated that there would be any conflict, indeed the plan was to build synergies with established activity in this area.
- (c) That the primary focus of the Warwick Institute of Public Policy would be research and alumni relations.

RESOLVED:

- (a) That the Board supported the establishment of the Warwick Institute of Public Policy and its continued ownership as a Faculty-based initiative with a longer-term aim for cross-disciplinary work.
- (b) That consideration should be given to whether the Warwick Institute of Public Policy could play a role in advising and guiding other departments in how their work could inform policy development and to build good practice in this regard.

9/10-11 Matters Relating to Faculty Research Centres for Consideration

(a) Warwick Centre for Memory Studies

CONSIDERED:

Paper BFSS.3/10-11, a request from the Head of the Department of Sociology to disestablish the Warwick Centre for Memory Studies.

RECOMMENDED (to the Senate):

That the Warwick Centre for Memory Studies be disestablished.

(b) Centre for Research in Ethnic Relations

CONSIDERED:

Paper BFSS. 11/10-11, a proposal from the Director of the School of Health and Social Studies to disestablish the Centre for Research in Ethnic Relations.

RECOMMENDED (to the Senate):

That the Centre for Research in Ethnic Relations be disestablished.

RESOLVED:

That the Board recognised the important work which had been undertaken by the Centre of Research in Ethnic Relations.

10/10-11 Establishment of Warwick Manufacturing Group as a Department within the Faculty of Science

REPORTED:

That at its meeting on 7 July 2010 the Senate had recommended to the Council that the recommendations of the Faculty Working Group to establish the Warwick Manufacturing Group as a separate department from the School of Engineering within the Faculty of Science, noting that there were implementation issues that would need to be resolved and that Engineering and WMG must continue to operate in a collaborative and productive way.

11/10-11 Appointment of the Head of the School of Life Sciences

REPORTED:

That the Professor John McCarthy, BBSRC Professorial Research Fellow and former Director of the Manchester Interdisciplinary Biocentre at the University of Manchester, had been appointed as the Head of the School of Life Sciences with effect from 1 October 2010.

12/10-11 The Harris Report

REPORTED:

That at its meeting on 7 July 2010 the Senate considered a progress report on the implementation of the recommendations of the Harris Report on the University's constitutional arrangements, together with an oral report from Professor Mark Harrison, Chair of the Implementation Group.

Senate minute 105/09-10 below refers:

CONSIDERED:

*A progress report on the implementation of the recommendations of the Harris Report on the University's constitutional arrangements, together with an oral report from Professor Mark Harrison, Chair of the Implementation Group (S.37/09-10).*

*REPORTED: (by Professor M Harrison)*

- (a) That he wished to extend his thanks to the Academic Registrar and the Chair of the Board of Graduate Studies for their assistance in the preparation of the report and its recommendations.*
- (b) That the recommendations focused on three main themes:
  - (i) The strengthening of linkages between the Centre and Departments by revising the role of the Chair of the Board of the Faculty, and by imposing greater direction on the way the University creates and distributes management information and its processes for consultation and wider dissemination.*
  - (ii) The development of additional management capacity at the Centre of the University (noting that a significant increase in the number of Pro-Vice-Chancellors was not seen as appropriate at this time), again by revising the role and responsibilities of the Chair of the Board of the Faculty, and by giving more discretion (within appropriate constraints) to departments over academic resourcing and teaching and learning matters.*
  - (iii) The need for greater delegation to departments to be accompanied by appropriate responsibility and rules and systems for risk management.**
- (c) That the successful implementation of these recommendations would rely on the positive engagement of the whole University community.*

**RESOLVED:**

- (a) That the recommendations set out in the report from the Harris Report Implementation Group be approved.*
- (b) That consideration be given to potentially requiring the appointment of a Deputy Chair of the Faculty Board and the mechanism and role description to implement this.*
- (c) That the progress in achieving the recommendations with the Harris Report as set out in the Implementation Plan outlined in Appendix B of the Implementation Group's report be reviewed by the Senate in the Autumn Term 2011.*

**REPORTED (By Professor Mark Harrison):**

- (a) That the Senate would continue to monitor the progress of the Harris Implementation Group.**
- (b) That Faculty Board Chairs would continue to be reportable to and members of the Faculty.**

**RESOLVED:**

**That the Board would like to receive regular progress reports on the work of the Harris Implementation Group.**

13/10-11

Items Received

(a) Report from the Faculty Undergraduate Studies Committee

Paper BFSS.4/10-11, the unconfirmed minutes of the meeting of the Faculty Undergraduate Studies Committee held on 20 October 2010.

(b) Report from the Faculty Graduate Studies Committee

Paper BFSS.5/10-11, the unconfirmed minutes of the meeting of the Faculty Graduate Studies Committee held on 26 October 2010.

(c) Faculty Forum on Teaching and Learning

Paper BFSS.6/10-11, the minutes of the meeting of the Faculty Forum on Teaching and Learning held on 20 October 2010.

(d) Report from the Faculty IT Committee

Paper BFSS.7/10-11, the unconfirmed minutes of the meeting of the Faculty IT Committee held on 27 October 2010.

(e) Report from the Faculty Research Forum

Paper BFSS.8/10-11, the minutes of the meeting of the Faculty Research Forum held on 27 October 2010.

(f) Report from the University Research Committee

Paper BFSS.9/10-11, the unconfirmed minutes of the meeting of the University Research Committee held on 16 September 2010.

(g) Report from the University International Committee

Paper BFSS.10/10-11, the minutes of the meeting of the University International Committee held on 16 June 2010.

14/10-11

Faculty Lunch

REPORTED:

That the Autumn Term Faculty Lunch would be held on 1 December from 12.30pm in the Social Sciences Lounge, D2.03, Warwick Business School.

15/10-11

Date of Next Meeting

REPORTED:

That the next meeting of the Board of the Faculty of Social Sciences would be held on 9 February at 10.00am in the Council Chamber, University House.