

UNIVERSITY OF WARWICK

Board of the Faculty of Social Studies

Minutes of the Meeting of the Board held on 25 May 2005

**Present:** Professor M Luntley (Chair), Dr J Ainley, Professor C Aubrey, Professor L Bridges, Professor M Devereux, Dr P Ferdinand, Professor R Fine, Professor A Harris, Dr C Hoerl, Professor P Huddleston, Dr C Humphreys, Dr J Khan, Professor R Lindley, Professor B Lockwood, Dr P Mizen, Professor R Naylor, Dr R Powell, Ms D Stevens, Professor M Terry, Professor M Waterson.

**Apologies:** Professor J Campbell, Professor P Elias, Professor K Legge, Professor J McGee, Professor P Marginson, Dr I Morley, Professor A Neal, Professor J Scholte, Prof H Thomas, Professor R Wilson, Mr M Wolf, Dr M Zehfuss.

**In attendance:** Mr E J Harcourt, Ms C E Gordon, Prof R Dyson, N Muckle (RSS).

34/04-05 Minutes

RESOLVED:

That the Minutes of the meeting held on 9 February 2005, paper BFSS 25/04-05, be approved.

35/04-05 Matters Arising on the Minutes

All matters arising were dealt with elsewhere on the agenda.

36/04-05 Chair's Business

(a) Faculty lunch, 18 May 2005

RECEIVED:

An oral report from the Chair, highlighting the two main areas of discussion at the Faculty Lunch:

- (i) Changes to Research Degree Examination Arrangements.
- (ii) Singapore Feasibility Study.

RESOLVED:

That there be a special meeting of the Board during the last week of the Summer vacation to discuss the Singapore Feasibility Study. This would take place in advance of a special meeting of the Senate in October.

(b) Faculty Advisory Board

RECEIVED:

An oral report from the Chair of the Board of the Faculty of Social Studies, describing the Advisory Board's meeting on 23 May, which focused on International Strategy.

RESOLVED:

(i) That the Board should establish appropriate mechanisms to consider how the Faculty's activities engaged with the University's international agenda.

(ii) That the Secretariat would solicit nominations from Departments for additional members of the Faculty Advisory Board, subject to a decision to be taken at Strategy Committee on the size of the Advisory Board's external membership.

(c) Research Assessment Exercise (RAE 2008)

RECEIVED:

An oral report from the Chair of the Board of the Faculty of Social Studies to advise that the consultation period for sub-panels would take place between mid-July and the end of September.

RESOLVED:

That Departments should submit any substantive business to the Assistant Registrar (Space Management and Timetabling) or to the Director of Student and Academic Affairs.

(d) Governing Instruments Committee

RECEIVED:

An oral report from the Chair of the Board of the Faculty of Social Studies.

REPORTED:

That the Senate had discussed the establishment of Faculty Executives at its meeting in March. The Chair suggested that a Social Studies Faculty Executive could address the issue of international strategy once a final decision had been reached.

37/04-05 Elections

(a) CONSIDERED:

The election, in accordance with the Regulations for the Timetable of Committee Elections, of:

(i) The Chair and Deputy Chair of the Board of the Faculty of Social Studies for the academic year 2005-06.

RESOLVED:

That the nominees, Prof M Luntley and Prof A Harris, be elected as Chair and Vice Chair respectively.

- (ii) Faculty representatives on the Senate (4 places).

RESOLVED:

That the nominees, Prof G Hundt, Prof K Legge, Prof M Harrison and Prof M Waterson, be elected for the period 2005-2007.

- (iii) Board of the Faculty of Social Studies.

RESOLVED:

That the nominees, as presented in paper BFSS 26 (b)/04-05 (revised), be elected.

- (iv) Graduate Studies Committee of the Board of the Faculty of Social Studies.

RESOLVED:

That the nominees, as presented in paper BFSS 26(c)/04-05, be elected with the exception that Dr C Hughes should represent the Department of Sociology, not Prof A Phizacklea.

- (v) Undergraduate Studies Committee of the Board of the Faculty of Social Studies.

RESOLVED:

That the nominees, as presented in paper BFSS 26(d)/04-05, be elected.

- (vi) Research Committee of the Board of the Faculty of Social Studies.

RESOLVED:

That the nominees, as presented in paper BFSS 26(e)/04-05, be elected and that Prof R Higgott be elected as Chair.

- (vii) Information Technology Committee of the Board of the Faculty of Social Studies.

RESOLVED:

That the nominees, as presented in paper BFSS 26(f)/04-05 (revised), be elected and that Professor A

Neal be reappointed as Chair and that a further nomination as representative from the School of Law be submitted for Chair's action.

(b) REPORTED:

That nominations were sought for membership of the committees and sub-committees for the Faculties of Arts, Science and Medicine (paper BFSS 27/04-05 refers).

38/04-05 Strategic Item: Faculty Research Strategy

CONSIDERED:

The notion of a Faculty Research Strategy including considerations such as resources, research space, the Faculty's research success and "star Professors". The role and composition of the Faculty Research Committee was also discussed.

RESOLVED:

That the Faculty would have a research 'away day' in the Autumn to which Chairs of Departments would be invited.

39/04-05 Faculty Research Committee

CONSIDERED:

A report from the meeting of the Faculty Research Committee held on 5 May 2005 (paper BFSS 28/04-05 refers).

RESOLVED:

That Research Support Services (RSS) would be asked to circulate details of the proposed arrangements for the Human and Social Sciences Research Ethics Committee to all relevant Chairs of Departments (paper BFSS 28 (4.iv)/04-05 refers), inviting their participation in a briefing meeting to be given by RSS.

40/04-05 Undergraduate Studies Committee

CONSIDERED:

A report from the meeting of the Undergraduate Studies Committee held on 4 May 2005 (paper BFSS 29/04-05 refers).

RECEIVED:

An oral report from the Chair of the Undergraduate Studies Committee of the Board of the Faculty of Social Studies. The following key points were highlighted:

(i) That, as changes to module assessment methods were a type of amendment to course regulations, they must be approved

by the Faculty's Undergraduate Studies Committee (paper BFSS 29/04-05 refers).

RESOLVED:

That guidance be sought from the Academic Quality and Standards Committee on what constituted a major change, which would require the approval of the Faculty's Undergraduate Studies Committee.

- (ii) That requests to consider changes to modules or courses should be made in advance, not retrospectively.
- (iii) That a representative from the Centre for Academic Practice had provided guidance on the possible learning outcomes that could be specified when seeking approval for new modules (BFSS 29/04-05 refers).
- (iv) That the Mercia Institute had submitted a substantial proposal for a new part-time degree in Enterprise and the Business Environment.
- (iv) That clarification had been sought on student illness self-certification as regarded the late or non-submission of assessed work. It had been recommended to AQSC that a formal policy should be developed. In the meantime, students could not self-certify.

41/04-05 Graduate Studies Committee

CONSIDERED:

A report from the meeting of the Graduate Studies Committee held on 11 May 2005 (paper BFSS 30/04-05 refers).

The following points were highlighted:

- (i) That the Graduate Studies Committee had recommended to the Board of Graduate Studies that the word limit for PhD theses within the Faculty should be 80 000 words exclusive of appendices, footnotes, tables and bibliography.
- (ii) That the School of Health and Social Studies had proposed a new course, MA in Applied Social Studies.
- (iii) That the Academic Quality and Standards Committee had, in considering the summary report of the Annual Review of Graduate Courses 2003-04, resolved that Faculties continue to be encouraged to draw out examples of quality enhancement in departmental practice (paper AQSC 73/04-05 refers).
- (iv) That the proposal concerning restructures to the MA in Race and Ethnic Studies (paper BFSS 30/04-05 refers) came from

both CRER and the Department of Sociology, as it was a joint degree.

42/04-05 Faculty IT Committee

RECEIVED:

A report from the meeting of the Faculty IT Committee held on 23 May 2005 (paper BFSS 43/04-05 refers).

43/04-05 Periodic Review Reports

CONSIDERED:

- (a) A report from the Periodic Review of the Department of Economics held on 14 January 2005 (papers BFSS 31(a-c)/04-05 refers).
- (b) A report from the Periodic Review of the Centre for English Language Teacher Education (CELTE) held on 28 January 2005 (papers BFSS 32(a-c)/04-05 refer).
- (c) A report from the Periodic Review of the Centre for Lifelong Learning held on 29 April 2005 (papers BFSS 33(a-c)/04-05 refer).

REPORTED:

That the Departments expressed their gratitude to their respective Review Panels.

RECOMMENDED (to the Board of Graduate Studies):

- (i) That further guidance be sought from the Centre for Academic Practice (CAP) by the Board of Graduate Studies on how to equip PhD students properly for undertaking undergraduate teaching, a point that had arisen in both the Economics and CELTE Periodic Reviews.

RECOMMENDED (to the AQSC):

- (ii) That the Reports of the Periodic Reviews of Economics, CELTE, and the Centre for Lifelong Learning be approved.

RESOLVED

- (iii) That generic issues not related to the AQSC or the Senate should be referred to the Registrar as part of the ASDAR review or to the Campus Life Committee.

44/04-05. Annual Course Reviews 2003-04

RECEIVED:

- (a) Annual Review of Undergraduate Courses 2003/04: Summary Report (paper BFSS 34 (a)/04-05 refers).
- (b) Annual Review of Postgraduate Courses 2003/04: Summary Report (paper BFSS 34 (b)/04-05 refers).

45/04-05 Departmental Examination Conventions

CONSIDERED:

- (a) A paper showing the existing Departmental Conventions for the First Year Board of Examiners (paper BFSS 35/04-05 refers).
- (b) A paper showing revised Departmental Conventions for the Departments of Law and Sociology, paper BFSS 36/04-05.

A discussion took place regarding re-sits where the new, weighted total mark incorporated a (low) coursework element that had been the initial cause of a student's failure.

Depending on the weight attached to the examination mark, it might be extremely difficult for a student to pass in September. As a result, a number of Departments had adopted the convention of having only the re-sat examination mark counting.

RESOLVED:

- (i) That all Departments would be asked to reconsider their Departmental Conventions prior to 1<sup>st</sup> Year Board of Examiners in June 2005.
- (ii) That the Departments of Law and Sociology, and the Warwick Business School, would reconsider their proposed changes to their Departmental Conventions.

46/04-05. Directors, Membership and Constitutions of Research Centres and Institutes

CONSIDERED:

- (a) ~~Proposed changes to Directors, paper BFSS 37/04-05.~~

RESOLVED:

- (i) That the proposed changes be approved.
- (ii) That Prof G Hundt remain as Director of the Institute of Health for a further 12 months.

REPORTED:

That the Centre for Small and Medium-Sized Enterprises awaited the appointment of a new Deputy Director following the resignation of Dr A Burke.

- (b) Proposed changes to constitutions, paper BFSS 38/04-05.

RESOLVED:

That the proposed changes be approved.

- (c) Proposed changes to membership, paper BFSS 39/04-05.

RESOLVED:

- (i) That the Centre for Research in Ethnic Relations be asked to provide a memorandum to explain its rationale for the proposed changes to its Advisory Board.

The Board suggested that Dr R Carter could be listed under the category of "Up to five members of the academic staff of the University with interests in the field of race and ethnic relations..." The Board also suggested that the category for external members be extended.

- (ii) That the Sociology Department be asked to provide a memorandum to explain its proposed changes to its Social Theory Centre Advisory Committee.

- (iii) That all other proposed changes be approved.

- 47/04-05. Dis-establishment of CHESS

CONSIDERED:

A paper regarding the disestablishment of CHESS, paper BFSS 41/04-05.

RESOLVED:

That the proposal to remove CHESS as a constituted research centre within the Faculty of Social Studies be approved.

- 48/04-05. Nominations for the Humanities and Social Studies Research Ethics Committee

RECEIVED:

A call for nominations for the Humanities and Social Studies Research Ethics Committee, paper BFSS 42/04-05.

RESOLVED:



That the Institute of Education, School of Health and Social Studies, Department of Law and the Department of Sociology would be the most appropriate Departments from which nominees might come.

49/04-05 Items for Senate Discussion

CONSIDERED:

Matters which members of the Board would wish to be put before the Senate at the meeting to be held on 15 June 2005.

RESOLVED:

That the Senate would be asked to consider what was the optimum provision for doctoral students' accommodation.

50/04-0519. Date of Next Meeting

REPORTED:

- (a) That there would be an extra meeting of the Board in the week prior to the start of the Autumn term (date, time and venue to be confirmed).
- (b) That the next timetabled meeting of the Board would be held in the Autumn term 2005 (date, time and venue to be confirmed).