

UNIVERSITY OF WARWICK

Board of the Faculty of Social Sciences

There will be a meeting of the Board of the Faculty of Social Sciences at **2pm on Tuesday 13 November 2018** in CMR 1.0, University House.

R Sandy-Thomas
Registrar

Note: Committee papers can be accessed at <https://files.warwick.ac.uk/bfss/browse/BFSS>. Questions on agendum items or apologies for this meeting should be directed to bfss@warwick.ac.uk

Restricted business (denoted by an asterisk{}) is confidential to members and attendees of the Faculty Board.*

2nd CIRCULATION AGENDUM

New items added since the first circulation agenda, additional papers and revised papers are highlighted in **bold**. We will work from the second circulation agenda at the meeting.

MATTERS FOR CONSIDERATION BY THE COMMITTEE

1. Conflicts of Interest

TO REPORT:

That, should any members or attendees of the Board have any conflicts of interest relating to agenda items for the meeting, they should be declared in accordance with the Committee of University Chairs (CUC) Higher Education Code of Governance (2014), available online from <http://www.universitychairs.ac.uk/publications/>.

2. Freedom of Information

TO REPORT:

- (a) That the Steering Committee at its meeting on 29 October 2007 considered a paper outlining how the Freedom of Information Act 2000 applies to the publication of minutes of University bodies together with the University Publication Scheme adopted by the Steering Committee in December 2003, paper SC.60/07-08, and resolved that a standard item be included on the agenda of the first meeting of each University Committee at the start of each academic year to inform new members and to remind continuing members of the University policy on the publication of minutes;
- (b) That all non-reserved minutes and agenda of the Board are published on the University's Governance website at:
<http://warwick.ac.uk/committees/bfss/minutes/>;

3. Terms of Reference

TO RECEIVE:

The terms of reference for all Faculty Boards as agreed following the review of Academic Governance held in 2016-17, paused to accommodate the merger of the Faculties of Medicine and Science, re-confirmed by the Faculty Chairs in September and approved by the Senate in October 2018. The updated ToR reflect amendments proposed by the Faculties of Arts and Science (no changes were proposed by FSS).

- (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.

4. Membership

TO RECEIVE:

An updated membership of the Board of the Faculty of Social Sciences and its sub-committees for the academic year 2018-19, including nominations to other University Committees (paper BFSS.1/18-19, [available online](#)).

4a. Election of Board Members to the Senate

TO REPORT:

- (a) That, as a result of the merger of the Faculties of Medicine and Science, the representation of the Faculties of Arts and Social Sciences on the University Senate increased from six to seven, creating a vacancy for a Faculty Board representative on Senate for a period August 2018 – July 2021;
 - (b) That the continuing members of the Senate appointed by the Board of the Faculty of Social Sciences are:

CEDAR **Professor Geoff Lindsay (2020)**

| | |
|---------------|--|
| CIM | Professor Celia Lury (2020) |
| Economics | Professor Jeremy Smith (2020) |
| School of Law | Professor V Munro (2021) |
| Sociology | Professor V Kalra (2021) |
| WBS | Professor Andrew Lockett (2019) |

- (c) That a call for nominations was sent to all members of the Board on 25 September 2018, with a deadline for nominations of noon on 2 October 2018;
- (d) That Kate Ireland (CTE) was proposed by Professor M Nudds, Chair of the Faculty Board, and seconded by Professor G Lindsay, Deputy Chair of the Faculty Board, noting that no other nominations were received by the deadline;
- (e) That, in line with the provisions of Regulation 2.2, Kate Ireland (CTE) has been deemed appointed a Faculty Board representative on Senate for the period 1 August 2018 to 31 July 2021.

5. Minutes

TO CONSIDER:

The minutes of the meeting of the Board held on 31 May 2018 ([available online](#)).

6. Matters Arising

* Campus Master Planning (minute 45/17-18 referred)

TO CONSIDER:

An update on the Campus Masterplan process, following input from all Boards of Faculties in the academic year 2017-18, from Charlotte Lewis, Head of Strategic Programmes and Governance, Estates, (paper BFSS.2/18-19 [Restricted], [available online](#)).

7. Chair's Business

8. Health and Safety

TO CONSIDER:

A brief update paper from the Faculty Health & Safety representative, (paper BFSS.5/18-19, [available online](#)).

9. Athena SWAN

TO REPORT:

That the Department of Politics and International Studies achieved a Bronze award and that congratulations be extended to the departmental team.

10. Research Development Funds 2018-19

TO REPORT:

- (a) That the Faculty of Social Sciences is launching its Research Development Funds for 2018-19;
- (b) That the funds will support Research Development Seed Awards of up to £7,500 and Networking Grants of up to £500 each;
- (c) That further details on the remit of each stream is available online at <https://warwick.ac.uk/fss/staffresources/researchsupport/researchdevelopmentfund> and an application form is now available to download;
- (d) That three deadlines will be set during the year, with decisions made by an internal assessment panel and communicated to applicants within a couple of weeks of each deadline; the first deadline being Friday, 23 November 2018;
- (e) That all applications must be submitted to the Faculty resource account fss@warwick.ac.uk;
- (f) That queries should be directed to Professor Richard Hastings or Dr Barry Dixon, Research Strategy & Development Manager (Social Sciences).

11. Reports from the Faculty Education Committee

TO CONSIDER:

An oral report from the Chair of the Faculty Education Committee.

12. Report from the Faculty Research and Impact Committee

TO REPORT:

That the Committee considered a draft Faculty of Social Sciences Impact Strategy, noting that it would be presented to the Board for consideration at its next meeting, following the incorporation of feedback from the Committee.

13. ESRC Centre for Doctoral Training Update

TO CONSIDER:

An oral report from the Director of the ESRC CDT.

14. Warwick Q-Step Centre Update

TO CONSIDER:

An oral report from the Director of Warwick Q-Step.

15. Review of Faculty Research Centres

TO REPORT:

That the following Research Centres are due for triennial review during the academic year 2018-19 and will be presented to the Faculty Research and Impact Committee to make a recommendation to the Faculty Board in the spring term:

- (a) Centre for the Study of Safety & Well-being;
- (b) Centre for Ethic, Law and Public Affairs;
- (c) Centre for the History of Medicine;
- (d) Warwick Cancer Research Centre;
- (e) Centre for Human Rights in Practice;
- (f) Warwick Mind and Action Research Centre;
- (g) Industrial Relations Research Centre.

16. Any Other Business

17. Next Meeting

TO REPORT:

That the next meeting of the Board will take place on Tuesday 12 February 2019, 2.00pm, CMR 1.0, first floor, University House.

ITEMS TO RECEIVE FOR INFORMATION ONLY

The Chair and Secretary consider that the following items are non-controversial and/or can be accepted with a minimum of explanation. Members of the Board may, however, ask for any of the following items to be transferred to the agenda for discussion, by contacting the Secretary in advance of the meeting, or by raising the item at the commencement of the meeting. These papers are available online from the Board's electronic filestore at <https://files.warwick.ac.uk/bfss/browse>.

18. Assessment and Feedback

TO REPORT:

- (a) That due to the Committee meeting taking place earlier in Term 1 2018-19 than in previous years, it was not possible for the timeliness report to be prepared, noting a deadline for submission of information by departments of Friday 12 October 2018;
- (b) That at its January 2018 meeting the Committee resolved the following (minute EFSS.43(h)/17-18 referred):
 - (i) *That future reports on timeliness of feedback across the Faculty provide a more detailed narrative, allowing the Committee to see actual impact of delays on individual students;*
 - (ii) *That future reports on timeliness of feedback across the Faculty be presented on an annual, rather than termly, basis below the line, noting consistent levels of compliance over 90%, a clear adoption of the policy in academic*

departments, and a systematic follow-up on any failures to meet the Policy requirements in academic departments.

- (c) That, consequently, a timeliness of feedback report for the academic year 2017-18 would be presented to the Committee at its meeting in January 2019.

19. Chair's Action

TO REPORT:

That the Chair of the Board, acting on its behalf, has taken action to:

- (a) Appoint Rachel Dickinson (WBS) Chair of the Undergraduate Appeals Committee to consider cases for first and interim year undergraduate students;
- (b) **Appoint Dr Thomas Crowther (Philosophy) to the membership of the Equality and Diversity Committee as the second representative of the Faculty of Social Sciences;**
- (c) **Appoint Professor Jeremy Smith (Chair of Faculty IT Committee) to the membership of the Data Protection and Privacy Group.**

20. Report from the Faculty Education Committee

TO RECEIVE:

The minutes of the meeting of the Faculty Education Committee held on 15 October 2018, (paper BFSS.3/18-19, available online).

21. Report from the Faculty IT Committee

TO RECEIVE:

The minutes of the meeting of the Faculty IT Committee held on 19 October 2018 (paper BFSS.4/18-19, available online).

22. Report from the Faculty Research and Impact Committee

TO RECEIVE:

The minutes of the meeting of the Faculty Research and Impact Committee held on 24 October 2018 (paper BFSS.6/18-19, available online).

23. Faculty Lunches in 2018-19

TO REPORT:

That the remaining Faculty of Social Sciences Lunches will take place as follows in 2018-19:

- (a) Spring term: Tuesday 12 February 2019, 12 noon, CMR 1.0, University House;
- (b) Summer term: Tuesday 4 June 2019, 12 noon, Council Chamber, Senate House.

24. Dates of 2018-19 Board Meetings

TO REPORT:

That the Board will meet subsequently as follows during the academic year 2018-19:

- (a) Spring Term: Tuesday 12 February 2019, 2.00pm, CMR 1.0, University House;
- (b) Summer Term: Tuesday 4 June 2019, 2.00pm, Council Chamber, Senate House.