

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 **10am on Thursday 15 February 2018**, in room CMR 1.0, first floor, University House.

R Sandby-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 the Secretary to the Board, Martin Mik (m.mik@warwick.ac.uk).

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 BOARD

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. Minutes

TO CONSIDER:

The minutes of the meeting of the Board held on 15 November 2017 (available online).

3. Matters Arising

(a) Education Strategy (minute 1/17-18 refers)

TO REPORT:

That, following its consideration by Senate in January 2018, the draft University Education Strategy is available online at <https://warwick.ac.uk/about/strategy/education> for colleagues across the University to review and provide feedback on by 6pm on 26 February 2018.

- (b) Terms of Reference (minute 4/17-18 refers)

TO REPORT:

That, following proposals to amend the Faculty Board Terms of Reference made at November Faculty Board meetings, the Chairs of Faculty are finalising a consolidated version for approval by the University Senate.

- (c) **Reports from the Chairs of Faculty Committees (minute 11(c)/17-18 refers)**

TO REPORT:

That the Board's request for the University to gain Cyber Essentials certification has been communicated to the Director of University IT Services.

TO RECEIVE:

An update from the Director of University IT Services on Cyber Essentials certification (paper BFSS.25/17-18, available online).

- (d) Review of Faculty Research Centres (minute 14/17-18 refers)

TO REPORT:

That it was not possible to change submission deadlines for paperwork relating to the review of Faculty research centres in this academic year to facilitate review by the Faculty Research and Impact Committee, noting that discussions were under way with the Research Committee Secretariat to enable the Faculty Research and Impact Committee to carry out this task from 2018-19 onwards.

4. Proposal for the Faculties of Medicine and Science to Merge

TO CONSIDER:

A paper from the Acting Academic Registrar on the planned merger of the Faculty of Medicine and the Faculty of Science, as set out in paper BFSS.11/17-18 (available online).

5. Chair's Business

Warwick Awards for Teaching Excellence

TO REPORT:

- (a) That nominations are now open for Warwick Awards for Teaching Excellence for staff (WATE) and postgraduate research students (WATE PGR), noting a deadline for nominations by students and staff of 28 February 2018;
- (b) That full details are available online from <http://warwick.ac.uk/wate>.

6. Institutional Teaching and Learning Review

TO REPORT:

That the Faculty ITLR Engagement follow-up event will take place on Friday 16 March 2018.

7. Health and Safety

TO REPORT:

- (a) That Westwood Campus is included in the remit of one of the three new Facilities Manager posts, noting that recruitment is currently under way for one of these;
- (b) That the Leadership and Management of Health and Safety document (paper BFSS.24/17-18, available online) is available online from https://warwick.ac.uk/services/healthsafetywellbeing/newsinfo/leadership_and_management_of_health_and_safety_v1.1_07_11_16.pdf.

TO RECEIVE:

An oral report from the Chair of Health and Safety.

8. Athena SWAN

TO REPORT:

That the Faculty Nursing Room, located in room S1.49, Faculty Hub, first floor, Social Science building, is now available for use, noting that it can be booked online by staff and students via warwick.ac.uk/FSSNursingRoom.

9. Reports from the Chairs of Faculty Committees

TO RECEIVE:

Oral reports from the Chairs of the following Faculty Committees:

- (a) Faculty Research and Impact Committee (FSS RIC)
- (b) Faculty Education Committee (EFSS)
- (c) Faculty IT Committee

10. ESRC Doctoral Training Partnership Update

TO RECEIVE:

An oral update from the Director of the ESRC Doctoral Training Centre/Partnership.

11. Warwick Q-Step Centre Update

TO RECEIVE:

An oral update from the Director of the Warwick Q-Step Centre.

12. Review of Faculty Research Centres

TO RECEIVE:

Paper BFSS.13/17-18 ([available online](#)) setting out details for the review of the following University Research Centres relevant to the Faculty of Social Sciences:

- (a) Warwick Anti-Microbial (WAM) Interdisciplinary Research Centre (SLS), Category II (paper BFSS.14/17-18, [available online](#));
- (b) Warwick Institute for the Science of Cities (WISC) (PAIS), Category II (paper BFSS.15/17-18, [available online](#));
- (c) Centre for Studies in Democratisation (PAIS), Category III (paper BFSS.16/17-18, [available online](#));
- (d) Innovation, Knowledge & Organisational Networks (IKON) Research Unit (WBS), Category III (paper BFSS.17/17-18, [available online](#)).

TO CONSIDER:

Evidence, as set out in papers BFSS.14-17/17-18, that the above listed Research Centres provide added value, contribute to the University Strategy and are sustainable in the long term.

13. New University Departmental Research Centre

- (a) Centre for Health Economics at Warwick (CHEW)

TO CONSIDER:

A proposal from Warwick Medical School for a new Category III University Research Centre, entitled the Centre for Health Economics at Warwick (CHEW), to be established as set out in paper BFSS.18/17-18 ([available online](#)).

- (b) Warwick Mental Health Research Centre

TO CONSIDER:

A proposal from Warwick Medical School for a new Category II University Research Centre, entitled Warwick Mental Health Research Centre, to be established as set out in papers BFSS.19/17-18 ([available online](#)).

14. Anti-Bribery (11am)

TO REPORT:

- (a) That the University's Anti-Bribery Policy is available at <https://warwick.ac.uk/services/gov/university-policies/antibribery/>;
- (b) That, as part of the University's compliance with its responsibilities stemming from the UK Bribery Act 2010, an [e-learning module](#) has been created to ensure members of the University have an awareness of anti-bribery guidance, and understand how to conduct University activities honestly, fairly and professionally.

TO RECEIVE:

An oral report from the Assistant Registrar (Governance).

15. Any Other Business

16. Next Meeting

TO REPORT:

That the next meeting of the Board will take place on Thursday 31 May 2018, 2-4pm, in the Council Chamber, first floor, Senate 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>.

17. Personal Tutoring Review

TO CONSIDER:

A report from the Personal Tutoring Review Group on the Personal Tutoring Review 2017 (PTR 2017), as set out in papers EFSS.27a-b/17-18 ([available online](#)), noting amendments to the recommendations stemming from feedback from Faculty Education Committees, as presented in paper BFSS.20/17-18 ([available online](#)).

18. Assessment and Feedback

TO RECEIVE:

A composite report on timeliness of feedback on assessment submitted in Autumn Term 2017-18 across the Faculty (paper EFSS.47/16-17 (Revised), [available online](#)).

18a. Module Audit Schedule

TO CONSIDER:

A paper from the Secretary setting out a revised schedule for the Faculty of Social Sciences module approval process audit (paper EFSS.45/17-18), noting that this was recommended for approval by the Faculty Education Committee at its 31 January 2018 meeting (minute EFSS.58/17-18 refers).

19. Chair's Action

(a) Undergraduate Appeals Committee

TO REPORT:

That the Chair of the Board, acting on its behalf, has approved the appointment of the following members of the Board of the Faculty of Social Sciences Undergraduate Appeals Panel to the membership of an Undergraduate Appeals Committee to hear a case of a WBS student:

- (i) Peter Brown (CAL) (Chair);
- (ii) Dr Sarah Dahl (CES);
- (iii) Professor Gabrielle Lynch (PAIS).

(b) Board of the Faculty of Social Sciences Membership

TO REPORT:

That the Chair of the Board, acting on its behalf, has approved the following appointments to the Board membership:

- (i) Dr Eileen John (Philosophy) as one of the three members of academic staff, subject to approval by Senate;
- (ii) Karen Jackson as the second Library Observer, replacing Francesca Cornick;
- (iii) Professor Ulf Liebe (Director, Warwick Q-Step Centre) as one of the three members of academic staff, subject to approval by Senate, replacing Dr Roxanne Connelly (Deputy Director, Warwick Q-Step Centre).

(c) Faculty Representatives on Other Committees

TO REPORT:

That the Chair of the Board, acting on its behalf, has approved the following appointments:

- (i) Dr Eileen John (Philosophy) to the membership of the Board of the Faculty of Arts as the representative of the Board of the Faculty of Social Sciences;
- (ii) Professor Emma Smith (CES) to the membership of the University Health & Safety Executive Committee, replacing Kate Ireland (CTE).

(d) Faculty Education Committee Membership

TO REPORT:

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

- (i) Dr Deborah Roberts as a Centre for Teacher Education representative (PG), replacing Dr John Thornby;
- (ii) Professor Roger Leng as a School of Law representative (UG), replacing Professor Jonathan Garton;
- (iii) Dr Jennie Mills (LDC) as one of the three Deputy Chairs of the Faculty Education Committee, replacing Dr John Thornby.

20. Faculty Education Committee Minutes

TO RECEIVE:

Minutes of the meeting of the Faculty Education Committee held on 31 January 2018 (paper BFSS.21/17-18, available online).

21. Faculty IT Committee Minutes

TO RECEIVE:

Minutes of the meeting of the Faculty IT Committee held on January 2018 (paper BFSS.22/17-18, available online).

22. **Faculty Research and Impact Committee Minutes**

TO RECEIVE:

Minutes of the meeting of the Faculty Research and Impact Committee held on 30 January 2018 (paper BFSS.23/17-18, available online).

23. Faculty Lunches in 2017-18

TO REPORT:

- (a) That the next Faculty Lunch will take place on Thursday 15 February 2018, 12noon-1.30pm, in room CMR 1.0, first floor, University House. Colleagues from the Diversity and Inclusion Team will present on the University submissions for the Race Equality Charter Mark and the Athena SWAN and discuss actions to be taken forward at University, Faculty and departmental levels. This event will also be an opportunity to share examples of best practice across the Faculty in both areas.
- (b) That the Summer term Faculty of Social Sciences Lunch will take place on Thursday 31 May 2018, 12 noon, Council Chamber, Senate House.

24. Dates of 2017-18 Board Meetings

TO REPORT:

That the final meeting of the Board in the academic year 2017-18 will take place on Thursday 31 May 2018, 2pm, Council Chamber, Senate House.