

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 21 May 2015** in room CMR 1.0, first floor, University House.

K Sloan  
Registrar

Note: Committee papers can be accessed at <https://files.warwick.ac.uk/bfss/browse/BFSS>.  
Questions on agenda items or apologies for this meeting should be directed to the Secretary to the Board, Martin Mik ([m.mik@warwick.ac.uk](mailto:m.mik@warwick.ac.uk)).

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**2<sup>nd</sup> CIRCULATION AGENDA**

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. Minutes

TO CONSIDER:

The minutes of the meeting of the Board held on 11 February 2015 (available online), noting an amendment to clarify minute 24(c)(iv)/14-15, concerning the Timetabling Policy, as follows (additions underlined, deletions ~~struck through~~):

*'That students preferred the accuracy of timetable ~~was preferable to students receiving Term 1 and Term 2 timetables at the same time~~, noting the importance of early module registration particularly for students on joint degrees.'*

2. Conflicts of Interest

TO REPORT:

That, should any members or attendees of the Committee have any conflicts of interest relating to agenda items for the meeting, they should be declared in accordance with the CUC Guide for Members of Higher Education Governing Bodies in the UK, available online from <http://www.hefce.ac.uk/pubs/year/2009/200914/>.

3. Matters Arising

(a) Gender Equality Charter Mark (GEM) (minutes 6(a)/14-15, 38(a)/13-14 and 22(b)/13-14 refer)

TO REPORT:

(i) That the Equality Challenge Unit (ECU) announced that, with effect from May 2015, a single charter mark would cover Arts, Humanities, Social Sciences, Business and Law (AHSSBL), as well as Science,

Technology, Engineering, Mathematics and Medicine (STEMM) subjects;

- (ii) That the charter mark would be known as 'Athena SWAN';
- (iii) That ECU also published forms and guidance for Social Sciences departments to use when applying for Athena SWAN awards, noting that these are available online from <http://www.ecu.ac.uk/equality-charters/athena-swan/>;
- (iv) That, at its meeting on 5 May 2015, the Faculty of Social Science Gender Equality Charter Mark Working Group considered the changes and continued its work supporting departments aiming to submit their applications for the November 2015 or April 2016 deadlines;
- (v) That the Working Group noted the requirement for the University to sign up to the May 2015 Athena SWAN principles, in order to enable departments across the University to submit their Athena SWAN applications for consideration.

TO CONSIDER:

The recommendation from the Faculty of Social Sciences Gender Equality Charter Mark Working Group (FSS GEM WG) to have its name changed to the Faculty of Social Sciences Athena SWAN Working Group (FSS Athena SWAN WG), in light of the recent changes introduced by ECU.

- (b) ~~Festival of Social Sciences 2015 (minutes 6(b)/14-15, 38(b)/13-14, 22(c)/13-14 and 5(b)/13-14 refer)~~

TO RECEIVE:

- (i) A final version of the 2015 Festival of Social Sciences programme (paper BFSS.23/14-15, [available online](#));
  - (ii) An oral report from the Chair on the 2015 Festival of Social Sciences.
- (c) ~~Membership (minutes 23/14-15 and 2/14-15 refer)~~

TO REPORT:

- (i) That Ms Cindy Asokan (PAIS) has been elected the Undergraduate Social Sciences Student Representative and would consequently become member of the Board and its Undergraduate Studies Committee in 2015-16;
- (ii) That the Secretary is pursuing the issue of the University 'department' definition with the Governance Team, noting that a resolution is not imminent and that the recommendation from the Board to revise *Ordinance 7 on the Constitution of the Boards of the Faculties* will therefore be submitted for consideration by the University Senate at its June 2015 meeting, in the format approved by the Board at its February 2015 meeting.

4. Faculty Appointments and Elections for 2015/16

(a) Election of Board Members to the Senate

TO REPORT:

- (i) That there will be three vacancies for representatives of the Board of the Faculty of Social Sciences on the University Senate from August 2015 to July 2018, as the appointments of Professor A Muthoo, Professor M Nudds and Professor M Taylor come to an end on 31 July 2015;
- (ii) That the continuing members of the Senate appointed by the Board of the Faculty of Social Sciences are:

|   |                            |
|---|----------------------------|
| Centre for Educational Development,<br>Appraisal and Research (CEDAR) | Professor G Lindsay (2017) |
| School of Law   | Professor A Norrie (2017)  |
| Politics and International Studies                                    | Professor A Reeve (2017)   |
- (iii) That a call for nominations was sent to all members of the Board on 29 May 2015, with a deadline for nominations of 13 May 2015.
- (iv) That four nominations have been received for the three vacancies on the Senate as follows:
  - (A) Professor A Muthoo (Economics), proposed by Dr A Boddison (CPE), seconded by Ms E Jones (Economics);
  - (B) Professor J Solomos (Sociology), proposed by Professor C Lury (CIM), seconded by Professor C Hughes (PAIS);
  - (C) Professor H Spencer-Oatey (CAL), proposed by Professor S Rai (PAIS), seconded by Mr I Abbott (CES);
  - (D) Professor M Taylor (WBS), proposed by Professor G Lindsay (CEDAR), seconded by Mr I Abbott (CES).
- (v) That election ballots were sent to all members of the Board on 14 May 2015 with a deadline for return of 8am on 21 May 2015;
- (vi) That in the event of a tie, the candidate to be elected would be determined by toss of a coin.

TO RECEIVE:

Regulation 2.2 governing the election of representatives of the Boards of the Faculties to membership of the Senate (paper BFSS.26/14-15, [available online](#)).

TO CONSIDER:

The appointment of three representatives of the Board of the Faculty of Social Sciences to the Senate for the period 1 August 2015 to 31 July 2018.

**(b) Elections to the Board of the Faculty of Social Sciences and its Sub-Committees and to other University Committees**

**TO CONSIDER:**

**Nominations to the Board of the Faculty of Social Sciences and its Sub-Committees, and to other University Committees for the academic year 2015/16 (paper BFSS.27/14-15, available online), together with a proposal that the appointment or recommendation to any vacancies be approved by the Chair on behalf of the Board during the summer months.**

5. Chair's Business

(a) Faculty of Social Sciences Summer 2015 Moves

(b) League Tables Update 10.15am

TO RECEIVE:

A presentation from the Assistant Registrar (Strategic Planning and Analytics) on the University and Faculty position in league tables and student surveys.

(c) Warwick in California 10.30am

TO RECEIVE:

An update from the Business Development Director on the developments of the Warwick in California project.

**(d) WIHEA Fellowship Scheme**

**TO RECEIVE:**

**An oral report from the Chair on the Warwick International Higher Education (WIHEA) Fellowship Scheme, as set out in papers BFSS.33-34/14-15 (available online).**

6. Student Complaints Resolution Pathway and Procedure Review Consultation 11am

TO CONSIDER:

A paper from the Director of Delivery Assurance inviting feedback on the implementation of the integrated Student Complaints Resolution Pathway and formal Procedure since its introduction on 29 September 2014, with a view to detailed proposals for refinements being put forward to the Senate in the Summer Term (paper AQSC.43/14-15, available online).

7. Student Discipline Framework Review Consultation

TO CONSIDER:

A paper from the Director of Delivery Assurance inviting initial comments on the plans to revise the student discipline framework, including a number of associated University Regulations, while retaining the University's zero tolerance policy on illegal

substances and introducing a summary statement of expected student behaviours (paper BFSS.25/14-15, [available online](#)).

8. Disabled Students' Allowance Update

TO RECEIVE:

A paper from the University Disability Coordinators on the University's response to changes to the Disabled Students' Allowance, as set out in paper AQSC.42/14-15 ([available online](#)).

9. ESRC Doctoral Training Centre update

TO RECEIVE:

An update from the Chair on the ESRC Doctoral Training Centre.

10. Warwick Q-Step Centre update 11.20

TO RECEIVE:

An oral update from the Co-Director of Warwick Q-Step Centre on the progress of the Centre's activities.

11. University Research Centres

Warwick Cancer Research Centre

TO CONSIDER:

A proposal from Warwick Medical School to establish a new University Research Centre entitled Warwick Cancer Research Centre, as set out in papers RC.22/14-15 & BFM.12/14-15 ([available online](#)), noting that, at its meeting on 19 February 2015, the University Research Committee recommended the proposal to Senate for approval.

12. Faculty Research Forum

TO RECEIVE:

An oral report from the Chair of the Faculty Research Forum.

13. **Undergraduate Research Support Scheme (URSS)**

TO CONSIDER:

**A report prepared by the co-ordinator of the University Undergraduate Research Support Scheme for 2015 (paper UFSS.38/14-15, [available online](#)).**

14. **Race Equality Charter Mark**

TO REPORT:

(a) **That the Race Equality Charter Mark, introduced by the Equality Challenge Unit, is an institution-level award, noting that further details**

about the Charter Mark are available online at <http://www.ecu.ac.uk/equality-charters/race-equality-charter-mark/>;

- (b) That the inaugural meeting of the University's self-assessment team for the Race Equality Charter Mark took place on 19 May 2015, noting the following:
- (i) That a University-wide survey of staff and students would be undertaken to inform the work of the self-assessment team, highlighting areas of good practice and areas for further development;
  - (ii) That a webpage would be created to host information about the University's activities in this area and to provide a single point of contact for any queries related to the Race Equality Charter Mark.

15. Any Other Business

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**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>.

16. Chair's Action

(a) Undergraduate Degree Classification Conventions

TO REPORT:

- (i) That the Chair has taken action on behalf of the Board to approve an amendment to the Undergraduate Degree Classification Conventions for the BA in Law and Business, as set out in Paper AQSC 61/14-15 ([available online](#)), noting that the change was supported by the Chair of the Undergraduate Studies Committee of the Board of the Faculty of Social Sciences;
- (ii) That the Chair of the Academic Quality and Standards Committee (AQSC) has subsequently taken action, on behalf of the Committee, to approve the amendment to the Undergraduate Degree Classification Conventions for the BA in Law and Business, noting that any such change requires a joint approval by the Chair of the relevant Faculty Board and the Chair of AQSC.

(b) Membership of the Faculty Undergraduate Studies Committee (UFSS)

TO REPORT:

That the Chair of the Board, acting on its behalf, has taken action to appoint the following to the membership of the Undergraduate Studies Committee of the Board of the Faculty of Social Sciences:

- (i) Department of Philosophy: Dr G Longworth (replacing Professor P Poellner);
- (ii) School of Law: Mr C Bisping (replacing Dr J Garton).

**(c) Membership of the Board of the Faculty of Social Sciences**

**TO REPORT:**

**That the Chair of the Board, acting on its behalf, has taken action to recommended to the Senate the appointment of Dr G Longworth to the membership of the Board of the Faculty of Social Sciences, replacing Professor P Poellner as a Department of Philosophy representative.**

17. First Year Board of Examiners 2014/15

**(a) Membership of the First Year Board of Examiners**

**TO RECEIVE:**

**Departmental membership of the First Year Board of Examiners for the Faculty of Social Sciences for the academic year 2014/15 for meetings in June and September 2015 (paper BFSS.28/14-15, available online).**

**(b) Undergraduate Examination Conventions for the First Year Board of Examiners**

**TO RECEIVE:**

- (i) A copy of the University conventions for the First Year Board of Examiners, noting that the conventions are available online at: <http://warwick.ac.uk/quality/categories/examinations/conventions/fyboe>
- (ii) A copy of the conventions for the First Year Board of Examiners of the Faculty of Social Sciences (paper BFSS.58/03-04 (revised), available online), for any First Year students who commenced their studies prior to September 2013.

**(c) Departmental Examination Conventions**

**TO RECEIVE:**

**The Departmental Examination Conventions for first year assessed courses and resit examination conventions for the First Year Board of Examiners 2014-15 (paper BFSS.29/14-15, available online).**

18. Assessment and Feedback

**TO RECEIVE:**

A composite report on timeliness of feedback on assessment submitted in Spring Term 2014/15 across the Faculty (paper BFSS.22/14-15 (Revised), available online), noting that the composite report was considered and recommended to the Board for approval by the Undergraduate Studies Committee and the Graduate Studies Committee.

19. **Report from the Faculty Undergraduate Studies Committee**

**TO RECEIVE:**

**The unconfirmed minutes of the meeting of the Faculty Undergraduate Studies Committee held on 13 May 2015 (paper BFSS.30/14-15, available online).**

20. **Report from the Faculty Graduate Studies Committee**

**TO RECEIVE:**

The unconfirmed minutes of the meeting of the Faculty Graduate Studies Committee held on 12 May 2015 (paper BFSS.31/14-15, to follow).

21. **Report from the Faculty IT Committee**

**TO RECEIVE:**

The unconfirmed minutes of the meeting of the Faculty IT Committee held on 13 May 2015 (paper BFSS.32/14-15, to follow).

22. **Dates of 2015/16 Committee Meetings**

**TO REPORT:**

That the dates and venues for the Board's meetings for the academic year 2015/16 will be confirmed in due course.