

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 **Thursday 3 November 2016** in room CMR 1.0, first floor, University House.

R Sandy-Thomas
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).

STRATEGIC ITEM FOR DISCUSSION

1. Teaching Excellence Framework **2.30pm**

TO RECEIVE:

An oral report from the Academic Director of Warwick International Higher Education Academy on the Teaching Excellence Framework work underway at the University.

TO CONSIDER:

A briefing paper from the Senior Assistant Registrar (Teaching Quality) on the Teaching Excellence Framework Year 2 Specification (paper BFSS.4/16-17, available online), noting that the full specification is available as a separate Annex B and also online from: <https://www.gov.uk/government/publications/teaching-excellence-framework-year-2-specification>

2nd 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 BOARD

2. Warwick Welcome Week **(2pm)**

TO RECEIVE:

An oral report from the Academic Registrar, the Assistant Registrar (Strategic Programme Delivery) and the President of the Students' Union on Warwick Welcome Week.

TO CONSIDER:

A paper from the Academic Registrar (paper BFSS.2/16-17, available online) setting out options for Warwick Welcome Week.

3. 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/>.

4. Terms of Reference

TO REPORT:

That the terms of reference of the Board, as set out in the University Calendar (<http://warwick.ac.uk/committees/bfss/#tor>), are as follows:

- (a) To regulate, subject to the 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;
- (b) To recommend to the Senate examiners for appointment;
- (c) 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;
- (d) To recommend to the Senate Sub-Faculties and Departments to be constituted by the Council;
- (e) To delegate to the Sub-Faculties such matters as are deemed appropriate;
- (f) To appoint members of the Board of the Faculty to be members of the Senate as provided for under Statute 15;
- (g) To discharge such other functions as the Senate may from time to time determine.

5. Membership

TO RECEIVE:

An updated membership of the Board of the Faculty of Social Sciences and its sub-committees for the academic year 2016-17, including nominations to other University Committees (paper BFSS.3/16-17, available online).

6. 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/>;
- (c) That copies of paper SC.60/07-08 are available from the Secretary on request.

7. Minutes

TO CONSIDER:

The minutes of the meeting of the Board held on 19 May 2016 (available online).

8. Matters Arising

- (a) Athena SWAN Charter Mark (minutes 40(a)/15-16, 23(a)/15-16, 6(a)/15-16, 39/14-15, 6(a)/14-15, 38(a)/13-14 and 22(b)/13-14 refer)

TO REPORT:

- (i) That the Centre for Educational Development, Appraisal and Research has been successful in securing the Athena SWAN Bronze Award following their April 2016 application;
- (ii) That three departments are planning to submit their Athena SWAN applications by the November 2016 deadline, namely:
 - (A) Department of Philosophy;
 - (B) Department of Politics and International Studies;
 - (C) School of Law.

- (b) New Department Proposal (minute 42/15-16 refers)

TO RECEIVE:

An oral report from the Chair on the School for Cross-faculty Studies.

- (c) Election of Board Members to the Senate (minute 46(b)/15-16 refers)

TO REPORT:

That following the stepping down of Professor A Muthoo (Economics) as a representative of the Board on the Senate, Professor A Lockett (WBS) has been appointed into the vacancy for the period until July 2019.

9. Chair's Business

- (a) Welcome to new Members
- (b) Warwick Foundation Programmes

9a. Cryfield Farmhouse (3pm)

TO RECEIVE:

A presentation and an oral report from the Head of Business Development for Warwick Conferences on the possible uses of The Cryfield Farmhouse.

10. Change of name of the Centre for Cultural Policy Studies and the School of Theatre, Performance and Cultural Policy Studies

TO CONSIDER:

A proposal from the Director of the Centre of Cultural Policy Studies for the Centre and the School of Theatre, Performance and Cultural Policy Studies to be renamed as set out in paper BFA.1/16-17 ([available online](#)).

11. New University Research Centre

TO CONSIDER:

A proposal from Warwick Medical School for a new Category II University Research Centre, entitled the Centre for Mechanochemical Cell Biology, to be established as set out in paper BFSS.5/16-17 ([available online](#)).

12. ESRC Doctoral Training Centre/Partnership update

TO RECEIVE:

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

13. Review of Faculty Research Centres

TO REPORT:

That the review of the following University Research Centres relevant to the Faculty of Social Sciences will take place in Spring Term 2017:

- (a) Centre for Research in Philosophy, Literature and the Arts (CRPLA), Category II – Philosophy;
- (b) Centre for Research on Employment and Work (CREW), Category II - Sociology;
- (c) Centre for Rights, Equality and Diversity (CRED), Category II - Sociology;
- (d) Centre for Research in Economic Theory and Applications (CRETA), Category III - Economics.

14. Any Other Business

15. Next Meeting

TO REPORT:

That the next meeting of the Board will take place on Tuesday 14 February 2017, 2pm, 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>.

16. **Dignity at Warwick Event 2016 'Warwick Respects'**

TO REPORT:

That the annual University 'Dignity at Warwick' event, focusing on the theme of Respect, will take place on Wednesday 16 November 2016 at various venues across campus, noting that further details will be available online at <http://www2.warwick.ac.uk/services/equalops/dignityatwarwick/event2016>.

17. **Assessment and Feedback**

TO RECEIVE:

A composite report on timeliness of feedback on assessment submitted in Summer Term 2015-16 across the Faculty (paper BFSS.1/16-17 (Revised 2), available online), noting that the report has been recommended to the Board for approval by the Chairs of Faculty Graduate and Undergraduate Studies Committees, following the provision of outstanding data.

18. **Chair's Action**

TO REPORT:

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

(a) **Chairs of Undergraduate Appeals Committees**

The appointment of the following members of the Undergraduate Appeals Committee Panel for the Board as Chairs of Appeals Committees to consider appeals against decisions of the September 2016 First Year Board of Examiners for the Faculty of Social Sciences:

- (i) Mr Peter Brown, Centre for Applied Linguistics;
- (ii) Dr Sarah Dahl, Centre for Education Studies.

(b) **Representation of Warwick Q-Step Centre on Faculty Sub-Committees**

The inclusion of representatives of Warwick Q-Step Centre in the constitution of the Faculty Graduate and Undergraduate Studies Committees with effect from the academic year 2016-17.

(c) Warwick Collaborative Postgraduate Research Studentships (WCPRS)

The allocation of two 2017 FSS WCPRS awards to research funding bid led by Professor A Stewart (School of Law), noting that the studentships would be located in the Department of Sociology and the Centre for Education Studies.

(d) Undergraduate Studies Committee

The appointment of Ms Elizabeth Jones, Department of Economics, as the Chair of the Undergraduate Studies Committee for a period of three years from the academic year 2016-17, following the appointment of Professor Louise Gracia, Warwick Business School, as the University Dean of Students.

(e) Board Membership and Other Committee Nominations

The nominations to the membership of the Board, its sub-committees and other University Committees as set out in paper BFSS.3/16-17 (as presented above).

19. Report from the Faculty Undergraduate Studies Committee

TO RECEIVE:

The unconfirmed minutes of the meeting of the Faculty Undergraduate Studies Committee held on 25 October 2016 (paper BFSS.6/16-17, to be tabled).

20. Report from the Faculty Graduate Studies Committee

TO RECEIVE:

The unconfirmed minutes of the meeting of the Faculty Graduate Studies Committee held on 18 October 2016 (paper BFSS.7/16-17, to be tabled).

21. Report from the Faculty IT Committee

TO REPORT:

That the first meeting of the Faculty IT Committee in 2016-17 will take place on Friday 4 November 2016.

TO RECEIVE:

The minutes of the meeting of the Faculty IT Committee held on 16 June 2016 (paper BFSS.8/16-17, available online).

22. Faculty Lunches in 2016-17

TO REPORT:

That the Faculty of Social Sciences Lunches will take place as follows in 2016-17:

- (a) Autumn term: Thursday 3 November 2016, 12 noon, room CMR 1.0, University House;

- (b) Spring term: Tuesday 14 February 2017, 12 noon, Council Chamber, Senate House;
- (c) Summer term: Wednesday 17 May 2017, 12.15pm, room CMR 1.0, University House.

23. Dates of 2016-17 Board Meetings

TO REPORT:

That the Board will meet subsequently as follows during the academic year 2016-17:

Tuesday 14 February 2017, 2-4pm, Council Chamber, Senate House;
Wednesday 17 May 2017, 2-4pm, room CMR 1.0, University House.

MM/02.11.16
\\DR\Quality\Faculty Boards\BFSS\2016-17\BFSS\2016.11.03