

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 Wednesday 2<sup>nd</sup> June 2010 in the Council Chamber, University House.

J F Baldwin  
Registrar

Note: Questions on agendum items or apologies for this meeting should be directed to the Secretary of the Board, Jill Shaw ext 51025 or email [jill.shaw@warwick.ac.uk](mailto:jill.shaw@warwick.ac.uk)

---

AGENDA

**MATTERS FOR CONSIDERATION BY THE BOARD**

Note: The following items and reports are for consideration at the meeting.

1. Minutes

TO CONSIDER:

The minutes of the Faculty Board meeting held on 10<sup>th</sup> February 2010 (copy attached).

2. Matters Arising

(a) Personal Tutoring (Minute BFSS.25/09-10 refers)

TO CONSIDER:

A memo from the University Senior Tutor regarding Personal Tutoring, as set out in paper BFSS.19/09-10, copy attached.

3. Membership 2009/10

TO REPORT:

(a) That Professor M Taylor has joined the Board in his capacity as the new Dean of Warwick Business School, replacing Professor D Wilson (Acting Dean).

(b) That Professor A Oswald and Professor N Piercy have replaced Professor S Collinson and Professor R Davies as members of the Board representing Warwick Business School.

4. Chair's Business

5. Committee Elections 2010/11

(a) Election of the Chair of the Faculty Board

TO CONSIDER:

The nomination of Professor C Hughes to serve as Chair of the Faculty Board for 2010/11.

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

TO CONSIDER:

Nominations to the Board of the Faculty of Social Sciences and its Sub-Committees for the academic year 2010/11 (Paper BFSS.20/09-10, copy attached), together with a proposal for appointment to any vacancies in the Board's Committees to be approved by the Chair on behalf of the Board during the summer months.

(c) Elections to University Committees

TO CONSIDER:

Nominations from the Faculty to serve on University Committees for the academic year 2010/11 (Paper BFSS.20/09-10, copy attached), together with a proposal for appointment or recommendation to any vacancies in these Committees to be approved by the Chair on behalf of the Board during the summer months.

(d) Election of Board Members to the Senate

TO REPORT:

(i) That there is one vacancy for a member of the Board of the Faculty of Social Sciences to represent the Board on the Senate until 31 July 2012 arising from Professor S Collinson stepping down from this role with effect from May 2010.

(ii) That the continuing members of the Senate appointed by the Board of the Faculty of Social Studies are as follows:

Professor B Rosamond (2011)	PAIS
Dr C Harrison (2011)	SHSS
Professor J Faundez (2012)	Law
Professor A Muthoo (2012)	Economics
Professor M Harrison (2012)	Economics

TO CONSIDER:

(iii) In accordance with University Regulation 2.2 on Annual Elections, the election of one member of the Senate from the membership of the Board of the Faculty of Social Sciences for 2010/11 to serve until 31 July 2012, noting that four of the six representatives appointed by the Board must be Professors and Heads of Departments.

6. Items for Strategic Discussion

(a) Course and Module Approval Process

TO CONSIDER:

A paper from the Academic Quality and Standards Committee outlining proposed changes to the course and module approval process for next academic year (Paper BFSS.21/09-10, copy attached).

(b) Large Scale Online Assessment Submission, Marking and Feedback in Warwick Business School

TO CONSIDER:

A report from Warwick Business School on their large scale online assessment submission, marking and feedback systems, noting that this report has previously been considered by the Faculty IT Committee (Paper BFSS.22/09-10, copy attached).

(c) Proposed establishment of a Warwick Institute of Public Policy

TO CONSIDER:

A report from the Deputy Chair of the Faculty of Social Sciences on this initiative.

7. Constitution of the Graduate Studies Committee of the Faculty

TO CONSIDER:

A request from the Director of the Centre for Lifelong Learning for a departmental representative to sit on the Graduate Studies Committee of the Faculty.

8. Research Centres

(a) Directorships of Research Centres

TO CONSIDER:

Nominations to directorships of Research Centres of the Faculty, together with a request to permit the Chair of the Board to approve the appointment of any vacancies to Directorships on behalf of the Board during the summer months (Paper BFSS.23/09-10, copy attached).

(b) Constitutions of Research Centres

(i) Centre for Rights, Equality and Diversity

TO CONSIDER:

A revised constitution for the Centre for Rights, Equality and Diversity (Paper BFSS.24/09-10, copy attached).

- (ii) Centre for Research in Philosophy, Literature and the Arts

TO CONSIDER:

A revised constitution for the Centre for Research in Philosophy, Literature and the Arts (Paper BFSS.25/09-10, copy attached).

- (iii) Centre for Human Rights in Practice (Minutes BFSS.51/08-09 and S.99/08-09(a) refer)

TO REPORT:

That at its meeting on 17 June 2009, the Senate resolved that the proposal to establish the Centre for Human Rights in Practice be approved in principle as set out in BFSS.11/08-09 (revised), noting that the formal constitution for the Centre should be brought forward for the consideration of the Senate at a future meeting.

TO CONSIDER:

A formal draft constitution for the Centre for Human Rights in Practice (Paper BFSS.26/09-10, copy attached).

9. PGT Grade Descriptors and Award of Merits (Minute BGS.66/09-10 refers)

TO REPORT:

That at the meeting of the Board of Graduate Studies held on 23 February 2010 the Board considered a paper from the Secretary, setting out the marking descriptors for PGT courses across the Faculties, and the award of a "Merit" classification for PGT courses at other UK HEIs (paper BGS 42/09-10), resolved that the question of whether to recommend the introduction of the award of a "Merit" classification for PGT courses, and at what level, be referred to Faculty Graduate Studies Committees at their next meetings, and recommended (to the Board of the Faculty of Social Science):

That the grade descriptor for marks awarded in the range 70-100% be revised, in line with the assessment criteria in use within other Faculties, to incorporate a descriptor for the mark range 70-79%, and an additional descriptor for marks in the range 80+%.

10. Annual Course Reviews

TO CONSIDER:

The 2008/09 summary reports on the Annual Course Reviews for:

- (a) Undergraduate courses (Paper UFSS.58/09-10(revised), copy attached);
- (b) Postgraduate taught courses (Paper GFSS.315/09-10, copy attached);
- (c) Postgraduate research courses (Paper GFSS.176/09-10, copy attached);

Noting that the report relating to undergraduate courses has been considered by the Undergraduate Studies Committee of the Faculty of Social Sciences and the Board of Undergraduate Studies; the report relating to postgraduate research courses has been considered by the Graduate Studies Committee of the Faculty of Social Sciences and the Board of Graduate Studies; the report relating to postgraduate

taught courses has been considered by the Graduate Studies Committee of the Faculty of Social Sciences and will be further considered by the Board of Graduate Studies; and that all three reports will then be considered by the Academic Quality and Standards Committee.

11. Student-Staff Liaison Committee Annual Summary Reports

TO REPORT:

That the Academic Quality and Standards Committee, at its meeting on 4 February 2010, considered the following reports drafted by the Education Officer, Students' Union, on behalf of the SSLC Coordinators:

- (a) Undergraduate SSLC annual summary report, paper AQSC.38/09-10;
- (b) Postgraduate SSLC annual summary report, paper AQSC.39/09-10;

and it was reported (by the President of the Students' Union):

That the practice recently introduced by IT Services of advertising the location of available PC terminals had been welcomed by students;

and it was resolved:

- (c) That to function effectively, the personal tutoring system required adequate resource, noting that in some departments members of academic staff were allocated a larger number of personal tutees, which could have an impact on the availability of personal tutors.
- (d) That the Committee's views on the importance of resourcing the personal tutoring system by passed to the Constitutional Advisory Group and copied to the Senior Tutor.
- (e) That the Education Officer provide the Chair with details of the outcomes of recent student focus groups on feedback on assessed work, for consideration by the 'Aston Group' looking at approaches to assessment feedback (minute 41(b)/09-10 refers)
- (f) That the Education Officer provide a report to a future meeting of the Committee on course costs in addition to tuition fees.
- (g) That the SSLC summary reports, papers AQSC.38 and 39/09-10, be considered by the Boards of Undergraduate and Graduate Studies, Faculty Boards and the Students' Union Liaison Group, and forwarded to relevant administrative and service departments.
- (h) That the Education Officer be invited to draft a short summary of issues raised in the reports and actions taken, for circulation to students.

TO CONSIDER:

The Annual Summary Reports on the operation of the SSLC system during 2008-09 for undergraduate courses (Paper AQSC.38/09-10, copy attached) and postgraduate courses (Paper AQSC.39/09-10, copy attached).

12. Report from the Faculty Undergraduate Studies Committee

TO RECEIVE:

The minutes of the Undergraduate Studies Committee held on 12<sup>th</sup> May 2010, as set out in paper BFSS.27/09-10 (copy attached).

13. Report from the Faculty Graduate Studies Committee

TO RECEIVE:

The unconfirmed minutes of the Graduate Studies Committee held on 18<sup>th</sup> May 2010 as set out in paper BFSS.28/09-10 (copy attached).

14. Report from the Faculty IT Committee

TO RECEIVE:

The minutes of the Faculty IT Committee held on 5<sup>th</sup> May 2010, as set out in paper BFSS.29/09-10 (copy attached).

15. Report from the Faculty Research Forum

TO RECEIVE:

The minutes of the Faculty Research Forum held on 10<sup>th</sup> March 2010, as set out in paper BFSS.30/09-10 (copy attached).

16. Report from the Faculty Teaching and Learning Forum

TO RECEIVE:

The minutes of the Faculty Teaching and Learning Forum held on 25<sup>th</sup> May 2010, as set out in paper BFSS.31/09-10 (to be tabled).

17. Report from the University International Committee

TO RECEIVE:

The minutes of the meeting of the International Committee held on 3 March 2010, as set out in paper IC.24/09-10 (copy attached).

18. Report from the University Research Committee

TO RECEIVE:

The minutes of the meeting of the University Research Committee held on 11 March 2010, as set out in paper BFSS.32/09-10 (copy attached).

19. Faculty Lunch

TO REPORT:

That the Summer Term Faculty Lunch will be held jointly with the Faculty of Arts and will take place on 23<sup>rd</sup> June 2010 at 12.30pm in the WBS Social Sciences lounge (D2.03).

20. Date of the Next Meeting

TO REPORT:

That the next meeting of the Board will take place in the Autumn term 2010, noting that the dates will be confirmed by the Deputy Registrar's Office during the summer months.

21. Any Other Business

**MATTERS TO RECEIVE AND APPROVE WITHOUT FURTHER DISCUSSION**

The following papers are non-controversial 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 the day by contacting the Secretary (email [jill.shaw@warwick.ac.uk](mailto:jill.shaw@warwick.ac.uk) or ext: 51025) prior to the meeting or by raising the item at the commencement of the meeting.

22. Board of Examiners' Conventions for Faculty First Year Board of Examiners

TO RECEIVE:

- (a) Social Sciences departmental conventions for first year assessed courses and resit examinations, as set out in paper BFSS.33/09-10 (copy attached).
- (b) Conventions of the First Year Board of Examiners for Social Sciences, as set out in paper BFSS.58/03-04 (revised) (copy attached).

23. Institute for Advanced Teaching and Learning

TO REPORT:

That, at its meeting on 8 March 2010, the Steering Committee considered proposals from the Pro-Vice-Chancellor (Student Experience), the Deputy Registrar and the Academic Registrar to establish an Institute for Advanced Teaching and Learning (SC.244/09-10) and resolved that the Committee endorse the broad rationale and principles for the creation of an Institute for Advanced Teaching and Learning at Warwick, it being noted that financial case had been submitted to the Financial Plan Sub-Committee for its consideration.