

UNIVERSITY OF WARWICK

**Board of the Faculty of Social Sciences**

Minutes of the meeting of the Board of the Faculty of Social Sciences held on Wednesday 11 February 2015.

Present: Professor C Hughes (Chair; except for minute 25/14-15), Professor G Lindsay (Deputy Chair; CEDAR; in the Chair of minute 25/14-15), Mr P Brown (Chair of UFSS), Mr M Costa Matos (UG Student Representative), Dr C Harsch (CAL), Professor G Hodgkinson (WBS), Ms E Jones (Economics), Professor C Lury (CIM), Dr F McKay (CLL), Professor P Poellner (Philosophy), Professor J Smith (Chair of Faculty IT Committee), Professor J Solomos (Sociology), Professor H Spencer-Oatey (CAL), Professor C Warhurst (IER).

Apologies: Mr I Abbott (CES), Dr A Broome (PAIS), Professor N Charles (Sociology), Professor N Eilan (Philosophy), Professor L Francis (CES), Professor N Gane (Sociology), Professor J Hodgson (Chair of Faculty Research Forum), Dr G Osuri (Sociology), Professor S Rai (PAIS), Ms X Rasul (PG Student Representative), Professor A Reeve (PAIS), Professor K Seers (WMS), Professor DL Steinberg (Chair of GFSS), Professor M Taylor (WBS), Professor G Wood (WBS).

In attendance: Ms R Littlewood (Research Impact Officer (Social Sciences); for minute 24(e)/14-15), Dr E Melia (Senior Assistant Registrar (Space Management and Timetabling); for minute 24(c)/14-15), Mr M Mik (Secretary), Professor J Palmowski (Chair of the Board of Graduate Studies; for minute 24(b)/14-15), Mr D Pearson (Senior Assistant Registrar (Graduate School); for minute 24(b)/14-15).

21/14-15 Minutes

CONSIDERED:

The minutes of the meeting of the Board held on 6 November 2014.

RESOLVED:

That the minutes of the meeting of the Board held on 6 November 2014 be approved.

22/14-15 Conflicts of Interest

REPORTED:

- (a) 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/>.
- (b) That the Chair had a conflict of interest in relation to the appointment of the Chair of the Board item.

RESOLVED:

That the Deputy Chair of the Board would take the chair for the appointment of the Chair of the Board item.

23/14-15

Matters Arising

(a) Membership (minute 2/14-15 referred)

CONSIDERED:

A paper from the Secretary outlining a proposal to amend the membership of the Board (paper BFSS.14/14-15).

REPORTED:

That the Secretariat would work with the Governance Team to clarify the status of Centres within the Faculty of Social Sciences.

RESOLVED:

That the proposal to amend the membership of the Board, as set out in paper BFSS.14/14-15, be approved, subject to the following:

- (i) Removal of the incorrect reference to the Centre for Applied Linguistics as a University Research Centre category I;
- (ii) Amendment to the departmental representation clause to read 'Head of Department (or a representative) plus one other member of academic Staff'.

RECOMMENDED: (to the Senate)

That, subject to the above amendments, the Senate approve changes to Ordinance 7, Constitution of the Boards of the Faculties, as set out in paper BFSS.14/14-15.

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

REPORTED:

- (i) That the Equality Challenge Unit (ECU) had postponed the launch of the Gender Equality Charter Mark (GEM) until Spring 2015 in order for comments from the pilot to be fully implemented;
- (ii) That one of the changes announced was the amalgamation of GEM with Athena SWAN to create a single framework, noting that its name was yet to be announced;
- (iii) That the Faculty Working Group continued to meet nonetheless and support academic departments in their preparation for submission of the Charter Mark applications.

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

RECEIVED:

- (i) A draft programme for the Festival of Social Sciences 2015, as set out in paper BFSS.16/14-15;
- (ii) An oral update from the Chair and the Secretary on the progress of the Festival of Social Sciences 2015 preparations.

- (d) New Teaching and Learning Building (minute 7(b)/14-15 referred)

REPORTED:

- (i) That the Senior Project Manager for the new teaching and learning building met with a group of Faculty of Social Sciences teaching staff and students on 2 December 2014, to receive feedback from users of existing University teaching and learning spaces to inform the design of the new building;
- (ii) That the hoarding around the building sites on Campus would be used for showcasing University activities and that departments were invited to provide ideas representing Social Sciences.

24/14-15 Chair's Business

- (a) Faculty of Social Sciences Summer 2015 Moves

RECEIVED:

An oral report from the Chair on the progress of preparations for the Summer 2015 moves within the Social Sciences building.

- (b) Graduate School Update

RECEIVED:

An oral update from the Chair of the Board of Graduate Studies on the following:

- (i) Professional Development for Doctoral Researchers, as set out in papers BGS.26 & 30/14-15;
- (ii) Warwick Collaborative Postgraduate Research Scholarships (WCPRS);
- (iii) Annual Report Forms and Postgraduate Research Supervision Records.

REPORTED: (by the Chair of the Board of Graduate Studies)

- (iv) That the provision of training for Doctoral Researchers was being mapped out at departmental, faculty and University

levels, to allow a review aimed at removing duplication and identifying the most appropriate levels of training delivery;

- (v) That discussions were ongoing in terms of recording training undertaken by Doctoral Researchers to provide a reliable record without creating an overly bureaucratic system;
- (vi) That a forthcoming review of conditions for the award of Warwick Collaborative Postgraduate Research Scholarships would take into account different contexts in Social Sciences and Arts and Humanities.

RESOLVED:

- (vii) That the review of training for Doctoral Researches currently available across the University be welcomed.
  - (viii) That the proposal for Professional Development for Doctoral Researchers be endorsed in principle, noting that the framework needed to retain sufficient degree of flexibility;
  - (ix) That any requirement for professional development should not thwart students' academic progress;
  - (x) That the Chair of the Board of Graduate Studies consider allowing 'in kind' contributions for WCPRS, to make the scheme better suited for Social Sciences;
  - (xi) That the review of WCPRS take into account the adverse impact unsuccessful applications for awards had on departmental relations with partner organisations.
- (c) Timetabling Policy

RECEIVED:

An oral update from the Senior Assistant Registrar (Space Management and Timetabling) on the University timetabling policy.

REPORTED: (by the Senior Assistant Registrar (Space Management & Timetabling))

- (i) That a number of principles critical for the successful implementation of the new timetabling policy were being considered;
- (ii) That the full roll out of the new timetabling policy was expected for the academic year 2016-17, noting that it would coincide with the anticipated opening of the new teaching and learning building.

RESOLVED:

- (iii) That the ongoing work on the setting of operational principles of the timetabling policy take into account the needs of mature students and students with caring responsibilities;
  - (iv) That the accuracy of timetable was preferable to students, noting the importance of early module registration particularly for students on joint degrees.
- (d) University 50<sup>th</sup> Anniversary Celebrations

RECEIVED:

An update on the preparations of the University 50<sup>th</sup> Anniversary Celebrations as set out in papers BFSS.17a-b/14-15.

- (e) Impact Acceleration Account Update

RECEIVED:

A presentation from the Research Impact Officer (Social Sciences), providing an update on the Impact Acceleration Account (paper BFSS.21/14-15).

REPORTED: (by the Research Impact Officer (Social Sciences))

That further information was available from Faculty webpages at <http://warwick.ac.uk/fss/impact/iaa/>.

- (f) California

RECEIVED:

An oral report from the Chair.

REPORTED:

- (i) That the Faculty lunch provided an opportunity to learn more about the project from the Provost and the Business Development Director;
- (ii) That, subject to the decision of the University Council, the Board would have an opportunity to discuss the project further at its next meeting.

25/14-15 Appointment of the Chair of the Board of the Faculty

CONSIDERED:

A report from the Registrar, read at the meeting, concerning the recommendation of the Vice-Chancellor for the appointment of the Chair of the Board of the Faculty of Social Sciences.

REPORTED: (by the Deputy Chair)

- (a) That, the Faculty Board and the Senate at their meetings in the Spring Term of 2011 had received a proposal for revised arrangements for the selection and appointment of Faculty Board Chairs to enable the recommendations of the Harris Review to be implemented;
- (b) That, in accordance with those revised arrangements and Statute 17 (3), the Vice-Chancellor recommended that Professor Christopher Hughes be reappointed as Chair of the Board of the Faculty of Social Sciences for a second and consecutive term of office with effect from 1 September 2015;
- (c) That, the current Statute 17 (3) provided for annual reappointment although the approved recommendations arising from the Harris Review had established an expectation that the term of office for a Faculty Board Chair should be for an initial period of three years. Pending the approval of a revised Statute to implement this change, re-appointment would be for a period of 12 months in the first instance.

RESOLVED:

That Professor Christopher Hughes be appointed as Chair of the Board of the Faculty of Social Sciences for a second and consecutive term of office with effect from 1 September 2015, for a period of 12 months in the first instance.

26/14-15 Warwick Q-Step Centre update

RECEIVED:

An oral update from the Chair on Warwick Q-Step Centre.

REPORTED:

That Professor TW Chan (Sociology) had joined the Warwick Q-Step Centre and would, jointly with Dr E Uprichard (CIM), act as its Co-Director.

27/14-15 ESRC Doctoral Training Centre update

RECEIVED:

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

REPORTED: (by the Chair)

That the Director of the ESRC Doctoral Training Centre would provide the Board with a report from the ESCR Town Meeting, in particular information concerning the re-commissioning of the DTC, at the next meeting of the Board.

28/14-15 University Research Centres

Centre for Television History, Heritage and Memory Research

CONSIDERED:

A request from the Department of Film and Television Studies to establish a new Centre for Television History, Heritage and Memory Research, as set out in paper RC.20/14-15.

RECOMMENDED: (to the Research Committee)

That the request from the Department of Film and Television Studies to establish a new Centre for Television History, Heritage and Memory Research, as set out in paper RC.20/14-15, be approved.

29/14-15 Items brought by the Undergraduate Student Representative

REPORTED: (by the Undergraduate Student Representative)

- (a) That the Students' Union had proposed that the membership of the Board of Undergraduate Studies be amended to include Undergraduate Student Representatives of all faculties, noting that the proposal would be brought to the Faculty Board for consideration at its meeting in May 2015;
- (b) That at the Term 2 All Student Meeting a number of motions had been carried, including 24-hour Library, Security Code of Conduct and no confidence in the Vice-Chancellor.

30/14-15 Assessment and Feedback

RECEIVED:

A composite report on timeliness of feedback on assessment submitted in Autumn Term 2014-15 across the Faculty (paper BFSS.13/14-15).

RESOLVED:

That academic departments across the Faculty be commended on their results in Autumn Term 2014-15, as set out in paper BFSS.13/14-15.

31/14-15 Chair's Action

(a) Board of the Faculty of Social Sciences

REPORTED:

That the Chair of the Board, acting on its behalf, had taken action to recommend the appointment of Professor J Hayton to the membership of the Board, replacing Professor G Currie as a representative of Warwick Business School with effect from 13 November 2014.

(b) Board of Undergraduate Studies

REPORTED:

That the Chair of the Board, acting on its behalf, had taken action to appoint the following to the membership of the Board of Undergraduate Studies for the academic year 2014/15:

- (i) Professor P Corvi;
- (ii) Dr A Broome.

(c) Review of Faculty Research Centres (minute 11/14-15 referred)

REPORTED:

- (i) That the Chair of the Board, acting on its behalf, had taken action to recommend to the Research Committee that the Industrial Relations Research Unit (IRRU) added value, contributed to University Strategy and was sustainable in the long term, subject to WBS and IRRU reengaging in sustained communication about the governance and strategic position of the Unit;
- (ii) That the Chair acted in agreement with the Deputy Chair of the Board and the Chair of the Faculty Research Forum, following consideration of information presented in paper BFSS.5/14-15, comments from the IRRU Advisory Committee Chair (paper BFSS.11/14-15) and comments from Warwick Business School (paper BFSS.12/14-15).

32/14-15 Report from the Faculty Undergraduate Studies Committee

RECEIVED:

The confirmed minutes of the meeting of the Faculty Undergraduate Studies Committee held on 20 January 2015 (paper BFSS.18/14-15).

33/14-15 Report from the Faculty Graduate Studies Committee

RECEIVED:

The confirmed minutes of the meeting of the Faculty Graduate Studies Committee held on 27 January 2015 (paper BFSS.19/14-15).

34/14-15 Report from the Faculty IT Committee

RECEIVED:

The draft unconfirmed minutes of the meeting of the Faculty IT Committee held on 4 February 2015 (paper BFSS.20/14-15), noting that these were tabled at the meeting.



35/14-15 Faculty Lunches in 2014-15

REPORTED:

That the Faculty of Social Sciences Lunches would take place as follows in 2014-15:

- (a) Spring term: Wednesday 11 February 2015, 12 noon, Social Sciences Lounge, room D2.04, WBS Social Sciences building;
- (b) Summer term: Thursday 21 May 2015, 12.30pm, Social Sciences Lounge, room D2.04, WBS Social Sciences building.

36/14-15. Next Meeting

REPORTED:

That the final meeting of the Board in the academic year 2014-15 would take place on Thursday 21 May 2015, 10am-12noon, room CMR 1.0, University House.

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