

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 12 February 2014.

Present: Professor C Hughes (Chair), Professor G Lindsay (Deputy Chair; CEDAR & CEI), Dr A Broome (PAIS), Mr P Brown (Chair of UFSS), Dr J Cave (Economics), Professor D Firth (BFS Representative), Professor L Francis (CES), Dr C Harsch (CAL), Professor G Hodgkinson (WBS), Ms E Jones (Economics), Ms K Kift (Library), Mr M Costa Matos (UG Student Representative), Professor A Reeve (PAIS), Professor J Smith (Faculty IT Committee Chair), Mr D Wallis (CLL).

Apologies: Mr I Abbott (CES), Professor M Beistegui (Philosophy), Professor P Burnell (PAIS), Professor N Gane (Sociology), Dr J Garton (Law), Professor J Hodgson (Chair of Faculty Research Forum), Dr J Kidd (WMS), Dr G Longworth (Philosophy), Professor C Lury (CIM), Professor A Muthoo (Economics), Professor A Norrie (Law), Professor M Nudds (Philosophy), Professor M Saward (ESRC DTC), Professor H Spencer-Oatey (CAL), Professor DL Steinberg (Chair of GFSS), Professor M Taylor (WBS), Professor C Warhurst (IER), Professor G Wood (WBS).

In attendance: Ms C Boyes (Assistant Secretary (Undergraduate)), Dr G Carden (Director of Strategic Planning and Analytics, for item 23/13-14), Professor G Currie (WBS; in attendance on behalf of Professor M Taylor); Professor J Palmowski (Pro-Vice-Chancellor (Postgraduate and Transnational Education), for item 27/13-14), Professor R Probert (Law; in attendance on behalf of Professor A Norrie), Professor N Stewart (for item 24(a)/13-14), Dr E Uprichard (Director of Warwick Q-Step Centre).

20/13-14 Changes to the Secretariat

REPORTED: (by the Chair)

That Ms C Boyes, Postgraduate Admissions Coordinator, Student Admissions and Recruitment Office, had been appointed Assistant Secretary (Undergraduate) to the Board with immediate effect.

21/13-14 Minutes

CONSIDERED:

The revised minutes of the meeting of the Board held on 7 November 2013, noting the inclusion of Professor N Gane (Sociology) in the list of Board members present at the meeting.

RESOLVED:

That the minutes of the meeting of the Board held on 7 November 2013, revised as outlined above, be approved.

Matters Arising(a) Warwick Q-Step Centre (minute 5c/13-14 referred)

RECEIVED:

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

(b) Gender Equality Charter Mark

RECEIVED:

- (i) A presentation entitled 'Women in Science: Athena SWAN Charter' (paper BFSS.19/13-14), prepared by Ms S Beaufoy, HR Adviser (Equality and Diversity), on the requirements for the Athena SWAN Charter;
- (ii) A list of departments and institutions participating in the Gender Equality Charter Mark pilot (paper BFSS.20/13-14);
- (iii) A Gender Equality Charter Mark departmental analysis and action template (paper BFSS.21/13-14), noting that further information and documentation for the Charter Mark was available online at: <http://www.ecu.ac.uk/our-projects/gender-charter-mark>.

REPORTED: (by the Secretary)

- (iv) That Warwick Business School was involved in the Gender Equality Charter Mark pilot;
- (v) That departments were invited to identify a member of staff each to join a Faculty level working group to be established to facilitate departmental preparations for the submission of GEM applications, noting that the scheme was likely to roll out in October 2014.

(c) Warwick's 50th Birthday Celebration (minute 5(b)/13-14 referred)

REPORTED: (by the Chair)

- (i) That a Festival of Social Sciences would be organised in May 2015 to fit in a programme of University anniversary celebrations, noting that the exact dates would be confirmed in due course;
- (ii) That a working group had been established, chaired by the Chair of the Board, to oversee preparations of the event;
- (iii) That themes for the Festival were currently being considered and that members of the Board were invited to submit suggestions to the Chair, noting that funding for the Festival and activities associated with the anniversary celebrations was available from the Faculty and the University.

- (d) Heads of Department and Research Directors' Away Day (minute 5(e)/13.14 referred)

REPORTED: (by the Chair)

That an Impact post-REF event would take place on Wednesday 5 March 2014, it being noted that further information would follow shortly from the Faculty Research Impact Officer.

23/13-14 Chair's Business

University League Tables

RECEIVED:

A presentation from the Director of Strategic Planning and Analytics on University League Tables.

REPORTED:

- (a) That methodologies used by different league tables were not consistent and it was therefore important to understand what criteria played a role in which league table;
- (b) That a dashboard would be made available shortly to assist departments in analysing their league table position in context;
- (c) That the Strategic Planning and Analytics team was available to assist departments in interrogating league table data.

24/13-14 University Research Centres

- (a) Centre for Operational Policing Research

CONSIDERED:

A proposal from the School of Law, Warwick Business School and the Department of Psychology, to establish a new University Research Centre entitled the Centre for Operational Policing Research, as set out in paper BFSS.13/13-14.

RECEIVED:

An oral report from Professor N Stewart, Department of Psychology, on the proposal to establish the Centre for Operational Policing Research.

REPORTED:

That the Centre's research focus raised a number of potential ethical issues, noting that these would be addressed robustly by existing ethical approval processes on a project-by-project basis.

RECOMMENDED: (to the University Research Committee)

That the proposal from the School of Law, Warwick Business School and the Department of Psychology, to establish a new University Research Centre entitled the Centre for Operation Policing Research, as set out in paper BFSS.13/13-14, be approved.

(b) Warwick Data Science Institute

CONSIDERED:

A proposal from the Department of Computer Science, Warwick Mathematics Institute and the Department of Statistics, to establish a new University Research Centre entitled Warwick Data Science Institute, as set out in paper BFSS.14/13-14.

RECEIVED:

An oral report from Professor D Firth, Head of the Department of Statistics, on the proposal to establish Warwick Data Science Institute.

REPORTED: (by Professor Firth)

That the new centre would be seeking cooperation with colleagues from across the University.

RECOMMENDED: (to the University Research Committee)

That the proposal from the Department of Computer Science, Warwick Mathematics Institute and the Department of Statistics, to establish a new University Research Centre entitled Warwick Data Science Institute, as set out in paper BFSS.14/13-14, be approved.

RECOMMENDED: (to the departments proposing the establishment of the new University Research Centre)

That, on establishment, Warwick Data Science Institute proactively seek cooperation with departments across the Faculty of Social Sciences, noting numerous synergies already in existence, for example concerning big data.

25/13-14 Assessment and Feedback

RECEIVED:

- (a) A composite report on timeliness of feedback on assessment submitted in Autumn Term 2013-14 across the Faculty (paper BFSS.15/13-14), noting that the composite report had not been available at the meetings of the Undergraduate Studies Committee and the Graduate Studies Committee;
- (b) An oral report from the Secretary on the outcomes of the consideration of the composite report by the Graduate and Undergraduate Studies Committees conducted via email.

REPORTED: (by the Secretary)

- (c) That the Undergraduate Student Representative had raised concerns over results of a number of departments in terms of improving their results in subsequent reports, which were being pursued by the Secretariat;
- (d) That no other comments had been received by members of the Faculty Graduate or Undergraduate Committees by the deadline set;

(by the Undergraduate Student Representative)

- (e) That it was crucial for departments to submit their termly reports in a timely manner;

(by Professor R Leng)

- (f) That departments should strive to notify students in advance wherever delays to the return of feedback were expected.

RESOLVED:

- (g) That the composite report on timeliness of feedback on assessment submitted in Autumn Term 2013-14 across the Faculty (paper BFSS.15/13-14), be approved;
- (h) That departments be reminded that their reports are expected to be with the Board Secretary by Friday of Week 1 of each term, reporting on results of assessment submitted and feedback returned in the preceding term;
- (i) That departments be reminded of the need to notify students promptly of any expected delays in returning feedback, including a reason, or explaining delays *ex post* if prior notification was not possible.

26/13-14 Timetable Remodel Update

RECEIVED:

A paper from the Pro-Vice-Chancellor (Academic Planning and Resources), the Director of Strategic Planning and Analytics and the Senior Assistant Registrar (Space Management and Timetabling) on the progress of the timetable remodel (paper SC.65/13-14).

27/13-14 Global Sustainability Undergraduate Degree

RECEIVED:

A concept paper on the development of a joint degree with Monash University (paper BUGS.15/13-14), presented by Professor Jan Palmowski, Pro Vice-Chancellor (Postgraduate and Transnational Education).

REPORTED: (by the Undergraduate Student Representative)

- (a) Concerns over the amount of air travel involved in the proposed degree and its impact on the environment as well as widening participation implications for the degree;
- (b) Concerns over the opportunity and resource costs associated with this degree to the University's Teaching and Learning efforts;

(by Pro-Vice-Chancellor (Postgraduate and Transnational Education))

- (c) That the organising team was working on a plan of carbon offset measures to counterbalance carbon footprint of this degree;
- (d) That a market research and financial study would be undertaken, noting that the degree would need to be financial viable, therefore not having negative impact on the University's Teaching and Learning efforts;

(by Dr J Cave)

- (e) That the proposal represented a welcome holistic approach to the study of sustainability, noting that most existing degrees offered restricted discipline focus.

RESOLVED:

That any further comments be submitted, via the Secretary, to the organising team.

28/13-14 School of Modern Languages

RECEIVED:

A paper from the Chair of the Faculty of Arts and the Chair of the Sub-Faculty of Modern Languages setting out a proposal to create a School of Modern Languages in the Faculty of Arts (paper SC.33/13-14).

REPORTED:

That any comments on the proposal to create the School of Modern Language in the Faculty of Arts, as set out in paper SC.33/13-14, should be submitted to the Secretary within 7 days of the Boards meeting.

29/13-14 University Assembly

REPORTED: (by the Undergraduate Student Representative)

That the University Assembly, at its meeting on 11 February 2014, passed a motion put before it as follows:

- (a) [That the University] use its influence in [the University Council for Educational Administration] UCEA to get better pay for all staff and make a strong commitment to the living wage;

- (b) [That the University] set an example and publicly support the living wage;
- (c) [That the University] subject all staff not on the 51 point scale to the increases agreed through [the Joint Negotiating Committee for Higher Education Staff] JNCHES.

30/13-14 Chair's Action

REPORTED:

- (a) Centre for Law, Governance and Regulation of the Global Economy (minute 6(c)/13-14 referred)

That, following the receipt of satisfactory responses to the Board's comments on the proposal from the School of Law to establish a new University Research Centre for Law, Governance and Regulation of Global Economy, the Chair of the Board, acting on its behalf, had taken action to recommend the proposal to the Research Committee for approval.

- (b) Equality and Diversity Committee

That the Chair of the Board, acting on its behalf, had taken action to recommend Dr J Angouri (CAL) to the Senate for appointment to the membership of the Equality and Diversity Committee.

- (c) Assessment and Feedback (minute 9/13-14 referred)

That the Chair of the Board, acting on its behalf, had taken action to approve the composite report on timeliness of feedback on assessment submitted in Summer Term 2012-13 across the Faculty (paper BFSS.9/13-14), noting that no comments were received from the Graduate and Undergraduate Studies Committees.

- (d) Undergraduate Studies Committee of the Board of the Faculty of Arts

That the Chair of the Board, acting on its behalf, had taken action to appoint Dr T Crowther (Philosophy) to represent the Board of the Faculty of Social Sciences on the Undergraduate Studies Committee of the Board of the Faculty of Arts.

31/13-14 Report from the Faculty Undergraduate Studies Committee

RECEIVED:

The draft unconfirmed minutes of the meeting of the Faculty Undergraduate Studies Committee held on 21 January 2014 (paper BFSS.16/13-14).

32/13-14 Report from the Faculty Graduate Studies Committee

RECEIVED:

The minutes of the meeting of the Faculty Graduate Studies Committee held on 28 January 2014 (paper BFSS.17/13-14).

33/13-14 Report from the Faculty IT Committee

RECEIVED:

The unconfirmed minutes of the meeting of the Faculty IT Committee held on 22 January 2014 (paper BFSS.18/13-14).

34/13-14 Faculty of Social Sciences Teaching and Learning Showcase

REPORTED:

That a Faculty of Social Sciences Teaching and Learning Showcase would take place on Tuesday 25 February 2014 in the Teaching Grid, University Library, noting that further information and a booking form was available online at: <http://warwick.ac.uk/ldc/tandl/socscittls/>.

35/13-14 Faculty Lunches in 2013-14

REPORTED:

- (a) That the Spring term Faculty Lunch had been merged with the Faculty of Social Sciences Tester Day Market Place & Lunch, which took place at 12 noon in Ramphal Foyer on Wednesday 12 February 2014;
- (b) That the Summer term Faculty Lunch would take place on Thursday 22 May 2014, 12.30pm, Social Sciences Lounge, room D2.04, WBS Social Sciences building.

36/13-14 Dates of 2013-14 Board Meetings

REPORTED:

That the final meeting of the Board during the academic year 2013-14 would take place on Thursday 22 May 2014, 10.00-12.00, in room CMR 1.0, first floor, University House.