

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 Tuesday 13 November 2018.

Present: Professor M Nudds (Chair), Dr J Elias (PAIS), Professor N Gane (ESRC DTP), Dr A Hollinshead (CLL), K Jackson (Library), Dr E John (Philosophy), Professor U Liebe (Q-Step), Dr I Molinaro (WFS), Dr N Murray (CAL), Professor F Peter (Philosophy), Dr L Pettinger (Sociology), Professor B Richardson (PAIS), Dr R Ritchie (WBS), Professor J Smith (Economics; Chair of IT Committee), C Tilley (WFS), Professor E Ushioda (CAL).

Apologies: Professor S Becker (Economics), C Bisping (Chair of EFSS), Dr D Britnell (Faculty Senior Tutor), Professor R Goodwin (BFSEM Representative), Professor R Hastings (Chair of FSS Research & Impact Committee), Professor C Hoerl (Philosophy), K Ireland (CTE), Professor V Kalra (Sociology), Professor G Lindsay (Deputy Chair; CEDAR), Professor A Lockett (WBS), Professor C Lury (CIM), Professor V Munro (Law), S Polhill (UG Student Representative), Professor E Smith (CES), Professor C Warhurst (IER), R Wee (UG Student Representative), Professor A Williams (Law), R Woolley (Library).

In attendance: J Clarke (Director of Administration, Social Sciences), V Cox (Assistant Secretary), Dr B Dixon (FSS RSDM, R&IS), M Mik (Acting Secretary), Professor J Swan (WBS), Professor D Watson (BFSEM Representative).

1/18-19 Conflicts of Interest

REPORTED:

- (a) 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/>;
- (b) That there were no conflicts of interest to report.

2/18-19 Freedom of Information

REPORTED:

- (a) That the Steering Committee at its meeting on 29 October 2007 considered a paper outlining how the Freedom of Information Act 2000 applied 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 were published on the University's Governance website at: <http://warwick.ac.uk/committees/bfss/minutes/>.

3/18-19 Terms of Reference

RECEIVED:

The terms of reference for all Faculty Boards as agreed following the review of Academic Governance held in 2016-17, paused to accommodate the merger of the Faculties of Medicine and Science, re-confirmed by the Faculty Chairs in September and approved by the Senate in October 2018. The updated ToR reflected amendments proposed by the Faculties of Arts and Science (no changes were proposed by FSS).

- (a) In line with the University Strategy, to regulate, subject to Statutes, Ordinances and Regulations, teaching and research in the subjects and courses prescribed for the Faculty.
- (b) To make recommendations to the Senate for the award of qualifications in subjects and courses delivered within the Faculty.
- (c) To consider regular reports from standing committees established by the Faculty;
- (d) To appoint members of the Board of the Faculty to membership of the Senate as provided for under Statute 15 and to other committees as required;
- (e) To appoint a First Year Board of Examiners annually for undergraduate degrees;
- (f) To recommend to the Senate, Departments to be constituted by the Council;
- (g) To delegate to sub-committees such matters as are deemed appropriate;
- (h) To discharge such other functions as the Senate may from time to time determine.

4/18-19 Membership

RECEIVED:

An updated membership of the Board of the Faculty of Social Sciences and its sub-committees for the academic year 2018-19, including nominations to other University Committees (paper BFSS.1/18-19).

REPORTED:

That the following were confirmed by the Students' Union as Postgraduate Student Representatives for the academic year 2018-19:

- (a) PGT (WBS) – Sophia Petropoulos (WBS);
- (b) PGT (non-WBS) – Dalila Da Silva Lopes (PAIS);
- (c) PGR – Anastasia Stavridou (CAL).

5/18-19 Election of Board Members to the Senate

REPORTED:

- (a) That as a result of the merger of the Faculties of Medicine and Science, the representation of the Faculties of Arts and Social Sciences on the University Senate increased from six to seven, creating a vacancy for a Faculty Board representative on Senate for a period August 2018 – July 2021;
- (b) That the continuing members of the Senate appointed by the Board of the Faculty of Social Sciences were:

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|---------------|---------------------------------|
| CEDAR | Professor Geoff Lindsay (2020) |
| CIM | Professor Celia Lury (2020) |
| Economics | Professor Jeremy Smith (2020) |
| School of Law | Professor V Munro (2021) |
| Sociology | Professor V Kalra (2021) |
| WBS | Professor Andrew Lockett (2019) |
- (c) That a call for nominations was sent to all members of the Board on 25 September 2018, with a deadline for nominations of noon on 2 October 2018;
- (d) That Kate Ireland (CTE) was proposed by Professor M Nudds, Chair of the Faculty Board, and seconded by Professor G Lindsay, Deputy Chair of the Faculty Board, noting that no other nominations were received by the deadline;
- (e) That, in line with the provisions of Regulation 2.2, Kate Ireland (CTE) had been deemed appointed a representative of the Board of the Faculty of Social Sciences on Senate for the period 1 August 2018 to 31 July 2021.

6/18-19 Minutes

CONSIDERED:

The minutes of the meeting of the Board held on 31 May 2018.

RESOLVED:

That the minutes of the meeting of the Board held on 31 May 2018 be approved.

Matters Arising

Campus Masterplan (minute 45/17-18 referred)

CONSIDERED:

An update on the Campus Masterplan process, following input from all Boards of Faculties in the academic year 2017-18, from Daniel Gibbons, Programme Manager & Solutions Development Team Leader (Estates), and Charlotte Lewis, Head of Strategic Programmes and Governance, Estates, (paper BFSS.2/18-19 [Restricted]).

RECEIVED:

A presentation from Daniel Gibbons, Programme Manager & Solutions Development Team Leader (Estates), and Charlotte Lewis, Head of Strategic Programmes and Governance (Estates), on the updated Campus Masterplan.

REPORTED:

- (a) That the Masterplan had been consulted widely, developing alongside the University Strategy and “Size and Shape” work, gathering input from across the University, and was now drawing to a conclusion;
- (b) That the proposals were presented to the University Estate Committee on 8 November 2018, and would be considered by University Council in February 2019;
- (c) That the proposals described a transformational vision for the campus, creating dynamic environments for research and education, embodying the University’s aspirations for inclusion and innovation, looking beyond its boundaries to provide regional leadership and work with local communities, supporting intercultural experiences with a flexible and responsive Masterplan;
- (d) That the Masterplan needed to include sufficient provision of staff accommodation and other services, e.g. nursery provision, to enable the University to attract and retain the highest calibre of staff, noting similar incentives at other Higher Education institutions;
- (e) That the Masterplan needed to deliver a holistic solution to enable and encourage staff and students to cycle to the University using dedicated cycle paths.

RESOLVED:

That the update on the Campus Masterplan process be noted, taking into account comments made at the meeting.

Chair's Business(a) ESRC Doctoral Training Partnership Director

REPORTED:

That the current Director of the ESRC Doctoral Training Partnership was stepping down at the end of the academic year and that any expressions of interest in the role were to be submitted to the Faculty Chair by Friday 16 November 2018, with a CV and a brief statement of interest.

(b) Update on Building Works

REPORTED:

That work on the extension to the corridor by lecture theatres on the ground floor of Social Sciences building was due to be completed by 27 November 2018, noting that additional heating would be provided until Summer 2019 when the building would be connected to district heating.

(c) Impact Acceleration Account (IAA) Update

REPORTED:

- (i) That the Faculty of Social Sciences secured additional £800,000 in IAA funding to be disbursed over the next four years;
- (ii) That the Faculty was working on a bid to received additional £300,000, with a specific focus on engaging with local businesses and public sector;
- (iii) That the funding would be available from April 2019, noting the Faculty's desire to ensure uninterrupted application and award processes to maximise the impact of the funds;
- (iv) That colleagues with existing IAA awards needed to ensure that these were spent by March 2019.

(d) Festival of Science

REPORTED:

That the Chair of the Faculty of Science, Engineering and Medicine had emailed all Faculty of Social Sciences departments to invite proposals for Social Sciences events to take place during the Festival of Science, noting that this was due to take place in September 2019.

9/18-19 Health and Safety

RECEIVED:

A brief update paper from the Faculty Health & Safety representative (paper BFSS.5/18-19).

REPORTED:

That Health and Safety responsibilities were detailed in the *Leadership and Management of Health and Safety at the University of Warwick* document, available online from

https://warwick.ac.uk/services/healthsafetywellbeing/leadership_and_management_of_health_and_safety_v1.1_07_11_16.pdf, noting that any members of the Board not certain about their responsibilities were encouraged to familiarise themselves with the document.

10/18-19 Athena SWAN

REPORTED:

- (a) That the Department of Politics and International Studies achieved a Bronze award;
- (b) That Warwick Business School achieved a Silver award, noting that this was the first Silver award for a Faculty of Social Sciences department at Warwick and the first Silver award a Business School;
- (c) That the University retained a Silver award.

RESOLVED:

That congratulations be extended to the departmental and University teams.

11/18-19 Research Development Fund 2018-19

REPORTED:

- (a) That the Faculty of Social Sciences launched its Research Development Fund for 2018-19;
- (b) That the fund would support Research Development Seed Awards of up to £7,500 and Networking Grants of up to £500 each;
- (c) That further details on the remit of each stream were available online at <https://warwick.ac.uk/fss/staffresources/researchsupport/researchdevelopmentfund> and an application form was available to download;
- (d) That three deadlines would be set during the year, with decisions made by an internal assessment panel and communicated to applicants within a couple of weeks of each deadline; the first deadline being Friday, 23 November 2018;

- (e) That all applications must be submitted to the Faculty resource account fss@warwick.ac.uk;
- (f) That queries should be directed to Professor R Hastings, Chair of the Faculty Research and Impact Committee, or Dr B Dixon, Research Strategy & Development Manager (Social Sciences).

12/18-19 Report from the Faculty Education Committee (EFSS)

REPORTED:

That five areas had been identified as priorities for the Faculty Education Committee in 2018-19:

- (a) Undergraduate Research, noting that Professor J Angouri, Deputy Chair of EFSS, had initiated discussions with FSS departments, with the view to reporting to the Education Committee at its meeting in January 2019;
- (b) Links with other areas of University activities;
- (c) Employability, noting that this had been delegated to the Faculty Education Committee as an ITLR recommendation by the Heads of Department within the Faculty and that the Academic Director (Employability) had set up a University-level committee and that the Faculty level work would incorporate their input;
- (d) Teaching Excellence Framework, noting that initial access to TEF data had been restricted by the Office for Students;
- (e) Academic Support, noting the following:
 - (i) That there was some dissatisfaction with the review of Personal Tutoring, especially the indication of 25 students per personal tutor ratio not being taken into account by ARC;
 - (ii) That the Faculty might wish to consider defining a model that would work across the Faculty, noting that this might help provide better justification for future bids;
 - (iii) That there were difficulties with defining these roles and resource needs in a non-departmental way.

13/18-19 Report from the Faculty Research and Impact Committee

REPORTED:

That the Committee considered a draft Faculty of Social Sciences Impact Strategy, noting that it would be presented to the Board for consideration at its next meeting, following the incorporation of feedback from the Committee.

14/18-19 ESRC Doctoral Training Partnership

REPORTED:

- (a) That the three DTP studentship competitions (Open, Collaborative, Joint) were now open to applicants for 2019-20 entry, noting that

details were available online from:
warwick.ac.uk/mgsdtp/studentships/;

- (b) That the DTP had been awarded one additional Advanced Quantitative Methods (AQM) studentship that would be awarded to an applicant from this year's Open Competition;
- (c) That two ESRC Postdoctoral Fellows had now started at Warwick and were based in Psychology and WBS, noting that the ESRC launched the 2019-20 Postdoctoral Fellow competition on 13 November 2018;
- (d) That the ESRC IAA boost funding was successfully used to support a Business Engagement Manager post.

15/18-19 Warwick Q-Step Centre Update

REPORTED:

- (a) That Warwick Q-Step Centre continued to provide Master classes open to all Faculty students;
- (b) That Q-Step optional modules were available to all FSS students.

16/18-19 Review of Faculty Research Centres

REPORTED:

That the following Research Centres were due for a triennial review during the academic year 2018-19 and would be presented to the Faculty Research and Impact Committee to make a recommendation to the Faculty Board in the spring term:

- (a) Centre for the Study of Safety & Well-being;
- (b) Centre for Ethic, Law and Public Affairs;
- (c) Centre for the History of Medicine;
- (d) Warwick Cancer Research Centre;
- (e) Centre for Human Rights in Practice;
- (f) Warwick Mind and Action Research Centre;
- (g) Industrial Relations Research Centre.

17/18-19 Assessment and Feedback (minute EFSS.43(h)/17-18 referred)

REPORTED:

- (a) That, due to the Faculty Education Committee (Social Sciences) meeting taking place earlier in Term 1 2018-19 than in previous years, it was not possible for the timeliness report to be prepared, noting a deadline for submission of information by departments of Friday 12 October 2018;
- (b) That, at its January 2018 meeting, the Committee resolved the following (minute EFSS.43(h)/17-18 referred):
 - (i) *That future reports on timeliness of feedback across the Faculty provide a more detailed narrative, allowing the*

Committee to see actual impact of delays on individual students;

(ii) That future reports on timeliness of feedback across the Faculty be presented on an annual, rather than termly, basis below the line, noting consistent levels of compliance over 90%, a clear adoption of the policy in academic departments, and a systematic follow-up on any failures to meet the Policy requirements in academic departments.

(c) That, consequently, a timeliness of feedback report for the academic year 2017-18 would be presented to the Committee at its meeting in January 2019.

18/18-19 Chair's Action

REPORTED:

That the Chair of the Board, acting on its behalf, had taken action to:

- (a) Appoint Rachel Dickinson (WBS) Chair of the Undergraduate Appeals Committee to consider cases for first and interim year undergraduate students;
- (b) Appoint Dr Thomas Crowther (Philosophy) to the membership of the Equality and Diversity Committee as the second representative of the Faculty of Social Sciences;
- (c) Appoint Professor Jeremy Smith (Chair of Faculty IT Committee) to the membership of the Data Protection and Privacy Group.

19/18-19 Report from the Faculty Education Committee

RECEIVED:

The minutes of the meeting of the Faculty Education Committee held on 15 October 2018 (paper BFSS.3/18-19).

20/18-19 Report from the Faculty IT Committee

RECEIVED:

The minutes of the meeting of the Faculty IT Committee held on 19 October 2018 (paper BFSS.4/18-19).

21/18-19 Report from the Faculty Research and Impact Committee

RECEIVED:

The minutes of the meeting of the Faculty Research and Impact Committee held on 24 October 2018 (paper BFSS.6/18-19).

22/18-19 Faculty Lunches in 2018-19

REPORTED:

That the remaining Faculty of Social Sciences Lunches would take place as follows in 2018-19:

- (a) Spring term: Tuesday 12 February 2019, 12 noon, CMR 1.0, University House;
- (b) Summer term: Tuesday 4 June 2019, 12 noon, Council Chamber, Senate House.

23/18-19 Dates of 2018-19 Board Meetings

REPORTED:

That the Board would meet subsequently as follows during the academic year 2018-19:

- (a) Spring Term: Tuesday 12 February 2019, 2.00pm, CMR 1.0, University House;
- (b) Sumer Term: Tuesday 4 June 2019, 2.00pm, Council Chamber, Senate House.

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