

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 13 February 2013.

Present: Professor C Hughes (Chair), Professor M Beistegui, Professor P Burnell, Professor D Firth, Dr C Harsch, Mr C Hindhaugh, Dr C Hoerl, Professor R Leng, Professor G Lindsay, Professor R Naylor, Professor A Reeve, Dr T Sinclair, Professor H Spencer-Oatey, Mr D Wallis, Professor Q Wang, Professor M Waterson, Dr C Wilkie-Stibbs, Dr R Wilson.

Apologies: Professor K Ansell-Pearson, Professor M Carpenter, Dr N Chen, Professor N Charles, Dr C Fox, Professor J Hodgson, Dr J Kidd, Dr N Lee, Professor C Lury, Professor A Norrie, Professor N Piercy, Professor P Raffield, Professor A Ribeiro de Menezes, Ms O Salau, Ms A Stewart, Dr C Wright.

In attendance: Mr M Mik, Ms L Thompson.

21/12-13 Minutes

CONSIDERED:

The minutes of the meeting of the Board held on 8 November 2012.

RESOLVED:

That the minutes of the meeting of the Board held on 8 November 2012 be approved.

22/12-13 Matters Arising

(a) Teaching and Learning Review: Faculty Engagement (minutes 5(b) & 6(b)/12-13 and 34/11-12 referred)

CONSIDERED:

A paper from the Faculty ITLR Working Party setting out recommendations following the consideration of the ITLR Faculty Engagements outcomes for the Faculty of Social Sciences (paper BFSS.15/12-13).

RESOLVED:

- (i) That the recommendations of the Faculty ITLR Working Party, as set out in paper BFSS.15/12-13, be approved;
- (ii) That the Secretary communicate recommendations of the Working Party to relevant academic and administrative departments as set out in paper BFSS.15/12-13;
- (iii) That the Secretary report back to the Board at its next meeting on the progress of the recommendations.

(b) Assessment and Feedback (minute 6(c)/12-13 referred)

RECEIVED:

A composite report on timeliness of feedback on assessment submitted in Autumn Term 2012 across the Faculty (paper BFSS.16/12-13).

RESOLVED:

- (i) That termly reports from departments on timeliness of feedback be reviewed by a Timeliness of Feedback Group with the following membership:

Chair of the Board;
Chair of the Graduate Studies Committee;
Chair of the Undergraduate Studies Committee;
Faculty Postgraduate Student Representative;
Faculty Undergraduate Student Representative.

- (ii) That a composite report be considered by the Graduate and Undergraduate Studies Committees and received by the Board, noting that if the Group or either Committee identify any matter of concern, the report would be considered by the Board with any recommendation(s);
- (iii) That departments be commended on reacting promptly to the introduction of the Policy at the short notice and for making arrangements to record information required;
- (iv) That the Board appreciated efforts of members of staff involved in providing feedback to students and recognised that these often went beyond the basic requirements of the Policy;
- (v) That the reports from departments be accepted where feedback turnaround time fell outside of the Policy prescribed 20 University working days, but where the department met feedback return deadlines communicated to students at the start of term;
- (vi) That the Secretary to the Board liaise with departments to ensure clarity of expectations for subsequent reporting.

(c) QAA Institutional Review 2013 (minute 9/12-13 referred)

RECEIVED:

- (i) Documents submitted to the QAA ahead of the 2013 QAA Institutional Review visit, noting that both documents were available to staff online at

<http://warwick.ac.uk/quality/categories/institutionalreview/acdepts/>:

- (A) Self-Evaluation Document (SED) (paper BFSS.13/12-13),

- (B) Student Written Submission (SWS) (paper BFSS.14/12-13).
- (ii) An oral report from the Secretary on the progress of the 2013 QAA Review process and preparations.

REPORTED:

- (iii) That the first QAA Review team visit took place on 15-16 January 2013;
- (iv) That during their full visit (week commencing 25 February 2013) the reviewers had asked to meet the following:
 - (A) Three groups of students – undergraduate, postgraduate taught and postgraduate research - to be selected by the Students' Union;
 - (B) Two groups of academic and support staff involved in Learning & Teaching.
- (v) That selected members of staff had been contacted by Teaching Quality, noting that full briefing was provided;
- (vi) That departments were asked to be prepared to respond promptly to requests for additional documentation from the Review Team during the full visit, noting that Teaching Quality had assembled a comprehensive set of documentation and the number of requests should thus be limited.

23/12-13 Chair's Action

Membership (minute 2/12-13 referred)

(a) Graduate Studies Committee Membership

REPORTED:

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

- (i) To remove the representative of the School of Health and Social Studies from the membership of the Graduate Studies Committee of the Board of the Faculty of Social Sciences, noting that the School was disestablished at the end of January 2013;
- (ii) To appoint Professor G Wood to the membership of the Graduate Studies Committee of the Board of the Faculty of Social Sciences to represent Warwick Business School with immediate effect, replacing Professor N Piercy.

(b) Undergraduate Studies Committee Membership

REPORTED:

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

- (i) To appoint Dr W Curtis to the membership of the Undergraduate Studies Committee of the Board of the Faculty of Social Sciences to represent the Centre for Lifelong Learning with effect from January 2013, replacing Dr F McKay;
- (ii) To appoint Dr C Hoerl to the Chair of the Undergraduate Studies Committee of the Board of the Faculty of Social Sciences with effect from 18 January 2013, to replace Dr C Wright in the Chair for the rest of the academic year.

(c) Faculty Teaching and Learning Forum

REPORTED:

That the Chair of the Board, acting on its behalf, had taken action to appoint Mr R Stannard (CAL) Convenor of the Faculty Teaching and Learning Forum for the academic year 2012/13.

(d) E-Learning Steering Group

REPORTED:

That the Chair of the Board, acting on its behalf, had taken action to appoint Mr R Stannard (CAL) the second representative of the Faculty of Social Sciences on the E-Learning Steering Group for the academic year 2012/13.

24/12-13 Chair's Business

(a) Changes to the Board Secretariat

REPORTED:

That Ms L Thompson was appointed Assistant Secretary (Undergraduate) to the Board.

(b) Heads of Department Away Day

REPORTED:

That Heads of Department, Directors of Research, the Pro-Vice-Chancellor for Research (Arts and Social Sciences), and representatives from Research Support Services would meet on 21 February 2013 to discuss collaborative research at the Faculty, including strategies and international projects.

(c) Quantitative Methods in Social Sciences Bid

REPORTED:

That a bid for funding to the ESRC, the Nuffield Foundation and HEFCE was being prepared for a new undergraduate degree in Quantitative Methods in Social Sciences, noting that the bid, led by CIM, would initially involve the Department of Politics and International Studies and the Department of Sociology, but that it was intended for the programme to be extended to all departments within the Faculty in due course, noting that the proposal encouraged collaboration across the Faculty.

(d) Social Sciences Impact Awards 2013

RECEIVED:

The Social Sciences Impact Awards 2013 nomination form (paper BFSS.20/12-13), noting that this was tabled at the meeting and an electronic copy was available online from the filestore at <https://files.warwick.ac.uk/bfss/browse/>.

25/12-13 Future of Warwick Institute of Education

CONSIDERED:

Proposals concerning the future of Warwick Institute of Education as set out in paper S.15/12-13 (revised).

RESOLVED:

That the plan as set out in paper S.15/12-13 be endorsed, noting that any comments on the proposal, including suggestions for future cooperation with the new units, should be submitted to the Secretary to the Board.

26/12-13 Faculty Teaching and Learning Forum

REPORTED:

That the next meeting of the Faculty Teaching and Learning Forum would take place on Tuesday 20 February 2013, 12.00-14.00, in the Social Sciences Lounge (room D2.04), WBS Social Sciences building, noting that the meeting would focus on the use of Moodle with presentations from members of staff from across the Faculty and ITS.

27/12-13 Faculty Research Forum

REPORTED:

That the next meeting of the Faculty Research Forum would take place on Wednesday 27 February 2013, 1-2pm, in room S2.73, Social Sciences building.

28/12-13 Faculty of Social Sciences Teaching and Learning Showcase

REPORTED:

That a Faculty of Social Sciences Teaching and Learning Showcase would take place on Wednesday 8 May 2013 in the Teaching Grid, University Library, noting that the programme was being finalised at present and would be communicated to the Faculty in due course.

29/12-13 Report from the Faculty Undergraduate Studies Committee

RECEIVED:

The unconfirmed minutes of the meeting of the Faculty Undergraduate Studies Committee held on 30 January 2013 (paper BFSS.17/12-13).

30/12-13 Report from the Faculty Graduate Studies Committee

RECEIVED:

The draft unconfirmed minutes of the meeting of the Faculty Graduate Studies Committee held on 29 January 2013 (paper BFSS.18/12-13).

31/12-13 Report from the Faculty IT Committee

RECEIVED:

The unconfirmed minutes of the meeting of the Faculty IT Committee held on 30 January 2013 (paper BFSS.19/12-13).

32/12-13 Faculty Lunch

REPORTED:

That the Summer term Faculty lunch would take place at 12.30 on Thursday 23 May 2013, in the Social Sciences Lounge (room D2.04), WBS Social Sciences building.

33/12-13 Next Meeting

REPORTED:

That the next meeting of the Board would take place on Thursday 23 May 2013, 10.00-12.00, room CMR 1.0 (formerly the Council Chamber), University House.