

THE 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 Thursday 15 February 2018.

Present: Professor M Nudds (Chair), Professor S Becker (Economics), C Bisping (Chair of EFSS), Professor L Francis (CES), Professor N Gane (ESRC DTP), Professor P Gill (BFM Representative), Professor R Hastings (Chair of FSS Research & Impact Committee), Dr L Hatton (WFS), K Ireland (CTE), K Jackson (Library), Dr E John (Philosophy), Professor V Kalra (Sociology), Professor U Liebe (Warwick Q-Step Centre), Dr G Longworth (Philosophy), Professor F McKay (CLL), Dr I Molinaro (WFS), Professor V Munro (Law), Dr N Murray (CAL), Professor F Peter (Philosophy), Dr R Ritchie (WBS), Professor E Smith (CES), Professor J Smith (Economics; Chair of IT Committee), Professor J Solomos (Sociology), Professor N Vaughan Williams (PAIS), Professor C Warhurst (IER), S Worrall (UG Student Representative).

Apologies: Dr D Britnell (Faculty Senior Tutor), Professor G Currie (WBS), Professor J Garton (Law), Professor R Goodwin (BFS Representative), Professor R Leng (Law), Professor G Lindsay (Deputy Chair; CEDAR), Professor A Lockett (WBS), Professor C Lury (CIM), Professor G Lynch (PAIS), Professor M Philp (BFA Representative), Professor H Spencer-Oatey (CAL), R Woolley (Library).

In attendance: Professor M Clayton (PAIS), Dr B Dixon (Faculty Research Strategy and Development Manager, R&IS), A Greenhalgh (Assistant Secretary), M Mik (Secretary), Professor J Swan (WBS).

22/17-18 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 Professor J Swan (WBS) had a conflict of interest in relation to item 33(d)/17-18, review of the Innovation, Knowledge & Organisational Networks (IKON) Research Unit (WBS), University Category III Research Centre;
- (c) That Professor P Gill (WMS) had a conflict of interest in relation to item 34/17-18, new University Departmental Research Centres proposed by Warwick Medical School.

RESOLVED:

That, when considering items 33(d)/17-18 and 34/17-18, the Board be mindful of the declared conflicts of interest.

23/17-18 Minutes

CONSIDERED:

The minutes of the meeting of the Board held on 15 November 2017.

RESOLVED:

That the minutes of the meeting of the Board held on 15 November 2017 be approved.

24/17-18 Matters Arising

(a) Education Strategy (minute 1/17-18 referred)

REPORTED:

That, following its consideration by Senate in January 2018, the draft University Education Strategy was available online at <https://warwick.ac.uk/about/strategy/education> for colleagues across the University to review and provide feedback on by 6pm on 26 February 2018.

(b) Terms of Reference (minute 4/17-18 referred)

REPORTED:

That, following proposals to amend the Faculty Board Terms of Reference made at November Faculty Board meetings, the Chairs of Faculty were finalising a consolidated version for approval by the University Senate.

(c) Reports from the Chairs of Faculty Committees (minute 11(c)/17-18 referred)

REPORTED:

That the Board's request for the University to gain Cyber Essentials certification had been communicated to the Director of University IT Services.

RECEIVED:

An update from the Director of University IT Services on Cyber Essentials certification (paper BFSS.25/17-18).

(d) Review of Faculty Research Centres (minute 14/17-18 referred)

REPORTED:

That it was not possible to change submission deadlines for paperwork relating to the review of Faculty research centres in this academic year to facilitate review by the Faculty Research and Impact Committee, noting that discussions were under way with the Research Committee

Secretariat to enable the Faculty Research and Impact Committee to carry out this task from 2018-19 onwards.

25/17-18 Proposal for the Faculties of Medicine and Science to Merge

CONSIDERED:

A paper from the Acting Academic Registrar on the planned merger of the Faculty of Medicine and the Faculty of Science, as set out in paper BFSS.11/17-18.

RESOLVED:

That the Chair would approach members of the Board outside of the meeting to serve on the Faculty Merger Task and Finish Group representing the Faculty of Social Sciences, noting that the Chair of the Board would chair the Task and Finish Group.

26/17-18 Chair's Business

Warwick Awards for Teaching Excellence

REPORTED:

- (a) That nominations were now open for Warwick Awards for Teaching Excellence for staff (WATE) and postgraduate research students (WATE PGR), noting a deadline for nominations by students and staff of 28 February 2018;
- (b) That full details were available online from <http://warwick.ac.uk/wate>.

RESOLVED:

That colleagues be encouraged to nominate staff and postgraduate research students with excellent teaching track record.

27/17-18 Institutional Teaching and Learning Review

REPORTED:

- (a) That the Faculty ITLR Engagement follow-up event would take place on Friday 16 March 2018;
- (b) That the following themes would be discussed during the event: Employability; Assessment & Feedback; Module Evaluation.
- (c) That a report would be produced to provide an update to all academic departments on the progress of recommendations made to the Faculty, following this event.

28/17-18 Health and Safety

RECEIVED:

An oral report from the Chair on Health and Safety.

REPORTED:

- (a) That Westwood Campus was included in the remit of one of the three new Facilities Manager posts, noting that recruitment was currently under way for one of these;
- (b) That the Leadership and Management of Health and Safety document (paper BFSS.24/17-18) was available online from https://warwick.ac.uk/services/healthsafetywellbeing/newsinfo/leadership_and_management_of_health_and_safety_v1.1_07_11_16.pdf;
- (c) That the Faculty Buildings and Facilities Group was progressing work in the following areas:
 - (i) Creation of a Faculty library of risk assessments;
 - (ii) Drafting a Faculty Lone Working Policy;
 - (iii) Review of new University Health and Safety Policies and their application within the Faculty of Social Sciences;
 - (iv) Development of protocols for major incidents impacting Social Sciences buildings, staff and students, noting that existing communication mechanisms proved ineffective during the recent power outage.

29/17-18 Athena SWAN

REPORTED:

- (a) That the Faculty Nursing Room, located in room S1.49, Faculty Hub, first floor, Social Science building, was now available for use, noting that it could be booked online by staff and students via warwick.ac.uk/fssnursingroom;
- (b) That departments were encouraged to advertise the facility via their recruitment processes and staff handbooks.

30/17-18 Reports from the Chairs of Faculty Committees

RECEIVED:

Oral reports from the Chairs of the following Faculty Committees:

(a) Faculty Research and Impact Committee (FSS RIC)

REPORTED:

- (i) That the Committee received a report on the Global Challenges Research Fund and the Institute for Sustainable Development;
- (ii) That peer review was being piloted for non-deadline ESRC applications;
- (iii) That the representatives of Early Career Researchers proposed to establish a Faculty-wide network to feed into the Research and Impact Committee;
- (iv) That Funding was still available from the Faculty Research Development Fund for activities taking place before the end of July 2018.

(b) Faculty Education Committee (EFSS)

REPORTED:

- (i) That the Committee positively received Personal Tutoring Review proposals and provided detailed comments to the Dean of Students, noting that the Committee highlighted the need for proper resourcing to support plans contained within the review document, especially in terms of appropriate mental health provision;
- (ii) That the Committee rejected proposals to harmonise late submission penalties at 5 points for all students;

(c) Faculty IT Committee

REPORTED

- (i) That the Committee focused on Cyber Essentials and would invite an ITS representative to present on the topic at the next meeting of the IT Committee;
- (ii) That the Committee also discussed module evaluation and systems facilitating the process, noting that the cost of an externally provided system were prohibitive at present;
- (iii) That various departments currently operated module evaluation systems, e.g. WBS, Economics, PAIS and that some of these systems could be shared.

31/17-18 ESRC Doctoral Training Partnership Update

RECEIVED:

An oral update from the Director of the ESRC Doctoral Training Centre/Partnership.

REPORTED:

- (a) That there were very few collaborative and joint applications originating from Warwick;
- (b) That the new ESRC postdoctoral fellowship scheme had launched and details were available from the Midlands Graduate School's website;
- (c) That Warwick was encouraged to apply for Advanced Qualitative Methods (AQM) and was awaiting the outcome;
- (d) That Warwick had been invited to apply for 'Business Boost' funding, with a tight deadline to spend money allocated (by March 2019), noting that the application proposed a single post to support industrial/business relationship building, which would assist in developing impact and delivering training to postgraduate researchers and staff on how to develop relationships with industry/business.

32/17-18 Warwick Q-Step Centre Update

RECEIVED:

An oral update from the Director of the Warwick Q-Step Centre.

REPORTED:

- (a) That Master classes were well attended;
- (b) That the Q-Step Centre was in the process of developing new Quantitative Methods modules for students across the Faculty;
- (c) That the Q-Step Centre was keen to collaborate with other Faculty of Social Sciences departments, noting that this was one of the key features of Warwick's Q-Step bid and that offering modules attractive to students in other departments would be one way of promoting Quantitative Methods beyond CIM, PAIS and Sociology.

33/17-18 Review of Faculty Research Centres

RECEIVED:

Paper BFSS.13/17-18 setting out details for the review of the following University Research Centres relevant to the Faculty of Social Sciences:

- (a) Warwick Anti-Microbial (WAM) Interdisciplinary Research Centre (SLS), Category II (paper BFSS.14/17-18);
- (b) Warwick Institute for the Science of Cities (WISC) (PAIS), Category II (paper BFSS.15/17-18);
- (c) Centre for Studies in Democratisation (PAIS), Category III (paper BFSS.16/17-18);
- (d) Innovation, Knowledge & Organisational Networks (IKON) Research Unit (WBS), Category III (paper BFSS.17/17-18).

CONSIDERED:

Evidence, as set out in papers BFSS.14-17/17-18, that the above listed Research Centres provided added value, contributed to the University Strategy and were sustainable in the long term.

RECOMMENDED: (to the University Research Committee)

That the following Research Centres provided added value, contributed to the University Strategy and were sustainable in the long term:

- (e) Warwick Anti-Microbial (WAM) Interdisciplinary Research Centre (SLS), Category II;
- (f) Warwick Institute for the Science of Cities (WISC) (PAIS), Category II;
- (g) Centre for Studies in Democratisation (PAIS), Category III;
- (h) Innovation, Knowledge & Organisational Networks (IKON) Research Unit (WBS), Category III.

RESOLVED:

That the additional documentation provided for the review of the Innovation, Knowledge & Organisational Networks (IKON) Research Unit (WBS) was very helpful and that colleagues be encouraged to submit similar documentation for future reviews, if already available.

34/17-18 New University Departmental Research Centre

- (a) Centre for Health Economics at Warwick (CHEW)

CONSIDERED:

A proposal from Warwick Medical School for a new Category III University Research Centre, entitled the Centre for Health Economics at Warwick (CHEW), to be established as set out in paper BFSS.18/17-18.

RECOMMENDED: (to the University Research Committee)

That the proposal from Warwick Medical School for a new Category III University Research Centre, entitled the Centre for Health Economics at Warwick (CHEW), to be established, as set out in paper BFSS.18/17-18, be approved, noting that it would be helpful in the future to have more information about the nature of consultations with other departments.

- (b) Warwick Mental Health Research Centre

CONSIDERED:

A proposal from Warwick Medical School for a new Category II University Research Centre, entitled Warwick Mental Health Research Centre, to be established as set out in papers BFSS.19/17-18.

RECOMMENDED: (to the University Research Committee)

That the proposal from Warwick Medical School for a new Category II University Research Centre, entitled Warwick Mental Health Research Centre, to be established, as set out in papers BFSS.19/17-18, be approved.

35/17-18 Anti-Bribery

REPORTED:

- (a) That the University's Anti-Bribery Policy was available at <https://warwick.ac.uk/services/gov/university-policies/antibribery/>;
- (b) That, as part of the University's compliance with its responsibilities stemming from the UK Bribery Act 2010, an [e-learning module](#) had been created to ensure members of the University had an awareness of anti-bribery guidance, and understood how to conduct University activities honestly, fairly and professionally.

RECEIVED:

An oral report from the Assistant Registrar (Governance).

REPORTED:

- (c) That the e-learning module should be completed ideally by all staff, agents and students, anyone representing the University, noting that senior academic and administrative staff and members of senior management teams should complete the module;
- (d) That any questions should be directed to the Assistant Registrar (Governance) and/or the University Legal Team.

36/17-18 Personal Tutoring Review

CONSIDERED:

A report from the Personal Tutoring Review Group on the Personal Tutoring Review 2017 (PTR 2017), as set out in papers EFSS.27a-b/17-18, noting amendments to the recommendations stemming from feedback from Faculty Education Committees, as presented in paper BFSS.20/17-18.

RECOMMENDED: (to the Education Committee)

That the proposals from the Personal Tutoring Review Group, as set out in papers EFSS.27a-b/17-18, be approved, subject to comments made by the Faculty Education Committee, as presented in paper BFSS.20/17-18.

RECOMMENDED: (to the Academic Resourcing Committee)

That the Academic Resourcing Committee consider appropriate levels of resourcing to enable successful implementation of the Personal Tutoring Review 2017.

37/17-18 Assessment and Feedback

RECEIVED:

A composite report on timeliness of feedback on assessment submitted in Autumn Term 2017-18 across the Faculty (paper EFSS.47/16-17 (Revised)).

RESOLVED:

That the composite report on timeliness of feedback on assessment submitted in Autumn Term 2017-18 across the Faculty, as set out in paper EFSS.47/16-17 (Revised), be approved.

38/17-18 Module Audit Schedule

CONSIDERED:

A paper from the Secretary setting out a revised schedule for the Faculty of Social Sciences module approval process audit (paper EFSS.45/17-18), noting that this was recommended for approval by the Faculty Education Committee at its 31 January 2018 meeting (minute EFSS.58/17-18 referred).

RESOLVED

That the revised schedule for the Faculty of Social Sciences module approval process audit, as set out in paper EFSS.45/17-18, be approved.

39/17-18 Chair's Action

(a) Undergraduate Appeals Committee

REPORTED:

That the Chair of the Board, acting on its behalf, had approved the appointment of the following members of the Board of the Faculty of Social Sciences Undergraduate Appeals Panel to the membership of an Undergraduate Appeals Committee to hear a case of a WBS student:

Peter Brown (CAL) (Chair);
Dr Sarah Dahl (CES);
Professor Gabrielle Lynch (PAIS).

(b) Board of the Faculty of Social Sciences Membership

REPORTED:

That the Chair of the Board, acting on its behalf, had approved the following appointments to the Board membership:

- (i) Dr Eileen John (Philosophy) as one of the three members of academic staff, subject to approval by Senate;
- (ii) Karen Jackson as the second Library Observer, replacing Francesca Cornick;

- (iii) Professor Ulf Liebe (Director, Warwick Q-Step Centre) as one of the three members of academic staff, subject to approval by Senate, replacing Dr Roxanne Connelly (Deputy Director, Warwick Q-Step Centre).

(c) Faculty Representatives on Other Committees

REPORTED:

That the Chair of the Board, acting on its behalf, had approved the following appointments:

- (i) Dr Eileen John (Philosophy) to the membership of the Board of the Faculty of Arts as the representative of the Board of the Faculty of Social Sciences;
- (ii) Professor Emma Smith (CES) to the membership of the University Health & Safety Executive Committee, replacing Kate Ireland (CTE).

(d) Faculty Education Committee Membership

REPORTED:

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

- (i) Dr Deborah Roberts as a Centre for Teacher Education representative (PG), replacing Dr John Thornby;
- (ii) Professor Roger Leng as a School of Law representative (UG), replacing Professor Jonathan Garton;
- (iii) Dr Jennie Mills (LDC) as one of the three Deputy Chairs of the Faculty Education Committee, replacing Dr John Thornby.

40/17-18 Faculty Education Committee Minutes

RECEIVED:

Minutes of the meeting of the Faculty Education Committee held on 31 January 2018 (paper BFSS.21/17-18).

41/17-18 Faculty IT Committee Minutes

RECEIVED:

Minutes of the meeting of the Faculty IT Committee held on 12 January 2018 (paper BFSS.22/17-18).

42/17-18 Faculty Research and Impact Committee Minutes

RECEIVED:

Minutes of the meeting of the Faculty Research and Impact Committee held on 30 January 2018 (paper BFSS.23/17-18).

43/17-18 Faculty Lunches in 2017-18

REPORTED:

- (a) That a Faculty Lunch would take place immediately after the meeting of the Board, noting that colleagues from the Diversity and Inclusion Team would present on the University submissions for the Race Equality Charter Mark and the Athena SWAN and discuss actions to be taken forward at University, Faculty and departmental levels and that this event would also be an opportunity to share examples of best practice across the Faculty in both areas;
- (b) That the Summer term Faculty of Social Sciences Lunch would take place on Thursday 31 May 2018, 12 noon, Council Chamber, Senate House.

44/17-18 Dates of 2017-18 Board Meetings

REPORTED:

That the final meeting of the Board in the academic year 2017-18 would take place on Thursday 31 May 2018, 2pm, in Council Chamber, Senate House.