

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 21 May 2015.

Present: Professor C Hughes (Chair), Mr P Brown (Chair of UFSS), Dr J Cave (Economics), Mr M Costa Matos (UG Student Representative), Professor N Eilan (Philosophy), Dr C Harsch (CAL), Professor G Hodgkinson (WBS), Professor J Hodgson (Chair of Faculty Research Forum), Ms E Jones (Economics), Professor R Leng (Law), Dr F McKay (CLL), Professor M Nudds (Philosophy), Dr G Osuri (Sociology), Professor P Poellner (Philosophy), Ms X Rasul (PG Student Representative), Professor J Smith (Chair of Faculty IT Committee), Professor J Solomos (Sociology), Professor C Warhurst (IER), Professor J Winston (CES).

Apologies: Mr I Abbott (CES), Dr C Bisping (Law), Dr A Boddison (CPE), Dr A Broome (PAIS), Professor N Charles (Sociology), Professor L Francis (CES), Professor N Gane (Sociology), Dr J Garton (Law), Professor J Hayton (WBS), Dr G Longworth (Philosophy), Professor C Lury (CIM), Professor G Lindsay (Deputy Chair; CEDAR), Professor A Muthoo (Economics), Professor R Naylor (Economics), Professor A Norrie (Law), Professor R Procter (BFS Representative), Professor S Rai (PAIS), Professor A Reeve (PAIS), Professor M Saward (ESRC DTC), Professor K Seers (WMS), Professor H Spencer-Oatey (CAL), Professor DL Steinberg (Chair of GFSS), Professor M Taylor (WBS), Professor G Wood (WBS).

In attendance: Ms L Botley (Research Development Manager), Ms C Boyes (Assistant Secretary (Undergraduate)), Mr M Mik (Secretary), Ms H Riley (Library), Ms Y Salter Wright (Director of Delivery Assurance; for minutes 42 & 43/14-15).

37/14-15 Minutes

CONSIDERED:

The minutes of the meeting of the Board held on 11 February 2015, noting an amendment to clarify minute 24(c)(iv)/14-15, concerning the Timetabling Policy, as follows (additions underlined, deletions ~~struck through~~):

'That students preferred the accuracy of timetable ~~was preferable to students receiving Term 1 and Term 2 timetables at the same time~~, noting the importance of early module registration particularly for students on joint degrees.'

RESOLVED:

That the minutes of the meeting of the Board held on 11 February 2015, amended to clarify minute 24(c)(iv)/14-15 as set out above, be approved.

38/14-15 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 there were no conflicts of interest to declare.

39/14-15 Matters Arising

- (a) 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 announced that, with effect from May 2015, a single charter mark would cover Arts, Humanities, Social Sciences, Business and Law (AHSSBL), as well as Science, Technology, Engineering, Mathematics and Medicine (STEMM) subjects;
- (ii) That the charter mark would be known as 'Athena SWAN';
- (iii) That ECU had also published forms and guidance for Social Sciences departments to use when applying for Athena SWAN awards, noting that these were available online from <http://www.ecu.ac.uk/equality-charters/athena-swan/>;
- (iv) That, at its meeting on 5 May 2015, the Faculty of Social Science Gender Equality Charter Mark Working Group considered the changes and continued its work supporting departments aiming to submit their applications for the November 2015 or April 2016 deadlines;
- (v) That the Working Group noted the requirement for the University to sign up to the May 2015 Athena SWAN principles, in order to enable departments across the University to submit their Athena SWAN applications for consideration.

CONSIDERED:

The recommendation from the Faculty of Social Sciences Gender Equality Charter Mark Working Group (FSS GEM WG) to have its name changed to the Faculty of Social Sciences Athena SWAN Working Group (FSS Athena SWAN WG), in light of the recent changes introduced by ECU.

RESOLVED:

That the proposal to change the name of the Working Group to the Faculty of Social Sciences Athena SWAN Working Group, be approved.

- (b) 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 final version of the 2015 Festival of Social Sciences programme (paper BFSS.23/14-15);
- (ii) An oral report from the Chair on the 2015 Festival of Social Sciences.

REPORTED: (by the Chair)

- (iii) That the Festival of Social Sciences had been successfully delivered, comprising events on a diverse range of topics, noting that the Students' Union expressed some dissatisfaction with the absence of events focused on race;
- (iv) That the Festival accommodated all events put forward by staff and/or students and that the success of the Festival was down to these individuals and their efforts.

RESOLVED:

That thanks be extended to all staff and students involved in the organisation and delivery of the 2015 Festival of Social Sciences.

- (c) Membership (minutes 23/14-15 and 2/14-15 referred)

REPORTED:

- (i) That Ms Cindy Asokan (PAIS) had been elected the Undergraduate Social Sciences Student Representative and would consequently become member of the Board and its Undergraduate Studies Committee in 2015-16;
- (ii) That the Secretary was pursuing the issue of the University 'department' definition with the Governance Team, noting that a resolution was not imminent and that the recommendation from the Board to revise *Ordinance 7 on the Constitution of the Boards of the Faculties* would therefore be submitted for consideration by the University Senate at its June 2015 meeting, in the format approved by the Board at its February 2015 meeting.

(a) Election of Board Members to the Senate

REPORTED:

- (i) That there would be three vacancies for representatives of the Board of the Faculty of Social Sciences on the University Senate from August 2015 to July 2018, as the appointments of Professor A Muthoo, Professor M Nudds and Professor M Taylor came to an end on 31 July 2015;
- (ii) That the continuing members of the Senate appointed by the Board of the Faculty of Social Sciences were:

Professor G Lindsay (2017) – Centre for Educational Development, Appraisal and Research (CEDAR);
Professor A Norrie (2017) – School of Law;
Professor A Reeve (2017) – Politics and International Studies.
- (iii) That a call for nominations was sent to all members of the Board on 29 April 2015, with a deadline for nominations of 13 May 2015.
- (iv) That four nominations had been received for the three vacancies on the Senate as follows:
 - (A) Professor A Muthoo (Economics), proposed by Dr A Boddison (CPE), seconded by Ms E Jones (Economics);
 - (B) Professor J Solomos (Sociology), proposed by Professor C Lury (CIM), seconded by Professor C Hughes (PAIS);
 - (C) Professor H Spencer-Oatey (CAL), proposed by Professor S Rai (PAIS), seconded by Mr I Abbott (CES);
 - (D) Professor M Taylor (WBS), proposed by Professor G Lindsay (CEDAR), seconded by Mr I Abbott (CES).
- (v) That election ballots were sent to all members of the Board on 14 May 2015 with a deadline for return of 8am on 21 May 2015;
- (vi) That in the event of a tie, the candidate to be elected would be determined by toss of a coin;
- (vii) That the following three nominees, members of the Board, had received the highest number of votes:
 - (A) Professor A Muthoo (Economics);
 - (B) Professor J Solomos (Sociology);
 - (C) Professor H Spencer-Oatey (CAL).

RECEIVED:

Regulation 2.2 governing the election of representatives of the Boards of the Faculties to membership of the Senate (paper BFSS.26/14-15).

CONSIDERED:

The appointment of three representatives of the Board of the Faculty of Social Sciences to the Senate for the period 1 August 2015 to 31 July 2018.

RESOLVED:

That the following candidates be appointed to the membership of the Senate in line with Regulation 2.2:

- (viii) Professor A Muthoo (Economics);
- (ix) Professor J Solomos (Sociology);
- (x) Professor H Spencer-Oatey (CAL).

- (b) Elections to the Board of the Faculty of Social Sciences and its Sub-Committees and to other University Committees

CONSIDERED:

Nominations to the Board of the Faculty of Social Sciences and its Sub-Committees, and to other University Committees for the academic year 2015-16 (paper BFSS.27/14-15), together with a proposal that the appointment or recommendation to any vacancies be approved by the Chair on behalf of the Board during the summer months.

RESOLVED:

- (i) That the nominations to the Board of the Faculty of Social Sciences and its Sub-Committees, and to other University Committees for the 2015-16 academic year, as set out in paper BFSS.27/14-15, be approved;
- (ii) That the Chair of the Board approve any appointments or recommendations to any vacancies on behalf of the Board during the summer months.

41/14-15 Chair's Business

- (a) Faculty of Social Sciences Summer 2015 Moves

RECEIVED:

An oral update from the Chair on the Faculty of Social Sciences Summer 2015 moves, noting that regular meetings with Departmental Administrators were taking place to facilitate the moves.

- (b) League Tables Update

RECEIVED:

A presentation from the Assistant Registrar (Strategic Planning and Analytics) on the University and Faculty position in league tables and student surveys, noting that the presentation was made available as

paper BFSS.24/14-15 via file store at
<https://files.warwick.ac.uk/bfss/browse/BFSS/2014-15/2015.05.21>.

REPORTED:

That any questions on the presentation should be addressed to the Assistant Registrar (Strategic Planning and Analytics).

(c) Warwick in California

RECEIVED:

An update from the Business Development Director on the developments of the Warwick in California project, noting that the update was made available as paper BFSS.36/14-15 via file store at <https://files.warwick.ac.uk/bfss/browse/BFSS/2014-15/2015.05.21>.

REPORTED: (by the Chair)

That a Faculty of Social Sciences California Working Group, bringing together representatives of all departments, including student representatives, would be set up to ensure continued engagement of the Faculty with the shaping of the California Project.

(d) WIHEA Fellowship Scheme

RECEIVED:

An oral report from the Chair on the Warwick International Higher Education Academy (WIHEA) Fellowship Scheme, as set out in papers BFSS.33-34/14-15.

42/14-15 Student Complaints Resolution Pathway and Procedure Review Consultation

CONSIDERED:

A paper from the Director of Delivery Assurance inviting feedback on the implementation of the integrated Student Complaints Resolution Pathway and formal Procedure since its introduction on 29 September 2014, with a view to detailed proposals for refinements being put forward to the Senate in the Summer Term (paper AQSC.43/14-15).

RECEIVED:

An oral report from the Director of Delivery Assurance on the functioning of the integrated Student Complaints Resolution Pathway and formal Procedure.

REPORTED:

That any specific comments on the integrated Student Complaints Resolution Pathway and formal Procedure, as well as any suggestions for refinements, be addressed directly to the Director of Delivery Assurance.

43/14-15 Student Discipline Framework Review Consultation

CONSIDERED:

A paper from the Director of Delivery Assurance inviting initial comments on the plans to revise the student discipline framework, including a number of associated University Regulations, while retaining the University's zero tolerance policy on illegal substances and introducing a summary statement of expected student behaviours (paper BFSS.25/14-15).

RECEIVED:

An oral report from the Director of Delivery Assurance on the proposals set out in paper BFSS.25/14-15.

RESOLVED:

That the plans to revise the Student Discipline Framework, as set out in paper BFSS.25/14-15, be endorsed, noting that any specific comments should be addressed to the Director of Delivery Assurance.

44/14-15 Disabled Students' Allowance Update

RECEIVED:

A paper from the University Disability Coordinators on the University's response to changes to the Disabled Students' Allowance, as set out in paper AQSC.42/14-15.

45/14-15 ESRC Doctoral Training Centre update

RECEIVED:

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

46/14-15 Warwick Q-Step Centre update

RECEIVED:

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

REPORTED: (by the Co-Director of Warwick Q-Step Centre)

- (a) An increase in the number of applications for Warwick Q-Step programmes for the academic year 2015-16;
- (b) That Warwick Q-Step Centre had engaged in discussion with other departments within the Faculty, namely the Department of Philosophy, to expand its activities beyond Politics and International Studies and Sociology;
- (c) That staff recruitment was on target to support ongoing developments of Q-Step programmes.

47/14-15 University Research Centres

Warwick Cancer Research Centre

CONSIDERED:

A proposal from Warwick Medical School to establish a new University Research Centre entitled Warwick Cancer Research Centre, as set out in papers RC.22/14-15 & BFM.12/14-15, noting that, at its meeting on 19 February 2015, the University Research Committee recommended the proposal to Senate for approval.

RECOMMENDED: (to the University Research Committee)

That the proposal from Warwick Medical School to establish a new University Research Centre entitled Warwick Cancer Research Centre, as set out in papers RC.22/14-15 and BFM.12/14-15, be approved.

48/14-15 Faculty Research Forum

RECEIVED:

An oral report from the Chair of the Faculty Research Forum.

REPORTED: (by the Chair of the Faculty Research Forum)

- (a) That Faculty of Social Sciences Departments had been involved in an Open Access Pilot run by the Library;
- (b) That an Impact Day across the Faculty was being planned.

49/14-15 Undergraduate Research Support Scheme (URSS)

CONSIDERED:

A report prepared by the co-ordinator of the University Undergraduate Research Support Scheme for 2015 (paper UFSS.38/14-15).

RESOLVED:

That departments be encouraged to consider ways in which Social Sciences undergraduate students could take part in research undertaken by colleagues in academic departments in future years.

50/14-15 Race Equality Charter Mark

REPORTED:

- (a) That the Race Equality Charter Mark, introduced by the Equality Challenge Unit, was an institution-level award, noting that further details about the Charter Mark were available online at <http://www.ecu.ac.uk/equality-charters/race-equality-charter-mark/>;

- (b) That the inaugural meeting of the University's self-assessment team for the Race Equality Charter Mark took place on 19 May 2015, noting the following:
 - (i) That a University-wide survey of staff and students would be undertaken to inform the work of the self-assessment team, highlighting areas of good practice and areas for further development;
 - (ii) That a webpage would be created to host information about the University's activities in this area and to provide a single point of contact for any queries related to the Race Equality Charter Mark.

51/14-15 TeachHigher

REPORTED: (by the Undergraduate Student Representative)

That a vote would take place in the Students' Union on the TeachHigher initiative, noting a number of concerns with the initiative.

52/14-15 Vote of Thanks to the Undergraduate Student Representative

REPORTED:

That the term of office of Mr M Costa Matos, Faculty of Social Sciences Undergraduate Student Representatives two years running, was coming to an end.

RESOLVED:

That Mr Costa Matos be thanked for his notable contribution to the work of the Board over the last two years.

53/14-15 Chair's Action

(a) Undergraduate Degree Classification Conventions

REPORTED:

- (i) That the Chair had taken action on behalf of the Board to approve an amendment to the Undergraduate Degree Classification Conventions for the BA in Law and Business, as set out in Paper AQSC.61/14-15, noting that the change was supported by the Chair of the Undergraduate Studies Committee of the Board of the Faculty of Social Sciences;
- (ii) That the Chair of the Academic Quality and Standards Committee (AQSC) had subsequently taken action, on behalf of the Committee, to approved the amendment to the Undergraduate Degree Classification Conventions for the BA in Law and Business, noting that any such change required a joint approval by the Chair of the relevant Faculty Board and the Chair of AQSC.

(b) Membership of the Faculty Undergraduate Studies Committee

REPORTED:

That the Chair of the Board, acting on its behalf, had taken action to appoint the following to the membership of the Undergraduate Studies Committee of the Board of the Faculty of Social Sciences:

- (i) Department of Philosophy: Dr G Longworth (replacing Professor P Poellner);
- (ii) School of Law: Dr C Bisping (replacing Dr J Garton).

(c) Membership of the Board of the Faculty of Social Sciences

REPORTED:

That the Chair of the Board, acting on its behalf, has taken action to recommend to the Senate the appointment of Dr G Longworth to the membership of the Board of the Faculty of Social Sciences, replacing Professor P Poellner as a Department of Philosophy representative.

54/14-15 First Year Board of Examiners 2014-15

(a) Membership of the First Year Board of Examiners

RECEIVED:

Departmental membership of the First Year Board of Examiners for the Faculty of Social Sciences for the academic year 2014-15 for meetings in June and September 2015 (paper BFSS.28/14-15).

(b) Undergraduate Examination Conventions for the First Year Board of Examiners

RECEIVED:

- (i) A copy of the University conventions for the First Year Board of Examiners, noting that the conventions were available online at: <http://warwick.ac.uk/quality/categories/examinations/conventions/fyboe>
- (ii) A copy of the conventions for the First Year Board of Examiners of the Faculty of Social Sciences (paper BFSS.58/03-04 (revised)), for any First Year students who commenced their studies prior to September 2013.

(c) Departmental Examination Conventions

RECEIVED:

The Departmental Examination Conventions for first year assessed courses and resit examination conventions for the First Year Board of Examiners 2014-15 (paper BFSS.29/14-15).

55/14-15 Assessment and Feedback

RECEIVED:

A composite report on timeliness of feedback on assessment submitted in Spring Term 2014-15 across the Faculty (paper BFSS.22/14-15 (Revised)), noting that the composite report had been considered and recommended to the Board for approval by the Undergraduate Studies Committee and the Graduate Studies Committee.

56/14-15 Report from the Faculty Undergraduate Studies Committee

RECEIVED:

The unconfirmed minutes of the meeting of the Faculty Undergraduate Studies Committee held on 13 May 2015 (paper BFSS.30/14-15).

57/14-15 Report from the Faculty Graduate Studies Committee

RECEIVED:

The unconfirmed minutes of the meeting of the Faculty Graduate Studies Committee held on 12 May 2015 (paper BFSS.31/14-15).

58/14-15 Report from the Faculty IT Committee

RECEIVED:

The unconfirmed minutes of the meeting of the Faculty IT Committee held on 13 May 2015 (paper BFSS.32/14-15).

59/14-15 Dates of 2015-16 Committee Meetings

REPORTED:

That the dates and venues for the Board's meetings for the academic year 2015-16 would be confirmed in due course.

MM/19.10.15
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