

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 23 May 2013.

Present: Professor C Hughes (in the Chair, except for item 42(a)/12-13), Professor G Lindsay (in the Chair of item 42(a)/12-13), Professor P Burnell, Dr J Garton, Dr C Hoerl, Professor J Hodgson, Dr J Kidd, Professor R Lindley, Professor A Reeve, Professor J Solomos, Professor H Spencer-Oatey, Professor J Smith, Ms A Stewart, Professor Q Wang, Dr C Wilkie-Stibbs, Dr C Wright.

Apologies: Professor K Ansell-Pearson, Professor M de Beistegui, Professor S Brammer, Professor M Carpenter, Professor N Charles, Dr N Chen, Professor D Firth, Dr C Fox, Dr C Harsch, Professor C Lury, Professor N Piercy, Dr A Ribeiro de Menezes, Professor M Taylor, Professor M Waterson.

In attendance: Ms T Gibbs (for item 39/12-13), Professor G Hodgkinson, Dr E Melia and Ms K Jenkins (for item 38/12-13), Mr M Mik, Ms L Thompson.

34/12-13 Minutes

CONSIDERED:

The minutes of the meeting of the Board held on 13 February 2013.

RESOLVED:

That the minutes of the meeting of the Board held on 13 February 2013 be approved.

35/12-13 Matters Arising

(a) Teaching and Learning Review: Faculty Engagement (minutes 22(a)/12-13, 5(b) & 6(b)/12-13 and 34/11-12 referred)

RECEIVED:

An oral report from the Secretary on the progress of the Faculty ITLR Working Party recommendations since the last meeting of the Board.

REPORTED: (by the Secretary)

- (i) That the Faculty ITLR Working Party recommendations had been forwarded to academic and administrative departments following the February 2013 meeting of the Board;
- (ii) That progress had been reported on a number of recommendations made by the Working Party, including the establishment of the Faculty Senior Tutors' Forum;

- (iii) That the Secretary would liaise with academic and administrative departments to collate responses and/or progress reports on all Faculty ITLR Working Party recommendations and would report back to the Board at its first meeting in the academic year 2013/14.

- (b) QAA Institutional Review 2013 (minutes 22(c)/12-13 and 9/12-13 referred).

REPORTED:

That the final report of Warwick QAA Institutional Review 2013 was to be published by 24 May 2013, noting that the report would be made available on the QAA website (<http://www.qaa.ac.uk/InstitutionReports/Pages/default.aspx>) and the University website (<http://warwick.ac.uk/quality/categories/institutionalreview>).

RECEIVED:

An oral report from the Secretary on the progress of the 2013 QAA Review process and the outcomes.

REPORTED: (by the Secretary)

- (i) That the University had received a draft report from the QAA outlining its key findings and recommendations;
- (ii) That the University had provided the QAA with its response to the draft report, it being noted that the final review report was due to be published by 24 May 2013;
- (iii) That work on any recommendations contained in the final report would need to be concluded in time for the beginning of the academic year 2013/14.

- (c) Heads of Department Away Day (minute 24(b)/12-13 referred)

RECEIVED:

Minutes from the meeting of Heads of Department, Directors of Research, the Pro-Vice-Chancellor for Research (Arts and Social Sciences) and Fundraising, and representatives from Research Support Services of 21 February 2013 (paper BFSS.33/12-13), on collaborative research at the Faculty, including strategies and international projects.

- (d) Quantitative Methods in Social Sciences Bid (minute 24(c)/12-13 referred).

REPORTED:

That a bid for funding to the ESRC, the Nuffield Foundation and HEFCE had been submitted for a new undergraduate degree in

Quantitative Methods in Social Sciences, noting that the outcome was expected in late June 2013.

RECEIVED:

A copy of *Stand Out and Be Counted*, a British Academy publication aimed at students studying Social Sciences and Humanities subjects (paper BFSS.32/12-13), noting that the booklet was accessible from the British Academy website at:

[http://www.britac.ac.uk/policy/Stand\\_Out\\_and\\_Be\\_Counted.cfm](http://www.britac.ac.uk/policy/Stand_Out_and_Be_Counted.cfm).

- (e) Social Sciences Impact Awards 2013 (minute 24(d)/12-13 referred)

RECEIVED:

An oral report from the Chair on the Social Sciences Impact Awards 2013.

REPORTED: (by the Chair)

- (i) That in its first year, the Faculty Impact Award call had attracted a number of outstanding applications from both established academics and early career researchers, testifying to the considerable impact of Warwick Social Sciences research;

- (ii) That the winners and runners-up for the Faculty Social Sciences Impact Awards 2012/13 were:

- (A) In the category of established academics:

Professor J Hodgson (Law) – winner;  
Dr J Harrison and Professor A Williams (Law) – runners-up;

- (B) In the category of early career researchers:

Dr B Richardson (PaS) – winner;  
Dr C Moran (PaS) – runner-up.

36/12-13 Chair's Action

Membership (minutes 23/12-13 and 2/12-13 referred)

- (a) Board of Undergraduate Studies

REPORTED:

That the Chair of the Board, acting on its behalf, had taken action to recommend to the Senate the appointment of Dr C Wright (Sociology) to the membership of the Board of Undergraduate Studies.

(b) Composition of the Board

REPORTED:

That the Chair of the Board, acting on its behalf, had taken action to recommend to the Senate and the Council the alteration of the composition of the Board as follows:

- (i) To remove the reference to the Chair of the Research Committee of the Faculty of Social Sciences from the Board's membership, noting that the Faculty had no Research Committee;
- (ii) To include the Director of the Centre for Interdisciplinary Methodologies (or nominee) in the membership of the Board.

(c) Membership of the Board

REPORTED:

- (i) That the Chair of the Board, acting on its behalf, had taken action to recommend to the Senate the appointment of the Pro-Vice-Chancellor for Research (Arts and Social Sciences) and Fundraising to the membership of the Board as one of the five co-opted members;
- (ii) That the Chair of the Board, acting on its behalf, had taken action to appoint Professor J Solomos, Head of the Department of Sociology, to the membership of the Board with effect from April 2013;
- (iii) That the Chair of the Board, acting on its behalf, had taken action to appoint Professor R Lindley, Director of the Institute for Employment Research, to the membership of the Board following his return from a period of Study Leave, replacing Dr R Wilson, who represented the Institute for Employment Research as Acting Director in Professor Lindley's absence.

(d) University Research Governance and Ethics Committee

REPORTED:

That the Chair of the Board, acting on its behalf, had taken action to recommend to the Senate the appointment of Professor J Hodgson to the membership of the University Research Governance and Ethics Committee as an academic member of staff from within the Faculty of Social Sciences.

Chair's Business(a) Fabulous Feedback

REPORTED:

That Faculty winners of Fabulous Feedback had been announced in the week commencing 4 March 2013, noting that Dr R Lampard, Department of Sociology, was the overall winner for the Faculty of Social Sciences with the top ten ranking available online at: <http://warwick.ac.uk/fabfeedback/topten/>.

(b) Faculty Communications Strategy

RECEIVED:

An oral report from the Chair and the Secretary on the Faculty Communications Strategy.

REPORTED: (by the Chair)

- (i) That the Faculty was developing a communications strategy to match the Faculty's teaching and research excellence and publicise its achievements to internal and external audiences;

(by the Secretary)

- (ii) That a draft Faculty Communications Strategy would be considered by Heads of Department in June 2013;
- (iii) That the strategy would include a redesign of the Faculty website;
- (iv) That a number of Faculty plasma screens would be put up shortly to facilitate sharing of information about departmental and Faculty events and activities;

(by Dr C Wright)

- (v) That the content for the Faculty plasma screens at the start of the academic year could be adjusted to the needs of new students, e.g. by providing timetables or floor plans;

(by Professor H Spencer-Oatey)

- (vi) That the Faculty should carefully consider the desirability and effectiveness of plasma screens and who the target audience were and how they would engage with the screens, before committing to the expense.

(c) Vote of thanks to outgoing Chairs of Faculty sub-committees

RESOLVED:

- (i) That Dr C Hoerl be thanked for his work as the Chair of the Undergraduate Studies Committee of the Board of the Faculty of Social Sciences;
- (ii) That Ms A Stewart be thanked for her work as the Chair of the Graduate Studies Committee of the Board of the Faculty of Social Sciences.

REPORTED: (by the Chair)

That appointments of Chairs of both Faculty sub-committees were being finalised and would be made in time for the new academic year.

(d) Changes to the Faculty Board Secretariat

REPORTED:

That Ms F Murray, Administrative Officer (Strategic Planning & Analytics), had been appointed Assistant Secretary (Postgraduate) to the Board with effect from 13 May 2013, replacing Ms C Smith.

38/12-13 Central Teaching Timetable Update

RECEIVED:

An oral report from the Senior Assistant Registrar (Space Management and Timetabling) and Assistant Registrar (Space Management and Timetabling) on current developments relating to the University's central teaching timetable.

REPORTED: (by the Senior Assistant Registrar (Space Management and Timetabling))

- (a) That the principles for the new University central teaching timetable had been drafted, but that any new system would need to be thoroughly tested before implementation;
- (b) That clear priorities needed to be set to allow the construction of a new University timetable, noting a number of competing considerations to be taken into account whilst facilitating goals of the Learning and Teaching Strategy to be achieved;
- (c) That in order to ease the pressure on University teaching spaces a more flexible approach needed to be taken, including the use of underutilised teaching spaces, particularly on Westwood Campus, and timeslots;
- (d) That Space Management & Timetabling would inform discussions on the review of the teaching year;

- (e) That the Space Management & Timetabling team would be working closely with ITS to ensure integration of Tabula developments with the student timetable.

39/12-13 Draft University Widening Participation Strategy

CONSIDERED:

A paper from the Pro-Vice-Chancellor for Education (Innovation, Employability and Widening Participation), Senior Assistant Registrar (Outreach) and Senior Assistant Registrar (Strategy and Change), setting out the draft University Widening Participation Strategy (paper BFSS.23/12-13).

RECEIVED:

An oral report from the Senior Assistant Registrar (Strategy and Change) on the draft University Widening Participation Strategy.

REPORTED: (by the Senior Assistant Registrar (Strategy and Change))

- (a) That the Strategy recognised an enormous amount of Widening Participation activity going on across the University;
- (b) That the Strategy offered an opportunity to bring all these activities together, assess existing and efficiently deploy new resources, while retaining a necessary degree of flexibility and diversity of activities to suit academic departments;
- (c) That a detailed Action Plan would be devised following approval of the Strategy, noting that it was intended for people implementing the activities to be involved in the drafting of the Action Plan;

(by the Chair)

- (d) That the Strategy represented a very positive step and introduced a holistic approach to Widening Participation.

RESOLVED:

- (e) That the draft University Widening Participation Strategy be endorsed;
- (f) That any comments on the draft Strategy should be submitted to the Secretary within 14 days.

40/12-13 University Research Centres

CONSIDERED:

An update paper from the University Research Committee Secretariat (paper BFSS.24/12-13).

REPORTED: (by the Secretary)

- (a) That the Research Committee would prepare an audit schedule for 2014/15 and 2015/16, to be considered by the Board at its next meeting;

(by Professor R Lindley)

- (b) That it was important to remember that the expertise rested with the Board and that the Board's involvement in the audit process was paramount.

RESOLVED:

That the list of Research Centres within the Faculty of Social Sciences to be audited in 2013/14, as set out in paper BFSS.24/12-13, be approved.

41/12-13 First Year Board of Examiners 2012/13

- (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 2012/13 for meetings in June and September 2013 (paper BFSS.25/12-13 (revised 2)).

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

RECEIVED:

The conventions for the First Year Board of Examiners of the Faculty of Social Sciences (paper BFSS.58/03-04 (revised)).

- (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 2012/13 (paper BFSS.26/12-13 (revised)).

42/12-13 Faculty Appointments and Elections for 2013/14

- (a) Reappointment of the Chair of the Board of the Faculty

CONSIDERED:

The recommendation from the Vice-Chancellor that Professor Christopher Hughes be reappointed as Chair of the Board of the Faculty of Social Sciences for the 2013/14 academic year.



REPORTED: (by the Deputy Chair)

- (i) That the Faculty Board and the Senate, at their meetings in the Spring Term of 2011, received a proposal for revised arrangements for the selection and appointment of Faculty Board Chairs to enable the recommendations of the Harris Review to be implemented;
- (ii) That in accordance with those revised arrangements and Statute 17(3), the Vice-Chancellor recommended that Professor Christopher Hughes be reappointed as Chair of the Board of the Faculty of Social Sciences for the 2013/14 academic year;
- (iii) That the current Statute 17(3) provided for annual reappointment although the approved recommendations arising from the Harris Review established an expectation that the term of office for a Faculty Board Chair should be for an initial period of three years. Pending the approval of a revised Statute to implement this change, re-appointment would be for a period of 12 months in the first instance.

RESOLVED:

That the proposal from the Vice-Chancellor that Professor Christopher Hughes be reappointed as Chair of the Board of the Faculty of Social Sciences, for the 2013/14 academic year, be approved.

- (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 2013/14 academic year (paper BFSS.27/12-13), together with a proposal that the appointment or recommendation to any vacancies in the Board's Committee's 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 2013/14 academic year, as set out in paper BFSS.27/12-13, 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.

43/12-13 Faculty Teaching and Learning Forum

REPORTED:

That the next meeting of the Faculty Teaching and Learning Forum would take place on Wednesday 12 June 2013, 12.00-14.00, in the Social Sciences Lounge (room D2.04), WBS Social Sciences building.

44/12-13 Faculty Research Forum

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

That funding was still available for research events taking place before the end of July 2013 and that members of the Faculty were encouraged to bid, noting that information on suitable projects was available online at: <http://warwick.ac.uk/fac/soc/research/forum/proposals/>.

45/12-13 Faculty Lunch

REPORTED:

That the Summer term Faculty lunch, focusing on the topic of Massive Open Online Courses (MOOCs), would take place at 12.30 on Thursday 23 May 2013, in the Social Sciences Lounge (room D2.04), WBS Social Sciences building.

46/12-13 Timeliness of Feedback on Summative Assessment Submitted Late

REPORTED: (by Professor A Reeve)

That a question arose regarding provision of feedback on formative assessment submitted late and existing practice across the Faculty.

RESOLVED:

That the Secretary survey academic departments on their practice regarding provision of feedback on formative assessment submitted late and report back to the Board at its next meeting.

47/12-13 Assessment and Feedback

RECEIVED:

A composite report on timeliness of feedback on assessment submitted in Spring Term 2012/13 across the Faculty (paper BFSS.28/12-13 (revised 2)), 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.

RESOLVED:

That the composite report on timeliness of feedback on assessment submitted in Spring Term 2012/13 across the Faculty, as set out in paper BFSS.28/12-13 (revised 2), be approved, noting the following:

- (a) That departments use their Term 2 results to review and amend their procedures in place for managing timely return of feedback to students on assessed work with the view of improving results in Term 3;
- (b) That departments ensure that all members of their staff are aware of the Policy requirements.

48/12-13 Faculty of Social Sciences Teaching and Learning Showcase

REPORTED:

That a Faculty of Social Sciences Teaching and Learning Showcase took place on Wednesday 8 May 2013 in the Teaching Grid, University Library.

49/12-13 Outstanding Student Contribution Awards Deadline

REPORTED:

That the deadline for nominations of final-year students for the Outstanding Student Contribution Awards was Monday 20 May 2013, noting that further information was available online at:

[http://warwick.ac.uk/insite/news/intnews2/osca\\_2013](http://warwick.ac.uk/insite/news/intnews2/osca_2013).

50/12-13 Technology Enhanced Learning Forum

REPORTED:

That members of the Faculty were welcome to attend the next meeting of the Technology Enhanced Learning Forum, which would take place on 20 June 2013, 2-4pm, in the Teaching Grid, University Library, noting that interest could be registered online at: <http://warwick.ac.uk/ldc/telforum>.

51/12-13 Moodle User Group

REPORTED:

That the monthly meetings of the Moodle User Group provided an opportunity to meet with colleagues from across the University who were using Moodle to support teaching and learning, provide feedback on the Moodle service and identify and discuss areas for on-going development of Moodle at Warwick. Departmental representatives were invited to register their interest with Emma King ([e.l.king@warwick.ac.uk](mailto:e.l.king@warwick.ac.uk)), noting that further information on Moodle at Warwick was available online at:

[http://warwick.ac.uk/insite/news/intnews2/moodle\\_may-2013](http://warwick.ac.uk/insite/news/intnews2/moodle_may-2013).

52/12-13 Report from the Faculty Undergraduate Studies Committee

RECEIVED:

The unconfirmed minutes of the meeting of the Faculty Undergraduate Studies Committee held on 8 May 2013 (paper BFSS.29/12-13).

53/12-13 Report from the Faculty Graduate Studies Committee

RECEIVED:

The draft unconfirmed minutes of the meeting of the Faculty Graduate Studies Committee held on 14 May 2013 (paper BFSS.30/12-13).

54/12-13 Report from the Faculty IT Committee

RECEIVED:

The unconfirmed minutes of the meeting of the Faculty IT Committee held on 15 May 2013 (paper BFSS.31/12-13).

55/12-13 Dates of 2013-14 Committee Meetings

REPORTED:

That the dates and venues for the Board's meetings for the academic year 2013/14 would be confirmed in due course.

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