

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 31 May 2018.

Present: Professor M Nudds (Chair), Professor S Becker (Economics), Professor P Gill (BFM Representative), Professor R Hastings (Chair of FSS Research & Impact Committee), Dr L Hatton (WFS), Dr E John (Philosophy), Professor V Kalra (Sociology), Professor R Leng (Law), Professor U Liebe (Warwick Q-Step Centre), Professor G Lindsay (Deputy Chair; CEDAR), Dr I Molinaro (WFS), Professor M Philp (BFA Representative), Professor E Smith (CES), Professor J Smith (Economics; Chair of IT Committee), Professor H Spencer-Oatey (CAL), Professor N Vaughan-Williams (PAIS).

Apologies: C Bisping (Chair of EFSS), Professor G Currie (WBS), Professor L Francis (CES), Professor N Gane (ESRC DTC/P), Professor R Goodwin (BFS Representative), K Ireland (CTE), K Jackson (Library), Professor A Lockett (WBS), Professor C Lury (CIM), Professor G Lynch (PAIS), Professor F McKay (CLL), Professor V Munro (Law), Dr N Murray (CAL), Professor F Peter (Philosophy), Dr R Ritchie (WBS), Professor J Solomos (Sociology), Professor C Warhurst (IER), R Woolley (Library).

In attendance: C Lewis (Head of Strategic Programmes and Governance (Estates); for minute 45/17-18 only), M Mik (Secretary), Professor J Swan (WBS), Dr D Watson (Psychology).

45/17-18 University Campus Masterplan

RECEIVED:

- (a) A discussion paper and presentation on the University campus masterplan (papers BFSS.26a-b/17-18);
- (b) An oral report from Charlotte Lewis, Head of Strategic Programmes and Governance (Estates), on the University campus masterplan.

REPORTED: (by the Head of Strategic Programmes and Governance (Estates))

- (c) That the current campus masterplan was coming to an end and work was under way to produce a new one, for 2030 and beyond;
- (d) That the drawings used in the presentation were illustrative to give an impression of size, noting that colleagues would be consulted on specific proposals as and when these developed;
- (e) That transport consultants had been engaged to assist with coming up with ways of addressing transportation issues;
- (f) That ways of connecting with local community and the city of Coventry were being considered as part of the masterplan work;

- (g) That although there was land the campus could expand onto, the current campus density was low and consideration was being given to populating the existing campus more densely to eliminate the need for travel between distant parts of campus, and to intensify the use of central campus;
- (h) That previous masterplans were partially implemented, noting that the current review was looking at the use of spaces between buildings and how individual buildings related to each other;

(by the Board)

- (i) That colleagues on Westwood campus were surprised to hear about potential plans for that part of campus, noting that there was an expectation that colleagues in Westwood-based departments would have an opportunity to participate in a consultation fully;
- (j) That a long-term plan for Westwood campus needed developing, noting that if teaching and learning provision were to remain on Westwood campus, a proper student space, teaching facilities and space for staff would have to be provided;
- (k) That the physical separation of four departments currently based on Westwood campus from the rest of the Faculty limited collegial feel of the Faculty;
- (l) That transport was a major challenge for the University and the proposals, although acknowledging the situation, lacked concrete solutions;
- (m) That thought should be given to the benefits of all Social Sciences departments being co-located, perhaps in a single building, noting that consideration would need to be given to incorporating student spaces within academic departments, or supporting a creation of a separate student hub for all students;
- (n) That student surveys indicated a desire within the student body to be a part of a departmental community, noting that the creation of a student hub would not facilitate this preference;
- (o) That students indicated their support for increased investment in academic staff and academic facilities and that any masterplan discussions needed to be based in that context, whilst managing expectations with regards to financial planning;
- (p) That the masterplan needed to incorporate provision for future growth and expansion, noting that teaching facilities at Warwick needed to cater for a wide range of seminar groups, ranging from a handful of students to 60 students, and that the estate needed to cater for this diversity;
- (q) That the masterplan needed to reflect likely changes in teaching and learning delivery in the future, noting possible increase of distance learning provision and part-time study;

- (r) That the masterplan needed to reflect and facilitate research impact work by providing suitable facilities to host visiting collaborators and guests, including flexible and attractive meeting spaces conducive to impact work;
- (s) That the existing Social Sciences building was not ideal for current research and teaching & learning activity, noting that it did not provide sufficient space for PGR students and was inflexible in terms of the use of existing space;
- (t) That PGR students were a key element of departmental community and needed to be co-located with departments;
- (u) That departments were in need of social spaces, e.g. kitchen and dining areas, noting the importance of such spaces for building and strengthening departmental communities;
- (v) That shower provision across campus needed to be improved, especially if there were plans to encourage people to cycle, run, or walk to work instead of using cars;
- (w) That Nursery provision needed expanding, noting detrimental impact of the Nursery's limited capacity on both staff and students;
- (x) That cycling provision needed to be improved, noting the lack of cycle paths along main access roads leading onto campus.

46/17-18 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 the Chair of the Board had a conflict of interest in relation to item 55(a)/17-18, the reappointment of the Chair of the Board of the Faculty, noting that the Chair would leave the room and the item would be presided over by the Deputy Chair.

47/17-18 Minutes

CONSIDERED:

The minutes of the meeting of the Board held on 15 February 2018.

RESOLVED:

That the minutes of the meeting of the Board held on 15 February 2018 be approved.

48/17-18

Matters Arising

- (a) Proposal for the Faculties of Medicine and Science to Merge (minute 25/17-18 referred)

CONSIDERED:

A paper from the Faculty Merger Task and Finish Group, as set out in paper FMTFG.5/17-18, proposing arrangements for the merger of the Faculty of Medicine and the Faculty of Science.

RECOMMENDED: (to Senate)

That the proposals from the Faculty Merger Task and Finish Group, as set out in paper FMTFG.5/17-18, be approved.

- (b) Warwick Awards for Teaching Excellence (minute 26/17-18 referred)

REPORTED:

That the following FSS colleagues had been shortlisted for the 2018 Warwick Awards for Teaching Excellence (WATE) and Warwick Awards for Teaching Excellence for Postgraduate who Teach (WATE PGR):

- (i) Carolin Debray, Centre for Applied Linguistics (WATE PGR);
- (ii) Jennifer Eggert, PAIS (WATE PGR);
- (iii) Shannon Mathieu, PAIS (WATE PGR);
- (iv) Jennie Mills, Learning and Development Centre (WATE);
- (v) Sandra Pereira, WBS (WATE).

- (c) ITLR 2017 Faculty Engagement Event Follow-Up (minute 27/17-18 referred)

REPORTED:

That the ITLR Faculty Engagement follow-up event, originally planned for Friday 16 March 2018, had been cancelled due to the Strike Action, with the view for it to be rescheduled for July 2018.

49/17-18

Chair's Business

- (a) Module Evaluation

RECEIVED:

A paper from Professor Gwen van der Velden, Academic Director (Warwick International Higher Education Academy) on student module feedback (paper SLEEC.21/17-18), noting that any comments should be submitted directly to the Academic Director (WIHEA).

REPORTED:

- (i) That the proposals contained in paper SLEEC.21/17-18 were not mandatory and a number of departments felt their existing provision was better tailored to their needs;
- (ii) That module feedback had two distinct roles: module evaluation and teaching evaluation, and that both aspects were needed to maximise the impact of student feedback and ensure ongoing improvements of teaching and learning provision;
- (iii) That the impact of student feedback would be diminished should module feedback be reserved for the module team only;
- (iv) That departments were keen to use module evaluation data to drive improvements, noting that colleagues were hoping an online module feedback system would speed up the availability of such data to departments;
- (v) That the Department of Economics operated an easy to use module feedback system, which they had shared with other departments and were happy to share further.

(b) Disability and Carers' Awareness Event

REPORTED:

That the University Disability and Carers' Awareness Event would take place on Wednesday 20 June 2018, 10am-3pm, in the Oculus building, noting that further details and registration were available online from: <https://warwick.ac.uk/services/equalops/disabilitycarersawareness>.

(c) Senate Elections – Assembly Representative

REPORTED:

That an election of one representative of the Assembly to the Senate, for a three year term through to 31 July 2021, was open until 1 June 2018, noting that candidate profiles and the voting form were available online from: <https://warwick.ac.uk/services/gov/committees/senate/election2018>.

(d) Pulse Staff Survey

RECEIVED:

- (i) An update from the Chair on the latest Pulse staff survey results;
- (ii) A summary of Faculty of Social Sciences Pulse staff survey data split by gender, grade and length of service, as set out in paper BFSS.34/17-18, noting that this was tabled at the meeting.

REPORTED:

That the information might assist departments in preparing and/or implementing their Athena SWAN action plans.

50/17-18 Health and Safety

RECEIVED:

An oral report from the Chair on Health and Safety.

REPORTED:

- (a) That fire risk assessments had been undertaken for all Faculty buildings, noting that there were no major issues, a couple of actions were cascaded to individual departments to address and the Faculty Team was working with the University Health & Safety team and Estates to address issues raised across various buildings;
- (b) That the Faculty would co-ordinate Portable Appliance Testing (PAT) for the Faculty of Social Sciences;
- (c) That Board members should encourage colleagues in departments to complete the Fire Safety Moodle module <https://moodle.warwick.ac.uk/course/view.php?id=25109>.

CONSIDERED:

A draft Faculty Lone Working Procedure, as set out in paper BFSS.27/17-18, noting that it had been considered and endorsed by the Faculty Athena SWAN Working Group and the Faculty Buildings and Facilities Group.

RESOLVED:

- (d) That the Faculty Lone Working Procedure, as set out in paper BFSS.27/17-18, be approved;
- (e) That Heads of Department cascade the Faculty Lone Working Procedure to all their staff and students.

51/17-18 Athena SWAN

RECEIVED:

An update from the Chair on Athena SWAN.

REPORTED:

- (a) That the University resubmitted its Athena SWAN application in the latest round, noting an extended deadline of 18 May 2018;
- (b) That the Department of Economics and the Department of Politics and International Studies both submitted their Athena SWAN departmental applications by the extended deadline.

52/17-18 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 a series of events had been organised to support colleagues in applying for grants from various funding bodies;
- (ii) That all money allocated to the Faculty Research Development Fund in 2017-18 had been disbursed, noting that colleagues be encouraged to ensure all awards were spent by the end of the financial year.

(b) Faculty IT Committee

REPORTED:

- (i) That IER had now got a solution with University IT Services to enable them to apply for Cyber Essentials certification, such that IER had its own VLAN with a firewall to protect it from the rest of the University network;
- (ii) That the University had engaged a consultant to assess its preparedness for an institution-wide accreditation.

53/17-18 ESRC Doctoral Training Centre / Partnership Update

RECEIVED:

An oral update from the Chair on the ESRC Doctoral Training Centre/Partnership.

REPORTED:

- (a) That the Doctoral Training Partnership had made its studentship allocations in the current round for the open, collaborative and joint awards;
- (b) That the new ESRC postdoctoral fellowship scheme was in its shortlisting stage;
- (c) That an appointment had been made to the new Business Engagement Manager post, noting that the post would oversee the 'business boost' tie up between the Impact Accelerator Account and the ESRC DTP until March 2019.

54/17-18 Warwick Q-Step Centre Update

RECEIVED:

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

REPORTED:

That work on the development of Warwick Q-Step provision, as reported at the meeting of the Board in February 2018, was progressing well.

55/17-18 Faculty Appointments and Elections for 2018-19

- (a) Reappointment of the Chair of the Board of the Faculty (item chaired by the Deputy Chair of the Board)

CONSIDERED:

The recommendation from the Vice-Chancellor that Professor Matthew Nudds be reappointed as Chair of the Board of the Faculty of Social Sciences for the academic year 2018-19.

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 Matthew Nudds be reappointed as Chair of the Board of the Faculty of Social Sciences for the 2018-19 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 recommendation of the Vice-Chancellor that Professor Matthew Nudds be reappointed as Chair of the Board of the Faculty of Social Sciences for the academic year 2018-19, be approved.

- (b) Election of Board Members to the Senate

REPORTED:

- (i) That there would be two vacancies for representatives of the Board of the Faculty of Social Sciences on the University

Senate from August 2018 to July 2021, as the appointments of Professor John Solomos and Professor Helen Spencer-Oatey came to an end on 31 July 2018;

- (ii) That the continuing members of the Senate appointed by the Board of the Faculty of Social Sciences were:

CEDAR	Professor Geoff Lindsay (2020)
CIM	Professor Celia Lury (2020)
Economics	Professor Jeremy Smith (2020)
WBS	Professor Andrew Lockett (2019)

- (iii) That a call for nominations had been sent to all members of the Board on 24 May 2018, with a deadline for nominations of noon on 31 May 2018;

- (iv) That two nominations had been received for the two vacancies on the Senate as follows:

(A) Professor V Kalra (Sociology), proposed by Professor M Nudds (Chair), seconded by Professor N Vaughan-Williams (PAIS);

(B) Professor V Munro (Law), proposed by Professor R Leng (Law), seconded by Professor J Smith (Economics).

RECEIVED:

Regulation 2.2 governing the election of representatives of the Boards of the Faculties to membership of the Senate (paper BFSS.28/17-18).

RESOLVED:

- (v) That, in line with the provisions of Regulation 2.2, the following members of the Board be deemed appointed Faculty Board representatives on Senate for the period 1 August 2018 to 31 July 2021:

(A) Professor V Kalra (Sociology);

(B) Professor V Munro (Law).

- (vi) That a vote of thanks be extended to Professor J Solomos and Professor H Spencer-Oatey for their work representing the Board on the University Senate during their terms of office.

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

REPORTED:

That Heads of Department would be invited in due course to review their nominations for representatives on Faculty and University Committees during the academic year 2018-19.

CONSIDERED:

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:

That the Chair of the Board of the Faculty of Social Sciences approve any appointments or recommendations to any vacancies on behalf of the Board during the summer months.

(d) First Year Board of Examiners Membership for 2017-18

CONSIDERED:

The 2017-18 membership of the First Year Board of Examiners for the Faculty of Social Sciences, as set out in paper BFSS.30/17-18.

RECOMMENDED: (to Senate)

That the 2017-18 membership of the First Year Board of Examiners for the Faculty of Social Sciences, as set out in paper BFSS.30/17-18, be approved.

56/17-18 Vote of Thanks

RESOLVED:

That members of the Board, whose term of office expired in the academic year 2017-18, be thanked for their contribution to the work of the Board, including representatives of other Faculty Boards.

57/17-18 First Year Board of Examiners 2017-18

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

RECEIVED:

University conventions for the First Year Board of Examiners, available online from:

<http://warwick.ac.uk/quality/categories/examinations/conventions/fyboe>.

(b) Departmental Examination Conventions

CONSIDERED:

Departmental resit conventions for the academic year 2017-18 (paper EFSS.82/17-18).

RESOLVED:

That the departmental resit conventions for the academic year 2017-18, as set out in paper EFSS.82/17-18, be approved.

(c) Required Core Modules

CONSIDERED:

A list of required core modules for courses to be considered by the First Year Board of Examiners for the Faculty (paper EFSS.9/17-18).

RESOLVED:

That the list of required core modules for courses to be considered by the First Year Board of Examiners for the Faculty, as set out in paper EFSS.9/17-18, be approved.

58/17-18 Review of Assessment

RECEIVED:

Progress reports on the work of the Review of Assessment Working Group (papers AQSC.48/17-18 & AQSC.57/17-18).

59/17-18 Faculty Education Committee (Social Sciences) Minutes

RECEIVED:

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

60/17-18 Faculty IT Committee Minutes

RECEIVED:

Minutes of the meeting of the Faculty IT Committee held on 27 April 2018 (paper BFSS.32/17-18).

61/17-18 Faculty Research and Impact Committee Minutes

RECEIVED:

Minutes of the meeting of the Faculty Research and Impact Committee held on 24 April 2018 (paper BFSS.33/17-18), noting that these were tabled at the meeting.

62/17-18 Next Meeting

REPORTED:

That the dates and venues for the Board's meetings for the academic year 2018-19 would be confirmed in due course.