

# 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 3 November 2016.

Present: Professor CW Hughes (Chair), Professor G Lindsay (Deputy Chair; CEDAR), Professor R Goodwin (BFS Representative), Professor D Lambert (BFA Representative), Professor R Leng (Law), Professor M Luddy (Warwick Foundation Studies), Dr N Murray (CAL), Professor M Nudds (Philosophy), Professor R Probert (Law), Professor J Smith (Chair of Faculty IT Committee; Economics), Professor J Solomos (Sociology), Professor H Spencer-Oatey (CAL), Professor J Swan (WBS), Professor N Vaughan-Williams (PAIS), Professor C Warhurst (IER).

Apologies: Mr I Abbott (CES), Professor S Becker (Economics), Dr K Brownlee (Chair of Faculty Research Forum), Professor L Francis (CES), Professor N Gane (ESRC DTC), Ms K Ireland (CPE), Ms E Jones (Chair of UFSS), Professor A Lockett (WBS), Dr G Longworth (Philosophy), Professor C Lury (CIM), Dr F McKay (CLL), Dr G Osuri (Sociology), Professor A Reeve (PAIS), Professor K Seers (BFM Representative), Professor DL Steinberg (Chair of GFSS), Dr E Uprichard (Director of Warwick Q-Step Centre).

In attendance: Mr P Bartlett (Head of Business Development, Warwick Conferences; for minute 10/16-17), Ms H Curtis (Library), Dr C Firth (Faculty Research Development Manager), Ms B Gittins (Democracy & Development Officer, Students' Union; for minute 2/16-17), Dr M Glover (Academic Registrar; for minute 2/16-17), Mr M Mik (Secretary), Dr J Thornby (CPE), Professor G van der Velden (Academic Director, Warwick International Higher Education Academy; for minute 1/16-17), Dr H Watson (Assistant Registrar (Strategic Programme Delivery); for minute 2/16-17), Ms R Woolley (Library).

1/16-17 Teaching Excellence Framework

RECEIVED:

A presentation from the Academic Director of Warwick International Higher Education Academy on the Teaching Excellence Framework work underway at the University.

CONSIDERED:

A briefing paper from the Senior Assistant Registrar (Teaching Quality) on the Teaching Excellence Framework Year 2 Specification (paper BFSS.4/16-17), noting that the full specification was available as a separate Annex B and also online from: <https://www.gov.uk/government/publications/teaching-excellence-framework-year-2-specification>.

REPORTED: (by the Academic Director of Warwick International Higher Education Academy)

- (a) That aspects of the Teaching Excellence Framework process were yet to be confirmed and/or specified, noting a number of changes coming through;
- (b) That there were three pillars to TEF, comprising metrics (teaching quality, learning environment and student outcomes), contextual data and a provider statement;
- (c) That TEF would result in three ratings: gold, silver, or bronze;
- (d) That there were a number of difficulties with the methodology, noting for example no differentiation based on student population sizes;
- (e) That Warwick passed TEF1 as a result of its recent QAA Review;
- (f) That TEF2 submissions were due in January 2017;
- (g) That pilots for discipline-level TEF would take place next year;
- (h) That the inclusion of postgraduate provision in TEF was not expected before TEF4 at the earliest;
- (i) That TEF metrics were based on a three-year average and any changes would therefore take time to manifest;
- (j) That new NSS questions did not contribute to TEF.

2/16-17

Warwick Welcome Week

RECEIVED:

An oral report from the Academic Registrar, the Assistant Registrar (Strategic Programme Delivery) and the Students' Union's Democracy & Development Officer on Warwick Welcome Week.

CONSIDERED:

A paper from the Academic Registrar (paper BFSS.2/16-17) setting out options for Warwick Welcome Week.

REPORTED: (by the BFS Representative)

- (a) That the Board of the Faculty of Science recorded concerns with regards to the compulsory nature and wellbeing issues surrounding the Welcome Week, noting that it also sought further evidence supporting the development;

(by the Academic Registrar)

- (b) That data was collected and supplied with analysis, noting that it was proposed to have a variety of events catering for different groups of students;

- (c) That the Welcome Week was designed to allow students to engage with Support Services ahead of the start of teaching in Term 1, thus maximising the benefits of support available to students at the University;
- (d) That departments with existing induction activities in Week 0 would not be expected to shift these, rather to incorporate them to the Welcome Week;
- (e) That the proposal aimed at equalising student experience on arrival to the University;
- (f) That the Welcome Week should be introduced for the academic year 2017-18, noting that a more detailed consultation on its implementation would follow later in the year;

(by Professor H Spencer-Oatey)

- (g) That the involvement of departments in the Welcome Week was critical to its success, noting that it needed to be embedded in students' academic programmes;

(by Professor J Solomos)

- (h) That the proposal to establish Warwick Welcome Week was a welcome development, noting that Week 0 would allow students and staff to resolve issues before the start of teaching and enable students to learn more about studying at a university;

(by Professor R Probert)

- (i) That a Welcome Week be supported, noting the need for academic content during the Week;

(by Professor N Vaughan-Williams)

- (j) That there needed to be a common framework to ensure consistency of student experience during the Welcome Week, specifically with regard to academic content, noting that different approaches would not work for joint degrees;
- (k) That clear information regarding expectations of involvement from academic departments needed to be made available to departments early;

(by Professor J Smith)

- (l) That there was a strong argument for activities that allow programme cohorts to integrate prior to the start of teaching term.

RESOLVED:

- (m) That the Board welcomed the proposal to introduce a Warwick Welcome Week as a means of improving student experience;

- (n) That the Board preferred a Welcome Week to take place in current Week 0, noting the following:
  - (i) The importance of content of activities;
  - (ii) The involvement of academic departments and flexibility for departments to adjust their activities, noting the desirability of a common framework especially considering the number of joint degrees operating at the University.

3/16-17 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 there were no conflicts to declare.

4/16-17 Terms of Reference

REPORTED:

That the terms of reference of the Board, as set out in the University Calendar (<http://warwick.ac.uk/committees/bfss/#tor>), were as follows:

- (a) To regulate, subject to the Statutes and the Ordinances and Regulations and to review by the Senate, the teaching, research, curricula and examinations in the subjects prescribed for the Faculty;
- (b) To recommend to the Senate examiners for appointment;
- (c) To make recommendations to the Senate for the award of Degrees (other than Honorary Degrees), Diplomas, Certificates and other distinctions in the subjects prescribed for the Faculty;
- (d) To recommend to the Senate Sub-Faculties and Departments to be constituted by the Council;
- (e) To delegate to the Sub-Faculties such matters as are deemed appropriate;
- (f) To appoint members of the Board of the Faculty to be members of the Senate as provided for under Statute 15;
- (g) To discharge such other functions as the Senate may from time to time determine.

5/16-17 Membership

RECEIVED:

An updated membership of the Board of the Faculty of Social Sciences and its sub-committees for the academic year 2016-17, including nominations to other University Committees (paper BFSS.3/16-17).

REPORTED:

That any members of the Board wishing to represent the Board of the Faculty of Social Sciences on the Boards of the Faculties of Arts, Medicine, or Science should contact the Chair or the Secretary directly, noting that all three positions were vacant.

6/16-17 Freedom of Information

REPORTED:

- (a) That the Steering Committee at its meeting on 29 October 2007 considered a paper outlining how the Freedom of Information Act 2000 applied to the publication of minutes of University bodies together with the University Publication Scheme adopted by the Steering Committee in December 2003, paper SC.60/07-08, and resolved that a standard item be included on the agenda of the first meeting of each University Committee at the start of each academic year to inform new members and to remind continuing members of the University policy on the publication of minutes;
- (b) That all non-reserved minutes and agendas of the Board were published on the University's Governance website at: <http://warwick.ac.uk/committees/bfss/minutes/>;
- (c) That copies of paper SC.60/07-08 were available from the Secretary on request.

7/16-17 Minutes

CONSIDERED:

The minutes of the meeting of the Board held on 19 May 2016.

RESOLVED:

That the minutes of the meeting of the Board held on 19 May 2016 be approved.

Matters Arising

- (a) Athena SWAN Charter Mark (minutes 40(a)/15-16, 23(a)/15-16, 6(a)/15-16, 39/14-15, 6(a)/14-15, 38(a)/13-14 and 22(b)/13-14 referred)

REPORTED: (by the Chair)

- (i) That the Centre for Educational Development, Appraisal and Research (CEDAR) had been successful in securing the Athena SWAN Bronze Award following their April 2016 application;
- (ii) That three departments were planning to submit their Athena SWAN applications by the November 2016 deadline, namely:
  - (A) Department of Philosophy;
  - (B) Department of Politics and International Studies;
  - (C) School of Law.
- (iii) That the University would be submitting its application for Athena SWAN Silver renewal by the November 2016 deadline.

(by Professor G Lindsay)

- (iv) That CEDAR Athena SWAN submission would be available online for anyone to consult.

RESOLVED:

That the Centre for Education Development, Appraisal and Research be congratulated on its achievement.

- (b) New Department Proposal (minute 42/15-16 referred)

RECEIVED:

An oral report from the Chair on the School for Cross-faculty Studies.

REPORTED: (by the Chair)

- (i) That the proposal to establish the School for Cross-faculty Studies, including its name, was approved by Senate in June 2016;
- (ii) That the School recruited very well, especially on the Global Sustainable Development degrees, noting a number of specialisms within Social Sciences;
- (iii) That the School was located within the Faculty of Arts and would engage with its governance structures;
- (iv) That the School governance structures and mechanisms needed further development, noting especially the interaction with contributing departments irrespective of Faculty affiliation.

RESOLVED:

That the Heads of the Department of Economics, Philosophy and Politics & International Studies report back at the next meeting of the Board on the progress of the establishment of satisfactory governance structures.

- (c) Election of Board Members to the Senate (minute 46(b)/15-16 referred)

REPORTED:

That following the stepping down of Professor A Muthoo (Economics) as a representative of the Board on the Senate, Professor A Lockett (WBS) had been appointed into the vacancy for the period until July 2019.

9/16-17

Chair's Business

- (a) Welcome to New Members

REPORTED:

That the Board had a number of new members for the academic year 2016-17.

RESOLVED:

That new members be welcomed to the Board.

- (b) Warwick Foundation Studies

REPORTED: (by the Chair)

- (i) That Warwick Foundation Studies had formally joined the Faculty of Social Sciences;
- (ii) That Professor M Luddy was acting as the Interim Director for Warwick Foundation Studies, noting that interviews for the new Director were scheduled for 24 November 2016;

(by Professor M Luddy)

- (iii) That the accommodation of the new department and its teaching provision on campus was the biggest challenge;
- (iv) That the department aimed to improve the conversion of Foundation Studies students into Warwick undergraduates, noting that this would be aided by the transfer of the programme onto campus and thus the students' direct interaction with the University;
- (v) That the department also aimed at diversifying its provision and that it approached other departments to this end;

(by Professor H Spencer-Oatey)

- (vi) That the Centre for Applied Linguistics and Warwick Foundations Studies had engaged in discussions to prevent unnecessary overlaps in provision.

(c) New Faculty Chair Update

REPORTED: (by the Chair)

- (i) That an advertisement for the role of the Faculty Chair would close on 18 November 2016, noting that interviews were scheduled for 24 November 2016;
- (ii) That Professor CW Hughes would remain Chair of the Faculty of Social Sciences until the appointment of the new Chair.

RESOLVED:

That, following the interviews, the Board would consider the nomination of the new Faculty Chair by way of an electronic consultation.

10/16-17 Cryfield Farmhouse

RECEIVED:

A presentation and an oral report from the Head of Business Development for Warwick Conferences on the possible uses of the Cryfield Farmhouse.

REPORTED: (by Head of Business Development, Warwick Conferences)

- (a) That options for the use of the Cryfield Farmhouse were being explored, noting that a recent survey indicated a desire for a more personalised, smaller facility, with a pleasant atmosphere to entertain guests on campus;
- (b) That it was estimated that the space would accommodate approximately 25 tables, with a number of small rooms for private dining;

(by Professor H Spencer-Oatey)

- (c) That the provision of private dining was important when hosting overseas guests, noting that such treatment was regarded as a sign of respect in many cultures;
- (d) That the environment was very important in this context;

(by Professor J Swan)

- (e) That the environment of the proposed venue was to be a priority, noting that a Michelin star-type food quality was a secondary consideration;



(by Professor C Warhurst)

- (f) That positive feedback had been received by guests to the University staying in the Farmhouse and that the possibility of retaining some accommodation capacity should be considered;

(by Professor M Nudds)

- (g) That the main focus of departmental entertaining were academics from other institutions, for example those attending workshops, and that the prices in the new venue needed to reflect this.

11/16-17 Change of name of the Centre for Cultural Policy Studies and the School of Theatre, Performance and Cultural Policy Studies

CONSIDERED:

A proposal from the Director of the Centre of Cultural Policy Studies for the Centre and the School of Theatre, Performance and Cultural Policy Studies to be renamed, as set out in paper BFA.1/16-17.

RECOMMENDED: (to the Senate)

That the proposal from the Director of the Centre of Cultural Policy Studies for the Centre and the School of Theatre, Performance and Cultural Policy Studies to be renamed, as set out in paper BFA.1/16-17, be approved.

12/16-17 New University Research Centre

CONSIDERED:

A proposal from Warwick Medical School for a new Category II University Research Centre, entitled the Centre for Mechanochemical Cell Biology, to be established as set out in paper BFSS.5/16-17.

RECOMMENDED: (to the Research Committee)

That the proposal from Warwick Medical School for a new Category II University Research Centre, entitled the Centre for Mechanochemical Cell Biology, to be established, as set out in paper BFSS.5/16-17, be approved.

13/16-17 ESRC Doctoral Training Centre/Partnership update

RECEIVED:

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

REPORTED: (by the Chair)

- (a) That the University, leading a consortium of Midlands' institutions, had been awarded an accredited Doctoral Training Partnership (DTP) by the ESRC;

- (b) That the Partnership would replace the existing ESRC Doctoral Training Centre from October 2017;
- (c) That the Partnership would offer 17 pathways in total;
- (d) That a Deputy Director role would be split equally between the University of Birmingham and the University of Nottingham;
- (e) That steps would be taken to ensure that possibilities for collaboration, internships and placements throughout the entirety of all students' PhD study were in place;
- (f) That match funding pledged by the consortium partners would increase the number of studentships available via the DTP.

RESOLVED:

That colleagues involved in the preparation of the bid be thanked for their efforts in putting the application together and bringing it to a successful outcome, noting the involvement of a number of partner institutions in the process.

14/16-17 Review of Faculty Research Centres

REPORTED:

- (a) That the review of the following University Research Centres relevant to the Faculty of Social Sciences would take place in Spring Term 2017:
  - (i) Centre for Research in Philosophy, Literature and the Arts (CRPLA), Category II – Philosophy;
  - (ii) Centre for Research on Employment and Work (CREW), Category II - Sociology;
  - (iii) Centre for Rights, Equality and Diversity (CRED), Category II - Sociology;
  - (iv) Centre for Research in Economic Theory and Applications (CRETA), Category III - Economics.

(by Professor J Solomos)

- (b) That the Centre for Rights, Equality and Diversity (CRED) had been disestablished and therefore no review was needed.

15/16-17 Vote of Thanks to the Chair of the Board

REPORTED: (by the Deputy Chair)

- (a) That Professor CW Hughes, Chair of the Faculty, had been appointed Pro-Vice-Chancellor (Education) with effect from 1 November 2016;
- (b) That during his term in office, the Chair had worked very hard at Faculty and University levels to support the Faculty and its departments.

RESOLVED:

That Professor CW Hughes be thanked for his tireless work for and on behalf of the Faculty of Social Sciences over the past four years.

16/16-17 Dignity at Warwick Event 2016 'Warwick Respects'

REPORTED:

That the annual University 'Dignity at Warwick' event, focusing on the theme of Respect, would take place on Wednesday 16 November 2016 at various venues across campus, noting that further details were be available online at <http://warwick.ac.uk/equalops/dignityatwarwick/event2016>.

17/16-17 Assessment and Feedback

RECEIVED:

A composite report on timeliness of feedback on assessment submitted in Summer Term 2015-16 across the Faculty (paper BFSS.1/16-17 (Revised 2)), noting that the report had been recommended to the Board for approval by the Chairs of Faculty Graduate and Undergraduate Studies Committees, following the provision of outstanding data.

RESOLVED:

That the composite report on timeliness of feedback on assessment submitted in Summer Term 2015-16 across the Faculty (paper BFSS.1/16-17 (Revised 2)), be approved.

18/16-17 Chair's Action

REPORTED:

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

(a) Chairs of Undergraduate Appeals Committees

The appointment of the following members of the Undergraduate Appeals Committee Panel for the Board as Chairs of Appeals Committees to consider appeals against decisions of the September 2016 First Year Board of Examiners for the Faculty of Social Sciences:

- (i) Mr Peter Brown, Centre for Applied Linguistics;
- (ii) Dr Sarah Dahl, Centre for Education Studies.

(b) Representation of Warwick Q-Step Centre on Faculty Sub-Committees

The inclusion of representatives of Warwick Q-Step Centre in the constitutions of the Faculty Graduate and Undergraduate Studies Committees with effect from the academic year 2016-17.

(c) Warwick Collaborative Postgraduate Research Studentships (WCPRS)

The allocation of two 2017 FSS WCPRS awards to a research funding bid led by Professor A Stewart (School of Law), noting that the studentships would be located in the Department of Sociology and the Centre for Education Studies.

(d) Undergraduate Studies Committee

The appointment of Ms E Jones, Department of Economics, as the Chair of the Undergraduate Studies Committee for a period of three years from the academic year 2016-17, following the appointment of Professor L Gracia, Warwick Business School, as the University Dean of Students.

(e) Board Membership and Other Committee Nominations

The nominations to the membership of the Board, its sub-committees and other University Committees as set out in paper BFSS.3/16-17.

19/16-17 Report from the Faculty Undergraduate Studies Committee

REPORTED:

That the minutes of the meeting of the Faculty Undergraduate Studies Committee held on 25 October 2016 (paper BFSS.6/16-17) would be presented to the Board at its next meeting.

20/16-17 Report from the Faculty Graduate Studies Committee

REPORTED:

That the minutes of the meeting of the Faculty Graduate Studies Committee held on 18 October 2016 (paper BFSS.7/16-17) would be presented to the Board at its next meeting.

21/16-17 Report from the Faculty IT Committee

REPORTED:

That the first meeting of the Faculty IT Committee in 2016-17 would take place on Friday 4 November 2016.

RECEIVED:

The minutes of the meeting of the Faculty IT Committee held on 16 June 2016 (paper BFSS.8/16-17).

22/16-17 Faculty Lunches in 2016-17

REPORTED:

That the Faculty of Social Sciences Lunches would take place as follows in 2016-17:

- (a) Autumn term: Thursday 3 November 2016, 12 noon, room CMR 1.0, University House;
- (b) Spring term: Tuesday 14 February 2017, 12 noon, Council Chamber, Senate House;
- (c) Summer term: Wednesday 17 May 2017, 12.15pm, room CMR 1.0, University House.

23/16-17 Dates of 2016-17 Board Meetings

REPORTED:

That the Board would meet subsequently as follows during the academic year 2016-17:

Tuesday 14 February 2017, 2-4pm, Council Chamber, Senate House;  
Wednesday 17 May 2017, 2-4pm, room CMR 1.0, University House.

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