

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 8 November 2012.

Present: Professor C Hughes (Chair), Professor N Charles, Professor R Leng, Professor C Lury, Professor R Naylor, Professor A Norrie, Professor M Nudds, Professor A Reeve, Dr T Sinclair, Professor J Smith, Professor H Spencer-Oatey, Ms A Stewart, Professor Q Wang, Dr R Wilson.

Apologies: Professor K Ansell-Pearson, Professor M Beistegui, Professor P Burnell, Professor M Carpenter, Dr N Chen, Professor D Firth, Dr C Fox, Dr G Glickman, Dr C Harrison, Dr C Harsch, Mr C Hindhaugh, Professor J Hodgson, Dr J Kidd, Professor N Piercy, Professor A Ribeiro de Menezes, Ms O Salau, Professor M Taylor, Professor M Waterson, Dr C Wilkie-Stibbs, Professor D Wilson, Dr C Wright.

In attendance: Ms Y Budden (for item 8/12-13), Ms J Delasalle (for item 8/12-13), Mr R Green (for item 8/12-13), Professor J Labbe (for item 7/12-13), Mr M Mik, Ms C Smith.

1/12-13 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 these 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.

2/12-13 Membership

RECEIVED:

An updated membership of the Board of the Faculty of Social Sciences and its sub-committees for the academic year 2012-13, including nominations to other University Committees (paper BFSS.1/12-13).

3/12-13 Minutes

CONSIDERED:

- (a) The minutes of the meeting of the Board held on 24 May 2012;
- (b) The minutes of the extraordinary meeting of the Board held on 17 July 2012.

RESOLVED:

That the minutes of the meeting of the Board held on 24 May 2012 and of the extraordinary meeting of the Board held on 17 July 2012 be approved.

4/12-13 Election of a Board Member to the Senate

REPORTED:

- (a) That a vacancy for a representative of the Board of the Faculty of Social Sciences on the Senate had arisen as a result of Professor Christopher Hughes' appointment to Faculty Chair;
- (b) That the continuing members of the Senate appointed by the Board of the Faculty of Social Sciences were:

|                                    |                            |
|------------------------------------|----------------------------|
| Economics                          | Professor A Muthoo (2015)  |
| Institute of Education             | Professor G Lindsay (2014) |
| Politics and International Studies | Professor A Reeve (2014)   |
| School of Law                      | Professor A Norrie (2014)  |
| Warwick Business School            | Professor M Taylor (2015)  |

- (c) That a call for nominations was sent to all members of the Board on 9 October 2012, with a deadline for nominations of 28 October 2012;
- (d) That one nomination had been received for the vacancy on the Senate as follows:

Professor M Nudds (proposed by Professor Christopher Hughes, seconded by Professor A Norrie);

- (e) That Professor M Nudds was deemed elected to represent the Board of the Faculty of Social Sciences on the Senate, in accordance with University Regulation 2.2 governing Committee elections.

5/12-13

Matters Arising

- (a) Learning and Teaching Strategy (minute 36/11-12 referred) and Warwick Student Community Statement (minute 37/11-12 referred)

RECEIVED:

Comments by a sub-group of the Board on the draft Learning and Teaching Strategy and the draft Warwick Student Community Statement, noting that these were presented to the Academic Quality and Standards Committee and informed the final version of the documents (paper BFSS.2/12-13).

REPORTED:

- (i) That the Learning and Teaching Strategy was approved by the Senate at its meeting on 3 October 2012;
- (ii) That the final approved version of the Warwick Student Community Statement was available online at <http://warwick.ac.uk/wscs/>.
- (b) Teaching and Learning Review: Faculty Engagement (minute 34/11-12 referred)

RECEIVED:

A report outlining the outcomes of the Faculty Engagements, following the institution-wide review of teaching, learning and the student experience, held in November 2011 (S.54/11-12), noting that the report was considered by the Senate at its meeting on 4 July 2012 (minute S.107/11-12 referred).

6/12-13

Chair's Business

- (a) Welcome to new Members and new Committee Chairs

REPORTED:

- (i) Welcome to a number of new members who joined the Board in 2012/13;
- (ii) That Dr C Wright would replace Dr C Hoerl as the Chair of the Undergraduate Studies Committee of the Board of the Faculty of Social Sciences, noting that Dr C Hoerl be thanked for his contribution in the Chair.
- (b) Progression of Faculty ITLR Recommendations

REPORTED:

- (i) That a Working Party to consider recommendations stemming from the Institutional Teaching and Learning Review Faculty Engagement had been set up;

- (ii) That the Working Party would meet to consider recommendations in the following areas:
  - (A) Joint Degrees (13 November 2012);
  - (B) Personal Tutoring and Personal Development (27 November 2012);
  - (C) Internationalisation (8 January 2013);
  - (D) Employability (22 January 2013).
- (iii) That, in the interest of consistency and oversight, a Working Party executive committee would consider all four areas; it would comprise the following:

Professor A Reeve (Chair);  
Professor C Hughes;  
Dr D Lamburn;  
Professor R Leng;  
Professor J Smith;  
Professor Q Wang.
- (iv) That apart from the executive committee, the Working Party would comprise colleagues from across the Faculty and the University with interest and expertise in the above listed areas, noting that the membership composition would differ by area;
- (v) That the Working Party would report back to the Board at its next meeting.

(c) Assessment and Feedback

REPORTED:

- (i) That a draft University Policy on Assessment and Feedback was being considered by the Academic Quality and Standards Committee;
- (ii) That further discussions with Faculty Chairs were planned to consider the role of Faculty Boards in monitoring timeliness of feedback within Faculties.

CONSIDERED:

The role of the Board of the Faculty of Social Sciences in monitoring timeliness of feedback within the Faculty of Social Sciences.

RESOLVED:

- (iii) That feedback was best considered and monitored at departmental level, noting pivotal role of Heads of Departments;
- (iv) That the Board was best suited for the sharing of good practice identified across departments within the Faculty.

7/12-13 Warwick/Monash Joint PhD

RECEIVED:

An oral report from the Chair of the Board of Graduate Studies on the construction of a joint Warwick/Monash PhD programme.

REPORTED:

- (a) That a joint Warwick/Monash PhD programme for Arts had been set up and proposals for Medicine and Science were being considered;
- (b) That Social Sciences departments were encouraged to consider the opportunity of setting up a joint Warwick/Monash PhD within the Faculty;
- (c) That the Chair of the Board of Graduate Studies and the Chair of the Graduate Studies Committee of the Board of the Faculty of Social Sciences were available to discuss proposals with interested departments.

RESOLVED:

That the Chair of the Board of Graduate Studies provide a brief written overview of the joint Warwick/Monash PhD to be circulated to Social Sciences departments.

8/12-13 Open Access Developments

RECEIVED:

- (a) A paper from the Deputy Librarian on the Open Access developments (paper BFSS.3/12-13);
- (b) An oral report from the Deputy Librarian on the Open Access developments.

CONSIDERED:

A paper from the Deputy Librarian on the Open Access developments (paper BFSS.3/12-13).

9/12-13 QAA Institutional Review 2013

REPORTED:

- (a) That the University would undergo a QAA review in 2012/13, which would take place in two stages:
  - (i) First review team visit 15-16 January 2013 (1.5 days);
  - (ii) Review visit 25 February – 1 March 2013 (5 days).
- (b) That dedicated webpages had been created on the Teaching Quality website at <http://warwick.ac.uk/quality/categories/institutionalreview>,

noting that departments would also receive regular bulletins in the run up to the main review visit.

RECEIVED:

- (c) An oral report from the Secretary on the preparations for the QAA Review and the draft Self-Evaluation Document;
- (d) The draft Self-Evaluation Document (paper BFSS.4/12-13).

CONSIDERED:

The draft Self-Evaluation Document (paper BFSS.4/12-13).

RESOLVED:

That any comments on the draft Self-Evaluation Document were to be submitted to the Senior Assistant Registrar (Teaching Quality) by Wednesday 14 November 2012.

10/12-13 Review of the Course Approval Process

CONSIDERED:

A paper from the Assistant Registrar (Teaching Quality) and Senior Assistant Registrar (Teaching Quality) on the review of course approval process (paper AQSC.24/12-13).

RESOLVED:

That the proposals concerning the review of the course approval process, as set out in paper AQSC.24/12-13, be endorsed, noting that any comments should be submitted to the Secretary by 29 November 2012.

11/12-13 Changes to Senior Management

RECEIVED:

A paper outlining general policy responsibilities of the Pro-Vice-Chancellors for 2012/13 (paper BFSS.6/12-13).

12/12-13 Chair's Action

- (a) Centre for Research in Philosophy, Literature and the Arts

REPORTED:

- (i) That the Chair of the Board, acting on its behalf, recommended for approval to the Research Committee the nomination of Dr E John (Department of Philosophy) as the Director of the Centre for Research in Philosophy, Literature and the Arts for a period of three years with effect from October 2012;
- (ii) That the Chair of the Research Committee, acting on its behalf, had subsequently taken action to approve the nomination of Dr

E John as the Director of the Centre with effect from October 2012.

- (b) Membership of the Graduate Studies Committee of the Board of the Faculty of Social Sciences

REPORTED:

That the Chair of the Board, acting on its behalf, had approved the extension of the membership of the Graduate Studies Committee of the Board to include the Director of the ESRC DTC.

13/12-13 Faculty Lunch: Employability

REPORTED:

That the Director of Student Careers and Skills and the Diplomas for Employability Programme Manager, Student Careers and Skills, delivered an employability presentation at the Faculty Lunch.

RECEIVED:

Copies of the employability presentation delivered at the Faculty lunch (papers BFSS.11-12/12-13).

14/12-13 Report from the Faculty Undergraduate Studies Committee

RECEIVED:

The unconfirmed minutes of the meeting of the Faculty Undergraduate Studies Committee held on 17 October 2012 (paper BFSS.7/12-13).

15/12-13 Report from the Faculty Graduate Studies Committee

RECEIVED:

The unconfirmed minutes of the meeting of the Faculty Graduate Studies Committee held on 23 October 2012 (paper BFSS.8/12-13).

16/12-13 Report from the Faculty IT Committee

RECEIVED:

(a) The minutes of the meeting of the Faculty IT Committee held on 23 May 2012 (paper BFSS.9/12-13);

(b) The unconfirmed minutes of the meeting of the Faculty IT Committee held on 24 October 2012 (paper BFSS.10/12-13).

17/12-13 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

applies 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/>.

18/12-13 Autumn Term Faculty Lunch

REPORTED:

That the Autumn Term Faculty Lunch was held on Thursday 8 November 2012 from 12 noon in the Social Sciences Lounge, D2.04, Warwick Business School.

19/12-13 Joint Faculty of Arts, Faculty of Science and Faculty of Social Sciences Lunch

REPORTED:

That the Spring term Faculty lunch would be held jointly with the Faculty of Arts and the Faculty of Science at 12 noon on 13 February 2013, in the Wolfson Research Exchange.

20/12-13 Dates of 2012-13 Committee Meetings

REPORTED:

That the Board would meet subsequently as follows during the academic year 2012-13:

Wednesday 13 February 2013, 14.00-16.00, Council Chamber, University House;

Thursday 23 May 2013, 10.00-12.00, Council Chamber, University House.