

UNIVERSITY OF WARWICK

Board of the Faculty of Social Studies

Minutes of the meeting of the Board of the Faculty of Social Studies held on 28th May 2008

- Present: Professor R Lindley (Chair), Professor S Ali, Professor C Aubrey, Professor S Breslin, Professor P Burnham, Dr R Carter, Professor P Christensen, Professor R Davies, Ms Q Diep, Professor P Edwards, Mr R Green, Professor M Harrison, Professor P Huddleston, Professor C Hughes, Professor D Joly, Ms S Khaku, Professor G Lindsay, Dr F McKay, Professor S Rai, Professor C Read, Professor A Reeve, Dr R Smith, Dr H Spencer-Oatey, Ms A Stewart, Professor H Thomas, Professor J Tritter, Professor A Williams, Dr R Wilson.
- Apologies: Mr A Brewerton, Professor R Burridge, Dr S Butterfill, Dr D Chung, Professor N Eilan, Dr F Griffiths, Dr C Jones, Dr D Lamburn, Professor P Marginson, Professor J McEldowney, Professor A Neal, Dr F Peter, Professor H Polemarchakis, Professor A Prout, Professor E Robinson, Professor B Rosamond, Professor M Waterson, Dr C Wright.
- In Attendance: Ms A Backhouse, Ms N Muckle, Dr J Moss (for items 36/07-08 and 37/07-08).
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32/07-08 Minutes

CONSIDERED:

The minutes of the meeting held on 13th February 2008.

RESOLVED:

That the minutes of the meeting held on 13th February 2008 be approved.

33/07-08 Matters Arising

- (a) Institutional Digital Repository (minute BFSS.23/07-08 referred)

REPORTED:

- (i) That in relation to the establishment, by the University Library, of an institutional digital repository for the University, the Secretary to the Board had ascertained that the Steering Committee, at its meeting held on 22nd January 2007, resolved (minute SC.258/06-07 [extract])
- (A) That the Steering Committee approve in principle the establishment of a Warwick institutional digital repository.
- (B) That a compulsory approach to content deposit be implemented in the first instance, responsibility for the posting of content to be delegated to a nominated contact within each academic Department.

- (C) That the proposal for the establishment of the Warwick institutional repository be incorporated into the Library Five-Year Plan for consideration in the University's annual financial and strategic planning process.
- (ii) That the project to develop an institutional repository, which is being led by the University Library in collaboration with IT Services and Research Support Services, is now live and accepting deposits of research publications, noting the following:
- (A) The project is entitled 'The WRAP' (Warwick Research Archive Project);
- (B) The initial focus of the project is on journal articles and theses, noting that the Library is working with Research Support Services to extract information from the digital repository into the RSS Expertise database;
- (C) It is expected that coverage will be extended as the repository becomes established, with submissions being welcomed from all Warwick researchers, noting that the Library will carry out copyright checks on academics' behalf;
- (D) Four departments – Economics, History, Psychology and WMS - are participating in the first pilot phase, with further departments being sought.
- (E) The Library has not yet evoked the mandate and designated departmental contacts referred to in (i) (B) above in any discussions with departments, noting that whilst it is helpful to have an institutional mandate in place, the mandate has not been publicised beyond the above minute, as the Library believed that there was a need to persuade researchers of the benefits in the first instance, rather than forcing them to submit.
- (F) Information about WRAP, contact details for WRAP project staff, and a link to a publication submission form, are at:
<http://go.warwick.ac.uk/repositories>.
- (b) Information Policy and Strategy Committee (minute BFSS.28/07-08 referred)
- REPORTED:
- (i) That at the last meeting of the Board of the Faculty of Social Studies it was resolved:
- (A) That the issue of the use of external media for storing data currently held on the University system be referred to the University's Information Policy and Strategy Committee for urgent consideration.
- (B) That the issue of the provision of support, by the University, for foreign language sets be referred to the University's Information Policy and Strategy Committee for urgent consideration, noting that the student

software image was believed to be currently under review within the University.

- (ii) That the University's Information Policy and Strategy Committee, at its meeting held on 19th February 2008, resolved (minute IPSC 18/07-08 (b) and (c)):
 - (A) That IT Services establish a policy for the use of external media for storing data currently held on the University system.
 - (B) That IT Services examine the issue of provision of support for foreign language sets and determine if a substantial policy was needed, noting that the facility was currently provided on an ad hoc basis on request.

33/07/08 Chair of the Board of the Faculty of Social Studies

REPORTED:

That Professor Robert Lindley had served one year in office to date as Chair of the Board of the Faculty of Social Studies, noting that University Statute 21 on the Faculties states that the Chair is eligible for reappointment.

CONSIDERED:

The reappointment of Professor Robert Lindley as Chair of the Board of the Faculty of Social Studies for the 2008/09 academic year.

RESOLVED:

That Professor Robert Lindley be re-elected as Chair of the Board of the Faculty of Social Studies for the 2008/09 academic year.

34/07/08 Committee Membership and Nominations

- (a) Board of the Faculty of Social Studies Committees

CONSIDERED:

Elections to membership of the Board of the Faculty of Social Studies and its sub-committees for the academic year 2008-09, paper BFSS.20/07-08, together with a proposal for appointment to any vacancies in the Board's Committees to be approved by the Chair on behalf of the Board during the summer months.

RESOLVED:

- (i) That membership of the Board of the Faculty of Social Studies and its sub-committees for the academic year 2008-09, as set out in paper BFSS.20/07-08, be approved.
- (ii) That appointment to any vacancies in the Board's Committees be approved by the Chair on behalf of the Board during the summer months.

(b) Other Committees

CONSIDERED:

Nominations to membership of Senate committees and other committees for the 2008-09 Academic Year, as set out in paper BFSS.20/07-08, together with a proposal for appointment or recommendation to any vacancies in these Committees to be approved by the Chair on behalf of the Board during the summer months.

RESOLVED:

- (i) That nominations to membership of Senate committees and other committees for the 2008-09 Academic Year, as set out in paper BFSS.20/07-08, be recommended to the Senate for approval.
- (ii) That appointment or recommendation to any vacancies in these Committees be approved by the Chair on behalf of the Board during the summer months.

(c) Election of Board Members to the Senate

REPORTED:

- (i) That there were three vacancies for members of the Board of the Faculty of Social Studies to represent the Board on the Senate for the period from 1 August 2008 to 31 July 2011 arising from the resignation of Professor R Burridge and the end of the term of office of Professor M Harrison and Professor M Waterson.
- (ii) That the continuing members of the Senate appointed by the Board of the Faculty of Social Studies was as follows:

Professor C Aubrey (2009)	Institute of Education
Professor P Edwards (2009)	Warwick Business School
Professor C Hughes (2010)	Sociology

CONSIDERED:

In accordance with University Regulation 2.2 on Annual Elections, the election of three members of the Senate from the membership of the Board of the Faculty of Social Studies for 2008/09 to serve for the period from 1 August 2008 to 31 July 2011, noting that four of the six representatives appointed by the Board must be Professors and Heads of Departments.

RESOLVED:

That Professor B Rosamond (PAIS), Professor H Thomas (WBS) and Dr C Harrison (SHSS), be elected to represent the Board on the Senate to serve for three years from 1st August 2008 until 31st July 2011.

35/07-08

Chair's Business

- (a) Faculty Lunch

RECEIVED:

An oral report from the Chair of the Board on the next Faculty Lunch, which was scheduled to take place on Wednesday 11th June 2008 at 12.30pm (venue TBC).

RESOLVED:

That the next Faculty Lunch take place in a venue within the Social Studies buildings (subject to availability), for example the Warwick Business School lounge (D2.04) on the 2nd floor of D Block of the Social Studies Building, and that there be no formal agenda, but that the event gives members of the Faculty the opportunity to meet new people and to network in an informal setting.

- (b) Social Studies or Social Sciences

CONSIDERED:

The possibility that the name of the Faculty should be changed from the Faculty of Social Studies to the Faculty of Social Sciences and the manner in which this should be explored.

RESOLVED:

- (i) By an overwhelming majority that the Faculty should explore the issue of changing its name from the Faculty of Social Studies to the Faculty of Social Science(s), recognising that this would need to be approached carefully so that there were opportunities for all voices to be heard and its strategic implications to be recognised.
- (ii) That Professor Lindley consult with Heads of Departments about the appropriate way forward.

- (c) Recruitment and Selection Procedures

REPORTED:

That new Recruitment and Selection Procedures had been introduced by the University and that it appeared that consultation about the new Procedures had been limited, noting that Professor Lindley had raised the matter with Heads of Departments and would continue discussions in this regard.

36/07-08

Items for Strategic Discussion

- AQSC Working Group on Assessment Conventions

CONSIDERED:

The final proposals from the AQSC Working Group on Assessment Conventions, which was set up to consider changes to marking conventions and conventions for classifying Honours degrees, paper AQSC.60/07-08.

REPORTED:

- (a) That the Quality Assurance Agency had observed, in previous audits of the University, the lack of consistency in its marking conventions for Honours level courses across all of its Faculties
- (b) That the University intended to introduce a new marking scale for first year work from the Autumn Term 2008, in order to address the issues relating to differing marking conventions.
- (c) A number of Warwick Departments wished to achieve more consistency in marking across different types of courses.
- (d) That there were concerns amongst Board members regarding the intended timescale for implementation of the new 17-point marking scale for first years (as of the Autumn Term 2008), noting that some departments had yet to complete their pilot 17-point marking scale exercises and therefore did not yet know the results of these.
- (e) That there were concerns amongst Board members regarding the requirement for there to be two sets of marking conventions in operation simultaneously for Honours level students' work for a few years, until the cohorts of undergraduate students currently being marked on the existing ('old') marking conventions had graduated.
- (f) That there were concerns amongst Board members that marking conventions based on averaging may not allow for the identification of individual cases of plagiarism, which have come to light under the existing marking system.
- (g) That the Board recognised the need for progress in this area, but any new scheme approved by the Senate would need to be kept under careful review, taking place at designated points in time.
- (h) That there were currently no plans within the University to harmonise marking conventions for postgraduate level work, but that this may be investigated in the future.

RESOLVED:

That the Chair of the Board should carry out further consultation within the Faculty on the matter, especially prior to the meeting of the Senate.

37/07-08

Institutional Audit

CONSIDERED:

A draft document containing key sections of the University's Institutional Briefing Paper, prepared by Professor K O'Brien (Senior Academic Coordinator for Audit and Enhancement) and Dr J Moss (Senior Assistant Registrar {Teaching Quality}), as part of preparations for the QAA Institutional Audit taking place during the Autumn Term 2008, paper BFSS.21/07-08, noting that the completed document must be with QAA by 1 September 2008.

RESOLVED:

That any feedback regarding the draft document, paper BFSS.21/07-08, be forwarded to Dr J Moss.

38/07-08

Strategic Departmental Review

REPORTED:

- (a) That on 29th February the School of Law conducted a teaching-focussed Strategic Departmental Review day, noting that the remainder of the review took place on 15th and 16th May 2008 and that the process was felt overall to be beneficial to the Department, as it presented an opportunity for reflection and evaluation.
- (b) That the schedule of Strategic Departmental Reviews of departments in the Faculty of Social Studies for the next five years was as follows:
 - (i) 2007-08
 - School of Law
 - Department of Sociology (possibly 2008-09)
 - (ii) 2008-09
 - School of Health and Social Studies
 - Department of Politics and International Studies
 - Warwick Business School
 - Department of Philosophy

RECEIVED:

An update on the Strategic Departmental Review process in relation to the Faculty of Social Studies, as set out in paper BFSS.22/07-08, including a schedule outlining when each department's review was scheduled to take place (paper BFSS.22/07-08 Annex A) as approved by the Senate, and provisional draft course lists for the departments which were scheduled to be reviewed (paper BFSS.22/07-08 Annex B).

RESOLVED:

That the Secretary to the Group continue to work with departments to develop course lists for Strategic Departmental Reviews and that departments respond directly to the Secretary with any comments in regard to the lists presented in paper BFSS.22/07-08 Annex B.

39/07-08

Faculty Research Forum

RECEIVED:

- (a) The minutes of the meeting of the Faculty Research Forum, which took place on 7th May 2008, paper BFSS.23/07-08.
- (b) An oral report from Professor S Rai on the Faculty Research Forum.

REPORTED:

- (c) That the Faculty Research Forum had applied for Research Development Funding in the current round of applications.
- (d) That Heads of Departments were encouraged to cascade down information to staff regarding the Forum.

- (e) That a proposal had been mooted to hold a Social Studies research conference at the end of next academic year, to showcase currently funded research projects/applications and to address inter-disciplinarity within the Faculty.

40/07-08

Faculty Forum on Teaching and Learning

RECEIVED:

- (a) The minutes of the meeting of the Faculty Forum on Teaching and Learning, which took place on Wednesday 5th March 2008, paper BFSS.24/07-08.
- (b) An oral report from Professor C Hughes on the Faculty Teaching Forum.

REPORTED:

- (c) That the first Faculty Forum on Teaching and Learning was deemed to be very useful and well-received.
- (d) That the next Faculty Forum on Teaching and Learning would take place on 10th June in Radcliffe House from 2pm until 4pm and that the themes to be explored would be (1) plagiarism and (2) are we over-assessing?.
- (d) That the Forum had resolved not to consider papers from University committees, as it is intended to be an environment in which discussion can evolve independent of the committee process.

41/07-08

Undergraduate Studies Committee

RECEIVED:

The *unconfirmed* minutes of the meeting of the Faculty Undergraduate Studies Committee held on 7th May 2008, paper BFSS.25/07-08.

REPORTED:

That presentations were received at the Undergraduate Studies Committee meeting from:

- (a) Mr Ken Sloan, Deputy Registrar, regarding the potential development of the committees system in the future, noting that members of the Committee were encouraged to contact Mr Sloan directly with suggestions in this regard;
- (b) Dr Keith Leppard, regarding the potential for providing University-wide facilities to host online summative assessment, noting that the Committee was broadly in support of the proposal;
- (c) Dr Steve Lamb, the University's new Senior Tutor, and Mr Peter Ptashko, the Students' Union Education Officer and Deputy President, regarding potential developments in relation to the University's personal tutor system, noting that Dr Lamb intended to produce revised personal tutoring guidelines for departments in the Autumn Term 2008.

42/07-08

Graduate Studies Committee

RECEIVED:

The *unconfirmed* minutes of the meeting of the Faculty Graduate Studies Committee held on 13th May 2008, paper BFSS.26/07-08.

REPORTED:

That the Board of Graduate Studies, at its May Meeting considered a paper regarding the potential for devolving the responsibility for certain activities, currently carried out by the Graduate Studies Committees of the Boards of Faculties, to departments.

43/07-08

Annual Course Review Reports

CONSIDERED:

Summary reports of the 2006-07 Annual Course Reviews for:

- (a) Undergraduate courses in the Faculty, paper UFSS.72/07-08;
- (b) Taught postgraduate courses in the Faculty, paper GFSS.200(a)/07-08;
- (c) Research postgraduate courses in the Faculty, paper GFSS.200(b)/07-08;

Noting that these reviews had been considered by the Undergraduate and Postgraduate Committees of the Faculty of Social Studies, the Board of Undergraduate Studies (in relation to undergraduate courses), the Board of Graduate Studies (in relation to postgraduate courses) and the Academic Quality and Standards Committee.

44/07-08

Faculty IT Committee

RECEIVED:

- (a) The minutes of the meeting of the Faculty IT Committee, which was held on Tuesday 20th May 2008, paper BFSS.32/07-08.
- (b) An oral report from the Chair of the Faculty IT Committee, Professor A Neal.

REPORTED:

- (c) That the allocation of disk space on University servers was currently 1 gigabyte per person.
- (d) That there were a number of services available to departments from IT Services, including:
 - (i) Skills audits;
 - (ii) Workshops and training sessions;
 - (iii) The provision of particular items of equipment (e.g. to facilitate podcasting);
 - (iv) The organisation of 'E-lunches', at which equipment and software can be demonstrated;
 - (v) Online assessment facilities.

- (e) That regarding the Campus Network Replacement Project, a specification was currently being drawn up by IT Services, noting that the intended completion date for the project was early 2011.
- (f) That the availability of wireless networking facilities was a high priority for the Faculty.
- (g) That there is an indication within the Faculty that the demand for video-conferencing (or similar) facilities will grow in future.
- (h) That members of the Board should be aware that there are TQEF funds (Teaching Quality Enhancement Funds) available from the HEFCE during 2008-09 for small-scale teaching and learning enhancement projects.

45/07-08

Faculty Advisory Board

REPORTED:

- (a) That in the process of considering the appointment of a successor to the Chair of the Advisory Board, Ms J Hobson, whose term of office was due to expire at the end of the 2007-08 academic year, there was reflection on the purpose and operation of the Social Studies Advisory Board, including consultation with the Vice-Chancellor, the Chair of Council, the Chair of the Advisory Board and Heads of Department in the Faculty of Social Studies, following which it was agreed to propose to Council that the operation of the Board be placed in abeyance while considering alternative arrangements.
- (b) That departments had been invited to propose alternative ways of external engagement which were consistent with their own objectives.
- (c) At Faculty level, the introduction of an annual Warwick Faculty of Social Studies Festival, corresponding to the ESRC Social Science Week, could potentially take place for the first time in the Spring 2009, open to both external and internal members of the University.

RECEIVED:

The letter from Professor Lindley to Faculty Advisory Board members, paper BFSS.27/07-08.

RESOLVED:

That Professor Lindley explore further, with Heads of Departments, the proposal for a Faculty of Social Studies Festival.

46/07-08

Centre for Applied Linguistics

REPORTED:

That at its meeting held on 14 April 2008 the Steering Committee (minute SC.464/07-08 refers) considered a proposal from the 'Centre for English Language Teacher Education' to change its name to the 'Centre for Applied Linguistics' (SC.355/07-08) and resolved that the Steering Committee approve on behalf of the Senate the change of name from the Centre for English Language Teacher Education to the Centre for Applied Linguistics (with the sub-title Language, Culture and Pedagogy) with immediate effect.

RECOMMENDED:

That Ordinance 7, regarding the Constitution of the Board of the Faculty of Social Studies, be amended as follows, in order to take account of the new name (deletions crossed-through, additions underlined):

- "(I) The Director of the Centre for English Language Teacher Education Applied Linguistics or another member of the academic staff of the Centre nominated by the Director and one other member of permanent full-time staff from within the Centre nominated by the Director."

47/07-08

Matters Relating to Faculty Research Centres

- (a) Centre for Ethics, Law and Public Affairs (minute BFSS.30/07-08 referred)

REPORTED:

That the Senate, at its meeting held on 12th March 2008, considered a report from the meeting of the Board of the Faculty of Social Studies, held on 13 February 2008, together with an oral report from the Chair of the Board of the Faculty of Social Studies, and resolved that the proposal to establish a new University research centre entitled 'The Centre for Ethics, Law, and Public Affairs' be approved together with the proposed constitution of the Centre as set out in S.32/07-08.

- (b) Research Centre Constitutions

CONSIDERED:

- (i) Proposed changes to Directors of research centres, paper BFSS 28/07-08;
- (ii) Proposed changes to the constitution of:
- (A) The Industrial Relations Research Unit, paper BFSS.29/07-08;
- (B) The Centre for the Study of Globalisation and Regionalisation, paper BFSS.30/07-08.

RESOLVED:

- (iii) That proposed changes to Directors of research centres be approved, as set out in paper BFSS.28/07-08 (Annexe A)
- (iv) That proposed changes to the constitution of:
- (A) The Industrial Relations Research Unit, as set out in paper BFSS.29/07-08, (Annexe B), be approved;
- (B) The Centre for the Study of Globalisation and Regionalisation, paper BFSS.30/07-08 (revised) (Annexe C) be approved, subject to certain amendments as discussed at the meeting.

48/07-08

Board of Examiners' Conventions for Faculty First Year Board of Examiners

RECEIVED:

- (a) Social Studies departmental conventions for first year assessed courses and resit examinations, paper BFSS.31/07-08.
- (b) Conventions of the First Year Board of Examiners for Social Studies, paper BFSS 58/03-04 reserved (revised).

RESOLVED:

That the Social Studies departmental conventions for first year assessed courses and resit examinations, paper BFSS.31/07-08, and the conventions of the First Year Board of Examiners for Social Studies, paper BFSS.58/03-04 (revised) be approved.

49/07-08

Any Other Business

Academic Freedom

It was reported by Professor Joly that a Masters student at Nottingham University, who was carrying out research in relation to al-Qaida, was arrested and held in custody for a number of days by the British police; this raised concerns amongst Board members about academic freedom.

50/07-08

Date of the Next Meeting

REPORTED:

That the next meeting of the committee would take place in the Autumn Term 2008, noting that the dates will be confirmed by the Deputy Registrar's Office during the summer months.