

# 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 30<sup>th</sup> May, 2007.

Present: Professor M Luntley (Chair), Professor T Ahrens, Professor S Ali, Dr T Allen, Professor R Burridge, Professor A Harris, Professor M Harrison, Professor R Higgott, Professor P Huddleston, Dr C Hughes (Sociology), Mrs J Kennedy, Dr D Lamburn, Professor G Lindsay, Professor H Marland, Professor R Naylor, Dr F Peter, Professor H Polemarchakis, Professor A Reeve, Professor B Rosamond, Dr R Smith, Ms D Stevens, Professor M Terry, Mr G Watt, Professor N Whiteside.

Apologies: Professor C Aubrey, Professor P Edwards, Dr S Gardner, Dr C Hughes (PAIS), Professor G Hundt, Professor P Marginson, Dr P Mizen, Professor S Rai, Professor S Ranson, Dr J Smith, Professor S Stewart-Brown, Professor H Thomas, Professor M Waterson, Professor R Wilson (Computer Science), Dr C Wright.

In Attendance: Ms A Backhouse, Ms H Kinnear, Ms N Muckle, Ms Y Salter Wright (for items 34/06-07 – 40/06-07), Professor M Whitby (for item 38/06-07).

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34/06-07 Membership 2006/07 (Minute BFSS.19/06-07 refers)

REPORTED:

- (a) That Warwick Business School had co-opted Dr F Anderson Gough as its second representative on the Graduate Appeals Committee Panel.
- (b) That Professor J McGee was no longer a member of the Board, and that Professor T Ahrens had been co-opted as his replacement.

35/06-07 Minutes

CONSIDERED:

The Minutes of the meeting of the Board held on 14<sup>th</sup> February 2007.

RESOLVED:

That the minutes be approved.

36/06-07 Matters Arising

- (a) Security in the Social Studies Building (minute BFSS.22/06-07 refers)

REPORTED:

That Mrs F Brown (Department of Economics) and Mrs J Smith (Department of Politics and International Studies) had agreed to act as Faculty Access Managers for the Social Studies Buildings.

- (b) Faculty Advisory Board (minute BFSS.22/06-07 refers)

REPORTED:

- (i) That the following individuals had accepted invitations to become members of the Social Studies Faculty Advisory Board:
- (A) Mr Will Hutton, Chief Executive of the Work Foundation;
  - (B) Dr Andrew Sentance, an external member of the Monetary Policy Committee of the Bank of England and a part-time academic at the University.
  - (C) Mr Alan Phillips, former graduate and honorary graduate (Doctor of Laws) of the University of Warwick, and adviser on human and minority rights.
  - (D) Mr Cho-oon Khong, Chief Political Analyst in the Global Business Environment team at Shell International.
  - (E) Dr Roger Bowers, Director of the World of Language Project and Chief Executive of Trinity College London.
- (ii) That the next meeting of the Advisory Board was scheduled to take place on 5<sup>th</sup> July 2007 at the House of Lords, hosted by Lord Skidelsky.

- (c) Guidelines on the Use of Postgraduate Students for Teaching (minute BFSS.25/06-07 refers)

REPORTED:

That, following referral to the Faculty Boards in the Spring Term 2007, the Academic Quality and Standards Committee at its meeting held on 28<sup>th</sup> February 2007 approved the guidelines for the use of postgraduate students for teaching, as set out in paper BGS.6/06-07 (revised), subject to amendments and clarifications noted at the meeting.

RECEIVED:

The University's Guidelines on the Use of Postgraduate Students for Teaching, (paper BGS.6/06-07 (revised 2)).

RECOMMENDED: (to the Academic Quality and Standards Committee)

That the AQSC feedback to the Centre for Academic and Professional Development that it would be helpful if the module entitled 'Introduction to Academic and Professional Practice' was also offered in the summer term or during the summer vacation (as well as during the following autumn term) when students should have more time to devote to the course.

37/06-07 Chair's Business

(a) Accommodation Round Feedback

RECEIVED:

A report from the Chair of the Board on the University's Annual Accommodation Round process in relation to the Faculty of Social Studies.

REPORTED:

- (i) That collectively the Departments within the Faculty of Social Studies had submitted bids for c. 50 additional rooms for the Academic Year 2007-08, however only c. 20 rooms were currently unallocated; therefore the Space Management Group had been cautious in allocating rooms, with the intention of safe-guarding space for future expansion, and identified possible efficiency gains within departments, which would be communicated together with the results of the bids.
- (ii) That discussions about the future of the Ramphal Building had taken place as part of the University's annual capital planning process.

(b) Faculty Lunch

RECEIVED:

A report from the Chair of the Board on the principal area of discussion at the Faculty of Social Studies lunch, to be held on Wednesday 13<sup>th</sup> June 2007.

REPORTED:

That the principal agenda item at the Social Studies Faculty lunch would be 'research incentives and financial planning, and planning for research growth'; noting that at the lunch the Board would wish discussions to include:

- (i) Which sources of funds are classified as research income within the University?;
- (ii) What types of data could be made available at the beginning of the 5-year planning round?

38/06-07 Items for Strategic Discussion

Assessment Conventions Working Group

CONSIDERED:

A proposal relating to undergraduate degree classification conventions and marking scales, produced by the Assessment Conventions Working Group of the Academic Quality and Standards Committee (paper AQSC 78/06-07 (revised)).

RECEIVED:

A report from the Pro-Vice-Chancellor for Teaching and Learning on the proposal relating to undergraduate degree classifications and marking scales, as set out in paper AQSC 78/06-07 (revised).

REPORTED:

That the Board supported the core principle of moving to a 17 point marking scale, but had the following concerns and queries regarding its implementation:

- (a) Could a working model of the proposal be produced? It was suggested that Dr Ken Flint (Biological Sciences) might be able to assist with this, which the Pro-Vice-Chancellor would investigate;
- (b) How would the proposal apply to First Year Conventions? Would students be able to proceed on a grade point average, or could there be conventions stating that certain modules had to be passed at a particular level in order for a student to proceed?
- (c) Would those departments retaining the 0 - 100 marking scale for appropriate papers (for example, science departments) be expected to produce marks that were mapped onto the 17 point scale descriptors, to ensure comparability, and how would this be done?
- (d) What scope would departments have to propose their own conventions within the broader proposal, for example concerning borderlines, and how would they be considered?
- (e) If the Seymour formula was to be adopted in future years, within the Faculty of Social Studies, for the calculation and award of marks, there would be considerable resource implications in relation to module 'overloading'.
- (f) It would be advisable for the proposal to be presented to departments for consideration before proceeding with implementation, noting that the intention was for the proposal to be introduced for the first-year cohort joining the University in the autumn term 2007.

RESOLVED:

That the Academic Quality and Standards Committee be informed of the above concerns and queries.

39/06-07 ESRC Research Centres Competition

CONSIDERED:

A report from Professor R Higgott on identifying potential applicants to the forthcoming ESRC Research Centres competition, and support that can be provided in assisting them through the bidding process.

REPORTED:

- (a) That the next call for ESRC research centre proposals was imminent, with a submissions deadline of 4<sup>th</sup> September 2007 for *full* applications.

- (b) That the ESRC had two favoured areas of research, for which it would consider awarding funding:
  - (i) Climate change; and
  - (ii) Population change;

but that any excellent research initiatives would be considered.
- (c) That the Pro-Vice-Chancellor for Research, together with Research Support Services, would provide support in the formation of proposals.
- (d) That members of the Faculty wishing to submit a bid for the establishment of an ESRC-funded research centre should contact Ms N Muckle (RSS) for assistance.

40/06-07 Election of Faculty Chair

REPORTED:

That Professor M Luntley would be stepping down as Chair of the Faculty of Social Studies, as of the start of the Autumn Term 2007 (1<sup>st</sup> October).

CONSIDERED:

A proposal to postpone the election of the Chair of the Board of the Faculty of Social Studies until Wednesday 13<sup>th</sup> June 2007, at an extra-ordinary meeting of the Board of the Faculty of Social Studies (paper BFSS.34/06-07).

RESOLVED:

- (a) That the Board record its thanks to Professor Luntley for his time as Chair of the Board of the Faculty of Social Studies.
- (b) That the proposal to postpone the election of the Chair of the Board of the Faculty of Social Studies be approved, as supported by a majority of 19 members of the Board present and voting in person, notwithstanding University Regulation 2.1(4) governing the Timetable of Committee Elections, and noting that the Vice-Chancellor, acting on behalf of the Senate, had approved the waiver of University Regulation 2.1(4) prior to the meeting of the Board, should the Board determine that it wished to proceed in this way.
- (c) That the process for the election of the Chair of the Board of the Faculty of Social Studies for the Academic Year 2007/08 would be as follows:
  - (i) The deadline for nominations for the Chair of the Board of the Faculty of Social Studies for the Academic Year 2007/08 will be extended until 12 noon on Tuesday, 12<sup>th</sup> June 2007.
  - (ii) The election of the Chair of the Board of the Faculty of Social Studies for the Academic Year 2007/08 will be conducted by postal ballot on Tuesday 19<sup>th</sup> June 2007.
  - (iii) Ballot papers listing the names of all those persons nominated by the deadline of 12 noon on 12<sup>th</sup> June will be circulated by email to all members of the Board of the Faculty of Social Studies by the Secretary to the Board not less than one week in advance of the election.

- (iv) The ballot papers are to be returned to the Secretary of the Board, who will act as the returning officer, either via email from the official University email account of the member of the Board or by post with the signature of the member of the Board, by no later than 5pm on 19<sup>th</sup> June 2007.
  - (v) The candidate receiving the highest number of votes will be elected to the position of Chair of the Board of the Faculty of Social Studies for the Academic Year 2007/08.
  - (vi) The Secretary of the Board announce the results of the election to the Board of the Faculty of Social Studies via email as soon as the counting of the votes has been completed and in any event by 20<sup>th</sup> June 2007.
  - (vii) That if the proposed election process set out in (i) through (vi) above is deemed by the University Secretary to contravene University Regulations, the election of the Chair of the Board of the Faculty of Social Studies take place by secret ballot of those members present at an extra-ordinary meeting of the Board of the Faculty of Social Studies on Wednesday, 13<sup>th</sup> June 2007 at 12:30pm in advance of the Faculty Lunch, noting that the Board favoured strongly the conducting of the election by postal ballot.
- (d) That nominees for the position of Chair of the Board of the Faculty of Social Studies be requested (although not required) to provide a paragraph on what they would bring to the role of Chair, and their intentions for the Faculty for next Academic year, which should aid Board members in making an informed decision about who to vote for.

41/06-07 Elections

- (a) Elections to the Board of the Faculty of Social Studies (and its sub-committees) for the Academic Year 2007-08

CONSIDERED:

Nominations for membership of the Board of the Faculty of Social Studies and its sub-committees for the Academic Year 2007/08 (paper BFSS.21/06-07).

REPORTED:

That the Secretary to the Group would contact Heads of Departments over the coming weeks for nominations to fill vacant positions.

RESOLVED:

That nominations for membership of the Board of the Faculty of Social Studies and its sub-committees for the Academic Year 2007/08 be approved, as set out in paper BFSS.21/06-07.

- (b) Elections to Other University Committees for 2007-08

CONSIDERED:

Nominations for up to five co-opted members of the Board, being permanent full-time members of the academic staff, subject to the approval of the Senate.

REPORTED

That nominations for membership of other University Committees would be requested in June by the Secretary to the Board.

RECOMMENDED: (to the Senate)

That Professor J Tritter be appointed to the Board for the Academic Year 2007-08, as one of up to five co-opted members, being permanent full-time members of the academic staff, subject to the approval of the Senate.

RESOLVED:

That members of the Board consider nominations they might wish to put forward for the remaining four co-opted positions.

42/06-07 Board of the Institute of Education

REPORTED:

That the Board of the Institute of Education resolved, at its meeting held on 1<sup>st</sup> May 2007, to become an advisory board.

RECEIVED:

- (a) The existing Ordinance for the Board of the Institute of Education, to be removed from the University Calendar (paper BFSS.22/06-07).
- (b) A proposal for the adoption of an advisory board constitution (paper BFSS.23/06-07).
- (c) The proposed Terms of Reference for the advisory board (paper BFSS.24 /06-07).

RESOLVED:

That the Secretary to the Board obtain current membership of the Board of the Institute of Education.

43/06-07 Strategic Departmental Review

REPORTED:

- (a) That the departments in the Faculty of Social Studies which are timetabled to undergo a strategic departmental review during the current year, to take place no later than the Autumn Term 2007 are:
  - (i) School of Law;
  - (ii) Department of Politics and International Studies;
  - (iii) Department of Sociology.
- (b) That the School of Health and Social Studies was due to be strategically reviewed during the Academic Year 2007-08.

44/06-07 Examination Board Conventions

RECEIVED:

Harmonised undergraduate examination board conventions for the Faculty of Social Studies (paper BFSS.25/06-07).

RESOLVED:

That the Secretary to the Board ascertain whether there are first-year departmental examination board conventions which should be circulated.

45/06-07 Student Records HESA Data

RECEIVED:

A memo regarding changes to the submission of student records data to the Higher Education Statistics Agency (HESA) (paper BFSS.26/06-07).

46/06-07 Report from the Faculty Undergraduate Studies Committee

RECEIVED:

The *unconfirmed* minutes of the Faculty Undergraduate Studies Committee meeting held on 9<sup>th</sup> May 2007 (paper BFSS.27/06-07).

REPORTED:

That the Committee had implemented a new process, which other sub-committees might wish to adopt, whereby individual members of the committee comprehensively considered a selection of module and course documents in advance of meetings, in groups of 2-3, as allocated by the Secretariat, noting that if members of the Committee wished to consult each other, or the proposed module/course leader, with queries they would do so.

47/06-07 Report from the Faculty Graduate Studies Committee

RECEIVED:

The *unconfirmed* minutes of the Faculty Graduate Studies Committee meeting held on 15<sup>th</sup> May 2007 (paper BFSS.28/06-07).

REPORTED:

(a) Annual Course Reviews of Postgraduate Provision

That the following points were noted by the Graduate Studies Committee, in relation to Annual Course Reviews:

- (i) There appeared to be a general trend across departments of downward recruitment;
- (ii) There is a strong desire across the Faculty to share best practice in terms of marketing;
- (iii) The annual review forms for postgraduate research courses and postgraduate taught courses currently follow the same format, but questions

are not necessarily applicable to both types of course; therefore the Secretariat will raise the issue with the Teaching Quality team.

(b) Interim Committee

REPORTED:

That the Graduate Studies Committee would pilot the introduction of an interim committee in the Autumn Term 2007, which would meet two weeks prior to the main meeting of the Committee to consider all new and revised course and module proposals, thus enabling the main business of the GSC meeting to be strategic rather than administrative, noting that the membership of the interim committee should pass between all members so as to not to overburden a few, and that the Arts Faculty GSC already carried out the practice.

(c) Graduate School Effectiveness

REPORTED:

That the Graduate School had requested Graduate Studies Committees of the four University Faculty Boards to consider its effectiveness, noting that comments from the GSC of the Faculty of Social Studies could be found in the unconfirmed minutes, and that if any member of the Board of the Faculty of Social Studies had further comments they should forward them to Dr C Hughes (Sociology), Chair of the GSC.

48/06-07 Report from the Faculty Research Committee

RECEIVED:

The minutes of the Faculty Research Committee meeting held on 2<sup>nd</sup> May 2007 (paper BFSS.29/06-07).

49/06-07 Reports from the Faculty IT Committee

RECEIVED:

The minutes of the Faculty IT Committee meetings held on 31<sup>st</sup> January 2007 and 16<sup>th</sup> May 2007 (papers BFSS.30/06-07 and BFSS.31/06-07).

50/06-07 Matters Relating to Faculty Research Centres (minute BFSS.30/06-07 refers)

(a) Existing Faculty Research Centres

(i) Consciousness and Self-Consciousness Research Centre

REPORTED: (minute unconfirmed):

That the Senate, at its meeting held on 14<sup>th</sup> March 2007, considered a proposed constitution and membership of the Consciousness and Self-Consciousness Research Centre, as recommended for approval by the Board of the Faculty of Social Studies, and resolved that the constitution for the Consciousness and Self-Consciousness Research Centre be approved as set out in paper BFSS.19/06-07.

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

REPORTED: (minute unconfirmed):

That the Senate, at its meeting held on 14<sup>th</sup> March 2007, considered a proposal to change the name of the 'Centre for Research in Philosophy and Literature' to the 'Centre for Research in Philosophy, Literature and the Arts', as recommended by the Board of the Faculty of Social Studies, and resolved that the proposal be approved.

(iii) Warwick Centre for Public Economics

RECEIVED:

A report from the Head of the Department of Economics regarding a proposal to disestablish the Warwick Centre for Public Economics.

RECOMMENDED: (to the Senate)

That the Warwick Centre for Public Economics be dis-established, as the director no longer worked at the University and the Department of Economics therefore did not wish for the Centre to continue to be in existence as a formally constituted University research centre.

(b) New Faculty Research Centres (minute BFSS.29/06-07 refers)

REPORTED: (minute unconfirmed):

That the Senate, at its meeting held on 14<sup>th</sup> March 2007, considered proposals to establish an Economics Research Institute (ERI) (BFSS.16/06-07) and the Centre for Research in Economic Theory and Applications (CRETA) (BFSS.17/06-07), as recommended by the Board of the Faculty of Social Studies and its Faculty Research Committee, and resolved that the proposals to establish an Economics Research Institute (ERI) and the Centre for Research in Economic Theory and Applications (CRETA) and the constitutions for the Institute and the Centre as set out in papers BFSS.16/06-07 and BFSS.17/06-07 be approved.

(c) Directors of Faculty Research Centres

CONSIDERED:

- (i) A request from the School of Health and Social Studies for Dr D Chung to be appointed as the sole Director of the Centre for the Study of Safety and Well-being from 1<sup>st</sup> August 2007 (paper BFSS.32/06-07).
- (ii) Proposed changes to directors of Faculty research centres (paper BFSS.33/06-07).

RECOMMENDED: (to the Senate)

That the constitution of the Centre for the Study of Safety and Well-being be amended, to appoint Dr D Chung as director of the Centre for the Study of Safety and Well-being from 1<sup>st</sup> August 2007

RESOLVED:

That proposed changes to directors of Faculty research centres, as set out in paper BFSS.33/06-07, be approved.

51/06-07 Postgraduate Study Space in the Faculty of Social Studies (minute BGS.83/06-07 refers)

REPORTED:

That with regard to postgraduate study space in the Faculty of Social Studies, the Chair of the Board of Graduate Studies informed the Board, at its meeting held on 3<sup>rd</sup> May 2007, that:

- (a) CELTE and Philosophy had agreed to share S2.82;
- (b) Law and PAIS were likely to share S1.46 and the adjoining common room;
- (c) ITS would assemble both rooms over the summer vacation;
- (d) Consideration was being given to several options for providing similar Faculty-based study space in Arts and Humanities.

52/06-07 University of New South Wales in Singapore

REPORTED:

That the University of New South Wales had decided to close its Singapore campus.

RESOLVED:

That the Board would welcome a briefing document from the University concerning the decision and implications of the University of New South Wales closure of its Singapore campus for our international strategy.

53/06-07 Next Meeting

REPORTED:

That the next meeting of the Board would take place in the Autumn Term 2007, noting that next year's meeting dates would be available once the 2007-08 University Calendar had been published during the summer vacation.