

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 8th November, 2006.

Present: Professor M Luntley (Chair), Professor S Ali, Professor C Aubrey, Professor R Burridge, Dr S Gardner, Professor M Harrison, Professor R Higgott, Dr C Hughes (Sociology), Dr D Lamburn, Professor G Lindsay, Professor P Marginson, Dr P Mizen, Professor H Polemarchakis, Professor A Reeve, Dr J Smith, Ms D Stevens, Professor S Stewart Brown, Professor M Terry, Professor H Thomas, Professor N Whiteside, Dr R Wilson.

Apologies: Dr T Allen, Dr M Clayton, Professor P Edwards, Professor A Harris, Dr C Hoerl, Dr C Hughes (PAIS), Professor H Marland, Professor J McGee, Professor R Naylor, Professor F Peter, Mr M Raivio, Professor E Robinson, Professor S Ranson, Dr B Rosamond, Mr G Watt, Professor R Wilson, Dr C Wright.

In Attendance: Pro-Vice-Chancellor (International Strategy), Mr N Hull, Mrs H Kinnear, Ms N Muckle, Professor S Rai, Dr R Smith, Director of the International Office (for item 6/06-07).

01/06-07 Terms of Reference

REPORTED:

That paragraph (4) of Statute 21 states that the Board of each Faculty will have the following powers and functions:

- (a) To regulate, subject to these Statutes and 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 19.
- (g) To discharge such other functions as the Senate may from time to time determine.

RECEIVED:

The membership for the Board of the Faculty of Social Studies for 2006/07 (and its sub-committees), paper BFSS.1/06-07, it being noted that the election for a postgraduate student representative had been inquorate and that the Students' Union Council would shortly meet to co-opt a representative.

REPORTED:

That one further representative was required from the Warwick Business School on the Graduate Appeals Committee Panel.

CONSIDERED:

- (a) A proposal from the Centre for English Language Teacher Education to increase their representation on the Faculty Board from one to two persons, noting that one member should normally be the Director of the Centre and that this increased membership be more representative of the size of the Centre.
- (b) Revisions to University Ordinance 7 (paper BFSS.2/06-07) as follows:
 - (i) the deletion of the separate reference to the Centre for Race and Ethnic Relations, noting that this Centre was now a part of the School of Health and Social Studies;
 - (ii) the deletion of the reference to the Centre for Primary Health Care Studies noting that the Centre was now established within the Faculty of Medicine;
 - (iii) to note that two of the five members which may be co-opted by the Board be the Director of the Centre for Lifelong Learning and Chair of the Faculty IT Committee;
 - (iv) that, in the event that the Board approves the proposal under (a), above, an amendment to reflect the increased representation of the Centre for English Language Teacher Education.

RESOLVED:

- (c) That the Secretary write to the Dean of the Warwick Business School requesting the name of one further nomination from the School to serve on the Graduate Appeals Committee Panel.
- (d) That the Director of the BA/BSc Philosophy, Politics and Economics degree be added to the membership of the Faculty First Year Board of Examiners.

RECOMMENDED: (to the Senate)

- (e) That the proposal to increase the representation on the Board of the Centre for English Language Teacher Education from one to two persons be approved.
- (f) That the revisions to Ordinance 7, as set out in paper BFSS.2/06-07, be approved.

03/06-07

Minutes

RESOLVED:

- (a) That the Minutes of the meeting of the Board held on the 24th May 2006 be approved.
- (b) That the Senior Assistant Registrar (Teaching Quality) provide the Board with an update on progress with the project to pre-populate the quantitative data required as a part of the Annual Course Review process. (Minute BFSS.47/05-06 refers.)

04/06-07

Chair's Action

REPORTED:

- (a) That the Chair, acting on behalf of the Board, had recommended to the Senate a proposal from the Department of Economics to formally dis-establish the Warwick Centre for Public Economics.
- (b) That, subsequently, the Department of Economics wished to withdraw this proposal it being noted that the Head of the Department would shortly be putting forward an alternative proposal.

05/06-07

Chair's Business

RECEIVED:

- (a) 'Burgess Group' Consultation

An oral report from the Chair regarding the consideration given by the Academic Quality and Standards Committee to the Burgess Group Consultation Paper "Measuring and Recording Student Achievement" at its meeting held on 25th October 2006.

- (b) National Student Survey

An oral report from the Chair regarding the outcome of the National Student Survey 2006.

- (c) Security Issues in the Social Studies Building

An oral report from the Chair regarding matters of security in the Social Studies Building.

- (d) Report from Steering Committee

An oral report from the Chair updating the Board on recent discussions which have taken place at Steering Committee.

RESOLVED:

- (e) That Heads of Departments in the Faculty ensure that the National Student Survey 2007 is discussed at all upcoming SSLCs, it being noted that

departments should especially pay attention to matters related to assessment and feedback.

- (f) That the implementation of access control on the Social Studies Building be approved as discussed at the meeting subject to the Chair obtaining satisfactory answers to the following issues, it being noted that Heads of Departments would be given one weeks notice before the policy was implemented:
 - (i) that in the case of a fire or a power cut all doors will be unlocked automatically;
 - (ii) that by using card controlled access, staff would have better access to the building at night and at weekends than at present;
 - (iii) that the proposal included 'B' and 'C' wings, 'E' block and that part of the building currently occupied by WBS.

06/06-07 The Role of the International Office and the Faculty (minute 36/05-06 refers)

REPORTED:

That at the last meeting of the Board, held on 24th May 2006, a paper from the Deputy Chair regarding the international strategies currently in place in the departments of the Faculty was considered and it was resolved:

- (a) That the Board express its thanks to Professor Harris for her research and presentation;
- (b) That the Board welcomed the developed of a Faculty-wide International Strategy provided that it was not prescriptive and that such a Strategy fitted with the developing University-wide Strategy;
- (c) That the Director of the International Office should clarify the role of that Office in terms of the development of an International Strategy for research and where the boundaries between the International Office and Research Support Services lie in this regard;
- (d) That the Director of the International Office consider enhancing the University's reputation and activities in Europe, paying particular attention to the European Union Framework 7 initiatives;
- (e) That the Director of the International Office consider the development of thematic or regional strategies rather than those based solely in one country, it being noted that the Board considered a network of individuals with a common interest may develop organically regardless of location;
- (f) That the Faculty Research Committee in future include a discussion of international issues as a standing item on each of its agenda;
- (g) That the Faculty consider further, through its Research Committee in the first instance, the establishment of a multi-disciplinary Centre for European Studies, or a "Europe Forum", it being noted that the Board had no appetite for the establishment of an International Strategy sub-committee.

CONSIDERED:

- (h) An oral report from the Director of the International Office on the role of the International Office with respect to the Faculty on issues of student recruitment and research.

RESOLVED:

- (i) That the appointment of a new International Liaison Officer for Singapore be welcomed and that the Board noted that the successful candidate was an excellent choice;
- (j) That the appointment of a new International Liaison Officer for Europe be welcomed, it being noted that Research Support Services would continue to lead on matters related to European Framework 7;
- (k) That the re-organisation of the International Office to include thematic divisions be welcomed;
- (l) That the International Office continue working with the Development and Alumni Office to ensure that the most can be made of the University's alumni;
- (m) That the Director of the International Office continue to work with all departments and centres within the Faculty, it being noted that the Centre for the Study of Globalisation and Regionalisation had a wealth of contacts it was willing to share and that the International Office be encouraged to make full use of such contacts from around the Faculty when developing University level initiatives.

07/06-07 Elections to University committees for the 2006/07 Academic Year

CONSIDERED:

A revised paper (BFSS.25/05-06 [revised]).setting out the nominees from the Faculty to serve on University committees for 2006/07, it being noted:

- (a) That one nominee was still required to represent the Faculty on the Campus Life committee;
- (b) That one nominee was still required to represent the Faculty on the Faculty of Arts Undergraduate Studies Committee (further noting that this could not be a member of Undergraduate Studies Committee of the Faculty of Social Studies due to the scheduling of the meetings at the same time).

RESOLVED:

- (c) That the Chair write to Heads of Departments requesting nominees for the above places.

08/06-07 Report from the Faculty Research Committee

RECEIVED:

- (a) The minutes of the Faculty Research Committee meeting held on 25th October 2006, paper BFSS.3/06-07.
- (b) A summary of the Vice-Chancellor's address to the Committee, paper BFSS.4/06-07.

RESOLVED:

- (c) That the latest consultation from the RCUK on peer review be discussed at the forthcoming Faculty Lunch with a view to assisting the Chair of the Research Committee in formulating the Faculty's response.

09/06-07 Report from the Faculty Undergraduate Studies Committee

RECEIVED:

The *unconfirmed* minutes of the Faculty Undergraduate Studies Committee meeting held on 18th October, 2006, paper BFSS.5/06-07.

10/06-07 Report from the Faculty Graduate Studies Committee

RECEIVED:

The minutes of the Faculty Graduate Studies Committee meeting held on 24th October, 2006, paper BFSS.6/06-07.

RESOLVED:

- (a) That the work of this Committee and the Faculty Secretariat be noted especially given the exceptionally large volumes of business considered in the last year;
- (b) That in order to better process the Committee's business, the Board supported the resolution of the Committee requesting departments to submit papers before the deadline and further resolved:
 - (i) that the deadline be brought forward in order to give time for the Secretariat to prepare a briefing paper covering technical issues for each course and module proposal;
 - (ii) that late papers should be rejected by the Secretariat;
 - (iii) that the Secretariat be permitted to reject course and module proposals which were completed incorrectly thus ensuring that the Committee scrutiny stage was primarily devoted to matters of academic principles.

11/06-07 Report from the Faculty IT Committee

RECEIVED:

The minutes of the Faculty IT Committee meeting held on 1st November 2006, paper BFSS.7/06-07.

12/06-07 Report from the Faculty Advisory Board

REPORTED:

- (a) That the membership of the Faculty Advisory Board for 2006/07 was set out in paper BFSS.8/06-07.
- (b) That academic departments be requested to nominate additional external members who may be put forward for invitation to join the Faculty Advisory Board.

13/06-07 Annual Course Reviews

REPORTED:

- (a) That Annual Course Review reports (ACRs) for undergraduate courses in the Faculty are to be submitted to the Assistant Secretary by 1st December 2006, and for postgraduate taught and research courses by 2nd January 2007, for consideration at the Spring Term meetings of the relevant Faculty sub-committee alongside a composite report to be drafted by the secretariat.
- (b) That, to ease the burden on departments in terms of providing quantitative data to inform the Annual Course Review, departments are reminded that they may submit a copy of the appropriate 'departmental profile' and other relevant page(s) from the 2005 edition of Academic Statistics (**go.warwick.ac.uk/academicstatistics**), noting that the project to pre-populate this data was still in its infancy.

14/06-07 Academic Satisfaction Review

REPORTED:

That, due to a heavy agenda this term, the Faculty Graduate Studies Committee was unable to consider the report of the Postgraduate Academic Satisfaction Review.

CONSIDERED:

- (a) The 2006 Academic Satisfaction Review: the postgraduate taught experience, paper BFSS.9/06-07;
- (b) The 2006 Academic Satisfaction Review: the postgraduate research experience, paper BFSS.10/06-07;

RESOLVED:

- (c) That the Board once again note that it had real concerns regarding the statistical rigour and robustness of the analysis and that in future these matters be addressed in the report;
- (d) That it be noted that the reports indicate that there is some variation in the experience of part-time and full-time students, though this may be skewed by the sizable distance learning MBA programme.
- (e) That it be noted that the two key concerns highlighted in the reports related to the Faculty are the lack of research students' study space and matters related to the library, both of which are being raised in other fora.

15/06-07 Voluntary Year Out for Work Experience

REPORTED:

That the Academic Quality and Standards Committee, at its meeting held on 25th October 2006, recommended that the proposal to allow undergraduate students on courses without an intercalated year to take a voluntary year out for work experience be approved, along with associated Guidelines for Heads of Department, application form and report form, as set out in paper AQSC 2/06-07, subject to minor amendments noted at the meeting of the Committee.

16/06-07 Appointment of Directors of Research Centres in the Faculty

CONSIDERED:

A report from the Senior Assistant Registrar (Governance) regarding the appointment/nomination of Directors of Research Centres in the Faculty (paper BFSS.11/06-07).

RECOMMENDED: (to the Senate)

That the nomination of Directors of Research Centres in the Faculty be approved, as set out in paper BFSS.11/06-07, it being noted that:

- (a) The Dean of the Warwick Business School had already taken action to approve the appointment of Professor M Cave as the Director of the Centre for Management under Regulation for a term of office expiring in 2009;
- (b) That a nominee for the vacant Directorship of the Centre for Studies in Democratisation was still required.

17/06-07 Faculty Secretariat

REPORTED:

That Mr N Hull would cease to be the Secretary to the Faculty at the end of this term and that Ms A Backhouse would take over as Secretary in the Spring Term, 2007. The Assistant Secretary would continue to be Mrs H Kinnear.

RESOLVED:

That the Board record its thanks to Mr N Hull.

18/06-07

Next Meetings

REPORTED:

That the next meeting of the Board will be held on 14th February 2007 and that the Summer term meeting will be held on 30th May 2007.