

UNIVERSITY OF WARWICK

Board of the Faculty of Social Sciences

Minutes of the meeting held at 14.00, Thursday 28 January 2021, Microsoft Teams

Present	Professor Matthew Nudds	MN	Chair of the Faculty of Social Sciences (Chair BFSS)
	Larissa Buranich	LB	Undergraduate student representative, Philosophy
	Professor Jonathan Forster	JF	Head of Department, Statistics (Faculty of Science, Engineering and Medicine representative)
	Professor Richard Hastings	RHa	Director, Centre for Educational Development, Appraisal & Research (CEDAR)
	Charlotte Van Herwijnen	CVH	Undergraduate student representative, Economics
	Professor Ruth Hewston	RHe	Director, Centre for Lifelong Learning (CLL)
	Professor Christoph Hoerl	CH	Professor, Philosophy
	Professor Kate Ireland	KI	Director, Centre for Teacher Education (CTE)
	Professor Ben Lockwood	BL	Professor, Economics
	Professor Guy Longworth	GLo	Head of Department, Philosophy
	Professor Gabrielle Lynch	GLy	Professor, Politics and International Studies (PAIS)
	Professor Virinder Kalra	VK	Head of Department, Sociology
	Dr Troy McConachy	TM	Associate Professor, Applied Linguistics
	Dr Ross Ritchie	RR	Associate Professor, Warwick Business School (WBS)
	Professor Andrew Sanders	AS	Head of Department, School of Law
	Dr Gavin Schwartz-Leeper	GSL	Senior Teaching Fellow, Liberal Arts (Faculty of Arts representative)
	Professor Emma Smith	ES	Head of Department, Education Studies
	Professor Jeremy Smith	JSm	Head of Department, Economics
	Professor Jacky Swan	JSw	Professor, Warwick Business School (WBS)
	Dr Anna Tranter	AT	Teaching Fellow, Warwick Foundation Studies (WFS)
Professor Ema Ushioda	EU	Head of Department, Applied Linguistics	
Professor Nick Vaughan-Williams	NVW	Head of Department, Politics and International Studies (PAIS)	
Professor Azrini Wahidin	AWa	Professor, Sociology	
Dr Naomi Waltham-Smith	NWS	Associate Professor, Centre for Interdisciplinary Methodologies (CIM) (FEC Chair)	
Professor Christopher Warhurst	CW	Director, Institute of Employment Research (IER)	
Professor Paul Warmington	PW	Professor, Education Studies	
Attending	Mahfia Watkinson	MW	Assistant Registrar (Teaching and Learning), Education Policy and Quality (Secretary)
	Victoria Cox	VC	Senior Programmes Coordinator, Philosophy (Assistant Secretary)
	Becca Kirk	BK	Widening Participation Officer, Law (Assistant Secretary)
	Dr Sarah Duggan	SDu	Director of Faculty Administration (Social Sciences)
	Claire Edden	CE	Widening Participation Faculty Coordinator, Social Sciences (item 029)
	Dr Rebecca Freeman	RF	Dean of Students (item 029)
	Karen Jackson	KJ	Academic Support Manager, Library
	Dr Jennie Mills	JM	Senior Academic Fellow, Academic Development Centre (ADC)
	Dr Nathaniel Tkacz	NTk	Reader, Centre for Interdisciplinary Methodologies (CIM)
Professor Gwen Van der Velden	GVdV	Deputy Pro-Vice-Chancellor (Education) (item 029)	

Ref	Item
020	<p>Apologies for absence Professor Noortje Marres, (CIM); Professor Andrew Williams (Law); Dr Lynne Pettinger (Sociology); Dr David Lees (Faculty Senior Tutor); Sofia Dadou (Student Representative); Carole Harris (RIS), Dr Ines Molinaro (WFS), Professor Jon Coaffee (ESRC DTP), Dr Jane Bryan (Law).</p>
021	<p>Declarations of Interest Members of the Board were reminded to declare any conflicts of interest at the relevant part of the meeting.</p>
022	<p>Equality, diversity and inclusion Members were reminded of the University's Equality, Diversity and Inclusion commitment, and were encouraged to consider items 028 and 029 particularly through an EDI lens.</p>
023	<p>Minutes of last meeting on 12 November 2020 The minutes of the meeting held on 12 November 2020 were received and approved subject to corrections already received from CTE regarding its Athena Swan application status.</p>
024	<p>Matters arising from meeting held on 12 November 2020 It was reported that the request for an explanation for how memberships are determined has been actioned and detailed in the paper for item 025. The Chair further noted that there were no new updates regarding Athena Swan applications.</p>
025	<p>Membership update The Board received a paper outlining several updates to the Faculty Board membership since its last meeting arising from change in roles at departmental level (paper 025.BFSS.20-21).</p>
Chair's Update	
026	<p>Chair's Business and Actions</p> <p><u>Building Closures</u> It was reported that the Social Science Buildings on main campus and Westwood campus were currently closed. Access to buildings for members of staff that required it would be permissible subject to the permission of their Head of Department. For members of staff requiring workspace on campus, spaces were available in the Oculus building via a booking system. It was noted that there had been some issues with access. Members were advised to report difficulties to the Faculty Director of Administration.</p> <p><u>University Closure</u> The Chair reported that the University would remain closed until at least 8th March, in line with government guidance. It is anticipated that when the University re-opens, students will be welcomed back to campus in a phased return, prioritising courses with practical elements. For this reason, it was likely that most Social Sciences courses would not return to on campus teaching before the Easter break. Members were advised that departments must however remain flexible in case a return to face-to-face teaching is permitted subject to government updates. It was also reported that the University hoped to offer some on campus events for students in Term 3 where guidelines permit. Planning for this was ongoing and members noted that Heads of Department would be kept apprised of developments.</p> <p><u>Chair of Faculty and Vice Provost Role</u> The Chair reported that the call for applications for a new Chair of Faculty and Vice Provost had been advertised with recruitment underway. It was expected that the Provost's nomination for a new Chair would be circulated to members for approval in line with procedure. The Board were also reminded that there was a vacancy for the Deputy Chair role, following the retirement of Professor Lindsay. Formal expressions of interest would be invited following the appointment of the new Chair of Faculty; however members were encouraged to contact the Chair if they had questions about the role. The Chair advised that the Deputy Chair would likely take on responsibility for supporting the Board with research-centred matters.</p>

Substantive Items

027	<p>Revision to EFSS Terms of Reference</p> <p>The Board received the EFSS Terms of Reference (paper 027.BFSS.20-21). It was noted that the proposed change was to remove the reference to clause (h) <i>To consider and approve, on behalf of the Board, changes to undergraduate modules in the Faculty, pending the availability of Phase 2 of the SITS workflow</i>, as this is obsolete following the implementation of the online course and module approval systems.</p> <p>Decision: The Board approved the removal of clause (h) from the EFSS Terms of Reference to reflect practice.</p> <p>Separately some members expressed concern that current University practice did not reflect the usual consultation approach in which EFSS would report to BFSS and a Faculty response is returned. It was noted that as part of the University’s management of its response to the impact of Covid-19, there had been fewer consultations with the Board or opportunities for Faculty level input into University Teaching, Learning and Assessment (TLA) policy decisions. It was noted that due to pace of some central decision-making structures, there was limited consultations and that there had been increased reliance on the EFSS Chairs. Whilst the terms of reference for all three Faculties are shared, members noted that further discussion about the relationship between EFSS, BFSS and University TLA policy would be useful, as would the role of departmental representation to support system understanding.</p> <p>Action: That MW will submit the approved EFSS Terms of Reference to Senate for confirmation. Action: That NWS will discuss member feedback with the Education Committee Chairs from the other Faculties.</p>
028	<p>University Research Centres – Triennial Review 2020/21</p> <p>The Board received the triennial reviews of University Research Centres (papers 028a.BFSS.20-21 and 028b.BFSS.20-21).</p> <p>Members considered each review in turn beginning with the Centre for Research in Philosophy, Literature and the Arts. GLo reported a declaration of interest as the home department for the Centre. Members approved both centres and recommended their continuation, noting that the second submission was a little removed from the Faculty’s expertise.</p> <p>Additionally, it was also noted that when seeking to make a full assessment of whether a centre had fulfilled its mission and objections, the template documentation used would benefit from review and update. Specifically, submissions should detail a list of publications and grants received in order to help the Board assess what impact the Centre had had, particularly as this would strengthen cases for continuation. It was agreed that this would be reported to the Research Committee when confirming recommendations.</p> <p>Decision: The Board recommended the continuation of the following Research Centres: (i) Centre for Research in Philosophy, Literature and the Arts (Social Sciences) (ii) Centre for Exoplanets and Habitability (SEM).</p> <p>Action: The Chair to relay feedback regarding the document template to the Research Committee.</p>
029	<p>University consultation on the draft Inclusive Education Model</p> <p>GVdV and RF provided an update on Inclusive Education. It was noted that the University is looking to bring in a strategic approach across the University, consolidating the excellent examples of practice across the University. The model aims to close the attainment and continuation gap for disabled students, black students, mature students and those from the lowest participation neighbourhoods. It also aims to take a broader approach, focussing not only on academic issues, but also considering wider aspects of the student experience and community such as student societies and accommodation.</p>

	<p>A particular emphasis is on removing barriers in learning spaces, both online and on campus when a return to face-to-face teaching becomes possible. The Model encourages increased dialogue between departments and students to understand particular experiences are in order to address systemic issues. Whilst the Board was supportive of the principles behind the Inclusive Education Model, members noted that the Model should include greater detail about the types of issues that exist, and which need to be addressed for different groups. It was advised that specific needs or barriers would vary by different groups and that departments are best placed in partnership students to identify and take appropriate action. Whilst members acknowledged that a generalised strategic approach may facilitate institutional targets, members stressed the need for departmental data to inform local approaches. Allied to this was the observation that the action points contained limited information, particularly with regard to tackling social issues. RF and GVdV welcomed specific wording from departments that would strengthen the University's approach, alongside sharing of best practice.</p> <p>Some members also raised concerns about the ambitiousness of the zero percent differential targets, noting that it is unlikely that Universities could make up for years of educational disparity over the course of a three-year degree. GVdV confirmed that the targets had been a requirement from the Office for Students and that these concerns have already been fed back to the Regulator. Concerns were also raised that an auditing approach (which was regular) would create an administrative burden which would not necessarily lead to beneficial change for students. Members were asked to return the faculty response, including department returns by the 1st March. GVdV advised that a call to identify departmental leadership for inclusion would follow in due course.</p>
030	<p>Education update from EFSS Chair</p> <p>It was reported that the following strategic priorities had been approved and should be retained until 2023:</p> <ul style="list-style-type: none"> i. Academic support ii. Blended learning and the future of digital education iii. Links with other University activities iv. Student inclusion, empowerment and community v. Global citizenship and employability <p>It was also agreed that a Faculty wide sub-committee would be established to implement the three-year plan and report progress to EFSS and in turn to BFSS.</p> <p>The Chair reported that the University was increasingly consulting with the EFSS Chair regarding policy decisions rather than individual departments due to the need for rapid turnaround. NWS asked that Departments alert them to any issues or concerns regarding TLA policies to assist departments.</p> <p>Action: Members to feedback TLA issues or concerns to NWS to inform University TLA discussions.</p>
Items below this line were received/and or approved without discussion	
Subsidiary and Sub-Committee Reports	
031	Members received the draft Faculty Education Committee minutes of the meeting held on 13 January 2021 (paper 031.BFSS.20-21).
032	Members received the confirmed Faculty Education Committee minutes of the meeting held on 28 October 2020 (paper 032.BFSS.20-21).
Senate Committee Minutes and Reports	
033	Board of Graduate Studies Minutes http://warwick.ac.uk/committees/bgs/minutes/
034	Partnerships Committee Minutes https://warwick.ac.uk/committees/partnerships/minutes/
035	Academic Quality and Standards Committee Minutes http://warwick.ac.uk/committees/aqsc/minutes/

036	University Education Committee Minutes	https://warwick.ac.uk/committees/ec/minutes/
037	Student Learning Experience and Engagement Committee Minutes	https://warwick.ac.uk/committees/sleec/minutes/ .
Other		
038	<p>Any other business</p> <p><u>Module Approval Process</u></p> <p>It was queried whether there would be a process brought in to apply blanket changes to module delivery methods to response to Covid-19 restrictions, for example when flipping delivery entirely online. It was reported that this was under consideration but that technical concerns regarding feasibility and data integrity could require development work which would be subject to available resource.</p> <p><u>Board of the Faculty of Social Sciences meetings, 2020/21</u></p> <p>Members were reminded that the next meeting of the Board would be held online on Thursday 20 May 2021, 14.00-16.00. Members were invited to contact the Secretary at least three weeks in advance of the respective meetings to propose agenda items to facilitate Chair approval. Papers for the Board are required at least two weeks in advance of the meeting to facilitate paper production and circulation.</p>	
<p>Closed by 16:00</p> <p>The next meeting will be 14.00, 20 May 2020, Microsoft Teams</p>		

DECISIONS AND ACTIONS

ITEM	DECISION/ACTION	LEAD AND DUE DATE
027	<p>Decision: The Board approved the removal of clause (h) from the EFSS Terms of Reference to reflect practice.</p> <p>Action: That MW will submit the approved EFSS Terms of Reference to Senate for confirmation.</p> <p>Action: That NWS will discuss member feedback with the Education Committee Chairs from the other Faculties.</p>	<p>MW / next meeting</p> <p>NWS / ongoing</p>
028	<p>Decision: The Board recommended the continuation of the following Research Centres:</p> <ul style="list-style-type: none"> a) Centre for Research in Philosophy, Literature and the Arts (Social Sciences) b) Centre for Exoplanets and Habitability (SEM). <p>Action: Chair to relay feedback regarding the document template to the Research Committee.</p>	<p>Chair / next meeting</p>
030	<p>Action: Members to feedback TLA issues or concerns to NWS to inform University TLA discussions.</p>	<p>Members / ongoing</p>

Confirmed