

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 2nd June 2010.

- Present: Professor C Hughes (Chair), Dr G Bhambra, Professor Q Cassam, Professor P Edwards, Professor J Faundez, Dr L Guyver, Professor M Harrison, Mr T Hayes, Professor N Ireland, Dr D Lamburn, Professor M Luntley, Professor J McEldowney, Professor A Oswald, Dr F Peter, Professor C Read, Professor A Reeve, Mr J Roberts, Professor B Rosamond, Dr H Spencer-Oatey, Professor M Watson.
- Apologies: Dr A Adams, Dr C Anderson, Dr C Constable, Professor A Czumaj, Dr C Harrison, Professor P Huddleston, Professor D Joly, Dr S Kettell, Professor R Lindley, Professor G Lindsay, Dr F MacCallum, Professor P Marginson, Professor A Neal, Professor N Piercy, Mr P Raffield, Dr J Smith, Professor M Taylor, Professor M Waterson.
- In attendance: Ms E King, Ms R Roke and Ms J Shaw (Secretariat), Ms K Gray and Ms M Stott for item 39(a)/09-10, and Mr M Eardley for item 39(b)/09-10.
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34/09-10 Minutes

RESOLVED:

That the minutes of the Faculty Board meeting held on 10th February 2010 be approved.

35/09-10 Matters Arising

Personal Tutoring (Minute BFSS.25/09-10 refers)

RECEIVED:

A memo from the University Senior Tutor regarding Personal Tutoring, as set out in paper BFSS.19/09-10.

36/09-10 Membership 2009/10

REPORTED:

- (a) That Professor M Taylor has joined the Board in his capacity as the new Dean of Warwick Business School, replacing Professor D Wilson (Acting Dean);
- (b) That Professor A Oswald and Professor N Piercy have replaced Professor S Collinson and Professor R Davies as members of the Board representing Warwick Business School.

37/09-10 Chair's Business

REPORTED:

- (a) That the Faculty had made a bid to ESRC for a Doctoral Training Centre, and that the outcome of this bid should be known in September 2010;
- (b) That discussions would continue around more formalised doctoral training provision at Faculty level, and the Board would receive an update on these discussions at its next meeting in the Autumn term.

38/09-10 Committee Elections 2010/11

- (a) Election of the Chair of the Faculty Board

RESOLVED:

That the nomination of Professor C Hughes to serve as Chair of the Faculty Board for 2010/11 be approved.

- (b) Elections to Board of the Faculty of Social Sciences and its Sub-Committees

RESOLVED:

That the nominations to the Board of the Faculty of Social Sciences and its Sub-Committees for the academic year 2010/11 (Paper BFSS.20/09-10) be approved, noting that the appointment to any vacancies in the Board's Committees would be approved by the Chair on behalf of the Board during the summer months.

- (c) Elections to University Committees

RESOLVED:

That the nominations from the Faculty to serve on University Committees for the academic year 2010/11 (Paper BFSS.20/09-10) be approved, noting that the appointment or recommendation to any vacancies in these Committees would be approved by the Chair on behalf of the Board during the summer months.

- (d) Election of Board Members to the Senate

REPORTED:

- (i) That there is one vacancy for a member of the Board of the Faculty of Social Sciences to represent the Board on the Senate until 31 July 2012 arising from Professor S Collinson stepping down from this role with effect from May 2010.
- (ii) That the continuing members of the Senate appointed by the Board of the Faculty of Social Studies are as follows:

Professor B Rosamond (2011)	PAIS
Dr C Harrison (2011)	SHSS
Professor J Faundez (2012)	Law
Professor A Muthoo (2012)	Economics

CONSIDERED:

- (iii) In accordance with University Regulation 2.2 on Annual Elections, the election of one member of the Senate from the membership of the Board of the Faculty of Social Sciences for 2010/11 to serve until 31 July 2012, noting that four of the six representatives appointed by the Board must be Professors and Heads of Departments.

RESOLVED:

- (iv) That the nomination of Professor M Taylor to represent the Board on the Senate be approved, noting that the nomination was made by Professor C Hughes and seconded by Professor M Harrison.

39/09-10

Items for Strategic Discussion

- (a) Course and Module Approval Process

RECEIVED:

A paper from the Academic Quality and Standards Committee outlining proposed changes to the course and module approval process for next academic year (Paper BFSS.21/09-10).

RESOLVED:

That it be noted that:

- (i) The Board was delighted by the direction in which the proposals were heading, and were supportive of the proposal to devolve the responsibility for module approval to academic departments from next academic year;
- (ii) The recommendation 'that the proposal form for new modules include a statement on the minimum number of student registrations the module would require in order to run' (3(g) in paper BFSS.21/09-10) was not supported, and that this should be left to the discretion of individual academic departments;
- (iii) It should be ensured that only essential information is required to be captured by the new module proposal form;
- (iv) There was some concern that there was a lack of clarity around how information will flow through the system, and emphasised that it will be important to ensure that the detail of the process and the technology needed to support it are thoroughly worked out;
- (v) The implementation of the devolution of module approval to academic departments before an IT system is in place to support it will create a backlog of module proposals to be input at a future date;
- (vi) Consideration should be given to the role of the Faculty Sub-Committees in the module approval process under these new arrangements, and how the annual course review process would link in with any quality assurance mechanism for module approval that might be put in place.

(b) Large Scale Online Assessment Submission, Marking and Feedback in Warwick Business School

RECEIVED:

A report from Warwick Business School on their large scale online assessment submission, marking and feedback systems, noting that this report has previously been considered by the Faculty IT Committee (Paper BFSS.22/09-10).

RESOLVED:

- (i) That it be noted that there was strong demand across the Faculty for a system of this type to be made available to other academic departments;
- (ii) That it be noted that some departments were investigating how course management systems such as 'Moodle' could be of benefit to them;
- (iii) That Heads of Department in the Faculty should discuss departmental based IT further, collectively feed into University level discussions, and make strong representations to the University for the development of a system of this type;
- (iv) That the Board would be updated on the progress of these discussions at its next meeting in the Autumn term.

(c) Proposed establishment of a Warwick Institute of Public Policy

RECEIVED:

An oral report from the Deputy Chair of the Faculty of Social Sciences on the proposed establishment of a Warwick Institute of Public Policy.

RESOLVED:

That the Board would receive an update on discussions on the proposed establishment of a Warwick Institute of Public Policy at its next meeting in the Autumn term.

40/09-10

Constitution of the Graduate Studies Committee of the Faculty

RECOMMENDED (to the Senate):

That the request from the Director of the Centre for Lifelong Learning for a departmental representative to sit on the Graduate Studies Committee of the Faculty be approved.

41/09-10

Research Centres

(a) Directorships of Research Centres

RESOLVED:

That the nominations to directorships of Research Centres of the Faculty be approved, together with a request to permit the Chair of the Board to approve the appointment of any vacancies to Directorships on behalf of the Board during the summer months (Paper BFSS.23/09-10).

(b) Constitutions of Research Centres

(i) Centre for Rights, Equality and Diversity

RECOMMENDED (to the Senate):

That the revised constitution for the Centre for Rights, Equality and Diversity (Paper BFSS.24/09-10) be approved.

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

RECOMMENDED (to the Senate):

That the revised constitution for the Centre for Research in Philosophy, Literature and the Arts (Paper BFSS.25/09-10) be approved.

(iii) Centre for Human Rights in Practice (Minutes BFSS.51/08-09 and S.99/08-09(a) refer)

REPORTED:

That at its meeting on 17 June 2009, the Senate resolved that the proposal to establish the Centre for Human Rights in Practice be approved in principle as set out in BFSS.11/08-09 (revised), noting that the formal constitution for the Centre should be brought forward for the consideration of the Senate at a future meeting.

RECOMMENDED (to the Senate):

That the formal draft constitution for the Centre for Human Rights in Practice (Paper BFSS.26/09-10) be approved.

42/09-10 PGT Grade Descriptors and Award of Merits (Minute BGS.66/09-10 refers)

REPORTED:

That at the meeting of the Board of Graduate Studies held on 23 February 2010 the Board considered a paper from the Secretary, setting out the marking descriptors for PGT courses across the Faculties, and the award of a "Merit" classification for PGT courses at other UK HEIs (paper BGS 42/09-10), resolved that the question of whether to recommend the introduction of the award of a "Merit" classification for PGT courses, and at what level, be referred to Faculty Graduate Studies Committees at their next meetings, and recommended (to the Board of the Faculty of Social Science):

That the grade descriptor for marks awarded in the range 70-100% be revised, in line with the assessment criteria in use within other Faculties, to incorporate a descriptor for the mark range 70-79%, and an additional descriptor for marks in the range 80+%.

43/09-10

Annual Course Reviews

RESOLVED:

That the following 2008/09 summary reports on the Annual Course Reviews be approved:

- (a) Undergraduate courses (Paper UFSS.58/09-10(revised));
- (b) Postgraduate taught courses (Paper GFSS.315/09-10);
- (c) Postgraduate research courses (Paper GFSS.176/09-10);

Noting that the report relating to undergraduate courses has been considered by the Undergraduate Studies Committee of the Faculty of Social Sciences and the Board of Undergraduate Studies; the report relating to postgraduate research courses has been considered by the Graduate Studies Committee of the Faculty of Social Sciences and the Board of Graduate Studies; the report relating to postgraduate taught courses has been considered by the Graduate Studies Committee of the Faculty of Social Sciences and will be further considered by the Board of Graduate Studies; and that all three reports will then be considered by the Academic Quality and Standards Committee.

44/09-10

Student-Staff Liaison Committee Annual Summary Reports

REPORTED:

That the Academic Quality and Standards Committee, at its meeting on 4 February 2010, considered the following reports drafted by the Education Officer, Students' Union, on behalf of the SSLC Coordinators:

- (a) Undergraduate SSLC annual summary report, paper AQSC.38/09-10;
- (b) Postgraduate SSLC annual summary report, paper AQSC.39/09-10;

and it was reported (by the President of the Students' Union):

That the practice recently introduced by IT Services of advertising the location of available PC terminals had been welcomed by students;

and it was resolved:

- (c) That to function effectively, the personal tutoring system required adequate resource, noting that in some departments members of academic staff were allocated a larger number of personal tutees, which could have an impact on the availability of personal tutors;
- (d) That the Committee's views on the importance of resourcing the personal tutoring system by passed to the Constitutional Advisory Group and copied to the Senior Tutor;
- (e) That the Education Officer provide the Chair with details of the outcomes of recent student focus groups on feedback on assessed work, for consideration by the 'Aston Group' looking at approaches to assessment feedback (minute 41(b)/09-10 refers);
- (f) That the Education Officer provide a report to a future meeting of the Committee on course costs in addition to tuition fees;
- (g) That the SSLC summary reports, papers AQSC.38 and 39/09-10, be considered by the Boards of Undergraduate and Graduate Studies, Faculty Boards and the Students' Union Liaison Group, and forwarded to relevant administrative and service departments;

- (h) That the Education Officer be invited to draft a short summary of issues raised in the reports and actions taken, for circulation to students.

RECEIVED:

The Annual Summary Reports on the operation of the SSLC system during 2008-09 for undergraduate courses (Paper AQSC.38/09-10) and postgraduate courses (Paper AQSC.39/09-10).

45/09-10 Report from the Faculty Undergraduate Studies Committee

RECEIVED:

The minutes of the Undergraduate Studies Committee held on 12th May 2010, as set out in paper BFSS.27/09-10.

46/09-10 Report from the Faculty Graduate Studies Committee

RECEIVED:

The minutes of the Graduate Studies Committee held on 18th May 2010 as set out in paper BFSS.28/09-10.

47/09-10 Report from the Faculty IT Committee

RECEIVED:

The minutes of the Faculty IT Committee held on 5th May 2010, as set out in paper BFSS.29/09-10.

48/09-10 Report from the Faculty Research Forum

RECEIVED:

The minutes of the Faculty Research Forum held on 10th March 2010, as set out in paper BFSS.30/09-10.

49/09-10 Report from the Faculty Teaching and Learning Forum

RECEIVED:

The minutes of the Faculty Teaching and Learning Forum held on 25th May 2010, as set out in paper BFSS.31/09-10.

50/09-10 Report from the University International Committee

RECEIVED:

The minutes of the meeting of the International Committee held on 3 March 2010, as set out in paper IC.24/09-10.

51/09-10 Report from the University Research Committee

RECEIVED:

The minutes of the meeting of the University Research Committee held on 11 March 2010, as set out in paper BFSS.32/09-10.

52/09-10 Faculty Lunch

REPORTED:

That the Summer Term Faculty Lunch will be held jointly with the Faculty of Arts and will take place on 23rd June 2010 at 12.30pm in the WBS Social Sciences lounge (D2.03).

53/09-10 Board of Examiners' Conventions for Faculty First Year Board of Examiners

RECEIVED:

- (a) Social Sciences departmental conventions for first year assessed courses and resit examinations, as set out in paper BFSS.33/09-10.
- (b) Conventions of the First Year Board of Examiners for Social Sciences, as set out in paper BFSS.58/03-04 (revised).

54/09-10 Institute for Advanced Teaching and Learning

REPORTED:

That, at its meeting on 8 March 2010, the Steering Committee considered proposals from the Pro-Vice-Chancellor (Student Experience), the Deputy Registrar and the Academic Registrar to establish an Institute for Advanced Teaching and Learning (SC.244/09-10) and resolved that the Committee endorse the broad rationale and principles for the creation of an Institute for Advanced Teaching and Learning at Warwick, it being noted that financial case had been submitted to the Financial Plan Sub-Committee for its consideration.

55/09-10 Date of the Next Meeting

REPORTED:

That the next meeting of the Board will take place in the Autumn term 2010, noting that the dates will be confirmed by the Deputy Registrar's Office during the summer months.