

THE UNIVERSITY OF WARWICK

Open Minutes of the Meeting of the Senate Steering Committee held on 9 October 2017

- Present: R Drinkwater (Chair), Professor A Clarke (Chair of the Faculty of Medicine), Professor S Gilson (Chair of the Faculty of the Arts), Professor C Hughes (Pro-Vice-Chancellor (Education)), Professor M Nudds (Chair of the Faculty of Social Sciences), Professor P Thomas (Pro-Vice-Chancellor (Research)), Professor L Young (Academic Vice-President), H Worsdale (President of the Students' Union).
- Apologies: Professor S Croft (Vice-Chancellor), Professor C Ennew (Provost); Professor J Palmowski (Academic Vice-President), R Sandby-Thomas (Registrar), Professor M Shipman (Chair of the Faculty of the Sciences), Professor S Swain (Pro-Vice-Chancellor (External Engagement)).
- In Attendance: Dr G Carden (Director of Analytics and Strategic Planning) (Secretary), J Breckon (Director of Estates), C Cochrane (Director, Research and Impact Services) (for agenda item 10), K Dixon (Administrative Officer (Governance)) (Assistant Secretary), P Glover (Secretary to Council), K Gray (Acting Deputy Academic Registrar), G McGrattan (Director, People Group), D Pearson (Senior Assistant Registrar (Graduate School)) (for agenda item 9), I Rowley (Director of Development, Communication and External Affairs), R Wooldridge Smith (Acting Academic Registrar).

Note: Some items are noted as "Exempt information not included" as they contain information that would be withheld from release to the public because an exemption under the Freedom of Information Act 2000 applies.

18/17-18 Minutes

RESOLVED:

That the open and restricted minutes of the meeting held on 25 September 2017 be approved subject to the following amendments:

[Exempt information not included]

19/17-18 Conflicts of Interest

REPORTED: (by the Chair)

That, should any members or attendees of the Steering Committee have any conflicts of interest relating to agenda items for the meeting, they should be declared in accordance with the Committee of University Chairs (CUC) Higher Education Code of Governance (2014).

NOTE: No declarations were made.

- 20/17-18 *Report from the Fees Working Group (minute 3/17-18 refers)
- REPORTED: (by the Chair)
- [Exempt information not included]
- 21/17-18 In Memoriam: Mandie Drew
- REPORTED: (by the Chair)
- That the University was deeply saddened by the death of Mandie Drew, who passed away unexpectedly on Wednesday 27th September; Mandie was Assistant Operations Manager at Warwick Medical School and had worked at Warwick for over twenty years.
- RESOLVED:
- That the sincere condolences of the Steering Committee be extended to Mandie's family and colleagues.
- 22/17-18 In Memoriam: Debbie Ranger
- REPORTED: (by the Chair)
- That the University was deeply saddened by the death of Debbie Ranger, who passed away on Tuesday 5 September 2017; Debbie, whose funeral took place on 18th September, was the Head of Administration and Governance at Warwick Medical School.
- RESOLVED:
- That the sincere condolences of the Steering Committee be extended to Debbie's family and colleagues.
- 23/17-18 QS Graduate Employability Rankings
- REPORTED: (by the Chair)
- That the QS Graduate Employability Rankings 2018 had placed Warwick in the world's top 100 universities for graduate employability; having been ranked 66th out of 600 universities considered, Warwick was placed among the top 13% in the world.
- 24/17-18 International Gateway for Gifted Youth
- REPORTED: (by the Chair)
- That the International Gateway for Gifted Youth (IGGY) was being integrated into Warwick's broader digital community work led by the Marketing and Communications team, with its online platform and brand having now closed.

25/17-18 MSc Management Course

REPORTED: (by the Chair)

That Warwick Business School's MSc Management course had been ranked by the Financial Times as joint 21st in the world and 4th in the UK.

26/17-18 Professor Lord Bhattacharyya

REPORTED: (by the Chair)

That Professor Lord Bhattacharyya, Chairman and founder of WMG, had been bestowed with two prestigious awards from China – the Great Wall Friendship Award, from Beijing City, and the Chinese Government Friendship Award, the premier national award; it was the first time an individual had received Beijing's Great Wall Friendship Award and the Chinese Government Friendship Award on the same day.

27/17-18 Director of Strategic Planning and Analytics

REPORTED: (by the Chair)

That Giles Carden would be leaving to take up his new role at Lancaster University as Director of Strategic Projects and Chief of Staff, after having worked at Warwick for nearly twenty years.

RESOLVED:

That the Committee wished Giles Carden all the best for his new role.

28/17-18 *Senate Business

CONSIDERED:

The business of the Senate to be considered on 18 October 2017 (S.1/7-18 – S.13/17-18).

REPORTED: (by the Acting Deputy Academic Registrar)

- (a) That the meeting of Senate to be held on 18 October 2017 would focus on the impact of recent NSS and PTES outcomes and the resulting action plans.
- (b) That a report to HEFCE on Assurance Quality and Standards was now an obligatory requirement, and that this year it would additionally provide assurance that the Council had received a report that the University continues to meet the standards of Part 1 of the European Standards and Guidelines (2015).
- (c) That the Senate would consider a report on the management of academic standards and the student academic experience over the past twelve months, detailing the University's activities and changes planned to facilitate future improvements.

- (d) That the Senate Sub-Group established to address concerns regarding the proposed changes to Statute 24 had reviewed departmental HR processes such as performance management and redundancy and recommended that Senate be consulted on all matters of HR process and policy that affected academic staff members.
- (e) That the Sub-Group had concluded that there was need for additional training and support required for those leading or supporting academic staff processes.
- (f) That proposed revised wording for Statute 24 and for the new Ordinance, once completed, would be submitted to the Senate for consideration.
- (g) That a paper on Proposed Changes to Academic Governance would be considered by the Senate, which detailed proposed amendments including the disestablishment of the Board of Undergraduate Studies, the establishment of the Faculty Education Committees, as well as the removal of gendered terminology and redundant references to sub-faculties from the Ordinances and Regulations.
- (h) That the Senate would be invited to approve the delegation of authority from the Academic Quality and Standards Committee to the Education Committee, to approve amendments to good practice guides and policy documents, where no issue of principle is concerned.

(by the Pro-Vice-Chancellor (Research))

- (i) That it be noted that responsibility for oversight of matters relating to postgraduate research students remained with Education Committee and its sub-committees.

RESOLVED:

- (a) That it be approved that the Pro-Vice-Chancellor (Education) be authorised to approve changes to the Assurance Quality and Standards action plan on behalf of the Senate.
- (b) That the proposed amendments to Ordinance and Regulation, as set out in S.9/17-18, be recommended to Senate for approval.
- (c) That the business of Senate be approved.

29/17-18

Arrivals Weekend Update

RECEIVED:

An oral update from the Acting Academic Registrar on Arrivals Weekend 2017.

REPORTED: (by the Acting Academic Registrar)

- (a) That this year the implementation of staggered arrival timeslots for the 3,975 students arriving over the weekend had greatly improved traffic flow on the day, in addition to the arrival of 2,200 – 2,500 students during Welcome Week and the provision of 215 student helpers with luggage trollies assisting new students arriving at their accommodation.

(b) That introductory meetings were held for students and parents at the Oculus, where the Vice-Chancellor, Provost and student representatives spoke about the student experience at Warwick University; it was noted that numbers at these talks had increased from last year, with attendance at c.1300 over the two days.

(c) That thanks be extended to the security and accommodation teams for their good coordination over the weekend.

(by the President of the Students' Union)

(d) That overall the weekend had been a positive one and that the improved logistics for the day indicated scope for increased capacity in future years.

(by the Group Finance Director)

(e) That the Committee extended its thanks to all of the teams involved in Arrivals Weekend for their hard work in preparation for a successful event.

[Exempt information not included]

(by the Director of Estates)

[Exempt information not included]

RESOLVED:

That the oral update from the Acting Academic Registrar on Arrivals Weekend 2017 be noted.

30/17-18

Open Day Update

RECEIVED:

An oral update from the Acting Academic Registrar on Open Day September 2017.

REPORTED: (by the Acting Academic Registrar)

[Exempt information not included]

RESOLVED:

That the oral update from the Acting Academic Registrar on Open Day September 2017 be noted.

31/17-18

Committee Memberships 2017-18

(a) Administrative and Professional Services Group

CONSIDERED:

The membership and terms of reference of the Administrative and Professional Services Group (SC.08/17-18).

REPORTED: (by the Chair)

That the Administrative and Professional Services Group would be welcoming the Pro-Vice-Chancellors to its membership for 2017-18.

RESOLVED:

That the membership and terms of reference of the Administrative and Professional Services Group (SC.08/17-18) be approved.

- (b) University Health and Safety Executive Committee

CONSIDERED:

The membership and terms of reference of the University Health and Safety Executive Committee (SC.09/17-18).

REPORTED: (by the Chair)

That the membership would require amendment to replace Mike Roberts (Director of Campus Services and IT) with Tom Britten (Director (Business Development)) as the CCSG representative.

RESOLVED:

That the membership and terms of reference of the University Health and Safety Executive Committee (SC.09/17-18) be approved, subject to the above amendment.

32/17-18

*NSS/ PTES 2017 Results

- (a) NSS 2017 results and related actions

CONSIDERED:

A report on NSS 2017 results and related actions (SC.10/17-18) {restricted}.

REPORTED: (by the Acting Deputy Academic Registrar)

- (a) That a number of changes had impacted the NSS results this year, with survey questions having been changed and alternative providers having been used; it was noted that the NSS Survey boycott had also impacted results.
- (b) That eight Russell Group institutions had not met the required response threshold to allow their results to be published, thereby making sector benchmarking a challenge.

[Exempt information not included]

(By the Pro-Vice-Chancellor (Education))

- (g) That action plans were being produced by academic and professional services departments, from which a number of thematic issues had arisen; it was noted that there was a need for greater consistency across all departments.

- (h) That the Pro-Vice-Chancellor (Education) would be meeting with departments throughout the Autumn term to continue developmental work towards TEF metrics; it was noted that these meetings were intended to be both for target-setting and to support the department, with follow-up meetings scheduled for the Spring term to ensure consistency of progress and support.
- (i) That the University would be subject to a major review of assessment mechanisms, in addition to information provision and personal tutoring reviews; it was noted that the Education Strategy was also under development.

RESOLVED:

That the report on NSS 2017 results and related actions (SC.10/17-18) {restricted} be noted.

- (b) PTES 2017 results and related actions

CONSIDERED:

A report on PTES 2017 results and related actions (SC.11/17-18) {restricted}.

REPORTED: (by the Senior Assistant Registrar (Graduate School))

[Exempt information not included]

- (g) That HEFCE consultation was underway with regards to the implementation of a new postgraduate taught survey that would replace the current PTES survey; it was noted that current consideration was being given to the entrance timings for students, with up to four surveys potentially being held throughout the year, as well as the inclusion of postgraduate diplomas and certificates in the survey too.

RESOLVED:

That the report on PTES 2017 results and related actions (SC.11/17-18) {restricted} be noted.

- (c) NSS and PTES 2017 areas of commonality and joint actions

CONSIDERED:

A report on NSS and PTES 2017 areas of commonality and joint actions (SC.02/17-18) {restricted}.

REPORTED: (by the Pro-Vice-Chancellor (Education))

[Exempt information not included]

- (d) That consideration was being given to increased personal tutoring for students, improved consistency of content during contact time and more effective communication by departments to students.

(by the Chair of the Faculty of the Social Sciences)

[Exempt information not included]

(by the Acting Academic Registrar)

[Exempt information not included]

(by the Pro-Vice-Chancellor (Education))

[Exempt information not included]

(by the Chair of the Faculty of the Arts)

[Exempt information not included]

(by the Director of Strategic Planning and Analytics)

- (i) That work was required on early warnings regarding the impact the NSS results would potentially have on future league table rankings.

[Exempt information not included]

- (k) That it was recommended that the Capital, Space and Amenities Group establish robust long-term growth plans surrounding study and social study spaces, as well as centrally timetabled space, as the 'size and shape' strategy was implemented and the student population incrementally increased.

(by the President of the Students' Union)

- (l) That it was recommended that the NSS was viewed as just one form of feedback; it was noted that more collaborative and discursive feedback was essential to addressing complex issues that may have numerous causes across the University.
- (m) That the Students' Union had received a referendum motion that recommended ending the NSS boycott but that this had been voted against; it was confirmed that the Students' Union would continue to boycott the NSS in future years.

(by the Acting Deputy Academic Registrar)

- (n) That the NSS results were to be considered initial indicators of areas that required investigation and which called for more qualitative feedback to be sought; it was noted that the results were just a starting point for a dialogue commencing with students regarding issues raised.

(by the Chair of the Faculty of Medicine)

[Exempt information not included]

RESOLVED:

That the report on NSS and PTES 2017 areas of commonality and joint actions (SC.02/17-18) {restricted} be noted.

33/17-18

*HEFCE GCRF Institutional Award 2017/2018

CONSIDERED:

A proposal for the allocation of the HEFCE GCRF Institutional Award 2017/2018 (SC.12/17-18) {restricted}.

REPORTED: (by the Director, Research and Impact Services)

[Exempt information not included]

(by the Chair of the Faculty of Medicine)

[Exempt information not included]

(by the Academic Vice-President Professor L Young)

[Exempt information not included]

(by the Secretary to Council)

[Exempt information not included]

(by the Pro-Vice-Chancellor (Research))

[Exempt information not included]

RESOLVED:

That the proposal for the allocation of the HEFCE GCRF Institutional Award 2017/2018 (SC.12/17-18) {restricted} be approved.

As at 16 August 2018