

THE UNIVERSITY OF WARWICK

Minutes of the Meeting of the Steering Committee held on Monday, 30 November 2015

Present: Professor Sir Nigel Thrift (Vice-Chancellor and President (Chair)), Professor Stuart Croft (Provost), Ms R Drinkwater (Group Finance Director), Professor S Gilson (Chair of the Board of the Faculty of Arts), Professor Christopher Hughes (Chair of the Board of the Faculty of Social Sciences), Professor T Jones (Pro-Vice-Chancellor (Science, Engineering and Medicine)), Mr I Leigh (President of the Students' Union), Professor J Palmowski (Pro-Vice-Chancellor (Postgraduate and Transnational Education)), Professor S Swain (Pro-Vice-Chancellor (Arts and Social Sciences)), Professor M Shipman (Chair of the Board of the Faculty of Science), Professor C Sparrow (Academic Member of the Senate), Professor P Winstanley (Chair of the Board of the Faculty of Medicine).

Apologies: Professor A Coats (Academic Vice-President (Monash-Warwick Alliance)), Professor Christina Hughes (Pro-Vice-Chancellor (Teaching and Learning)), Mr K Sloan (Registrar and Chief Operating Officer), Professor P Thomas (Pro-Vice-Chancellor (People and Public Engagement)), Professor L Young (Pro-Vice-Chancellor (Academic Planning and Resources)).

In Attendance: Dr M Glover (Academic Registrar), Mrs C Henrywood (Assistant Registrar (Governance) (Assistant Secretary)), Ms J Horsburgh (Deputy Registrar (Secretary)), Ms G McGrattan (Director of Human Resources, Mr I Rowley (Director of Development, Communications and External Affairs), Ms R Wooldridge-Smith (Deputy Academic Registrar (for item 86/15-16 to item 89/15-16)).

71/15-16 Minutes

RESOLVED:

That the open and restricted minutes of the meeting held on 16 November 2015 be approved.

72/15-16 The Government's Comprehensive Spending Review

REPORTED: (by the Vice-Chancellor and President)

- (a) That the Chancellor of the Exchequer had announced on 25 November 2015 that the Department for Business, Innovation and Skills (BIS) would receive a 17 per cent cut, which equated to overall savings of £2.4bn by 2019-2020.
- (b) That the Science budget would be protected 'in real terms' and would include an additional £1.5billion 'Global Challenges Fund'.
- (c) That the Nurse Review would be implemented fully to create an overarching research council and a cross-cutting research fund.
- (d) That postgraduate loans would be introduced from 2016/17 and the age cap would be lifted to make the loans available to all those under 60.
- (e) That from 2017-18, tuition loans will be extended to students wishing to do a second degree in a STEM subject.

- (f) That new part-time maintenance loans would be introduced from 2018-2019 to support the cost of living while studying.
- (g) That funding for high cost subjects would be protected but that the teaching grant would be reduced by £120m by 2019-20, noting that the Russell Group had lobbied the Government regarding protecting funding for high cost subjects.
- (h) That the Higher Education Funding Council for England (HEFCE) had been asked to 'retarget and reduce' the student opportunity fund.
- (i) That the conversion of student maintenance grants to loans in England, which was announced in the summer's Budget, was included as part of this Spending Review.
- (j) That the Chancellor of the Exchequer had announced some small changes that would make a significant difference to the sector.

73/15-16 Queen's Anniversary Prize

REPORTED: (by the Vice-Chancellor and President)

- (a) That Warwick had been awarded a Queen's Anniversary Prize for Higher and Further Education for its research in Mathematics and Statistics and the impact and application of that research to solve global challenges.
- (b) That the Queen's Anniversary Prizes are awarded every two years to universities and colleges who submit work judged to show excellence, innovation, impact and benefit for the institution itself and for people and society generally in the wider world.

RESOLVED:

That the congratulations of the Steering Committee be extended to colleagues in the departments of Mathematics and Statistics on securing this prestigious prize.

74/15-16 Janet L. Yellen presented with Honorary Degree

REPORTED: (by the Vice-Chancellor and President)

That Warwick had presented Janet L. Yellen (Chair of the US Federal Reserve System) with an Honorary Doctor of Laws (LLD) at an event in Washington, which was well received and enhanced Warwick's visibility in the USA as there were some notable public figures in the audience.

75/15-16 Warwick and King's partner with New York University to establish Centre for Urban Science and Progress in London

REPORTED: (by the Vice-Chancellor and President)

- (a) That the University of Warwick, King's College London, and New York University (NYU), had signed an agreement to establish a London Centre for Urban Science and Progress at Bush House, part of King's Strand campus, from 2017.
- (b) That London will be the first city to build upon the success of CUSP in New York City, which was launched in April 2012 by Mayor Bloomberg and of which

Warwick was an academic partner, noting that in developing CUSP London, the partners will benefit from the experience in New York City, where CUSP is now established as a leader in the new field of urban science and informatics.

76/15-16 Alan Turing Institute and Intel join Forces on Big Data

REPORTED: (by the Vice-Chancellor and President)

That the Alan Turing Institute, of which the University was one of five partners, and Intel had agreed to form a long-term strategic partnership to deliver a research programme focussed on high-performance computing and data analytics.

77/15-16 Redeployment: Winner of the Warwick Prize for Writing

REPORTED: (by the Vice-Chancellor and President)

That Phil Klay was named the winner of the Warwick Prize for Writing 2015 for Redeployment, a short story collection dealing with the American experience of the Iraq War.

78/15-16 Annual Tier 4 Licence Renewal and Compliance Statistics

REPORTED: (by the Vice-Chancellor and President)

- (a) That the University was informed on 25 November 2015 that its Tier 4 licence had been renewed for a further 12 months.
- (b) That this outcome placed the University in a strong position, particularly with the Home Office seeking to introduce a policy of 'differentiation', which will offer more benefits to the most compliant sponsors (such as permission for their Tier 4 students to work during and possibly after studies).

79/15-16 Global Engagement: Hong Kong University of Science and Technology delegates visit

REPORTED: (by the Vice-Chancellor and President)

That the University had welcomed a senior delegation from Hong Kong University of Science and Technology (HKUST) as part of HKUST's 25th anniversary celebrations, which coincided with Warwick's 50th anniversary.

80/15-16 Pulse Staff Survey

REPORTED: (by the Vice-Chancellor and President)

- (a) That an email from the Vice-Chancellor and President and the incoming Vice-Chancellor and President would be sent to all staff on 1 December 2015 inviting them to participate in the survey when it launches on 8 December 2015, noting that staff will have seven weeks to partake in the survey before it closes on 25 January 2016.
- (b) That colleagues were asked to encourage their staff to participate in the survey.

81/15-16 Staff Awards

REPORTED: (by the Vice-Chancellor and President)

That following the launch of the University of Warwick Staff Awards for 2015/16, students and staff had been invited to nominate individual staff members and teams for awards, noting that there were ten award categories to choose from this year.

82/15-16 Lay Members of Council: Call for Nominations

REPORTED: (by the Vice-Chancellor and President)

That colleagues were encouraged to consider whether they were able to put forward suggestions of individuals outside of the University community with the abilities, experience and qualities to contribute to the University Council in a lay capacity.

83/15-16 *Annual Monitoring Statement 2015

CONSIDERED:

The draft Annual Monitoring Statement (AMS) draft response to the Higher Education Funding Council for England (HEFCE) (SC.29/15-16, {Restricted}).

RESOLVED:

That, subject to the enhancements noted above being made to the Annual Monitoring Statement for 2015, the Vice-Chancellor and President be remitted to approve the final version of the Annual Monitoring Statement on behalf of the Steering Committee in time to meet the upload deadline of 5pm on 2 December 2015.

84/15-16 *Admissions and Recruitment: Autumn Update

RECEIVED:

An update from the Student Recruitment, Outreach and Admissions Office (SROAS) for the autumn term (SC.30/15-16 {Restricted}).

RESOLVED:

- (a) That the four proposed Open Day dates for 2016/17 entry, as set out in paper SC.30/14-15 {restricted}, be approved.
- (b) That the update on Admissions and Student Recruitment be noted.

85/15-16 Change to the Name of the Faculty of Medicine

CONSIDERED:

A paper that outlined the benefits of a proposed name change of the Faculty of Medicine (SC.31/15-16).

REPORTED: (by the Provost)

- (a) That following the separation of the roles of Dean and the Chair of the Faculty of Medicine by the Senate (Senate minute 61/14-15 refers), it was proposed that the title of the Faculty be changed from 'Medicine' to 'Health' and that the

constitution of the Faculty Board be changed to facilitate wider cross-University collaborations relevant to Health.

- (b) That the Chairs of the Boards of Faculty of Arts, Science and Social Science had been consulted regarding the proposed change.

(by Professor C Sparrow)

- (c) That clarity was required in the constitution and membership categories of the Faculty Board regarding which departments would be represented on the Board from beyond the Medical School and the School of Life Sciences.

RESOLVED:

That the change of the name and constitution of the Faculty of Medicine to the 'Faculty of Health' be recommended to the Boards of the other three Faculties for consideration, prior to consideration by the Senate.

86/15-16 Institutional Compliance with Consumer Protection Legislation

RECEIVED:

A summary of the projects and activities undertaken to date in order to safeguard the University's compliance with consumer protection legislation (SC.32/15-16).

REPORTED: (by the Deputy Academic Registrar)

- (a) That a Working Group had been established in June 2015 to oversee the University's progress towards compliance with the legislation, in line with the Competition and Markets Authority (CMA), noting that the activities delivered to date or that were in progress were set out in the paper (SC.32/15-16).
- (b) That members of the Steering Committee were invited to comment in particular on the work in prospect highlighted in the paper (section 3, SC.32/15-16)
- (c) That to her knowledge, the CMA had to date only undertaken spot checks via the websites of different universities.
- (d) That the vulnerability with respect to departmental marketing materials, which remained beyond the purview of central marketing, was an area of focus.
- (e) That, as the content on the University's website was managed at a local level within departments and functions, the University would need to put a training programme in place to ensure that content editors were aware of their responsibilities with regard to adhering to consumer protection legislation and that general awareness raising regarding the CMA guidance was underway.
- (f) That much of the CMA guidance hinged on the accuracy and currency of course information provided to applicants and students, noting that there would be a significant credibility issue for the University if the University was put into the position of having to contact applicants with changes to the course specification and/or module offering.
- (g) That it was crucial therefore that the core offer for each course was clearly stated, together with ensuring that those aspects of each course that were optional were also highlighted.

- (h) That it was important that the minimum number required for the viability of running modules was stated in the terms and conditions, particularly where niche modules were concerned because of the sway that niche modules might have in encouraging a prospective student to choose Warwick over another university.

(by the Group Finance Director)

- (i) That bad debt and refunds needed to be considered separately and sensitively, noting that issues concerning non-academic debt would not normally go to the Academic Fees (Special Cases) Sub-Committee for consideration as it would not be appropriate for academic sanctions to be applied in this type of circumstance so how the University managed both scenarios needed to be reviewed.

(by the President of the Students' Union)

- (j) That he was concerned that the proposed Teaching Excellence Framework (TEF) could make planning and the setting of fees more difficult for the University, noting that this could have a negative impact on the student community.

(by the Academic Registrar)

- (k) That as part of considering how bad debts and refunds are considered, the University needed to consider how it would work with students who fall into debt on rent as this was a welfare issue and that it would not be appropriate for academic sanctions to be applied in this type of circumstance.
- (l) That should the University be in a position to raise student fees in line with inflation as a result of the TEF, this would need to be clearly communicated to prospective applicants and students.

(by the Vice-Chancellor and President)

- (m) That particular attention needed to be paid to the delivery of joint degrees in terms of the National Satisfaction Survey because of the potential situation where a student could perceive that there was a different level of support offered by different academic departments.

(by the Chair of the Board of the Faculty of Arts)

- (n) That some institutions had invested heavily in the management of joint degrees to ensure that there was a parity of support received by students from academic departments.

RESOLVED:

That the update report be noted.

87/15-16 Amendment to the Constitution of the Collaborative, Flexible and Distributed Learning Sub-Committee (CFDLSC) of the Academic Quality and Standards Committee

CONSIDERED:

A proposed change to the constitution and membership of the Collaborative, Flexible and Distributed Learning Sub-Committee (SC.33/15-16).

REPORTED: (by the Deputy Academic Registrar)

- (a) That in recognition of the volume of relevant business received by the CFDLSC from the Centre for Lifelong Learning (CLL) on an annual basis, it was proposed that the constitution of the CFDLSC was amended to include a representative of the CLL as a member of the Sub-Committee, noting that Dr W Curtis was proposed as the first CLL representative to be appointed to the Sub-Committee.
- (b) That this was particularly important since Professor D Lamburn, current Chair of the Sub-Committee, was no longer a member of staff in the Centre for Lifelong Learning.

RESOLVED:

- (a) That the constitution of the Collaborative, Flexible and Distributed Learning Sub-Committee be amended to include one representative from the Centre for Lifelong Learning and approved on behalf of the Senate.
- (b) That the appointment of Dr Will Curtis as the representative from the Centre for Lifelong Learning on the Collaborative, Flexible and Distributed Learning Sub-Committee be approved on behalf of the Senate.

88/15-16 Consultation on Changes to the National Student Survey, Unistats and Information Provided by Institutions

CONSIDERED:

The University's draft response to the consultation regarding the proposed changes to Unistats, the Key Information Sets, the National Student Survey and information required to be provided by institutions to the HEFCE (SC.34/15-16).

REPORTED: (by the Deputy Academic Registrar)

- (a) That the review of Unistats and Key Information Sets (2015) found that UCAS and institutions' own websites were the two primary resources used by prospective students.
- (b) That despite research indicating that circa 79 per cent of prospective students were unaware of Unistats and only 18 per cent of those students used the website, the funding bodies have proposed that a consolidated authoritative data website aimed at students and advisers was created.
- (c) That there had been an acknowledgement that some data currently included in the KIS/Unistats might be best represented by institutions directly, and as such the funding bodies proposed that the website included complementary links to institutions' websites, noting that there was a significant overhead for the University in maintaining these links.

RESOLVED:

That the draft response from the University to the HEFCE consultation on changes to Unistats, the Key Information Sets, the National Student Survey and information required to be provided by institutions to the HEFCE be approved.

89/15-16 Membership of Senate Committees 2015-16

CONSIDERED:

A paper that outlined a number of additional appointments to Senate Committees for the academic year 2015/16 (SC.35/15-16).

REPORTED: (by the Deputy Academic Registrar)

That the Committee was not to be concerned about the 'TBC' vacancies that appeared in the paper against the Fitness to Practice Committee Panel as these were vacancies on panels where a pool of potential members were required.

RESOLVED:

That the appointment of additional members of Senate committees for the academic year 2015/16 be approved on behalf of the Senate.

90/15-16 *Petitions Proposal

CONSIDERED:

A proposed protocol for the delivery and receipt of student and/or staff petitions and submissions (SC.36/15-16 {Restricted}).

RESOLVED:

That the petitions protocol be approved.

As at 10 December 2015