

THE UNIVERSITY OF WARWICK

Minutes of the meeting of the Steering Committee held on 1 December 2008

Present: Vice-Chancellor,
Deputy Vice-Chancellor,
Professor S Bassnett,
Professor L Bridges (from item 184/08-09),
Professor S Bruzzi,
Professor R Lindley,
Professor R Higgott,
Professor M Smith,
Mr S Thomson,
Professor M Underwood (from item 181/08-09),
Professor M Whitby

Apologies: Professor K Lamberts

In Attendance: Registrar, Deputy Registrar, Academic Registrar, Director of Finance, Director of Estates, Head of Governance Support Services, Acting Executive Officer (Vice-Chancellor's Office), Administrative Officer (Governance), Director and Administrator of the Institute of Advanced Studies (for item 189/08-09), Director of Management Information and Planning (for items 193/08-09 and 194/08-09), Assistant Registrar (Deputy Registrar's Office) (for item 193/08-09)

177/08-09 Minutes

RESOLVED:

That the minutes of the meeting held on 24 November 2008 be approved, subject to the following amendments (additions underlined and deletions ~~struck through~~):

167/08-09

CONSIDERED:

A major research proposal from Professor S Creese (Warwick Manufacturing Group) to ~~ESPRC~~ EPSRC to establish a large scale hub to address the challenges of the digital economy (SC.127/08-09).

168/08-09

(b) Undergraduate Appeals Committee Panel

RECOMMENDED

That additions and amendments to the membership of the Undergraduate Appeals Committee Panel representatives for 2008/09 be approved as set out below:

178/08-09 Warwick Research Archive Project and Bibliometrics (minute 157/08-09 refers)

REPORTED: (by the Registrar)

(a) That the members of the working group on the Warwick Research Archive Project and bibliometrics had been identified and would be contacted:

Professor R Higgott (Chair, PVC (Research: Arts and Social Studies))
Professor M Smith (PVC (Research: Science and Medicine))
Professor J Davey (Associate Dean (Biomedical Research) WMS)
Professor D Arnott (Warwick Business School)
Professor J Staunton (Physics)

Jon Baldwin (The Registrar)
Ann Bell (University Librarian)

- (b) That the group would be supported by the Director of Management Information and Planning and the Head of Research Operations (RSS).
- (c) That a nominee would be sought from the Faculty of Arts.

179/08-09 National HE Science, Technology, Engineering and Mathematics Programme (minute 158/08-09 refers)

CONSIDERED:

The University's proposal to HEFCE to host the National Higher Education Science, Technology, Engineering and Mathematics Programme for 2009-2012 submitted on 28 November 2008 (SC.143/08-09, tabled at meeting).

REPORTED: (by the Vice-Chancellor)

That the response from HEFCE was expected on 8 December 2008, noting that the Committee would be updated when information became available.

RESOLVED:

That the Committee record its thanks to the Deputy Registrar, the Academic Registrar and the Strategy Programme Manager for their swift turnaround of the proposal.

180/08-09 Academic Health Science Centres (minute 163/08-09 refers)

REPORTED:(by the Vice-Chancellor)

That following his appointment as Chief Executive of HEFCE, Sir Alan Langlands had stepped down as the appointed chair of the AHSC international designation panel, noting that this would cause a short delay in taking forward the application process until a new chair was appointed.

181/08-09 Government Offices' Capital Projects (minute 165/08-09 (h) refers)

REPORTED: (by the Registrar)

- (a) That following the announcement that Government Offices were being encouraged to identify potential proposals for capital projects, the University and others had received confirmation that increased capital funds were expected to be brought forward but that the method of allocation was not yet known.
- (b) That the University had written to Ian Austin, West Midlands Minister and Liam Byrne, Minister for the Cabinet Office, to indicate its readiness to receive new capital funds.

182/08-09 Advantage West Midlands

REPORTED: (by the Vice-Chancellor)

- (a) That Nick Paul, Chair of Advantage West Midlands, was one of seven Chairs of Regional Development Agencies (RDAs) around the country who have had their appointments extended by up to one year.
- (b) That Advantage West Midlands was commencing the public consultation over new plans for the flagship Ansty Park high technology business park in Coventry and Warwickshire, noting that this development would create up to 7,000 jobs, with Advantage West Midlands investing around £44 million of funding into remediation and highway infrastructure on and off-site.

183/08-09

Doctoral Training Centre Bids

REPORTED: (by the Vice-Chancellor)

- (a) That the University had failed to secure any of the Doctoral Training Centres from the recently submitted bids.
- (b) That a meeting was being arranged with Professor Delpy, Chief Executive of EPSRC to discuss this matter.

184/08-09

Pragya Mehrota

REPORTED: (by the Deputy Registrar)

That postgraduate student Pragya Mehrota had been found dead in an area close to the University's Claycroft Residences on 28 November 2008.

RESOLVED:

That the Committee record its sympathies to the deceased's family at this sad time.

185/08-09

Provisional Findings from the QAA Audit

RECEIVED:

A letter from the QAA outlining the provisional outcomes of the Institutional Audit which took place between 10-14 November 2008 and confirming that the draft report would be received by 16 January 2009 (SC.140/08-09).

REPORTED: (by the Pro-Vice-Chancellor (Teaching and Learning/International Affairs))

That the positive outcomes detailed in SC.140/08-09 reflected the considerable and excellent work of the Teaching Quality Team and Professor Karen O'Brien as well as reflecting confidence in the academic activities of the University.

186/08-09

HEFCE Circular 33/2008: Annual Transparent Approach to Costing (TRAC) Returns for 2007/08

CONSIDERED:

Information from HEFCE on the arrangements for submitting the TRAC return for 2007/08, requesting responses by 30 January 2009 and the TRAC for Teaching return by 27 February 2009, noting that further information on the TRAC for Teaching would be forthcoming (SC.132/08-09).

REPORTED: (by the Deputy Vice-Chancellor)

That several institutions were reporting that their teaching funds were in surplus, noting that such institutions might be classifying scholarship as research activity rather than a cost of supporting teaching.

RESOLVED;

That the draft response to the TRAC return be considered at a future meeting of the Committee prior to submission by the deadline of 30 January 2009.

187/08-09 HEFCE Annual Monitoring Statement

CONSIDERED:

The University's Annual Monitoring Statement to be submitted to HEFCE by the deadline of 1 December 2008 (SC.142/08-09).

REPORTED: (by the Deputy Registrar)

That the Annual Monitoring Statement reflected the University's response to institution-specific questions from HEFCE and formed one part of the single conversation accountability return.

RESOLVED:

That the Annual Monitoring Statement be approved as set out in SC.142/08-09 for submission by the deadline, subject to the minor amendments noted at the meeting.

188/08-09 Report of the Fees Working Group

CONSIDERED:

A report from the Fees Working Group providing recommendations to the Committee on fee levels to be charged in 2009/10 (SC.141/08-09).

REPORTED: (by the Vice-Chancellor)

That the proposed fee levels set out within the report were calculated prior to the recent effective devaluation of the Pound, noting that it would not be advisable to adjust in anticipation of changes to currency rates given the current unstable nature of financial markets.

RESOLVED:

- (a) That the following recommendations set out in SC.141/08-09 be approved, subject to the minor amendments discussed at the meeting:
- (i) That the International Office and Heads of Department be permitted to negotiate agreements with partner organisations which allowed for reductions in tuition fees of up to 20% for overseas postgraduate taught and research students, within the parameters set out in Annex B of SC.141/08-09;
 - (ii) That a fee supplement be introduced to tuition fees charged to ELQ students entering the University from 2009/10 following undergraduate full-time courses, postgraduate taught courses and undergraduate part-time degrees, noting that this would not apply to those courses exempt from the ELQ policy;
 - (iii) That the fee for overseas undergraduate students for a year abroad or intercalated year of study remain at half the standard overseas fee;
 - (iv) That a fee equivalent to the relevant full-time research fee for one year of study be charged for the award of a PhD by published works for persons outside the University.
- (b) That, following investigation into the policy being employed in peer institutions, the proposal to increase standard international fees be reconsidered by the Committee at its meeting on 15 December 2008.

189/08-09 Institute of Advanced Studies (IAS) Update

CONSIDERED:

A report from the Director and Administrator of the Institute for Advanced Studies updating the Committee on activities including the use of IAS facilities, progress on the potential for JNU-

Warwick academic exchange, the appointment of a new director and recent outputs (SC.136/08-09).

REPORTED: (by the Director of IAS)

That since 1 November 2008, the IAS residence at Cryfield Grange had been made available to non-IAS visitors, providing accommodation to visitors to the University who were engaged in research collaborations.

RESOLVED:

That the report be approved as set out in SC.136/08-09.

190/08-09

Policy Update: HR & Safety and Occupational Health

CONSIDERED:

A report from the Director of HR and Commercial Services outlining developments within the areas of Human Resources, the Learning and Development Centre, Safety & Occupational Health (SC.130/08-09).

REPORTED: (by the Director of HR and Commercial Services)

- (a) That the University's safety standards in some areas were falling short of the appropriate standard, noting that enhancement would require the cultural and behavioural approach to safety across the University to be addressed.
- (b) That the HSE inspector would be visiting again in December to investigate the University's approach to stress management.

(By the Chair of the Graduate School)

- (c) That examples had been brought forward where external examiners were not being able to be secured due to refusal to supply a copy of their passport as required under new regulations.

RESOLVED:

That the report be approved as set out in SC.130/08-09.

191/08-09

Policy Update: Equality and Diversity

CONSIDERED

A report updating the Committee on activities relating to equality and diversity, including the development of a Single Equality Scheme, a draft Dignity at Work and Study policy, as well as training opportunities and resources (SC.137/08-09)

RESOLVED:

That the report be approved as set out in SC.137/08-09.

192/08-09

Appointments to Senate Committees

RESOLVED:

- (a) That Dr John Snape (Law) and Dr Alison Cooley (Classics) be appointed to serve on the Board of Undergraduate Studies as representatives of the Faculties of Social Studies and Arts respectively.
- (b) That Dr Margaret Shewring (Theatre Studies) be appointed to serve on the Equality and Diversity Committee as a representative from the Faculty of Arts as recommended by the Board of the Faculty of Arts.

- (c) That Ms Tilly Harrison be appointed to serve as the Centre for Applied Linguistics representative on the Undergraduate Appeals Committee panel for the Faculty of Social Studies.
- (d) That the above appointments be reported to the Senate at its meeting on 3 December 2008.

193/08-09

University KPIs

CONSIDERED:

A paper from the Director of Management Information and Planning and the Assistant Registrar (Deputy Registrar's Office) presenting the University's key performance indicators (KPIs) (SC.131/08-09).

REPORTED: (by the Director of Management Information and Planning)

- (a) That the KPIs were designed to reflect current performance, as well as being indicative of anticipated progress towards the fulfilment of the University's strategic aims.

(By the Pro-Vice-Chancellor (Research: Science and Medicine))

- (b) That while the colour-coding was clear, the scale should ideally be standardised for all KPIs.

RESOLVED:

That the University KPIs be submitted for consideration by the Council at its meeting on 11 December 2008, subject to and including the comments highlighted in the meeting.

194/08-09

Senate Business

RESOLVED:

That the comments and recommendations of the Steering Committee on the items of business for the meeting of the Senate to be held on 3 December 2008 be approved as set out in the papers circulated for the meeting of the Senate, noting that the appendix to S.11/08-09 was not presented to the Steering Committee for their consideration but would be included in the Senate papers.

195/08-09

UUK I-Note I/08/106: Update on Admissions Delivery Partnership

RECEIVED:

An information note from Universities UK updating members on the Delivery Partnership to improve the higher education admissions process and presenting Progress Report no.8 (SC.133/08-09).

196/08-09

UUK I-Note I/08/105: Postgraduate Medical Education Consultation

RECEIVED:

A report from UUK detailing the results of the first round of the postgraduate medical education consultation including a summary of the University's response (SC.134/08-09).

197/08-09 Europe Unit Update 51

RECEIVED:

The latest newsletter from the Europe Unit providing information on the Bologna Process beyond 2010, the EUA conference held on 23-25 October 2008, the approval of the Erasmus Mundus second phase, as well as general updates from higher education in Europe (SC.135/08-09).

kms/jf/steersshare/minutes2008-09/Dec08/01Dec08