

THE UNIVERSITY OF WARWICK

Minutes of the meeting of the Steering Committee held on 1 June 2009

Present: Vice-Chancellor,
Deputy Vice-Chancellor,
Professor S Bassnett,
Professor L Bridges,
Professor S Bruzzi,
Professor R Higgott,
Professor K Lamberts,
Professor H Thomas,
Mr S Thomson,
Professor M Smith,
Professor M Underwood (from item 584/08-09),
Professor M Whitby

Apologies: Professor R Lindley

In Attendance: Registrar, Deputy Registrar, Academic Registrar, Director of Estates, Finance
Director, Head of Governance Support Services, Executive Officer (Vice-Chancellor's
Office), Administrative Officer (Governance)

582/08-09 Minutes

RESOLVED:

That the minutes of the meeting held on 11 May be approved, subject to the following amends
(deletions ~~struck through~~ and insertions underlined):

563/08-09:

- (c) That initial steps forward might include an increase in employer contributions to 16%
to begin to reduce the Scheme's overall deficit, noting that an increase of to 23% may
be considered necessary by some calculations should amendments to the scheme
not be made.

570/08-09:

- (b) That the changing scope and delivery of E-Learning at the University following the IT
Services 5 Year Plan had prompted debate and that the Director of IT Services had
~~responded~~ written to Heads of Department outlining proposals which sought to retain
the benefits of a central team whilst reducing costs by focusing on core activities.

583/08-09 UCEA Update 09: 059 – National Pay Negotiations : UCU Ballot Withdrawal(minute 572/08-
09 refers)

RECEIVED:

The recent UCEA update notifying of the postponement of the proposed UCU ballot
(SC.472/08-09).

584/08-09 QAA Final Report into Academic Quality and Standards in English HE(minute 570/08-09 refers)

CONSIDERED:

The executive summary of the QAA's final report into academic standards and quality outlining the perceived areas of concern for further investigation (SC.479/08-09).

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

(a) That he would be attending the QAA Subscribers meeting to be held on 3 June 2009.

(By the Vice-Chancellor)

(b) That the Higher Education Policy Institute (HEPI) had recently published a report into the Academic Experience of Students in Higher Education highlighting the issues around contact hours which was an area identified by the QAA for further work.

RESOLVED:

That the University should contact other Russell Group institutions to ascertain whether a collective response to the report would be helpful, noting that if a Russell Group response was not forthcoming, the University may respond individually as resolved at the previous meeting of the Committee.

584/08-09 UKBA Visits to Universities (minute 573/08-09 refers)

REPORTED: (by the Vice-Chancellor)

That an email had been received from UUK informing members that it was to work with the UK Border Agency (UKBA) in the scheduling of visits to institutions and that subsequently, the University had been contacted indicating that a visit was planned.

585/08-09 UKRIO Code of Practice (minute 568/08-09 refers)

REPORTED: (by the Vice-Chancellor)

That the University's response to the consultation on the UK Research Integrity Office (UKRIO)'s Code of Practice for Research had been sent to UUK on 29 May 2009 and that a copy of the response would be available for the information of members at the next meeting of the Committee.

586/08-09 Change of Format for Agendas of the Steering Committee

REPORTED: (by the Vice-Chancellor)

That future agendas would include a short summary for each item received 'for information' for members' ease of reference.

587/08-09 Strategy Bites – Low Carbon Society Initiative

REPORTED: (by the Vice-Chancellor)

That the next Strategy Bites event would focus on the Low Carbon Society Initiative and that it would be held in the Sutherland Staff Lounge on 23 June from 12.30pm.

588/08-09 WATE Winners 2009

REPORTED: (by the Vice-Chancellor)

- (a) That the winners of the Warwick Awards for Teaching Excellence had been announced as follows:

Teresa Mackinnon (Language Centre)
Julie Macpherson (Chemistry)
Nick Monk (The CAPITAL Centre) – winner of the Butterworth Award
Jim Robinson (Physics)
Gary Watt (School of Law)

- (b) That the winners would be presented with their awards at the University Degree Ceremonies in July 2009.

- (c) That the commendees were as follows:

Tim Bugg (Chemistry)
Janet Cooper (Warwick Medical School)
Sara Hattersley (Centre for Lifelong Learning)
Vas Stavros (Chemistry)
Joe Winston (Institute of Education)

589/08-09 Warwick Students' Union in Finals of NUS Competition

REPORTED: (by the Vice-Chancellor)

- (a) That Warwick's Students' Union had been listed as a finalist in the annual National Union of Students (NUS) Awards for the first time in its history.
- (b) That Warwick SU was in the top three unions in the country within the Participation Award category, noting that the winners would be announced at a ceremony on 12 June 2009.

RESOLVED:

That the Committee record its congratulations to the Students' Union on its achievement.

590/08-09 Time Higher Education Awards

REPORTED (by the Registrar)

- (a) That the University intended to submit the following entries to the Times Higher Education Awards 2009 by the deadline of 5 June 2009:
- (i) The Institute of Advanced Study – Outstanding Support for Early Career Researchers category
- (ii) The CAPITAL Centre/RSC – Excellence and Innovation in the Arts category

- (iii) Warwick In Africa – Widening Participation Initiative of the Year category
- (iv) Peter Abrahams (Warwick Medical School) – Most Innovative Teacher of the Year category

(b) That a shortlist for each category would be announced in July 2009.

591/08-09

China Visit

REPORTED: (by the Vice-Chancellor)

- (a) That he, the Pro-Vice-Chancellors (Research), the Director of the International Office and other Warwick colleagues recently visited China, and held meetings with, amongst others, the Chinese Minister for Education and the Universities of Peking, Renmin, Tsinghua and Shanghai Jiaotong.
- (b) That the Alumni receptions held in Shanghai and Beijing were well attended.

592/08-09

Policy Update: Campus Life – Chaplaincy Update

CONSIDERED:

A paper from the Pro-Vice-Chancellor (Campus and Community) and the Deputy Registrar updating the Committee on developments in the Chaplaincy and proposed arrangements for the future including the proposed removal of the role of Senior Chaplain (SC.480/08-09).

REPORTED: (by the Pro-Vice-Chancellor (Campus and Community))

- (a) That interviews for the Anglican Chaplain role at the University would be held on 3 June 2009 with a view to the successful candidate taking up the position from the beginning of the 2009/10 academic year.
- (b) That the recruitment process for the next Muslim Chaplain would be conducted over the Summer vacation with the aim of securing a replacement as early as possible in the next academic year.
- (c) That the role of Senior Chaplain no longer represented the collaborative ethos of the Chaplaincy at Warwick, nor the increased student interest in faith matters.

RESOLVED:

That the role of Senior Chaplain be removed and be replaced with a role of Link Chaplain appointed on an annual basis by the Chaplains from any member of the Chaplaincy Team who was willing to serve.

593/08-09

UUK I-Note I/2009/040 – HEIs as Employers and the new Immigration System

CONSIDERED:

An Information Note from UUK updating on a recent meeting with the UK Border Agency (UKBA) regarding employment issues under Tiers 1 (highly skilled migrants) and 2 (skilled workers) and requesting evidence and views from institutions on the operation of Tiers 1 and 2 (SC.467/08-09).

REPORTED: (by the Registrar)

- (a) That it was important to recognise the significant level of work and impact which the new immigration system posed for institutions.

- (b) That the guidance provided by the UKBA indicated a lack of understanding by the Agency of how universities functioned, in particular around the recruitment of external examiners and academic members of staff.

(By the Chair of the Board of Graduate Studies)

- (c) That the new information on 'supplementary work' arrangements needed further scrutiny.

RESOLVED:

That the Chair of the Board of Graduate Studies contact HR to clarify the supplementary work requirements.

594/08-09

UUK I-Note I/2009/041 – ASNs and Student Recruitment 2009/10

CONSIDERED:

A UUK I-Note highlighting the key issues for recruitment and Additional Student Numbers (ASNs) for 2009/10, together with the actions UUK proposed to undertake to support institutions in this regard (SC.468/08-09).

REPORTED: (by the Registrar)

- (a) That the previous update from the Director of Student Recruitment and Admissions indicated the potential impact of institutional over-recruitment at undergraduate level.
- (b) That the actual level of the University's potential overshoot was unclear and that the restrictions imposed by HEFCE and the University's current contract position made it difficult to recruit more students to departments who would not meet their target.
- (c) That it was likely that the sector would face a scenario where high quality applicants narrowly failing to meet their offer conditions would not be accepted by their first and possibly also their insurance choice of institution due to the restrictions, noting that the University would need to consider how to manage this aspect of the admissions process.
- (d) That Clearing, generally, was likely to be short and the adjustment period would have little positive impact.

(By the Academic Registrar)

- (e) That, whilst acknowledging that the Adjustment Period introduced for the 2009/10 cycle would complicate the process, the University would identify a mechanism for managing any potential overshoot, noting that a meeting with Heads of those departments which might not meet target would be held on 9 June 2009 to discuss the possible actions in this regard.

RESOLVED:

- (a) That a paper from the Academic Registrar and the Director of Student Admissions and Recruitment outlining the University's current HEFCE contract position be considered at a future meeting of the Committee.
- (b) That the Academic Registrar include clarification on how taught postgraduate recruitment impacts on the contract position.

595/08-09 Nomination for University Representative on the Council of Wellingborough School

CONSIDERED:

A letter from the Bursar of Wellingborough School requesting a University representative on the School's Council following the resignation of Professor Howard Thomas (SC.476/08-09).

REPORTED: (by the Vice-Chancellor)

- (a) That, given its distance from the institution, it was not clear why the University had a representative on the School's Council.
- (b) That the University should carefully consider such long-term attachments.

RESOLVED:

- (a) That the Committee record its thanks to Professor Thomas for his service on the Council of Wellingborough School.
- (b) That a paper providing an overview of appointments to school councils or governing bodies which require the approval of the Steering Committee be considered at a future meeting.
- (c) That no appointments to the Wellingborough School Council be sought at this time, subject to a check being made of the provisions of the School's governing instruments.

596/08-09 UUK I-Note I/2009/042 – Graduate Talent Pool

RECEIVED:

A UUK Information Note advising of the recent launch of DIUS' Graduate Talent Pool, a scheme which aims to match graduates with employers offering internship schemes, accompanied by an overview from the University Careers Centre (SC.469/08-09).

597/08-09 UUK I-Note I/2009/043 – Student Engagement

RECEIVED:

A UUK Information Note outlining the key aspects of UUK's student engagement activities including the National Student Forum, UUK's work with the National Union of Students and the Cross Sector Student Engagement Group (SC.470/08-09).

598/08-09 Europe Unit E/09/03 – Outcomes of Bologna Process Summit

RECEIVED:

The latest newsletter from the Europe Unit reporting on the main outcomes of the Bologna Process ministerial summit which took place in Leuven and Louvain-La-Neuve on 28-29 April 2009 (SC.477/08-09).

599/08-09 UUK Publication - 'Gifts that Grow: Charitable giving in UK Higher Education'

RECEIVED:

A UUK publication showcasing examples of successful higher education fundraising activities in the UK including the University's student calling campaign, together with a covering letter from the Chief Executive of UUK (SC.473/08-09).

600/08-09 HEFCE Circular 09/2009 – Aimhigher Associates Planning for the National Programme

RECEIVED:

A letter from HEFCE notifying Aimhigher Associate institutions of the forthcoming roll-out of the Aimhigher national programme, noting that undergraduates from Warwick might be invited to join the scheme (SC.474/08-09).

601/08-09 Society for Research into Higher Education – Annual Report 2008

RECEIVED:

The Annual Report for 2008 from the Society for Research into Higher Education (SC.475/08-09).