

THE UNIVERSITY OF WARWICK

Minutes of the meeting of the Steering Committee held on 6 February 2012

Present: Vice-Chancellor,
Professor S Croft,
Professor M Finn,
Professor C Hughes,
Professor T Jones,
Professor J Labbe,
Professor S Swain,
Professor P Thomas,
Professor M Taylor,
Professor P Winstanley,
Mr L Bøe.

Apologies: Professor A Caesar, Professor K Lamberts.

In Attendance: Registrar, Deputy Registrar, Academic Registrar, Director of Finance and Financial Strategy, Director of HR, Director of Development, Communications and Strategy, Director of Estates, Head of Corporate Governance, Head of Governance Support Services, Executive Officer (VC's Office), Administrative Officer (Governance), Assistant Registrar (Institutional Review) (for item 297/11-12), Director of the International Office (for item 300/11-12), Director of the Management Information and Planning Office (for item 301/11-12).

296/11-12 Minutes

RESOLVED:

That the minutes of the meeting held on 30 January 2012 be approved, subject to the following amendments (deletions ~~struck through~~, additions underlined):

280/11-12 Development and Alumni Update

(...)

REPORTED: (by the Pro-Vice-Chancellor for Access, Widening Participation and Development)

- (h) That, given the achievement of reaching half of the 50 Forward Campaign target, an event focusing on the area stretching from Stratford and to Birmingham community could offer an opportunity for celebration and encouragement for the second part of the Campaign.
- (i) That a training event for Heads of Departments on fundraising had been held in the Autumn term, ~~to address the where~~ concern had been raised that the primary focus of fundraising would be within confined to specific areas of the Sciences, ~~and in order to identify opportunities within the Arts.~~
- (j) That, in response to this concern, paper SC.206/11-12 noted that the Development and Alumni Relations Office would be working with a wider range of departments.

(...)

281/11-12 Postgraduate Issues

(...)

REPORTED: (by the Pro-Vice-Chancellor for Access, Widening Participation and Development)

- (d) That the recommendation that students fully funded by a Chancellor's (International) Scholarship from 2013-14 be asked to 'give back' in the form of 4 hours/week of departmental activity, be revised to reflect the equivalent number of hours annually per term, in order to enable full day involvement in events such as Open Days.

(...)

297/11-12 Institutional Teaching and Learning Review: Review Reports and Responses (minute 226/11-12 refers)

CONSIDERED:

- (a) A report from the Pro-Vice-Chancellor for Education and Student Experience, updating the Committee on the progress of the Institutional Teaching and Learning Review process (SC.213/11-12).
- (b) The minutes from the Institutional Review Steering Group that scrutinised the review reports and departmental responses (Appendices A-C of SC.213/11-12).
- (c) All departmental reports and responses from the Institutional Teaching and Learning Review and the thematic and summary reports (online access, links within SC.213/11-12).

REPORTED: (by the Assistant Registrar (Institutional Review))

- (a) That the Institutional Review Steering Group had met three times to consider the departmental reports and responses, and that the Steering Group's conclusions were set out within paper SC.213/11-12.
- (b) That all departmental reports and responses would be published online shortly.
- (c) That a report on action taken in response to recommendations would be considered by the Steering Committee in November 2012.

(by the Vice-Chancellor)

- (d) That the paper was an important step in ensuring that the recommendations of the reviews were considered by the relevant body and action taken where appropriate.

(by the Academic Registrar)

- (e) That the departmental reports and responses were grouped by Faculty when considered by the Institutional Review Steering Group, to assist in the Faculty Engagement stage of the Institutional Review, where many of the cross-cutting themes and examples of best practice could be more widely shared.

(by the Deputy Registrar)

- (f) That the departmental reports contained many examples of good practice that would be shared more broadly through a focused and accessible document that would draw on the thematic reports and the Faculty engagements.

RESOLVED:

- (a) That the recommendations of the Institutional Review Group be approved as set out in the attached minutes (appendices A-C) of SC.213/11-12, including approval of:
 - (i) The departmental reports (appendix D);
 - (ii) The departmental responses (appendix D);
 - (iii) The summary and thematic reports (appendix E);
 - (iv) The recommendations of the Institutional Review Steering Group for onward referral of those recommendations made 'to the University' by review panels in the departmental reports for further consideration by relevant University bodies
- (b) That a report collating best practice identified during the Institutional Review process be considered by the Steering Committee at a meeting subsequent to the Faculty engagements.

298/11-12 Professor Margot Finn

REPORTED: (by the Vice-Chancellor)

That Professor Margot Finn, the Pro-Vice-Chancellor for Access, Widening Participation and Development, was to leave Warwick in July 2012 to take up a Chair in Modern British History at UCL.

299/11-12 Office for Fair Access

REPORTED: (by the Vice-Chancellor)

That the Select Committee for Business, Innovation and Skills was meeting to consider the confirmation of Professor Les Ebdon, Vice Chancellor of the University of Bedfordshire and Chair of the Million+ Group, to succeed Sir Martin Harris as Director of the Office for Fair Access.

300/11-12 International Office Update

RECEIVED:

A report on international issues from the Director of the International Office (SC.214/11-12).

REPORTED: (by the Director of the International Office)

- (a) That Universities UK had signed an agreement on behalf of the sector with the Brazilian authorities to accept 10,000 Brazilian students in STEM subjects over a four-year period under the "Science Without Borders" programme, and that consideration would be given to the number of students that the University would accept under this programme.
- (b) That the *Go Global* project with the Students' Union was assisting in the integration of international students at Warwick and the internationalisation of Home students in pursuit of the strategic objective of 'every student an international student'.
- (c) That the University was in the process of signing three new undergraduate exchange agreements with Monash (Australia), Middle East Technical University (Turkey) and Seoul National University (South Korea), while the agreement with the Richmond University (USA) was currently being extended and discussions had started with the University of Texas at Austin (USA).
- (d) That the Institute for Advanced Teaching and Learning was working with Monash on the development of tools to enable students to work remotely with students in partner

universities via videoconferencing as part of the “internationalisation without travel” agenda.

- (e) That the UKBA was expected to produce a Statement of Intent on the changes to student immigration to be introduced in April 2012 but that no loosening of the current regime was anticipated.

(by the Registrar)

- (f) That work was being undertaken in the corporate sector to increase trading opportunities with Brazil, and that exploration of corporate relationships could result in offsetting the cost of accepting students under the “Science Without Borders” programme.

(by the Pro-Vice-Chancellor for Access, Widening Participation and Development)

- (g) That flexible models of campus accommodation for part-year international students, postdoctoral researchers and staff had been discussed at International Committee meetings as an issue to be addressed in order to fully support Warwick’s international strategy.
- (h) That the International Office and Warwick Accommodation had prepared a survey that had been issued to all departments to assess demand for short-term (less than one year) student and staff accommodation.
- (i) That a snapshot of the survey’s results would be taken in late February, and followed by a call for more responses as necessary, so that the data could be modelled into accommodation plans.

(by the Chair of the Board of Graduate Studies)

- (j) That there were plans for rolling electronic displays within the PG Hub to exhibit “Where I’m From” case studies for both international and UK students, to illustrate the diversity of the student population.

(by the President of the Students’ Union)

- (k) That a competition would shortly be launched to encourage student mobility, with Warwick students currently working or studying abroad invited to represent their time abroad with film and images.
- (l) That the Student’s Union had successfully hosted a productive nine day visit by a small delegation of student representatives from Monash University that incorporated One World Week.

301/11-12

REF 2014 Panel Criteria

RECEIVED:

Part 1 of the REF2014 Panel Criteria and Working Methods documentation, covering a generic statement of assessment criteria and working methods (SC.215/11-12).

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

- (a) That there was a more standardised approach to the REF panel criteria, with a common approach to dispensation for staff with special circumstances.
- (b) That the approach to requesting that an output of extended scale and scope be “double-weighted” would be consistent across the exercise, and HEFCE had

confirmed that “reserve” outputs could be used as substitutes where the “double weight” of an original submission was not accepted.

- (c) That citation data would be used as anticipated, but specifically for panels in Chemistry, Physics, Computer Science, and Economics and Econometrics; the Library was completing the purchase of the Scopus Citations database to aid the University’s REF preparations.
- (d) That the University’s Equality and Diversity Code of Practice for REF 2014 was being drafted, and would be considered at the next REF Executive Steering Group, and thereafter by the Steering Committee prior to being submitted to the HEFCE for its approval.
- (e) That there was a structured template for the Research Environment element of submissions, and that the weightings applied to the four or five components within the Research Environment element were transparent across the panels.
- (f) That the Impact element of submissions remained significant but largely as anticipated.

(by the Pro-Vice-Chancellor for Research (Arts and Social Sciences))

- (g) That his thanks were extended to the Director of the Management Information and Planning Office and his team, as well as the Faculty Chairs, for their work undertaken on the REF2014 planning process so far.
- (h) That approximately 30 departmental meetings had been held and that the outcomes of these meetings would be reviewed at a Senior Management Away Day to be held on 7-8 February.
- (i) That there would be additional assessors co-opted to panels as part of the REF 2014 process, particularly within the impact element of submissions.
- (j) That any impact case studies that related to national security were required to be identified before the end of the current calendar year.

302/11-12

Funding for Universities and Colleges for 2012-13: HEFCE Board Decisions

RECEIVED:

A circular announcing the decisions taken by the HEFCE Board at its meeting on 27 January 2012 on the funding for universities and colleges for 2012/13 (SC.218/11-12).

REPORTED: (by the Academic Registrar)

- (a) That the HEFCE would provide additional funding for new-regime postgraduate taught students in price groups A to C, amounting to an extra £1,100 per full-time equivalent student.
- (b) That the amount of grant funding provided to provide support for high cost subjects would be £9,804 for price group A and £1,483 for price group B, and this was slightly lower than had been indicated in the previous HEFCE consultation on Teaching Funding and Student Number Controls.
- (c) That the HEFCE Board had agreed that research activity with a quality rating of 2* in the 2008 Research Assessment Exercise would no longer be counted towards mainstream quality related (QR) funding, and would be used to increase the funding to support research degree programme (RDP) supervision instead.

- (d) That moderation funding was to be less prevalent than in the past and would only be used in exceptional circumstances.

(by the Registrar)

- (e) That the 'Departmental Unallocated Provision' of £62m for the Department of Business, Innovation and Skills was intended to provide a mechanism to meet any unforeseen departmental expenditure in 2012-13 and beyond and that changes to this unallocated provision would need to be carefully monitored in future years.

(by the Chair of the Board of Graduate Studies)

- (f) That modelling undertaken by the Management Information and Planning Office to assess the impact of shifting 2* QR funding to support RDP supervision, had indicated no overall detrimental effect upon the University but with some variability by department.
- (g) That the HEFCE was now referring to "Price Groups" in place of "Bands" and that the change in language may be indicative of the ongoing shift in the Council's thinking about higher education.

KMS/KP/steersshare/minutes/201112/Feb12/6Feb12