

THE UNIVERSITY OF WARWICK

Minutes of the meeting of the Steering Committee held on 10 October 2011

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

Apologies: Vice-Chancellor.

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 Governance Support Services, Executive Officer (VC's Office), Administrative Officer (Governance), Assistant Director (Planning & Student Experience), International Office (for item 19/11-12), Head of Stakeholder Relations (for item 24/11-12).

18/11-12 Minutes

RESOLVED:

That the minutes of the meeting held on 3 October 2011 be approved.

19/11-12 QAA Consultation on Draft Guidance on Experiences of International Students (minute 849/10-11 refers)

CONSIDERED:

The University's draft response to the QAA consultation on draft guidance for UK Higher Education institutions on international students studying in the UK, which sets out minimum expectations of support for international students (SC.13/11-12).

REPORTED: (by the Academic Registrar)

- (a) That whilst the draft guidance sought to describe best practice in supporting international students, it was not clear why the QAA thought this necessary when other sector bodies already undertook dissemination of best practice.
- (b) That there was a risk that, over time, the guidance may develop into an area of further compliance as part of the QAA's Code of Practice.

(by the Pro Vice-Chancellor for Education and Student Experience)

- (c) That whilst she broadly agreed with the guidance set out under "Learning and Teaching" in Section 7, inclusion of global perspectives during the development and periodic review of modules and programmes crossed the boundary of the QAA's remit and risked interference with the University's autonomy over the curriculum.

(by the Assistant Director (Planning & Student Experience), International Office)

- (d) That the recommendation that institutions should consider the development of re-orientation programmes to assist students with acclimatising back into their former culture or lifestyle was largely a reference to the need to support students returning to their own country to seek work in light of new visa restrictions, and that institutions would need to be explicit about what such programmes were designed to achieve.

RESOLVED:

That the University's response to the QAA consultation on draft guidance for UK Higher Education institutions on international students studying in the UK be amended as discussed, and submitted prior to the deadline of 14 October 2011.

20/11-12 Higher Education Innovation Funding 2011-12 to 2014-15: Institutional Strategy (minute 804/10-11 refers)

RECEIVED:

A letter from the HEFCE's Head of Business and Community Policy confirming acceptance of the University's Institutional Strategy for knowledge exchange, as the basis against which the University would receive its HEIF 2011-15 annual allocations (SC.15/11-12).

21/11-12 Major Research Proposal: ESRC Centres and Large Grants Competition 2011/12 (minute 7/11-12 refers)

CONSIDERED:

Further clarification on the outline bid to the ESRC Centres and Large Grants Competition 2011/12, led by Warwick Manufacturing Group (SC.16/11-12).

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

- (a) That at the last meeting of the Steering Committee, it was resolved that further clarification was required concerning the institutional contribution, the basis of the academic case, and the arrangements for collaboration with staff from WBS, and that these were addressed in paper SC.16/11-12.
- (b) That the Deputy Vice-Chancellor had confirmed that the resources included in the bid were incorporated into the Five Year Plan.
- (c) That the University had formed a collaboration with the University of East Anglia and the University of Nottingham, and that the latter would lead on a second outline bid to the ESRC Centres and Large Grants Competition 2011/12, relating to the "Individual Behaviour" strand.
- (d) That the second bid would include a £0.5 million institutional contribution, which required reallocation of existing resource, including PhD students, an element of research time and a research assistant.
- (e) That the University would not be leading on the second bid as WBS colleagues were preparing bids for a number of other significant grants simultaneously.

(by the Dean of Warwick Business School)

- (f) That he supported the bid to the ESRC Centres and Large Grants Competition 2011/12, for the Collaboration for the Advancement of Service Systems Economies (CASSE).

- (g) That he supported the second outline bid to the ESRC Centres and Large Grants Competition 2011/12, in collaboration with the University of East Anglia and the University of Nottingham.
- (h) That WBS policy was for academic staff to lead on all joint bids, unless (as in this case) there was significant reason to do otherwise.

(by the Chair of the Board of Graduate Studies)

- (i) That the Director of the ESRC DTC would need to be aware of the allocation of a PhD award to the ESRC bid for Individual Behaviours.

(by the Director of Finance and Financial Strategy)

- (j) That there was a need for the University to be watchful over the financial sustainability of research, given the additional pressures on the University's margins as a result of increased Research Council expectations for institutional contributions.

RESOLVED:

- (a) That the Warwick-led outline bid to the ESRC Centres and Large Grants Competition 2011/12 be submitted to the ESRC prior to the deadline of 13 October 2011.
- (b) That the institutional contribution detailed in the Warwick-led outline bid (a new Research Fellow position, a 50% administrative post and two dedicated PhD students) be approved, subject to final approval of the proposed resources by the Deputy Vice-Chancellor.
- (c) That the Committee was supportive of the University of Nottingham-led collaborative outline bid in the area of Individual Behaviour (on which there were three Warwick co-applicants) to the ESRC Centres and Large Grants Competition 2011/12.
- (d) That, should the collaborative outline bid to the ESRC Centres and Large Grants Competition 2011/12 be successful, the full proposal be considered by the Steering Committee prior to submission to the ESRC in February or March 2012.

22/11-12 QAA Expertise Database (minute 902/10-11 refers)

REPORTED: (by the Pro-Vice-Chancellor for Education and Student Experience)

That a nomination to the QAA Expertise Database for Ms Rebecca Freeman, School of Life Sciences, had been received, and that clarification of the specific area of expertise would be sought prior to the submission of the nomination by the deadline of 15 October 2011.

23/11-12 Warwick in Africa

REPORTED: (by the Deputy Vice-Chancellor)

- (a) That a BBC World programme featuring Warwick in Africa was broadcast on BBC World News, BBC News Channel and BBC1 from 7-9 October 2011.

(by the Director of Development, Communications and Strategy)

- (b) That the programme gave a positive portrayal of the University and its students in Africa, and that it was available to watch using the iPlayer.

24/11-12

Increasing Engagement with External Stakeholders

CONSIDERED:

A report from the Head of Stakeholder Relations setting out a number of initiatives which are planned to increase the University's engagement with key stakeholders (SC.12/11-12).

REPORTED: (by the Head of Stakeholder Relations)

- (a) That the refreshed University Strategy included a section (Goal 4), with the aim to "increase engagement with our stakeholders, in order to enhance the University's reputation in the UK and overseas".
- (b) That the Communications Office had developed a new plan for External Stakeholder Relations with relevant colleagues, which aimed to strengthen relationships with key external organisations and individuals (principally in the UK), building on existing activities.
- (c) That the Plan drew together activities being led by academic or central administrative departments, and others which are being delivered by and with the Communications Office, and sought to improve the coordination of those activities, across the institution.
- (d) That the Vice-Chancellor had instigated a system whereby senior managers would be assigned a "Relationship Manager" role for key external contacts (the "Top 100 UK Stakeholders"), to provide clarity on who had primary responsibility for establishing or developing a relationship with those individuals, and that this would be launched shortly.

(by the Deputy Vice-Chancellor)

- (e) That the implementation of a new "email for life" system for student email addresses was helpful in facilitating the maintenance of and increased engagement with alumni.

(by the Dean of Warwick Business School)

- (f) That WBS had engaged with the Birmingham Local Enterprise Partnership and Young Professionals Council, as part of their efforts to strengthen relationships with regional and sub-regional organisations.

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

- (g) That wider engagement could be obtained through the relationships established as part of Science City.

RESOLVED:

That the Dean of Warwick Medical School would discuss with the Head of Stakeholder Relations the possibility of widening University engagement with the NHS.

25/11-12

Fees Working Group report (minute 926/10-11 refers)

CONSIDERED:

A report from the Fees Working Group, with recommendations for standard fees for PGR courses (for both Home/EU and Overseas students) and PGT courses (for Home/EU students) for 2012/13, as well as recommendations in relation to the University's policy on the fee status of Channel Islands students from 2012/13 onwards, and the fees to be set for the Higher Education Foundation Programme for 2012/13 (SC.18/11-12).

REPORTED: (by the Registrar)

- (a) That the Steering Committee had considered and approved recommendations from the Fees Working Group on international UG and PGT tuition fees for 2012/13 in the Fees Working Group report from the meeting held on 26 September 2011 (SC.646/10-11).
- (b) That recommendations from the Fees Working Group for standard fee levels for 2012/13 for Overseas PGR, Home/EU PGR and Home/EU PGT students were now presented for consideration by the Steering Committee.

RESOLVED:

- (a) That the recommendation that, for all international PGR students, a fee increase of 6% on both Bands 1 and 2 be applied for 2012/13, raising standard fee levels to £12,840 for Band 1 and £16,390 for Band 2, be approved.
- (b) That the recommendation that Home/EU PGR fees for 2012/13 be held at the 2011/12 levels of £3,900 (full-time) / £2,340 (part-time), be approved.
- (c) That the recommendation that the standard fee uplift for Home/EU PGT students for 2012/13 be held at 6%, bringing the standard Home/EU PGT fee to £6,445, (noting that departments continue to be encouraged to consider the setting of non-standard fee levels for their courses where appropriate), be approved.
- (d) That the recommendation that from 2012/13 onwards, the international fees for Band 1 and Band 2 be applied to new undergraduate and PGCE Channel Islands students, be approved.
- (e) That the recommendation that fee levels for continuing Channel Islands students in 2012/13 be set as follows, representing a 6% uplift on the fee levels applied in 2011/12, be approved.

Channel Islands Band A £23,255
Channel Islands Band B £10,460
Channel Islands Band C £8,235
Channel Islands Band D £6,565
- (f) That the proposals for non-standard fees (including the MBChB) be brought forward for consideration by the Steering Committee in November.
- (g) That the recommendation that for 2012/13, the fee for the Higher Education Foundation Programme be set at £13,800, in alignment with the Overseas (Band 1) fee rate, be approved.

26/11-12

Revolving Green Fund

CONSIDERED:

The University's proposed submission for funding under strands 1 and 2 of the HEFCE RGF2, to be submitted on 17th October 2011 (SC.26/11-12).

REPORTED: (by the Director of Estates)

- (a) That an amount of capital was retained by the HEFCE from the recent CIF2 allocation to HEI's to provide a second phase of funding to Institutions to enable further progress towards the government's carbon reduction target in 2020.
- (b) That HEFCE had invited submissions for applications for funding from RGF2 in two application strands, where £10m in recoverable grants was to be made available over

2011/12 and 2012/13, and allocation to individual HEIs would be determined from the competitive bids to be made by 17th October 2011.

- (c) That the University would seek to bid for the first strand relating to a small scale energy efficiency programme.
- (d) That the second strand invited bids for a small number of exemplary retrofit projects with a value of up to £1.0m.
- (e) That there was potential for an application to be submitted for the retrofitting of existing "glasshouses" at Wellesbourne, with reduced carbon emissions and generated financial benefits such as lower tax and utility cost savings.

RESOLVED:

- (a) That the latest financial forecasts with respect to the projected utilisation of the glasshouses proposed for refurbishment at Wellesbourne be considered by the Director of Finance and Financial Strategy, Director of Estates and the Pro-Vice-Chancellor for Knowledge Transfer and Business Engagement.
- (b) That, should these forecasts clearly support the proposed submission for funding under strand two of the HEFCE RGF2, the Vice-Chancellor take Chair's Action on behalf of the Steering Committee to approve the submission of the competitive bid by the deadline of 12 noon on 17 October 2011.
- (c) That, if further discussion was felt necessary, the Steering Committee would reconsider the proposed bid for strand two at its meeting on 17 October 2011, prior to the deadline of 12 noon.

27/11-12

Key Information Set: Publication of Technical Guidance and Further Information

CONSIDERED:

A letter from the HEFCE with notice of the publication of the Key Information Set (KIS) Technical Guidance (SC.19/11-12).

REPORTED: (by the Academic Registrar)

- (a) That the Teaching Quality team was compiling data on modules and assessment methods, and that HEFCE data collection would commence in early 2012.
- (b) That the QAA would review the provision of KIS data during the Institutional audit during 2012, to ensure that their processes were being adhered to.
- (c) That the Higher Education Public Information Steering Group (HEPISG), which had oversight of the development of information about higher education for the public, was to consider whether additional data should be included as part of the KIS, such as how graduate contributions were being spent at institutions, the inclusion of postgraduate taught students in the National Student Survey, and whether a KIS should be produced specifically for postgraduate taught programmes.
- (d) That the KIS data would be obtained as part of the module approval process in the future, but that a specific exercise to collect retrospective data would also be required.

(by the Deputy Registrar)

- (e) That the HEFCE intended to audit selected institutions following the first publication of KIS, to assess the accuracy of the information included.

RESOLVED:

That the Academic Registrar confirm an institutional contact on the provision of KIS data with HEFCE.

28/11-12

Degree Congregation Update

CONSIDERED:

A paper from the Academic Registrar to update on the preparations for degree congregations in 2012 and to provide information on short and longer term issues (SC.28/11-12).

REPORTED: (by the Academic Registrar)

- (a) That the winter degree ceremonies in 2011 were virtually full and modelling suggested that, without increasing the number of ceremonies, it was highly likely that accommodating all of the graduands who might wish to attend a winter ceremony in 2012 would not be possible.
- (b) That, in order to provide adequate capacity for the anticipated number of graduands attending the winter degree congregations, a booking had been made for an additional day so that one extra ceremony could be accommodated.
- (c) That the format of the degree congregation ceremonies was to be reviewed at a later point, following consideration of the size of the future student population.

(by the Chair of the Board of Graduate Studies)

- (d) That consideration should be given to running separate ceremonies for undergraduate and postgraduate students.

RESOLVED:

- (a) That the proposal that the winter ceremonies in 2012 run on the Tuesday to Thursday of the scheduled degree congregation week (17th, 18th and 19th January 2012, providing capacity for 5 ceremonies), be approved.
- (b) That the proposal that, from 2013 onwards, winter ceremonies run on the Wednesday to Friday of the scheduled degree congregation week for the winter ceremonies (providing capacity for up to 6 ceremonies, although initially only 5 ceremonies would be required), be approved.

29/11-12

Appointments to Committees of the Senate

RESOLVED:

- (a) Graduate Appeals Committee

That the recommendation from the Board of the Faculty of Arts that Dr Dan Branch (Department of History) serve as one of up to twenty members of academic staff appointed by the Senate on the recommendation of the Boards of the Faculties, be approved on behalf of the Senate.

- (b) Board of Graduate Studies

That the recommendation that Dr Alastair Phillips (Department of Film and Television Studies) serve as one of up to four co-opted members of academic staff, subject to the approval of the Senate, be approved on behalf of the Senate.

30/11-12 Social Mobility and Child Poverty Review (minute 903/10-11 refers)

RECEIVED:

A letter from the Director of Student Admissions and Recruitment to the UUK, in response to the UUK policy briefing P-2011-02 regarding the future direction in terms of support for the higher education sector in relation to social mobility (SC.14/11-12).

31/11-12 UCEA Update - Employment of Researchers

RECEIVED:

A note from UCEA regarding an update on the employment of researchers, based upon information issued by Vitae, the UK organisation that supports the professional development research staff in HEIs (SC.20/11-12).

32/11-12 UCEA Update – Points Based System and Employment of External Examiners and Visiting Academics

RECEIVED:

A note from UCEA with the latest position on lawful recruitment of external examiners and visiting academics from outside the EU in the context of the Points Based Immigration System (SC.25/11-12).

JFB/KP/steersshare/minutes/201112/Oct11/10Oct11