

THE UNIVERSITY OF WARWICK

Minutes of the Meeting of the Steering Committee held on Monday, 14 December 2015

Present: Professor Sir Nigel Thrift (Vice-Chancellor and President (Chair)), Ms R Drinkwater (Group Finance Director), Professor S Gilson (Chair of the Board of the Faculty of Arts), Professor T Jones (Pro-Vice-Chancellor (Science, Engineering and Medicine)), Mr I Leigh (President of the Students' Union (until item 108/15-16)), Professor J Palmowski (Pro-Vice-Chancellor (Postgraduate and Transnational Education)), Mr K Sloan (Registrar and Chief Operating Officer), Professor S Swain (Pro-Vice-Chancellor (Arts and Social Sciences) (until item 109/15-16)), Professor M Shipman (Chair of the Board of the Faculty of Science), Professor C Sparrow (Academic Member of the Senate), Professor P Thomas (Pro-Vice-Chancellor (People and Public Engagement) (from item 107/15-16)), Professor P Winstanley (Chair of the Board of the Faculty of Medicine), Professor L Young (Pro-Vice-Chancellor (Academic Planning and Resources))

Apologies: Professor A Coats (Academic Vice-President (Monash-Warwick Alliance)), Professor Stuart Croft (Provost), Professor Christina Hughes (Pro-Vice-Chancellor (Teaching and Learning)), Professor Christopher Hughes (Chair of the Board of the Faculty of Social Sciences).

In Attendance: Dr M Glover (Academic Registrar), Mrs P Glover (Director of Governance and Assurance Services (for item 108/15-16)), Ms K Gray (Senior Assistant Registrar (Teaching Quality) (for item 108/15-16)), Mrs C Henrywood (Assistant Registrar (Governance) (Assistant Secretary)), Ms J Horsburgh (Deputy Registrar (Secretary)), Ms G McGrattan (Director of Human Resources, Ms R Wooldridge-Smith (Deputy Academic Registrar (for item 113/15-16)).

96/15-16 Minutes

RESOLVED:

That the open and restricted minutes of the meeting held on 30 November 2015 be approved.

97/15-16 In Memoriam: W.W. Daniel

REPORTED: (by the Vice-Chancellor and President)

- (a) That the University was deeply saddened by news of the death of W.W. Daniel following a long illness; W.W Daniel had been an Associate Fellow of the Institute for Employment Research (IER) for many years.
- (b) That W.W. Daniel – Bill to everyone who knew him – was one of Britain's most prominent and influential social scientists, and was appointed CBE in 1993.

RESOLVED

That the condolences of the Steering Committee be extended to the family of W. W. Daniel.

98/15-16 Energy Research at Warwick Receives £180m Investment

REPORTED: (by the Vice-Chancellor and President)

That Warwick was set to play a crucial role in the next step towards the transformation of the UK's energy sector after the Government confirmed £60m investment for the Energy Research Accelerator (ERA), noting that the investment was backed by a further £120 million from the private sector and Midlands Innovation universities.

RESOLVED:

That the thanks of the Steering Committee be extended to Professor Tim Jones, Mr Dave Mullins and WMG for their involvement in securing Warwick's role in the Energy Research Accelerator (ERA).

99/15-16 New Director of the Warwick International Higher Education Academy

REPORTED: (by the Vice-Chancellor and President)

That Gwen van der Velden had been appointed to the post of Director of the Warwick International Higher Education Academy, noting that Gwen would join Warwick from the University of Bath, taking up her role from 1 April 2016.

100/15-16 Widening access to Postgraduate Study

REPORTED: (by the Vice-Chancellor and President)

- (a) That Warwick had been working in collaboration with five other universities (Leeds, Manchester, Newcastle, Sheffield and York) to create a pilot providing postgraduate scholarships to help ensure that talented students from disadvantaged backgrounds can access postgraduate education and the professions.
- (b) That the pilot project evaluation report provided a firm evidence base on which further work to support progression to postgraduate study can be developed, noting that widening participation was a particular area of focus.

101/15-16 UK-Mexico Visiting Chair

REPORTED: (by the Vice-Chancellor and President)

That a new initiative bringing together twelve UK universities, of which Warwick is one, and twelve Mexican universities aimed at fostering academic mobility between the two countries was recently launched at the Guadalajara International Book Fair, noting that Warwick's research collaborations with Mexico spanned all four faculties and would deliver a number of research projects.

102/15-16 Women in Academic Workshop

REPORTED: (by the Vice-Chancellor and President)

- (a) That despite significant progress in recent years, there remained a gender imbalance in the academy at Warwick, and elsewhere, particularly at the most senior levels.

- (b) That the University Council was taking a close interest in this matter and the Pro-Chancellor and Vice-Chair of Council, Viki Cooke, would facilitate a workshop in February designed to construct ideas about what could be done to improve matters at Warwick in both the short and the long term.
- (c) That colleagues who were interested in taking part in this workshop should be encouraged to register for a place.

103/15-16 Pulse Staff Survey Launched

REPORTED: (by the Vice-Chancellor and President)

That the Pulse staff survey had been launched and that members of the Steering Committee were asked to encourage colleagues to participate in the survey.

104/15-16 Registrar's Festive Drinks: from 3:30pm, 18 December 2015

REPORTED: (by the Vice-Chancellor and President)

That staff were invited to join the Registrar for festive drinks and carol singing on Friday 18 December, from 3.30pm in the Arts Centre plaza by the new community Christmas tree.

105/15-16 Campus-wide Power Cut and Emergency Lighting Issues at Milburn House

REPORTED: (by the Vice-Chancellor and President)

That the temporary campus-wide power cut, which particularly affected Westwood campus, and the simultaneous emergency lighting issues at Milburn House, had been a challenging situation, however was managed effectively by the teams involved.

RESOLVED:

That the thanks of the Steering Committee be extended to the various teams involved in resolving the campus-wide power cut and the emergency lighting issues at Milburn House.

NOTE: That following the meeting the emergency lighting issues affecting Milburn House were resolved on Wednesday 16 December 2015.

106/15-16 Retirement of the University's Senior Tutor: Mr Stephen Lamb

REPORTED: (by the Register and Chief Operating Officer)

- (a) That the University's Senior Tutor, Mr Stephen Lamb, was due to retire at the end of the autumn term following over 43 years' of service at the University.
- (b) That Steve became the University's Senior Tutor in 2008 and that in addition to this, was also a Principal Teaching Fellow in the School of Modern Languages and Cultures.
- (c) That in acknowledgement of the growth in the need for both reactive and proactive pastoral support, a review of the role of the Senior Tutor would be undertaken.

- (d) That Professor Peter Winstanley would undertake the role of Acting University Senior Tutor until the review was concluded, alongside his role as Chair of the Faculty of Medicine, noting that Professor Winstanley was well placed to further develop the University's working relationships with key health support agencies.

RESOLVED:

- (a) That the gratitude and congratulations of the Steering Committee be extended to Mr Stephen Lamb for his long service to the University and in particular, for his invaluable service as University Senior Tutor for the past seven years.
- (b) That the thanks of the Steering Committee be extended to Professor Peter Winstanley for agreeing to serve as the acting Senior Tutor whilst the review of the role of Senior Tutor is undertaken.

107/15-16 Welcome Week Proposal

CONSIDERED:

A proposal from the Students' Union for a Welcome Week preceding the start of the academic year (SC.41/15-16).

REPORTED: (by the President of the Students' Union)

- (a) That the initial proposal for a Welcome Week was considered by the Steering Committee at its meeting on 15 June 2015 (minute 324/14-15 refers), noting that following feedback from the Steering Committee, consultation concerning the proposal was gathered from academic colleagues.
- (b) That the proposal was fundamentally driven by the desire to enhance the student experience at Warwick, noting that it had been developed in consultation with academic and administrative staff across the institution and had drawn significantly on feedback from current students.
- (c) That on the whole, discussions with academic colleagues and committees had been positive, with some questions raised around certain aspects of the proposal, most particularly when the Welcome Week would occur and what impact this would have on the workload of academic staff.

(by the Academic Registrar)

- (d) That the current system meant that transition into Warwick and the transition between years whilst at Warwick varied for students.
- (e) That some of the potential additional issues the proposal raised were logistical and included whether student accommodation and lease agreements could be ready in time, what the impact might be on the curriculum, and potential loss of income from Conferencing.
- (f) That his preference would be option 4 (where the start of term 1 was moved back by a week and with a combined undergraduate and postgraduate Welcome Week), which would shorten the Christmas break from 4 to 3 weeks, noting that there would be no impact on student accommodation lease payments.
- (g) That if option 4 was approved, 2017/18 would be the first year that implementation would be possible.

(by the Chair of the Faculty of Science)

- (h) That that the Board of the Faculty of Science was broadly supportive but expressed a concern that the paper lacked specific detail about what the Faculty was being asked to agree to, noting that it was important to understand what the impact would be on academic colleagues.

(by the Pro-Vice-Chancellor (Postgraduate and Transnational Education))

- (i) That the response received from students to the International Barometer indicated that a Welcome programme would be well received, even if the Welcome activities only lasted for half a week.

(by the Chair of the Faculty of Medicine)

- (j) That there were conflicting concerns in the Medical School with many Medical students feeling that this proposal would go some way towards improving the relationship between Medical students and the Students' Union, whilst simultaneously it being noted that the General Medical Council (GMC) dictated the number of contact hours that Medical students were expected to have and a Welcome Week could negatively impact on this requirement.

(by the Chair of the Faculty of Arts)

- (k) That the Heads of Departments in the Faculty of Arts were supportive of the proposal but had requested to see a more detailed document that considered the needs of all varying student constituencies, that detailed what student support would be available in the Welcome Week and that ensured that the needs of international students were taken into account.

(by the Registrar and Chief Operating Officer)

- (l) That a Steering Committee sponsored Working Group that was representative of interested parties should be established to support the Students' Union in developing the proposal further before it was considered by the Senate for approval, particularly with regard to the practicalities of implementing option 4, and ensuring that the perceived burden on academic departments was analysed and managed.

RESOLVED

That a Steering Committee sponsored Working Group that was representative of interested parties be established by the Academic Registrar to support the Students' Union in developing the proposal further, before submission to the Senate for consideration.

108/15-16 *Draft Response to the BIS Consultation

CONSIDERED:

The first draft of the proposed University response to the Government's green paper on higher education '*Fulfilling our Potential: Teaching Excellence, Social Mobility and Student Choice*'. (SC.42/15-16, {Restricted}).

RESOLVED:

- (a) That the thanks of the Steering Committee be extended to those colleagues involved in drafting the initial response to the BIS consultation.
- (b) That colleagues be invited to send any comments on the draft to the Director of Governance and Assurance Services before the end of term.

109/15-16 *Capital, Space and Amenities Group Report

CONSIDERED:

An update on the business of the Capital, Space and Amenities Group (CSAG) (SC.43/15-16, {Restricted}).

RESOLVED:

- (a) That the revised membership and terms of reference of CSAG be recommended to the University Estate Committee for approval.
- (b) That the update report be noted.

110/15-16 *Academic Resourcing Committee Update

CONSIDERED:

A report summarising the business of the Academic Resourcing Committee during term 1 2015/16 (SC.44/15-16, {Restricted}).

RESOLVED:

That the update report be noted.

111/15-16 *Administration and Professional Services Group Update

CONSIDERED:

A report covering key developments, risks, projects, investment decisions and service trends for APSG, from the meetings of the Group held on 14 September 2015, 12 October 2015 and 9 November 2015. (SC.45/15-16, {Restricted}).

RESOLVED:

That the update report be noted.

112/15-16 *HESA "Data Futures" Consultation

CONSIDERED:

A paper setting out the University's proposed response to the Higher Education Statistics Agency (HESA) consultation on its proposals to reform and redesign the Higher Education information landscape. (SC.46/15-16 {Restricted}).

RESOLVED:

That the draft response to the HESA Data Futures consultation be approved.

113/15-16 *Education Report

RECEIVED:

A report from the Academic Office (SC.47/15-16 {Restricted}).

RESOLVED:

That the report be noted.

114/15-16 *Draft Response to HEBCI Survey 2014-15 (Part A) and Response to HEBCI Survey 2014-15 (Part B)

CONSIDERED:

A paper proposing the University's draft response to Part A and Part B of The Higher Education Business and Community Interaction (HEBCI) survey, which is conducted annually by HESA. (SC.48/15-16).

RESOLVED:

- (a) That the University's draft response to Part A be approved.
- (b) That the Registrar and Chief Operating Officer and the Group Finance Director be remitted to approve Part B on behalf of the Steering Committee.

115/15-16 HEFCE's Prevent Monitoring Framework

RECEIVED:

A report on the HEFCE monitoring framework for the higher education sector in relation to the Prevent Duty (SC.49/15-16)

REPORTED: (by the Registrar)

That the HEFCE monitoring framework for the higher education sector in relation to the Prevent Duty will return to be considered by the Steering Committee in Term 2, noting that the Prevent Duty will inevitably raise some concerns and political sensitivities but that the University had obligations to fulfil under the statutory duty.

RESOLVED:

That the the HEFCE monitoring framework for the higher education sector in relation to the Prevent Duty be noted.

116/15-16 *Erasmus Plus Charter

RECEIVED:

A paper to deliver the resolution (minute 11/15-16 refers) that a file note be created 'clearly defining the University's understanding of the criteria for compliance with the Erasmus Plus Charter' (SC.50/15-16 {Restricted}).

RESOLVED:

That the file note regarding the University's understanding of the criteria for compliance with the Erasmus Plus Charter be noted.