

THE UNIVERSITY OF WARWICK

Minutes of the meeting of the Steering Committee held on 17 June 2011

- Present: Vice-Chancellor,
Deputy Vice-Chancellor,
Professor A Caesar (until item 715/10-11),
Professor C Hughes (until item 715/10-11),
Professor J Labbe.
- Apologies: Professor S Bruzzi, Professor M Finn, Professor T Jones, Professor K Lamberts,
Professor M Taylor, Professor P Winstanley, Mr D Stevens.
- In Attendance: Deputy Registrar, Academic Registrar, Finance Director, Director of HR, Director of
Development, Communications and Strategy, Acting Head of Governance Support
Services, Administrative Officer (Governance), Director of Student Careers and Skills
(for item 710/10-11), Director of the International Office (for item 712/10-11).

706/10-11 Minutes

RESOLVED:

That the minutes of the meeting held on 10 June 2011 be approved.

707/10-11 "50 Forward" Fundraising Campaign

REPORTED: (by the Vice-Chancellor)

That the "50 Forward" fundraising campaign had been successfully launched on 16 June in Westminster.

708/10-11 Times Higher Education Leadership and Management Awards

REPORTED: (by the Vice-Chancellor)

That the University had won the Outstanding Student Admissions Team award at the *Times Higher Education* Leadership and Management Awards on 16 June 2011.

RESOLVED:

That the congratulations of the Steering Committee be extended to the Student Admissions and Recruitment Office (SARO).

709/10-11 CBI/NUS Employability Guide (minute 641/10-11 refers)

RECEIVED:

A paper from the Director of Student Careers and Skills outlining the key aspects of the report "Working towards your future; making the most of your time in higher education" of a joint working group between the Confederation of British Industry (CBI) and the National Union of Students (NUS) (SC.498/10-11).

710/10-11 Benchmarking on Employability (minute 424/10-11 refers)

RECEIVED:

A paper from the Director of Student Careers and Skills providing an update on employment outcomes, benchmarking the University's performance against comparative institutions (SC.497/10-11).

REPORTED: (by the Director of Student Careers and Skills)

- (a) That the Sunday Times rankings of institutions on unemployment levels and graduate-level employment showed interesting variations in performance between the Russell Group universities.
- (b) That the Centre for Student Careers and Skills had undertaken a follow-up survey of graduates reported as unemployed in the DLHE survey of the 2009/10 graduates.
- (c) That, while the University's 2009/10 DLHE data was available, the national figures would not be available until August 2011.
- (d) That case studies of other institutions' employability initiatives had shown similarity in activity undertaken, but with higher ranked institutions positioned as providers of work placements or having had early engagement strategies in place for a longer period than Warwick
- (e) That work placements and internships were critical in providing students with work experience, integrated into their education as much as possible.
- (f) That early engagement of students with career planning and skills development had been identified as a strategic focus for the Centre for the Centre for Student Careers and Skills, and there had been a greater proportion of first year undergraduates attending career fairs during this academic year.

(by the Chair of the Board of Graduate Studies)

- (g) That the Board of Graduate Studies had recently approved the Warwick Portfolio, a programme intended to support postgraduate students in articulating the skills attained through their studies.

711/10-11 UK Collaboration in Singapore: QAA Overseas Audit Report (minute 611/10-11 refers)

CONSIDERED:

A paper from the Senior Assistant Registrar (Teaching Quality) providing the final QAA Audit report on the UK Collaboration in Singapore, and the draft institutional statement to be published as an appendix to the Audit report (SC.501/10-11).

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

That the final version of the QAA audit report was satisfactory, and revisions had been made in line with the minor amendments suggested by the University.

RESOLVED:

That the University's draft institutional statement regarding the QAA audit report on the academic quality and standards of the collaborative courses between WMG and SIM/SIMTech, Singapore be approved and submitted to the QAA prior to the deadline of 24 June 2011.

712/10-11

Prevent Strategy

CONSIDERED:

The Executive Summary of the Prevent Strategy, the Government's strategy for preventing violent extremism (SC.506/10-11).

REPORTED: (by the Deputy Registrar)

- (a) That a range of strategies had been undertaken with relevant student groups.
- (b) That no significant additional initiatives were required, but that discussions would take place about the inclusion of cultural and religious awareness within staff induction training.

713/10-11

International Issues

CONSIDERED:

- (a) A report on international issues from the Director of the International Office (SC.502/10-11).
- (b) An update from the UCEA on the Points Based Immigration System (SC.514/10-11).
- (c) A summary of the proposals set out in the Government's consultation on employment-related settlement (SC.503/10-11).

REPORTED: (by the Director of the International Office)

- (a) That the increase in applications to the Erasmus programme was a trend likely to continue due to the personal and employability benefits presented by overseas experience, but that increasing pressures on campus accommodation and capacity of departments to absorb these additional incoming students should be considered.
- (b) That a PBS Sponsor Compliance Working Group had been set up, chaired by the Academic Registrar.

RESOLVED:

That the Director of HR would formulate a response to the Government's consultation on employment-related settlement for consideration at a future meeting of the Steering Committee, prior to the deadline of 9 September 2011.

714/10-11

Review of Teaching, Learning and the Student Experience

CONSIDERED:

A report outlining the proposals for an institution-wide review of teaching, learning and the student experience (SC.504/10-11).

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

- (a) That it was proposed that a review of all courses of study be undertaken at departmental level over a three day period in the Autumn Term 2011/12, alongside a thematic review at Faculty level of key aspects of the student experience.
- (b) That 15 interim periodic reviews were planned for the 2011/12 academic year.
- (c) That a write-up day for the secretariat would follow the three day review, to ensure a prompt delivery of reports.

- (d) That the engagement of a wide range of academic and administrative staff would raise awareness of relevant issues and processes.

(by the Deputy Registrar)

- (e) That the use of centrally held documentation and course data, and centrally organised arrangements for the institutional reviews would reduce the commitment requirements of the review secretariats and the administrative burden on departments.
- (f) That thematic reports would be produced from the reviews to identify good practice for departments to apply going forwards.

(by the Deputy Vice-Chancellor)

- (g) That the institution-wide review would signify to both staff and students the emphasis that the University places on education and the student experience.

RESOLVED:

- (a) That departmental administrators would be encouraged to engage with the review process, through their Head of Department.
- (b) That the review process would be the substantive item for discussion at the Heads of Department Forum meeting, to be held on Friday 24 June 2011.

715/10-11

Capital Plan

RECEIVED:

The University's proposed Capital Plan for 2010/11 to 2014/15 (SC.513/10-11).

716/10-11

Fees Working Group Update

CONSIDERED:

A report from the Senior Assistant Registrar (Management Information and Planning) requesting approval for recommendations from the Fees Working Group (SC.505/10-11).

RESOLVED:

- (a) That fee payments for all part-time PhD students enrolling on courses from the academic year 2011/12 onwards with a maximum period of registration of 7 years would normally be charged and payable annually over the specified first five years of registration.
- (b) That, in line with the above, any maintenance funding for part-time PhD students would be paid within the first five years of their registration.
- (c) That fees for examination resits in overseas centres be set at £120 for 2011/12 and be reviewed on an annual basis thereafter.

717/10-11

Regulating Financial Sustainability in Higher Education

RECEIVED:

The conclusions and recommendations of the Committee of Public Accounts report on Regulating Sustainability in Higher Education (SC.510/10-11).

- 718/10-11 Subject Knowledge Enhancement (SKE) allocations 2011/12
- RECEIVED:
- A letter from the Director of Funding and Market Management at the TDA, with a summary of the University's allocations for subject knowledge enhancement (SKE) places for 2011/12 (SC.507/10-11).
- REPORTED: (by the Academic Registrar)
- That the funding and allocations for SKE places for 2011/12 as set out in paper SC.507/10-11 were in line with current planning assumptions.
- 719/10-11 Response to HEFCE consultation on allocation of PGR funding (minute 695/10-11 refers)
- RECEIVED:
- The Russell Group response to the HEFCE's Consultation on allocation method for Postgraduate Research Funding from 2012-13 (SC.508/10-11).
- 720/10-11 JISC infoNet Information Legislation & Management Survey Results 2010
- RECEIVED:
- The results of the 6th annual JISC infoNet Information Legislation and Management Survey (SC.509/10-11).
- 721/10-11 ERDF Programme Update
- RECEIVED:
- An email from the Head of West Midlands ERDF Programme providing an update on the changes, developments and challenges which affect the West Midlands ERDF Programme (SC.511/10-11).
- 722/10-11 Appointment of Treasury Chief Scientific Adviser
- RECEIVED:
- Comment from the Chair of the Science and Technology Committee at the House of Commons, on the appointment by the Treasury of a Chief Scientific Adviser (SC.512/10-11).

JFB/KP/steersshare/minutes/201011/Jun11/17Jun11