

THE UNIVERSITY OF WARWICK

Minutes of the meeting of the Steering Committee held on 18 April 2011

Present: Deputy Vice-Chancellor,  
Professor A Caesar,  
Professor M Finn,  
Professor C Hughes (from item (d) 581/10-11),  
Professor T Jones,  
Professor J Labbe,  
Professor M Taylor,  
Professor P Winstanley,  
Mr D Stevens.

Apologies: Vice-Chancellor, Professor S Bruzzi, Professor K Lamberts.

In Attendance: Registrar, Academic Registrar, Finance Director, Executive Officer (VC's Office),  
Acting Head of Governance Support Services, Administrative Officer (Governance).

580/10-11 Minutes

RESOLVED:

That the minutes of the meeting held on 11 April 2011 be approved.

581/10-11 Higher Education Innovation Fund 2011-15 (minute 552/10-11 refers)

CONSIDERED:

A report on the proposed University process for strategic commissioning of projects to be funded through the Higher Education Innovation Fund (HEIF) (SC.422/10-11).

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

- (a) That the University had been provisionally allocated £2.85m per annum HEIF funding by the HEFCE for the next 4 years.
- (b) That there was general agreement that a process of internal strategic commissioning should take place.
- (c) That, in addition, a small element of the HEIF5 funding would be retained for competitive bids from departments.

(by the Chair of the Board of Graduate Studies)

- (d) That the availability of some funding for competitive bids was welcomed, and that forms of impact other than economic impact should be taken into account in the allocation of this funding.

(by the Deputy-Vice-Chancellor)

- (e) That an additional criterion concerning mitigation of risk was required in areas where significant contractual obligations on outputs existed.
- (f) That further consideration would be given to the continuing input of other stakeholders, such as the Pro-Vice-Chancellor (Research) and Research Committee into understanding the effects and outcomes of the distribution of HEIF5 funding.

RESOLVED:

That the principles set out in Paper SC.422/10-11 for the allocation of HEIF5 funding be supported, noting that, following the provision of detailed guidance and a template from HEFCE in May 2011, the University's HEIF5 institutional strategy would be submitted to HEFCE by the end of July 2011.

582/10-11 ITT Funding for 2011/12 (minute 558/10-11 refers)

REPORTED: (by the Academic Registrar)

That the reduction in TDA funding for 2011/12, related to the significant cut in the University's PGCE Secondary allocation of student places, was in line with expectations.

583/10-11 Draft Access Agreement (minute 557/10-11 refers)

CONSIDERED:

The University's revised draft Access Agreement for 2012 entry (SC.407/10-11, revised).

REPORTED: (by the Academic Registrar)

That a number of minor drafting amendments had been made to reflect comments made at the previous meeting of the Steering Committee.

RESOLVED:

That, subject to minor revisions the final draft of the University's Access Agreement for 2012 entry be approved as set out in SC.407/10-11 (revised), for submission to OFFA before the deadline of 19 April 2011.

584/10-11 City of New York New Applied Sciences Campus (minute 514/10-11 refers)

REPORTED: (by the Deputy-Vice-Chancellor)

That the University's submission of an outline expression of interest in response to the City of New York's call to establish a new university focusing on the applied sciences, had received local and national media interest.

585/10-11 Complete University Guide 2012

REPORTED: (by the Deputy-Vice-Chancellor)

That the University had been ranked 8<sup>th</sup> in the Complete University Guide 2012, published on 18<sup>th</sup> April 2011.

586/10-11 National Scholarship Programme 2012-13

RECEIVED:

HEFCE guidance on the operation, management, funding, monitoring and review of the National Scholarship Programme (NSP) for 2012/13 (SC.414/10-11).

REPORTED: (by the Academic Registrar)

- (a) That Scottish, Irish and Welsh students would not be eligible for support under the NSP.
- (b) That institutions submitting access agreements to OFFA would need to include information regarding the delivery of the Programme and their matched contributions.

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

- (c) That the proposed identification of students with an NSP scholarship in the annual HESA Student Record, to enable HEFCE to assess the impact of targeting of scholarships on students from disadvantaged backgrounds, could have wider uses for the University, for instance in tracking progression to postgraduate study.

587/10-11

QAA Institutional Review

CONSIDERED:

A report from the Senior Assistant Registrar (Teaching Quality) outlining the key points of the new QAA Institutional Review Process, and notification of the University's Institutional Review in 2012/13 (SC.410/10-11).

REPORTED: (by the Academic Registrar)

- (a) That the University's QAA Institutional Review would take place in 2012/13, the second year of operation of the new process.
- (b) That the role of the "institutional facilitator" would likely rest in the Teaching Quality team, and the role of the "lead student representative" with the Students' Union Education Officer.

RESOLVED:

That the Teaching Quality team would complete the pro forma to inform the size and constitution of the QAA review team, for submission to the QAA by the deadline of 3 May 2011.

588/10-11

Interim Periodic Review of Taught and Research Courses

CONSIDERED:

A report from the Acting Head of Governance Support Services outlining a proposal for an interim periodic review process for taught and research courses, pending the implementation of a revised Strategic Departmental Review process (SDR) (SC.418/10-11).

REPORTED: (by the Acting Head of Governance Support Services)

- (a) That the QAA's Code of Practice set out the expectation that all institutions undertake a form of periodic review of courses on a regular basis, but that the University's process had been suspended temporarily while the review of the University's SDR process was undertaken.
- (b) That the report outlined a proposed schedule of interim periodic reviews and a process based largely on the teaching element of the existing SDR process.

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

- (c) That concerns over the difficulty of scheduling reviews during the Summer term 2011 would need to be balanced with the need to progress the reviews without excessive delay.
- (d) That there was a need to ensure that interdisciplinarity be given due consideration in a departmentally based review process.

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

- (e) That there was a need to ensure that the links between research and teaching were not lost by focusing the interim reviews solely on teaching and learning.

RESOLVED:

That, acknowledging the potential difficulties in scheduling reviews during the Summer term 2011, the interim periodic review process as set out in SC418/10-11 be supported, noting that the proposal would also be considered by the Academic Quality and Standards Committee.

589/10-11 UUK-GuildHE Review of External Examining Arrangements

RECEIVED:

The recommendations from the UUK-GuildHE review of external examining arrangements in universities and colleges in the UK, together with proposed national criteria for the appointment of external examiners (SC.419/10-11).

REPORTED: (by the Academic Registrar)

- (a) That a national set of minimum expectations for the role of external examiners was set out, alongside the mandating of an induction programme.
- (b) That there was an expectation that the content of all external examiners' report forms be made available in full to students.

590/10-11 Fees Working Group Report

CONSIDERED:

A report from the Fees Working Group regarding fees for Warwick Dentistry, the Postgraduate Award in Scientific Research and Communication, and Island fees (SC.420/10-11).

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

That the Students' Union was opposed in principle to any increase in fees.

RESOLVED:

- (a) That the proposed increase in full-time fees for the Supervised Dental Clinical Training with Integrated MSc for 2011/12 be approved as set out in SC.420/10-11.
- (b) That the proposed fee of £2,500 for the Postgraduate Award in Scientific Research and Communication in 2010/11 be approved as set out in SC.420/10-11, it being noted that the Programme will run from Monday 11 July to Friday 2 September 2011.
- (c) That the agreed Island fee rates for 2011/12 and the University's response to the UUK proposals regarding the future approach to the setting of Island Fees be noted.

591/10-11 Major Research Proposal: Knowledge Exchange Hub for the Creative Economy

CONSIDERED:

An expression of interest to host an Arts and Humanities Research Council (AHRC) Knowledge Exchange Hub, to facilitate innovative collaborative research and to develop entrepreneurial capacity in the Creative Economy (SC.421/10-11).

REPORTED: (by the Dean of Warwick Business School)

- (a) That AHRC had committed £19.2m (FEC) over four years, of which institutions could apply to the AHRC for up to £4.8m FEC, and that Warwick would apply for the maximum grant of £3.84m.
- (b) That three key interdependent themes were proposed for the expression of interest; culture-business connections, new technologies in the creative and cultural industries, and distributing cultural capabilities.
- (c) That Warwick Business School would lead on and provide the administrative centre for the hub proposal, with Warwick Manufacturing Group, Warwick Arts Centre and the Centre for Cultural Policy Studies involved.

(by the Chair of the Board of Graduate Studies)

- (d) That the involvement of the Creative Writing ~~Research Group Programme~~ of the Department of English and Comparative Literary Studies would strengthen the interdisciplinary aspects of the bid.

(by the Finance Director)

- (e) That further consideration would be given to the costings contained within the bid.

RESOLVED:

That the Expression of Interest to host an AHRC Knowledge Exchange Hub be approved as set out in SC.421/10-11, subject to amendments to include the Creative Writing ~~Research Group Programme~~ and revisions of indicative costs as discussed with the Finance Director, and submitted prior to the deadline of 27 April 2011.

592/10-11

Sustainability in Higher Education

CONSIDERED:

An update report on the University's recent and ongoing activity relating to sustainability in the higher education sector (SC.417/10-11).

REPORTED: (by the Registrar)

- (a) That there had been a number of recent reports published focusing on environmental and financial sustainability, with further reports expected.

(by the Finance Director)

- (b) That the report "An Insider's Guide to Finance and Accounting in Higher Education", published by the JNCHEs Sustainability Issues Working Group, was available from the Finance Office website.

RESOLVED:

That the Executive Summary of the second report referred to in SC.417/10-11, entitled "The Financial Health and Sustainability of the HE Sector", be brought to the next meeting of the Steering Committee for information only on 9 May 2011.

- 593/10-11 Woodrush Community High School
- CONSIDERED:
- A letter from the Head Teacher of Woodrush Community High School, informing Trustees of the intention to pursue Academy Status (SC.415/10-11).
- RESOLVED:
- That the proposal be supported.
- 594/10-11 National Student Survey
- REPORTED: (by the Pro-Vice-Chancellor for Education and Student Experience)
- (a) That the National Student Survey would close on 28 April 2011, and that departments should encourage their students to complete the survey.
- (b) That the officers of the Students' Union be thanked for their support in encouraging students to complete the Survey.
- 595/10-11 Warwick Business School EQUIS Accreditation
- REPORTED: (by the Dean of Warwick Business School)
- That Warwick Business School had maintained its accreditation by the European Quality Improvement System (EQUIS) for the maximum period of five years.
- 596/10-11 NUS National President
- REPORTED: (by the President of the Students' Union)
- That Liam Burns, the current President of NUS Scotland, had been elected as National NUS President from July 2011.
- 597/10-11 Modernising Scientific Careers (minute 565/10-11 refers)
- RECEIVED:
- A template for requests of clarification, following the call to tender for the seven training programmes for healthcare scientists, from the tender managers (NHS Midlands) (SC.425/10-11).
- 598/10-11 Liberating the NHS: Developing the Healthcare Workforce (minute 482/10-11 refers)
- RECEIVED:
- The UUK response to the Department of Health consultation on education and training, referred to as "Liberating the NHS: Developing the Healthcare Workforce" (SC.424/10-11).
- 599/10-11 Summary of Discussions on Priority Areas for the University Development Campaign
- RECEIVED:
- A summary of the discussion on fundraising held within break out groups at the meeting of the Steering Committee on 21 March 2011, covering the five priority areas of the University Development Campaign: Health, Life Science, Business, Responsibility and Scholarship (SC.426/10-11).