

THE UNIVERSITY OF WARWICK

Open Minutes of the Meeting of the Steering Committee held on 20 June 2016

- Present: Professor T Jones (Provost (Chair)), Professor A Clarke (Chair of the Board of the Faculty of Medicine), Ms R Drinkwater (Group Finance Director), Professor S Gilson (Chair of the Board of the Faculty of Arts), Professor Christina Hughes (Pro-Vice-Chancellor (Teaching and Learning)), Professor Christopher Hughes (Chair of the Board of the Faculty of Social Sciences), Professor M Shipman (Chair of the Board of the Faculty of Science), Mr K Sloan (Registrar and Chief Operating Officer) (until item 329/15-16), Professor S Swain (Pro-Vice-Chancellor (External Affairs)) (until item 330/15-16), Professor L Young (Pro-Vice-Chancellor (Academic Planning and Resources)).
- Apologies: Professor A Coats (Academic Vice-President (Monash-Warwick Alliance)), Professor S Croft (Vice-Chancellor and President), Mr Isaac Leigh (Students' Union President), Professor J Palmowski (Pro-Vice-Chancellor (Postgraduate and Transnational Education)), Professor C Sparrow (Academic Member of the Senate), Professor P Thomas (Pro-Vice-Chancellor (Research)).
- In Attendance: Ms D Chambers (Director Student Recruitment Outreach and Admissions Service) (for item 145/15-16), Dr M Glover (Academic Registrar), Ms J Horsburgh (Deputy Registrar (Secretary)), Ms G McGrattan (Director of Human Resources), Ms S Moore (Committee Support Administrator (Governance) (Assistant Secretary)), Mr J Phillips (Director of Health and Safety) (for item 143/15-16), Mr B Pithouse (Head of Institutional Resilience) (for item 146/15-16), Mrs Y Salter Wright (Director of Delivery Assurance and Resolution) (for item 144/15-16), Mrs C Silvester (Assistant Registrar (Resilience Assurance (Assistant Secretary))), Ms R Wooldridge Smith (Deputy Academic Registrar).

316/15-16 Minutes

RESOLVED:

That the minutes of the meeting held on 6 June 2016 be approved.

317/15-16 Membership of the Steering Committee

REPORTED: (by the Provost)

That Mrs Philippa Glover, Secretary to Council, be welcomed to her first Steering Committee as a regular attendee.

318/15-16 Regius Professorship in Manufacturing

REPORTED: (by the Provost)

That Warwick Manufacturing Group had been bestowed the prestigious Regius Professorship in Manufacturing by Her Majesty the Queen in recognition of its academic research in driving growth and improving productivity.

RESOLVED:

That Warwick Manufacturing Group be congratulated on their achievement.

319/15-16 Guild of European Research Intensive Universities

REPORTED: (by the Provost)

- (a) That the University of Warwick had helped form and has joined the Guild of European Research Intensive Universities.
- (b) That the Guild would launch formally in November 2016, and would focus on the relationships between research and excellence, education, innovation and capacity building.
- (c) That Professor Jan Palmowski had been confirmed in the role of Interim Secretary General to the Guild in recognition of his work towards its formation.

320/15-16 Appointment of Dean, Warwick Business School

REPORTED: (by the Provost)

- (a) That on 16 May 2016 it was announced that Professor Andy Lockett would take up the position of Dean of the Warwick Business School with effect from 1 August 2016.
- (b) That Professor Lockett had held a number of management roles in WBS including Associate Dean and Deputy Dean, as well as leading the WBS Research agenda.
- (c) That, as a professor of Strategy and Entrepreneurship at WBS, Professor Lockett had published extensively in leading business and management journals, working in partnership with organisations across the private, public and third sectors.

321/15-16 Queen's Birthday Honours List

REPORTED: (by the Provost)

- (a) That Professor Christine Ennew, Warwick's incoming Provost, was appointed as an Officer of the Order of the British Empire (OBE) in the Queen's Birthday Honours list 2016, for her contribution to international higher education.
- (b) That several other people who had a close association with Warwick were also honoured, including:
 - (i) Nilesh (Neil) Sachdev, lay member of the University Council, received an MBE for services to Energy Efficiency and Sustainability in the Retail Sector.
 - (ii) David Burbidge OBE, leader of Coventry's bid to become the UK's City of Culture, was made a CBE for services to cultural philanthropy.
 - (iii) Stanley Wells, an honorary graduate of Warwick, and honorary president of the Shakespeare Birthplace Trust, was awarded a Knighthood for his services to Shakespeare scholarship.

RESOLVED:

That Professor Christine Ennew, Neil Sachdev, David Burbidge and Stanley Wells be congratulated on their honours.

322/15-16 NUS Awards 2016

REPORTED: (by the Provost)

- (a) That the Students' Union Sabbatical team had been shortlisted for Officer Team of the Year in the NUS Awards 2016.
- (b) That the awards ceremony would take place during the NUS' flagship Students' Unions event on Wednesday 6 and Thursday 7 July in Liverpool, which would bring together NUS staff and officers from across the movement for two days of workshops, networking and interactive sessions.

323/15-16 Senate Business

CONSIDERED:

The items of business for the meeting of the Senate to be held on 27 June 2016.

REPORTED: (by the Group Finance Director)

That on page 4 of the Progress Report on Warwick in California (S.67/15-16 {restricted}), the wording 'fit students for the world', should be amended to read 'equip students for the world'.

RESOLVED:

That the items of business for the meeting of the Senate to be held on 27 June 2016 be approved, subject to the amendments detailed above, as requested by the Steering Committee.

324/15-16 Institutional Teaching and Learning Review

CONSIDERED:

A report on the proposed modus operandi for the conduct of the Institutional Teaching and Learning Review (ITLR) to be carried out in January 2017 (SC.142/15-16).

REPORTED: (by the Deputy Academic Registrar)

- (a) That the Steering Committee had previously approved a proposal that the ITLR would take place in January 2017.
- (b) That the proposed timeline had been designed to ensure early communication of the arrangements for the ITLR.
- (c) That the publication of the higher education White Paper and the TEF2 technical consultation highlighted the significance of the ITLR as part of Warwick's quality assurance processes, essential to meeting the TEF1 requirements.
- (d) That currently, the University could not directly evidence the processes to evaluate the professional and administrative services supporting students, located in academic departments and the central services; thus it was recommended that such review be integrated into the ITLR process.

- (e) That the Faculty Engagements held several months after the 2011/12 ITLR, had been instrumental in the development of a number of initiatives in areas such as widening participation and employability; thus it was proposed that a similar model be adopted for 2016/17.
- (f) That it was proposed that the membership of the ITLR 2017 Steering Group include a Lay Member of the University Council and the Secretary to Council, to reflect the recently re-emphasised role of the Council in teaching and learning assurance.
- (g) That the ITLR exercise would require a dedicated project resource outwith the Teaching Quality team.
- (h) That it was proposed that the Provost and Chairs of the Faculty Boards would work together, with the support of the Academic Registrar and Director of Strategic Planning and Analytics, to ensure that the ITLR and the 2016/17 Academic Resource Committee (ARC) planning round processes were appropriately connected.

(by the Pro-Vice-Chancellor (Teaching and Learning))

- (i) That in addition to the Faculty Engagements, it would be useful for a cross institutional thematic approach to develop from the departmental review exercises.
- (j) That the timetabling process should be incorporated into the ITLR, noting that it would be useful for the Pro-Vice-Chancellor (Academic Planning and Resources) to be included in the ITLR Steering Group.

(by the Registrar and Chief Operating Officer)

- (k) That the Administrative and Professional Services Group (APSG) had recently undertaken reviews of several service areas, noting that it would be appropriate for the ITLR to make use of these reviews as opposed to duplicating effort.
- (l) That reliance on a single-event review every quinquennium placed the University in a vulnerable position in relation to the capture of baseline data for exercises such as the TEF; it being noted that more regular reviews were required, which could necessitate a change in the terms of reference of the APSG.
- (m) That the Financial Plan Sub-Committee (FPSC) had received bids for additional resource requirements for the ITLR, noting that funding priorities would be considered by the Vice-Chancellor and Registrar.
- (n) That it would be useful for a statement to be drafted for Heads of Departments and the trades unions, to confirm that the University deemed participation in the ITLR process to be a contractual obligation; thus would withhold 100% of pay from any staff member reported to not be carrying out such duties due to industrial action.

(by the Chair of the Faculty of Social Sciences)

- (o) That the link to the ARC process would be crucial, noting that work on ensuring this should commence immediately.

- (p) That departments might question the need for the ITLR to be undertaken over two weeks during the busy Spring Term.

(by the Pro-Vice-Chancellor (Academic Planning and Resources))

- (q) That the availability of high quality locally timetabled teaching space was crucial to enhancing the student experience.

(by the Group Finance Director)

- (r) That feedback on KPIs would be useful to inform funding decisions for the improvement of teaching facilities.

RESOLVED:

- (a) That the Secretary to Council liaise with the Pro-Chancellor and Chair of Council to identify an appropriate lay member of the Council to join the ITLR Steering Group.
- (b) That consideration be given to the linkage of the ITLR and ARC processes at the earliest opportunity.
- (c) That the proposed modus operandi for the conduct of the ITLR in January 2017 be approved, as set out in SC.412/15-16, subject to the revisions agreed by the Steering Committee.

325/15-16 *Health and Safety Report

CONSIDERED:

A report updating the Steering Committee on Health and Safety matters (SC.143/15-16 {restricted}).

RESOLVED:

- (a) That the Health and Safety Report be noted.
- (b) That the Director of Health and safety be requested to update the Steering Committee on progress with regard to the latest incident.

326/15-16 Statement of Expected Behaviour for Students

CONSIDERED:

A paper updating the Steering Committee on the development of the Statement of Expected Behaviour for Students (SC.144/15-16).

REPORTED: (by the Director of Delivery Assurance and Resolution)

- (a) That the aim of the Statement of Expected Behaviour for Students was to provide greater clarity for students with regard to what was expected of them in the context of the diverse University community, and the aims and values expressed in the University Strategy and the Warwick Community Statement.

- (b) That the Statement set out to summarise key aspects of the numerous policies and regulations relating to student behaviour and community values, such as in the University Strategy, the Warwick Community Statement, Ordinances and Regulations and the Dignity at Warwick Policy; thus its purpose should be recognised as a navigational document rather than an additional regulation or contract.
- (c) That the current draft of the Statement was shaped by feedback received during an extensive period of consultation with students and staff across the University, noting that such feedback had also helped to contextualise expectations, which would assist with the development of effective means of communication.
- (d) That the proposed statement was published online as a living document, with open dialogue and community engagement continuing throughout the 2016/17 academic year.

(by the Registrar and Chief Operating Officer)

- (e) That the document was intended to be a navigation statement, rather than another regulation.
- (f) That referral to the right of students to freedom of lawful assembly on University land and in its buildings had been incorporated in the Statement on the request of representatives of the Students' Union.

RESOLVED:

That the Statement of Expected Behaviour for Students, as set out in Appendix A of paper SC.144/15-16, expressed the University's expectations of students in a clear and positive manner.

327/15-16 *Contextual Data in Admissions

CONSIDERED:

A proposal for the use of contextual data in the admissions process from 2017 entry (SC.145/15-16 {restricted}).

RESOLVED:

- (a) That the proposals be presented to the next Heads of Departments Forum.
- (b) That the proposals, in relation to ensuring sufficient staffing is in place, be brought to the next meeting of APSG.
- (c) That proposals for the use of contextual data in the admissions process from 2017 entry be approved as set out in paper SC.145/15-16 {restricted}, subject to the recommendations as detailed in 325(j)/15-16, 325(l)/15-16, 325(r)/15-16 and 325(t)/15-16 made by the Steering Committee.

328/15-16 *Institutional Risk Register – Summer Update

CONSIDERED:

A report presenting the Institutional Risk Register as updated for the Summer term 2015/16 (SC.146/15-16 {restricted}).

RESOLVED:

- (a) That the institutional risk register update, as set out in paper SC.146/15-16, be approved subject to the amendment of the current risk status of risk 27 (health and safety) from dark amber to red.
- (b) That the Risk 20 be combined with Risk 21 as part of the Institutional Risk Register review project, with articulation of the revised risk shaped around the full student experience.
- (c) That consideration be given as to how to incorporate the TEF into the Institutional Risk Register as part of the review project.

329/15-16 *Report from the Budget Steering Group – Quarter 3 Financial Performance, 2015/16

CONSIDERED:

A report from the Budget Steering Group on the University's Q3 2015/16 Financial Performance (SC.147/15-16 {restricted}).

RESOLVED:

That the report from the Budget Steering Group on the University's Q3 2015/16 Financial Performance as set out in SC.147/15-16 {restricted}, be noted.

330/15-16 *Report from the Financial Plan Sub-Committee – Financial Plan 2016/17

RECEIVED:

An oral report on the proposed content of the Finance Plan paper/presentation for Senate.

RESOLVED

That the report on the proposed content of the Finance Plan paper/presentation for Senate be noted.

331/15-16 *Consultation on the Future of the Destinations of Leavers from Higher Education Survey

CONSIDERED:

A paper updating the committee on the HESA review of the Destinations of Leavers from Higher Education (DLHE) survey and to propose a draft response on the key themes. (SC.148/15-16).

RESOLVED:

That the Pro-Vice-Chancellor (Teaching and Learning) approve the final response, as set out in paper SC.148/15-16 {restricted}, on behalf of the Steering Committee.

332/15-16 Teaching Excellence Framework 2 Technical Consultation

CONSIDERED:

A paper detailing the University's draft response to the BIS Technical Consultation for Year Two of the Teaching Excellence Framework (SC.149/15-16).

RESOLVED:

That the Pro-Vice-Chancellor (Teaching and Learning) be authorised to take action on behalf of the Steering Committee to approve a final version of the University's Consultation response for submission by the deadline of 12 July 2016.

333/15-16 *HEFCE Assessment of the University's Prevent Duty Monitoring Detailed Submission

CONSIDERED:

A paper setting out the HEFCE's assessment of the University's Prevent Duty Monitoring Detailed Submission (SC.150/15-16 {restricted}).

RESOLVED:

That the HEFCE's assessment of the University's Prevent Duty Monitoring Detailed Submission, as set out in SC.150/15-16 {restricted}, be noted.

As at 5 July 2016