

THE UNIVERSITY OF WARWICK

Minutes of the meeting of the Steering Committee held on 20 September 2010

Present: Vice-Chancellor,  
Professor S Bruzzi,  
Professor A Caesar,  
Professor R Higgott,  
Professor C Hughes,  
Professor J Labbe,  
Professor M Taylor,  
Professor P Winstanley,  
Mr D Stevens.

Apologies: Deputy Vice-Chancellor, Professor K Lamberts.

In Attendance: Registrar, Deputy Registrar, Finance Director, Director of Estates, Director of Development, Communications and Strategy, Head of Governance Support Services, Executive Officer (VC's Office), Administrative Officer (Governance), Incoming Chair of the Board of the Faculty of Science, Incoming Academic Registrar.

The Vice-Chancellor welcomed Professor Tim Jones, incoming Chair of the Board of the Faculty of Science, and Dr Mike Glover, incoming Academic Registrar, to the meeting as observers.

801/09-10 Minutes

RESOLVED:

That the minutes of the meeting held on 6 September 2010 be approved.

802/09-10 Coventry and Warwickshire Local Enterprise Partnership (minute 785/09-10 refers)

RECEIVED:

The final Coventry and Warwickshire Local Enterprise Partnership bid documentation (SC.533/09-10).

REPORTED: (by the Registrar)

That feedback on the bid was expected by the end of September 2010 from the Department of Business, Innovation and Skills.

803/09-10 HEFCE University Modernisation Fund – eMarketplace Funding for HEIs (minute 745/09-10 refers)

RECEIVED:

A letter from HEFCE notifying that the University had been awarded funding of £60k to develop an e-Procurement system (SC.538/09-10).

REPORTED: (by the Registrar)

That the terms of the funding required the University to use the Efficient Measurement Model reporting system which was considered to be resource intensive.

804/09-10 Advantage West Midlands (minute 762/09-10 refers)

REPORTED: (by the Registrar)

- (a) That, as previously reported, the University had been in negotiations with Advantage West Midlands (AWM) regarding the future funding of AWM/Warwick projects following the announcement of substantial cuts in AWM's budget.
- (b) That the University had received formal confirmation that its proposals regarding reductions in funding, noting that a few points of detail remained to be resolved.

805/09-10 Festival of Learning

REPORTED: (by the Vice-Chancellor)

- (a) That a Festival of Learning was held on 14 September 2010 to celebrate the innovative teaching and learning taking place at the University and King's College London.
- (b) That the Festival marked the end of a year long project exploring undergraduate curriculum development undertaken by the institutions.

806/09-10 Student Accommodation

REPORTED: (by the Deputy Registrar)

- (a) That work was continuing to identify further provision of accommodation for incoming first year students at Warwick due to the high level of successful applicants for 2010/11.
- (b) That the University had planned for additional numbers and that Warwick Accommodation and Student Support Services were working to allocate accommodation, as well as identify appropriate alternatives for those students who could not be allocated University accommodation.
- (c) That a number of students would be housed in Whitefields for a period of three weeks prior to term and that social events and support arrangements would be in place for them during this period.

(By the President of the Students' Union)

- (d) That the Students' Union was working closely with the University and Warwick Accommodation to ensure that students and their supporters received a consistent message and were provided with the relevant information and support.

(By the Vice-Chancellor)

- (e) That the new student residences currently under construction would help resolve this issue for next year.

RESOLVED:

That the Senior Tutor and Director of Student Support brief Heads of Department to ensure that queries or concerns from incoming students and their supporters be handled in a consistent and professional manner.

807/09-10 Times Higher Education World University Rankings

REPORTED: (by the Vice-Chancellor)

- (a) That the Times Higher Education (THE) had recently published its new World University Rankings and that the THE acknowledged that Warwick's non-inclusion in its top 200 world institutions was an anomaly.
- (b) That the rankings presented very unexpected results which damaged the credibility of the exercise and had caused concern across the sector.

808/09-10 Heads of Departments' Meeting

REPORTED: (by the Vice-Chancellor)

That he would hold a meeting with all Heads of Department on 21 September 2010 in the DigiLab Auditorium to discuss research issues.

809/09-10 Shakespeare Live: The Centre for the Teaching of Shakespeare

CONSIDERED:

A paper by the Dean of Warwick Business School and Professor Neelands (Warwick Institute of Education) proposing the establishment of a joint Royal Shakespeare Company (RSC)/Warwick Centre for the Teaching of Shakespeare (SC.544/09-10), noting that the business case would be considered by the RSC Board on 29 September 2010 should the Committee approve the outline proposal.

REPORTED: (by the Dean, Warwick Business School)

- (a) That Warwick Business School (WBS) would be launching a new logo on 27 September 2010 and had begun a marketing campaign, including a feature article in the Financial Times published on 20 September 2010.
- (b) That the proposal to establish a joint RSC/Warwick Centre for the Teaching of Shakespeare sought to build on the existing relationship with the RSC and would offer a number of qualifications and learning opportunities to teachers worldwide.
- (c) That WBS had acted as consultants on the business plan at the request of the Vice-Chancellor and that the RSC had approached WBS regarding locating the proposed Centre within WBS.
- (d) That, should it be approved by the University and the RSC Board, the Centre would be launched to coincide with the World Shakespeare Festival in 2012.

(By the Chair of the Board of the Faculty of Arts)

- (e) That, as yet, there appeared to be no involvement with departments in the Faculty of Arts or the newly created Institute for Advanced Teaching and Learning (IATL).

RESOLVED:

That the outline proposal to establish a joint RSC/Warwick Centre be approved in principle as set out in SC.544/09-10, subject to the following:

- (a) That, as the proposal developed, consideration be given to the involvement of those departments within the University already engaged in relevant activities, in particular the Department of English and Comparative Literary Studies and the School for

Theatre, Performance and Cultural Policy Studies; and

- (b) That consideration be given to issues relating to governance and management, the legal basis of the collaboration, branding and 'physicality' of the Centre with a view to the Committee being updated at a future meeting.

810/09-10 Terms of Reference and Membership for Research Committee

CONSIDERED:

A proposal from the Head of Governance Support Services and the Director of Research Support Services regarding the constitution and membership of the Research Committee as a formal committee of the Senate (SC.547/09-10).

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

- (a) That it was recommended in the Harris Report that the Research Committee become a formal committee of the Senate and that the Senate approved this recommendation at its meeting held on 7 July 2010.
- (b) That the Research Committee had considered the proposals in detail and strongly endorsed the constitution and terms of reference as set out in SC.547/09-10.

RECOMMENDED: (to the Senate)

That the proposed constitution and terms of reference for the Research Committee be approved as set out in SC.547/09-10, subject to the following amendment to the proposed constitution (deletions ~~struck through~~, additions underlined):

(...)

Pro-Vice-Chancellor(s) a research portfolio

Chairs of the Boards of the Faculties, or his/her nominee (typically the Chair of the Faculty Research Committee)

~~Chairs of the Faculty Research Committees as approved by the relevant Faculty Board~~

(...)

811/09-10 Revision of the Personal Tutor Guidelines

CONSIDERED:

Proposed revised Personal Tutor Guidelines, together with a briefing paper from the University Senior Tutor (SC.541/09-10).

Note: A version of the revised guidelines tracking the proposed changes was circulated for members' information at files.warwick.ac.uk in addition to the final version circulated in hardcopy.

REPORTED: (by the Deputy Registrar)

- (a) That, following the QAA's recommendation in its January 2009 institutional audit report, an inclusive consultation and feedback process was undertaken to update and revise the existing guidelines for Personal Tutors.
- (b) That, amongst others, significant amendments to the guidelines included:
  - (i) Additional emphasis and definition on the roles and responsibilities of the Personal Tutor, Tutee, Department Senior Tutor and University Senior Tutor;

- (ii) Additional information on the legal liability of Personal Tutors and issues surrounding confidentiality and data protection;
- (iii) Enhancements to the sections on referral and signposting to other Student Support Services, including the University Counselling Service;
- (iv) Additional section on personal tutoring for joint and cross-departmental degree course students; and
- (v) Updates and additional information on Student Careers and Skills provision.

RESOLVED:

- (a) That the revised Personal Tutor Guidelines be approved as set out in SC.541/09-10, noting that the Committee expected that Departments would utilise the Guidelines with immediate effect.
- (b) That the Committee record its thanks to the University Senior Tutor for his significant work on the Personal Tutor Guidelines.

812/09-10 TRAC Development Group/HEFCE Study of Sustainability Metrics

RECEIVED:

Correspondence from JM Consulting regarding the development of sustainability metrics (SC.540/09-10).

REPORTED: (by the Vice-Chancellor)

That HEFCE had commissioned JM Consulting to undertake a project to develop sustainability metrics and that a number of universities, including Warwick, had been selected to participate.

(By the Finance Director)

- (a) That the project as set out in SC.540/09-10 went beyond the remit of TRAC, focusing on how financial sustainability was embedded in institutions' strategy and decision-making.
- (b) That the University would carefully manage its involvement in the project.

813/09-10 Secretary of State Speech on Science, Research and Innovation

RECEIVED:

A speech by the Secretary of State, Vince Cable, on science, research and innovation (SC.539/09-10).

REPORTED: (by the Vice-Chancellor)

That the Secretary of State's recent visit to Warwick Manufacturing Group had been referenced in the speech.

814/09-10 Universities UK Annual Conference: Speeches from the President of UUK and the Minister for Universities and Science

RECEIVED:

The keynote speech delivered by the President of UUK, Professor Steve Smith, at the UUK Annual Conference held at Cranfield University on 9 September 2010, together with the response speech from David Willetts, Minister for Universities and Science (SC.545/09-10).

- 815/09-10 I/2010/071: Research Conduct Survey
- RECEIVED:
- A request from Universities UK to complete confidential survey regarding misconduct in research (SC.536/09-10), noting that the Director of RSS would prepare a response with relevant colleagues for submission by the deadline of 15 October 2010.
- 816/09-10 I/2010/072: Universities UK Facts and Figures 2010
- RECEIVED:
- The 2010 edition of Universities UK facts and figures regarding the UK higher education sector (SC.537/09-10).
- 817/09-10 International Higher Education in Facts and Figures
- RECEIVED:
- A publication from the International Unit presenting 2008/09 data on international student numbers, trends in market shares, mobility and investment in HE by country amongst other areas (SC.546/09-10).
- 818/09-10 Letter to Minister of State for Universities and Science from the Chairs of STFC's Advisory Panels
- RECEIVED:
- Correspondence from the Chairs of the Science and Technology Facilities Council (STFC) five advisory panels in particle physics, nuclear physics, astronomy and space science to the Minister of State for Universities and Science (SC.534/09-10).
- 819/09-10 NHS Coventry Consultation on 'Healthy Weight Strategy'
- RECEIVED:
- The University response to NHS Coventry consultation on its Healthy Weight Strategy, together with the executive summary of the consultation document (SC.543/09-10).
- 820/09-10 JANET Response to Ofcom Consultation on Online Copyright Infringement and the Digital Economy Act (minute 753/09-10 refers)
- RECEIVED:
- The response from JANET UK, which operates UK's National Research and Education Network connecting universities, research establishments, colleges and regional schools networks to each other and to the Internet, to the recent Ofcom consultation regarding Online Copyright Infringement and the Digital Economy Act (SC.535/09-10).