

THE UNIVERSITY OF WARWICK

Minutes of the Meeting of the Steering Committee held on 17 November 2014

Present: Professor Stuart Croft (Provost (Chair)), Professor M Freely (Chair of the Board of the Faculty of Arts) (from item 71/14-15), Professor Christina Hughes (Pro-Vice-Chancellor (Teaching and Learning)), Professor Christopher Hughes (Chair of the Board of the Faculty of Social Sciences), Professor T Jones (Pro-Vice-Chancellor (Science, Engineering & Medicine)), Professor J Palmowski (Pro-Vice-Chancellor (Postgraduate and Transnational Education and Chair of the Board of Graduate Studies)) (from item 71/14-15), Professor S Swain (Pro-Vice-Chancellor (Arts and Social Sciences)), Professor P Thomas (Chair of the Board of the Faculty of Science), Ms C Turhan (President of the Students' Union), 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 M Taylor (Dean of the Warwick Business School), Professor N Thrift (Vice-Chancellor and President).

In Attendance: Ms S Black (Assistant Registrar, Governance (Assistant Secretary)), Mr J Breckon (Director of Estates), Ms D Chambers (Acting Director of Student Admissions and Recruitment) (for item 71/14-15), Ms C Cochrane (Director of Research Support Services) (for item 72/14-15), Ms R Drinkwater (Group Finance Director) (from item 71/14-15), Dr M Glover (Academic Registrar), Ms K Gray (Senior Assistant Registrar (Teaching Quality)) (for item 73/14-15), Ms J Horsburgh (Deputy Registrar), Ms G McGrattan (Director of Human Resources), Mr K Sloan (Registrar and Chief Operating Officer (Secretary)).

66/14-15 Minutes

RESOLVED:

That the open and restricted minutes of the meeting held on 3 November 2014 be approved.

67/14-15 Appointment of Pro-Vice-Chancellors

REPORTED: (by the Provost)

- (a) That Professor Pam Thomas and Professor Mark Taylor had been appointed as Pro-Vice-Chancellors by the University Council.
- (b) That Professor Thomas would take up this role on 1 December 2014 while Professor Taylor would start by the end of July 2015, noting that this time period would also allow for appropriate consideration of the process to appoint a new Dean of Warwick Business School and to allow for transitional arrangements to be put in place until such time as a new Dean would take up their position.

RESOLVED:

That Professor Thomas and Professor Taylor be warmly congratulated on their appointment as Pro-Vice-Chancellors.

68/14-15 Dragon's Den at Warwick Network Day

REPORTED: (by the Provost)

- (a) That following the success of last year's Dragons' Den sessions, the event would be run again as part of the Warwick Network Day on Monday 15 December 2014 at 11-12.15pm, in the Arts Centre studio.
- (b) That staff and students would have the opportunity to pitch their ideas for either a new on-campus business venture or a service improvement initiative, with the potential to receive management support, business mentoring and resources from the University to turn their idea into a reality.
- (c) That details of the application process were available via Insite.

(by the Registrar and Chief Operating Officer)

- (d) That 'Convibo' the student farm-fresh food delivery service, which had pitched successfully last year to Dragon's Den at Warwick, now had two delivery lockers on campus with the addition of a third being planned.
- (e) That the company had been invited to pitch their idea to Y-Combinator, one of the largest US venture capital firms.

69/14-15 Dignity at Warwick Event

REPORTED: (by the Provost)

- (a) That a campus-wide Dignity at Warwick event was held on Friday 7 November 2014, with the aim of raising awareness of the Dignity Contacts and to communicate that bullying and harassment would not be tolerated at Warwick.
- (b) That the event also served to launch the revised Dignity at Warwick Policy, noting that the revisions to the policy relating to staff were minor, consisting mainly of updates to web links and information on Dignity Contacts, while guidance for students had been updated (primarily in Appendix B) to reflect the introduction of the new integrated Student Feedback and Complaints Resolution Framework, as approved by the Steering Committee on 22 September 2014.
- (c) That the revised policy would be considered by the University Council at its meeting on 21 November 2014.

RESOLVED:

That the thanks of the Committee be extended to all those who had participated in the Dignity at Warwick event.

70/14-15 Giving to Warwick Prizes

REPORTED: (by the Provost)

- (a) That over 60 high-achieving students from departments across the University were awarded Giving to Warwick Prizes for efforts over the past year with criteria including dissertations, overall academic performance, exam marks and overall contribution to departmental life.

- (b) That the awards were fully funded by donations from alumni and friends of the University.
- (c) That students, staff, friends and families, together with some of the donors, had gathered for a celebration event on 16 October 2014, with prizes presented by Pro-Vice-Chancellor Christina Hughes.

RESOLVED:

That the Giving to Warwick award-holders be congratulated on their achievement.

71/14-15

*Admissions, Recruitment and International Update

CONSIDERED:

An update on enrolment figures for 2014 compared with admissions statistics, together with an update on current admissions and recruitment activity (SC.28/14-15 {restricted}).

RESOLVED:

- (a) That the four proposed Open Day dates for 2016 entry, as set out in paper SC.28/14-15 {restricted}, be approved.
- (b) That colleagues within the SARO be thanked for their success in achieving significant process improvements.
- (c) That the update on Admissions and Student Recruitment be noted.

72/14-15

Research Update

CONSIDERED:

An update on research strategy and performance together with the external research environment and key internal developments pertinent to the support of research across the University (SC.29/14-15).

REPORTED: (by the Director of Research Support Services)

- (a) That the report provided an update on Quarter 1 performance together with information on the restructure within Research Support Services (RSS).

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

- (b) That significant process work was ongoing in RSS, in support of the planned restructure which would also simplify matters.
- (c) That IT services for researchers would be considered at the upcoming meeting of the Information Policy and Strategy Committee.

(by the Academic Registrar)

- (d) That the Gates Foundation grant currently under negotiation was a positive result of the partnership between the University and the London School of Tropical Medicine.

(by the Registrar and Chief Operating Officer)

- (e) That it would be important to embed infrastructure costs for research data management within the five-year planning process.

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

- (f) That it would be useful for updates to be disseminated on the current position relating to research data management, for example repositories and linking to big data sets.

(by the Pro-Vice-Chancellor (Science, Engineering and Medicine))

- (g) That a sub-group of the Research Committee had been tasked with looking at research data management as a whole with a view to drafting a policy, noting that it would be essential for infrastructure to be considered as part of this.
- (h) That on a national scale the University's standing and reputation with the Wellcome Trust and the BBSRC had increased markedly over the past years.

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

- (i) That it would be helpful to understand in more detail the University's involvement and contribution to the M5 partnership.

(by the Group Finance Director)

- (j) That in relation to the continued collaboration between the University and Jaguar Land Rover, significant progress had been made within the first phase of negotiations around preferred contractual terms and conditions and operational protocols, the hard work of all colleagues involved being commended.

RESOLVED:

- (a) That the thanks of the Committee be extended to the Director of Research Support Services and her team.
- (b) That the Research update be noted.

73/14-15

Draft Response to QAA Consultation on Various Subject Benchmark Statements

CONSIDERED:

The draft response from the University to the QAA Consultation on Various Subject Benchmark Statements (SC.33/14-15).

REPORTED: (by the Senior Assistant Registrar (Teaching Quality))

- (a) That input had been sought from relevant departments, with all subject benchmark statements being supported except those for Business and Management and Engineering.

(by the Registrar and Chief Operating Officer)

- (b) That it would be advisable to investigate on a subject-wide basis whether any other institutions had raised similar points of issue.

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

- (c) That any implications on resourcing due to the proposed changes to subject benchmarks would need to be understood and planned for.

RESOLVED:

That the Chair of the Board of the Faculty of Science and the Senior Assistant Registrar (Teaching Quality) be invited to liaise with the School of Engineering in relation to the issues raised with the Engineering subject benchmark statement.

74/14-15 *Annual Sustainability Assurance Report (ASSUR)

CONSIDERED:

A report on the development by the Financial Sustainability Strategy Group of the ASSUR compliance statement for 2014 (SC.31/14-15 {restricted}).

RESOLVED:

- (a) That the Annual Sustainability Assurance Report for 2014 be noted.
- (b) That the final University accounts would be made available to members of the Steering Committee for information.

75/14-15 *Report from the Fees Working Group

CONSIDERED:

A report from the meetings of the Fees Working Group (FWG) held on 10 July and 3 October 2014 (SC.32/14-15 {restricted}).

RESOLVED:

That the recommendations and fee levels set out in paper SC.32/13-14 {restricted} be approved.

76/14-15 Student Financial Information

CONSIDERED:

A paper outlining the presentation of University financial information for the student audience (SC.18/14-15).

REPORTED: (by the Group Finance Director)

- (a) That the proposed presentation format had been agreed following consultation with the Students' Union, noting that the paper was being brought back to enable the President of the Students' Union to comment formally.
- (b) That financial information for 2013/14 would be published at the same time as the University accounts following final approval.

(by the President of the Students' Union)

- (c) That she welcomed the report, noting that the information was presented in a clear and comprehensive format.

RESOLVED:

That the proposed format for the presentation of University financial information to students, be noted, with a preference for the tabular format as opposed to the book format.

77/14-15

Report from the Equality Challenge Unit

RECEIVED:

The executive summary of the latest report from the Equality Challenge Unit (ECU), "The Rationale for Equality and Diversity: How Vice-Chancellors are Leading Change" (SC.34/14-15).

REPORTED:

That the executive summary of the ECU report outlined the results of research into the broadest interpretation of the business case for equality and diversity in HE institutions, together with suggestions of how vice-chancellors and principals could lead change.

As at 26 November 2014