

THE UNIVERSITY OF WARWICK

Minutes of the Meeting of the Steering Committee held on 27 April 2015

- Present:** Professor S Croft (Provost (Chair)), Professor R Ball (Chair of the Board of the Faculty of Sciences), Professor M Freely (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 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)), Professor S Swain (Pro-Vice-Chancellor (Arts and Social Sciences)), Professor M Taylor (Dean, Warwick Business School), 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 P Thomas (Pro-Vice-Chancellor (People and Public Engagement)), Professor Sir N Thrift (Vice-Chancellor and President).
- In Attendance:** Ms C Ahearne (Executive Officer to the Vice-Chancellor), Mr J Breckon (Director of Estates), Ms R Drinkwater (Group Finance Director), Dr M Glover (Academic Registrar), Ms J Horsburgh (Deputy Registrar), Prof S Kumar (Dean of Warwick Medical School) (for item 260/14-15), Ms G McGrattan (Director of Human Resources), Mr F McKay (Interim Director for the Centre of Lifelong Learning) (for item 261/14-15), Mr I Rowley (Director of Development, Communication & External Affairs), Mr K Sloan (Registrar and Chief Operating Officer (Secretary)), Ms S Tuersley (Assistant Registrar (Strategy and Change) (Assistant Secretary)).
- Note:** *Items marked with an asterisk {*} are classified as restricted, noting that all restricted business is confidential to members and attendees of the Steering Committee.*

249/14-15 Minutes

RESOLVED:

That the minutes of the meeting of the Steering Committee held on 30 March 2015 be approved.

250/14-15 Avon Building Incident

REPORTED: (by the Provost and Chair)

- (a) That on 1 April 2015 between 5.30pm and 7.00pm an incident had occurred involving the collapse of a ceiling within the Drama Studio in the Avon Building on the Westwood campus.
- (b) That once it had been established by the emergency services that no one had been within the room, the Security team had secured the building.
- (c) That the Health and Safety Executive (HSE) inspector had visited the site on 14 April 2015 to investigate the incident, noting that an interview with the Director of Health and Safety, the Senior Health and Safety Advisor, the Director of IATL and other IATL colleagues had taken place.

- (d) That the HSE Inspector had determined that no formal action was required.
- (e) That informal recommendations arising from the incident were in the process of being reviewed.
- (f) That repair work was ongoing, it being noted that service specialists would be required to complete the work.

251/14-15 Meeting of the Assembly: USS

REPORTED: (by the Provost and Chair)

- (a) That a meeting of the Assembly was held on 20 April 2015 as part of the consultation on the final proposal relating to the USS pension scheme reform.
- (b) That the Director of HR and the Registrar and Chief Operating Officer had given a presentation, followed by contributions from the floor.
- (c) That the consultation on the USS pension scheme reform would remain open until 22 May 2015, it being noted that all colleagues eligible to participate were encouraged to contribute.

252/14-15 THE Student Experience

REPORTED: (by the Provost and Chair)

- (a) That it was recently announced that the University of Warwick had moved up nine places from 26th in 2013 to 17th in 2014 in the THE Student Satisfaction survey, and was ranked 8th in the Russell Group.
- (b) That the survey measured students' satisfaction in a variety of areas including teaching, staff, accommodation, community, environment, support and welfare.
- (c) That the positive results reflected the contribution of a wide range of colleagues towards enhancing the student experience at Warwick.

253/14-15 Warwick International Higher Education Academy Launch

REPORTED: (by the Provost and Chair)

- (a) That on Thursday 7 May 2015 the Warwick International Higher Education Academy (WIHEA) would be launched during the Teaching and Learning showcase.
- (b) That WIHEA would be Warwick's internal 'professional association' for academic staff; would include student engagement programmes designed to transform the Warwick student experience through partnership and collaboration between educators and students; and would support international knowledge transfer in the field of teaching and learning through building global connections.
- (c) That the event would begin with the Provost and the Pro-Vice-Chancellor (Teaching and Learning) outlining the purpose and aims of the Academy.

- (d) That following the Teaching and Learning Showcase morning sessions, colleagues would hear from Professor Nigel Thrift, the Vice-Chancellor and President, and Professor Darrel Evans, Monash University's Vice-Provost (Learning and Teaching) {via video link}, who would join the Registrar and Chief Operating Officer in formally launching the new Academy.

254/14-15 Outstanding Student Contribution Awards (OSCAs) 2015

REPORTED: (by the Provost and Chair)

- (a) That the OSCAs recognised the exceptional achievements of Warwick students above and beyond their academic activity.
- (b) That nominations for Outstanding Student Contribution Awards (OSCAs) 2015 had now been invited, noting the closing date of Monday 18 May 2015.

255/14-15 Warwick International Programme on Leadership and Management of HE

REPORTED: (by the Provost and Chair)

- (a) That the Warwick International Programme on Leadership and Management of HE had been hosted at the University of Warwick between 18 and 24 April 2015.
- (b) That the Programme aimed to share learning and experience to consolidate knowledge and transform practice in HE and had brought together an international cohort of 23 senior HE academic and professional staff from a wide range of countries.
- (c) That a Warwick senior administration reunion conference had been held on Saturday 25 April as part of the University's 50th anniversary celebrations.
- (d) That the reunion conference came at the end of this year's IPLM and brought together IPLM alumni, some long-standing current senior administrators and ex-staff of the University including Nicola Owen, Jonathan Nicholls, Paul Greatrix, Mike Shattock, Anthony McClaran and David Holmes to explore what the higher education landscape might be like in another generation's time and how the sector could anticipate and respond to future challenges.
- (e) That thanks be conveyed to the colleagues who had contributed to the IPLM programme and concluding conference, including the Registrar and Chief Operating Officer, Professor Abhinay Muthoo and the LDC team.

256/14-15 50th Anniversary Events

REPORTED: (by the Provost and Chair)

That between 6 and 16 May 2015 the Faculty of Social Sciences would be holding 'The Festival of Social Sciences', a 10-day festival providing a unique opportunity to view a variety of themes in relation to the Social Sciences, it being noted that colleagues were encouraged to participate in the wide and varied programme.

257/14-15 Postgraduate Researcher Experience Survey (PRES)

REPORTED: (by the Provost and Chair)

That with two weeks remaining before the close of the survey, the University's PRES response rate was 45.1% against a sector average of 25.3% and a Russell Group average of 24.9%, and that those supporting the PRES process be thanked for their efforts in achieving a strong response rate.

258/14-15 European Association of Universities

REPORTED: (by the Provost and Chair)

That following the terrorist attack at Garissa University College in Kenya on Thursday 2 April 2015 in which 147 students died and at least 79 people were wounded, the European University Association would be observing a one-minute silence on Monday 27 April 2015 in remembrance of all those killed in and affected by the attack on Garissa and by other attacks on universities and university values around the world.

259/14-15 *HEFCE Recurrent Grant 2015-16 Analysis (minute 240/14-15 refers)

RECEIVED:

A presentation of the HEFCE recurrent grant 2015-16 analysis (SC.119/14-15 {restricted}).

260/14-15 *Proposal for Academic Reorganisation of the Warwick Medical School

CONSIDERED:

A proposal outlining the disestablishment of the existing academic structure of the Warwick Medical School (WMS), replacing it with a simpler and more efficient structure (SC.121/14-15).

RESOLVED:

That the proposal to disestablish the existing academic structure of the Warwick Medical School and replace it with a simpler and more efficient structure be recommended to the Senate as set out in paper SC. 121/14-15.

261/14-15 Proposed Collaboration between Centre for Lifelong Learning and the Oxford Coaching and Mentoring Group (minute 132/14-15 refers)

CONSIDERED:

A proposal to form a collaboration between the Centre for Lifelong Learning (CLL) and the Oxford Coaching and Mentoring Group (OCM) (SC.122/14-15).

REPORTED: (by the Director of the Centre for Lifelong Learning)

- (a) That a collaboration with OCM supported CLL's vision and strategic objective and provided opportunities to develop expertise from OCM in online and blended learning activities.

- (b) That OCM would provide an entry level to Masters' programmes, noting that student numbers would initially be modest.
- (c) That the University would give due consideration to the contractual arrangement between OCM and CLL.

(by the Group Finance Director)

- (d) That CLL's link contact in the Finance team could provide advice and guidance on the development of the contractual arrangement.

(by the Deputy Registrar)

- (e) That due diligence had been considered by the Academic Quality and Standards Committee (AQSC) and would be further considered by the Collaborative, Flexible and Distributed Learning Sub-Committee (CFDLSC), noting that a previous Steering paper indicated that there was a low-level financial and reputational risk to the University.

(by the Chair of the Faculty of Social Sciences)

- (f) That the collaboration was a good strategic fit for the CLL, and that continued due diligence would be ensured by the appropriate University-level committees.

(by the Academic Registrar)

- (g) That the AQSC and the Academic Resourcing Committee (ARC) had resolved that the collaboration would be beneficial for the CLL, noting that as the University would be specifying the contractual relationship with OCM, it could closely manage and mitigate any risk.

RESOLVED:

- (a) That the proposal to form a collaboration with OCM and CLL be approved in principle as set out in paper SC.122/14-15.
- (b) That the proposal to form a collaboration with OCM and CLL be considered by the Collaborative, Flexible and Distributed Learning Sub-Committee (CFDLSC) and that the CFDLSC be charged with ensuring appropriate due diligence had been completed.

262/14-15 *Partnership Opportunity

CONSIDERED:

A paper detailing the opportunity to advance a strategic and commercial sporting partnership on campus (SC.123/14-15 {restricted}).

RESOLVED:

- (a) That further negotiation with the potential partner be approved in order to put together a more detailed proposal.
- (b) That the proposal as set out in paper SC.123/14-15 {restricted} be noted.

263/14-15 Capital Programme Boards

CONSIDERED:

A paper setting out a proposal for the establishment of Capital Programme Boards to govern and oversee the delivery of approved capital projects (SC.124/14-15).

REPORTED: (by the Director of Estates)

- (a) That the establishment of Capital Programme Boards would integrate activities across capital build, public realm and infrastructure works, noting that they would provide rigour to the process and help ensure capital projects were delivered to time, cost and quality.
- (b) That four boards would be established with all approved projects across campus allocated to the relevant board according to a principal theme.
- (c) That teaching spaces were shared resources and would be considered as themes across the Capital Programme Boards.
- (d) That membership of a board would be flexible to ensure integration of themes.
- (e) That the Financial Procedure 18 (FP18) would be reformed in order to reflect that all projects would be governed by the respective Capital Programme Board, noting that a Project Progressing Group (PPG) would only be established if it had been determined that a project was of sufficient scale.
- (f) That the management of costs across the Capital Programme Boards would be more explicit.

RESOLVED:

That as set out in paper SC.124/14-15:

- (a) The proposed structure for the Capital Programme Boards be approved.
- (b) The proposed membership of the boards and the size and scope of projects which would require a specific sponsor as member of the relevant Board be approved.
- (c) The Capital Programme Boards' Terms of Reference be approved.

264/14-15 *HEFCE Annual Assessment of Institutional Risk

CONSIDERED:

A paper setting out the Annual Assessment of Institutional Risk from the HEFCE (SC.125/14-15).

RESOLVED:

That the Annual Assessment of Institutional Risk from the HEFE be noted as set out in paper SC.125/14-15.

265/14-15 NURSE review of the Research Councils – call for evidence

CONSIDERED:

A paper detailing the University's submission to the NURSE Review of the Research Councils (SC.126/14-15).

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

That the University's submission to the NURSE Review had been made on Friday 17 April 2015.

RESOLVED:

That the University's submission to the NURSE Review be noted as set out in paper (SC.126/14-15).

266/14-15 HEFCE: Invitation to submit expressions of interest in piloting and evaluation measures of learning gain

CONSIDERED:

The invitation from the HEFCE to submit expressions of interest in piloting and evaluating measures of learning gain (SC.127/14-15).

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

- (a) That a consortium of Russell Group Institutions was submitting an expression of interest in piloting and evaluating measures of learning gain to the HEFCE.
- (b) That the pilot would evaluate existing measures and develop a survey to assess 'work readiness'.
- (c) That the HEFCE was investigating further funding above the initial £1 million stated in the invitation to submit expressions of interest.

RESOLVED:

That the invitation from the HEFCE to submit expressions of interest in piloting and evaluating measures of learning gain be noted as set out in paper SC.127/14-15.

267/14-15 Students' Union Sports Newsletter – Term 2

CONSIDERED:

The Sports Newsletter from the Students' Union, as compiled by the SU Sports Officer, showcasing information on student sports clubs at Warwick, noting that the current edition covered Term 2 specifically, including the recent success of the Men's and Ladies Hockey, Archery, Sub Aqua, Cheerleading and Athletics clubs (SC.128/14-15).

RESOLVED:

That the sports clubs be congratulated on their recent successes.