

THE UNIVERSITY OF WARWICK

Open Minutes of the Meeting of the Steering Committee held on 10 October 2016

- Present: Ms R Drinkwater (Group Finance Director (Chair)), Professor A Clarke (Chair of the Faculty of Medicine), Professor S Gilson (Chair of the Faculty of Arts), Professor Christopher Hughes (Chair of the Faculty of Social Sciences), Professor D Leadley (Academic Member of the Senate), Mr L Pilot (President of the Students' Union), Ms R Sandby-Thomas (Registrar), Professor M Shipman (Chair of the Faculty of Science), Professor S Swain (Pro-Vice-Chancellor (External Affairs)), Professor L Young (Academic Vice-President).
- Apologies: Professor A Coats (Academic Vice-President (Monash-Warwick Alliance)), Professor S Croft (Vice-Chancellor), Professor C Ennew (Provost), Professor Christina Hughes (Pro-Vice-Chancellor (Teaching and Learning)), Professor J Palmowski (Academic Vice-President), Professor P Thomas (Pro-Vice-Chancellor (Research)).
- In Attendance: Mr J Breckon (Director of Estates), Ms C English (Administrative Officer (Governance)), Dr M Glover (Academic Registrar), Mrs P Glover (Secretary to Council), Ms J Horsburgh (Strategy Director (Secretary)), Mr I Rowley (Director of Development, Communications and External Affairs), Ms C Wightman (Administrative Officer (Governance)).

49/16-17 Minutes

REPORTED: (by the Chair)

That, subsequent to the meeting held on 26 September 2016, it had been confirmed that Warwick Conferences had won the Business Tourism award at the second Coventry and Warwickshire Tourism and Culture Awards 2016.

RESOLVED:

That the open minutes of the meeting held on 26 September 2016 be approved.

50/16-17 Conflicts of Interest

REPORTED: (by the Chair)

That, should any members or attendees of the Steering Committee have any conflicts of interest relating to agenda items for the meeting, they should be declared in accordance with the Committee of University Chairs (CUC) Higher Education Code of Governance (2014).

NOTE: No declarations were made.

51/16-17 Arrivals Weekend

REPORTED: (by the Chair)

That the weekend of 1 and 2 October had seen thousands of new and returning students arriving on campus, greeted and supported by a broad range of staff including members of the Residential Life Team and the Sabbatical Officers of the Students' Union.

RESOLVED:

That the thanks of the Committee be extended to everyone who had participated in Arrivals Weekend.

52/16-17 Warwick International Higher Education Academy Fellowships

REPORTED: (by the Chair)

- (a) That the Warwick International Higher Education Academy (WIHEA) was looking for colleagues to join the professional association and take on institutional or faculty roles to help embed good practice in learning and teaching across the University, noting that the closing date for nominations or applications was 13 October 2016.

(by the Chair of the Faculty of Medicine)

- (b) That colleagues could self-nominate and obtain a supportive sub-nomination from the Chair of the Faculty.

(by the Chair of the Faculty of Social Sciences)

- (c) That the opportunity was not restricted to Teaching Fellows and was open to all roles, with self-nominations encouraged.

53/16-17 Academic Shadowing and Development Scheme

REPORTED: (by the Chair)

- (a) That colleagues at Professor or Associate Professor level could obtain support with career development through the 'How Warwick Works' scheme organised by the Learning and Development Centre (LDC), with a deadline for online applications of Friday 14 October 2016

- (b) That the scheme was designed to help participants gain a relevant and accurate understanding of what senior roles involve, with Heads of Department invited to consider being shadowed as part of the scheme.

(by the Strategy Director)

- (c) That she had been approached by the LDC to ask whether it would be appropriate for participants to attend meetings of the Steering Committee for insight and experience, and that the Vice-Chancellor had confirmed that this would be generally be considered appropriate.

54/16-17 Free Online Course

REPORTED: (by the Chair)

That WMG had launched a free online course via Futurelearn entitled 'Supply chains in practice: How things get to you', and that two other free online courses - Babies in Mind (from WMS) and The Mind is Flat (from WBS) - were due to run again shortly.

55/16-17 All-staff Meeting - 26 October 2016

REPORTED: (by the Chair)

That the next all-staff meeting was scheduled for Wednesday 26 October, with discussion topics including key current national policy areas such as leaving the EU, Prevent, devolution and the Higher Education and Research Bill; there would also be an opportunity to hear from the Provost, Professor Christine Ennew, and Registrar, Rachel Sandby-Thomas.

56/16-17 University House Developments

REPORTED: (by the Chair)

That the Executive Office had relocated to the first floor of University House, with the former office being developed into additional office space, meeting rooms and hot desking space.

57/16-17 Steering Committee – 19 December 2016

REPORTED: (by the Chair)

That the meeting of the Steering Committee scheduled for 19 December 2016 had very few items of business scheduled and consequently it might be prudent for this meeting to be cancelled.

RESOLVED:

That based on the anticipated volume of business, the Steering Committee meeting scheduled for 19 December 2016 be cancelled.

58/16-17 *Leadership and Management of Health and Safety

CONSIDERED:

A report from the Director of Health and Safety on amendments made to the University of Warwick guidance on Leadership and Management of Health and Safety since its consideration at the Steering Committee meeting held on 12 September 2016 (SC.21/16-17 {restricted}).

RESOLVED:

That an updated draft of the guidance be submitted to the Vice-Chancellor for approval by Chair's Action, noting the feedback from the Committee.

59/16-17 *Policies, regulations and guidance documentation for the University of Warwick in California

CONSIDERED:

A report outlining selected policies, regulations and guidance documents required to underpin the application from the University of Warwick in California to the Bureau for Private Postsecondary Education (BPPE) for state approval to operate (SC.22/16-17 {restricted}).

RESOLVED:

That the listed policies, regulations and guidance for use by the University of Warwick in California, be approved subject to final legal review to ensure compliance with US federal and state laws.

60/16-17 *Teaching Excellence Framework (TEF) Year 2 Specification

CONSIDERED:

A briefing on the Teaching Excellence Framework (TEF): year two specification.

RESOLVED:

That the Teaching Excellence Framework (TEF) Year 2 Specification update be noted.

61/16-17 Update on the Warwick International Higher Education Academy

REPORTED: (by the Academic Director, Warwick International Higher Education Academy)

- (a) That the Warwick International Higher Education Academy had a large team of fellows who were very active in the teaching and learning programme, seeking to take forward the message of internationalisation and student engagement.
- (b) That the Academy concept was unique and a number of other universities were now following suit.
- (c) That the support of the Students' Union was appreciated.

62/16-17 *Institutional Teaching and Learning Review

CONSIDERED:

An oral update by the Academic Registrar on the Institutional Teaching and Learning Review (ITLR).

RESOLVED:

That the update on the Institutional Teaching and Learning Review be noted.