

THE UNIVERSITY OF WARWICK

Minutes of the meeting of the Steering Committee held on 26 November 2012

- Present: Vice-Chancellor,
Professor A Caesar,
Professor S Croft,
Professor Christopher Hughes,
Professor T Jones,
Professor J Labbe,
Professor S Swain,
Professor M Taylor,
Professor P Winstanley,
Mr N Swain.
- Apologies: Deputy Vice-Chancellor, Professor Christina Hughes, Professor P Thomas.
- In Attendance: Registrar, Deputy Registrar, Group Finance Director, Academic Registrar, Director of HR, Director of Development and External Affairs, Director of Estates, Head of Governance Support Services, Executive Officer (VC's Office), Administrative Officer (Governance), Senior Assistant Registrar (Teaching Quality) (for item 130/12-13), QAA Review Academic Co-ordinator (for item 130/12-13).
- 127/12-13 Minutes
- RESOLVED:
- That the minutes of the meeting held on 19 November 2012 be approved.
- 128/12-13 Campus Sporting Facilities
- REPORTED: (by the Vice-Chancellor)
- (a) That the University was investing in a £1.5m refurbishment of the Gym and activities rooms in the Sports Centre on main campus.
 - (b) That preliminary work was due to begin today, with completion of the project early in the spring term.
 - (c) That whilst this would unfortunately mean some disruption for staff users, work had been programmed over that winter vacation to minimise the overall disturbance to users.
- 129/12-13 Warwick Conferences Apprentice Scheme
- REPORTED: (by the Vice-Chancellor)
- (a) That Warwick Conferences has launched an apprentice scheme in collaboration with Stratford-upon-Avon College offering six FE students an exclusive year-long apprenticeship at its training and conference venues.
 - (b) That as part of the scheme, Apprentices would work for four days per week at Arden, Scarman and Radcliffe within a variety of functions, and spend their fifth day working towards their NVQ.

130/12-13

QAA Institutional Review Self-Evaluation Document (minute 71/12-13 refers)

CONSIDERED:

A revised draft of the University's self-evaluation document (SED) for the forthcoming QAA Institutional Review (SC.91/12-13).

REPORTED: (by the QAA Review Academic Co-coordinator)

- (a) That the overarching format of the SED was set out in QAA guidance.
- (b) That since the submission of the first draft to the Steering Committee, a number of minor changes had been made to the various sections and quoted evidence within the report.

(by members of the Committee)

- (c) That there were a number of University activities which could be included to strengthen the submission including:
 - (i) The extra-curricular opportunities at the University (such as Warwick Volunteers and Warwick in Africa) which contribute to a distinctive experience.
 - (ii) The University's commitment to the Athena Swan charter.
 - (iii) The University's commitment to high quality teaching, as demonstrated through the appointment of professorial teaching fellows.
 - (iv) The quality and pioneering nature of the University's distance learning programmes, which could be better conveyed within the document.
 - (v) The International Guide produced in collaboration between the Students' Union and the University
 - (vi) The role of the Residential Life Team in induction.
 - (vii) The role of Academic Resourcing Committee (ARC) in determining learning resources.

(by the President of the Students' Union)

- (d) That the student submission to the QAA was in the process of being finalised and that arrangements for circulation of this would be communicated in due course.

RESOLVED:

- (a) That the Teaching Quality team would review the draft QAA self-evaluation document taking into account the feedback from the Steering Committee.
- (b) That the Vice-Chancellor and the Pro-Vice-Chancellor for Education (Quality and Standards) approve any further amendments on behalf of the Steering Committee and Academic Quality and Standards Committee respectively prior to submission to the QAA by the deadline of 12 December 2012.

131/12-13

OIA Subscriptions for 2013

RECEIVED:

A letter from the OIA detailing its Finance Committee's recommendations for annual subscriptions for 2013 (SC.83/12-13).

- 132/12-13 UUK Report: Universities Enabling Social Enterprise
- RECEIVED:
- The Summary of a report from Universities UK detailing social enterprise initiatives currently being undertaken throughout the sector and identifying areas for further development (SC.84/12-13).
- Note: The full report is available from
<https://files.warwick.ac.uk/steeringcommittee/files/2012+11+26/SC.84.12-13+-+Universities+Enabling+Social+Enterprise+-+Full+Document.pdf>
- 133/12-13 HEFCE - More Funding for Green Projects
- RECEIVED:
- An announcement from HEFCE regarding their Revolving Green Fund with £20 million available from 2013. The deadline for applications is 22 February 2013 (SC.85/12-13).
- 134/12-13 BBSRC Excellence with Impact competition
- RECEIVED:
- A letter from Professor Douglas Kell, Chief Executive of BBSRC regarding the BBSRC Excellence with Impact competition (SC.86/12-13).
- 135/12-13 Information Commissioner's Office draft FOI definitions and guidance for the HE sector
- RECEIVED:
- (a) The Russell Group's comments to the Information Commissioner's Office draft documents setting out Freedom of Information definitions and guidance for the HE sector (SC.87/12-13).
 - (b) UUK's comments to the Information Commissioner's Office draft documents setting out Freedom of Information definitions and guidance for the HE sector (SC.88/12-13).

KS/SS/Steering/Minutes/2012-2013/26-11-2012