

THE UNIVERSITY OF WARWICK

Minutes of the meeting of the Steering Committee held on 28 April 2008

- Present: Deputy Vice-Chancellor (Chair)
Professor L Bridges
Professor A Caesar
Professor Y Carter
Professor R Higgott
Mr J Kirby
Professor K Lamberts
Professor R Lindley
Professor M Smith
Professor S Bassnett
Professor L M Whitby
- Apologies: Vice-Chancellor, Professor H Thomas
- In Attendance: Registrar, Academic Registrar, Deputy Registrar, Director of Communications, Director of Finance, Vice-Chancellor's Executive Officer, Administrative Officer (Governance) Senior Assistant Registrar (Governance), Director of Estates, HR Policy Manager (for item 491/07-08), Senior Assistant Registrar (Space Management & Timetabling) (for item 492/07-08) and Senior Assistant Registrar (Teaching Quality) (for item 493/07-08)
- 481/07-08 Minutes
- RESOLVED:
- That the minutes of the meeting held on 21 April 2008 be approved.
- 482/07-08 Draft TRAC-T Benchmarking (minute 470/07-08 refers)
- REPORTED: (by the Director of Finance)
- That the timesheet survey completed by departments stated that PGR supervision should be recorded as research.
- 483/07-08 Director General for Science and Research in DIUS (minute 474/07-08 refers)
- REPORTED: (by the Deputy Vice-Chancellor)
- That Professor Adrian Smith, Director General Designate for Science and Research in DIUS, had been invited to open the Research Exchange in the Library.
- 484/07-08 Research Funding Performance (minute 461/07-08 refers)
- CONSIDERED:
- (a) A paper compiling analysis undertaken within the University in response to the Research Fortnight 2007 UK Grant Analysis article (SC.369/07-08)
- (b) A letter on behalf of Russell Group Universities to be published in the next issue of Research Fortnight (SC.373/07-08)
- REPORTED: (by Professor M Smith)
- (a) That findings in the Research Fortnight article incorporated unreliable trend data based on limited timescales.

- (b) That the letter from the Russell Group supported the University's own analysis.
- (c) That the University was considering using an analysis of the 3 year rolling sum of grant awards within its KPI model.

485/07-08

RCUK Review of Physics (minute 463/07-08 refers)

REPORTED: (by the Deputy Vice-Chancellor)

That the University and the Department of Physics would be responding to the RCUK Review of Physics.

RESOLVED:

That the Deputy Vice-Chancellor approve the responses prior to submission by the deadline of 2nd May 2008.

486/07-08

The Independent Newspaper's Good University Guide Rankings

RECEIVED:

A report from the Independent newspaper on institutional rankings including details of the Good University Guide league table (SC.379/07-08).

REPORTED: (by the Deputy Vice-Chancellor)

That Warwick had climbed from 8th to 5th in the Good University Guide published in the Independent on 24th April 2008 and that individual departments had also performed well in the subject tables.

487/07-08

Professor P Carpenter

REPORTED: (by the Deputy Vice-Chancellor)

- (a) That Professor Carpenter had passed away on 21st April and that his funeral would take place on 6th May 2008 at 2.15pm
- (b) That a memorial service would be held in the Ramphal Building on 14th May 2008 at 5.30pm

488/07-08

Professor G K Hunter

REPORTED: (by the Deputy Vice-Chancellor)

That Professor Hunter, Founding Professor of the English and Comparative Literary Studies Department at Warwick, had died on 10th April 2008 and that a memorial service for friends and family would be held on 12th May 2008, at St Martin's Church, Finham.

489/07-08

Financial Regulations

REPORTED: (by the Director of Finance)

That the Finance Office were close to completing the rewrite of the University Financial Regulations and related procedure and that Departments would be asked to identify up to two Financial Regulations Representatives to disseminate information within their departments.

(by the Registrar)

That slots would be arranged at relevant Faculty meetings or lunches to highlight the new Financial Regulations and Procedures.

490/07-08

EPSRC Doctoral Training Centre Scheme

CONSIDERED:

A paper from Research Support Services detailing outline proposals for EPSRC funding under the Doctoral Training Centre Scheme (SC.378/07-08).

RESOLVED:

- (a) That draft proposals as outlined in SC.378/07-08 be submitted to EPSRC by the deadline of 6th May 2008.
- (b) That the Committee record its thanks to Professors Alison Rodgers (Director of MOAC DTC) and Robin Ball (Director of Complexity Science DTC) for their work on these proposals.

491/07-08

Strategic Departmental Review: Film and Television Studies

CONSIDERED:

The review report from the Strategic Departmental Review of Film and Television Studies (SC.376/07-08)

REPORTED: (by Professor A Caesar)

That the report was positive in its consideration of the widespread changes to the department since the last review and that the department should be congratulated on its achievements.

(by the Deputy Registrar)

That future Strategic Department Review reports would be presented to the Committee with initial thoughts on which body would be best placed to take each of the recommendations forward taking account the overall tone and context of the report.

RESOLVED:

- (a) That the report be reconsidered by the Committee at its meeting on 12th May 2008.
- (b) That Professor S Bruzzi be invited to provide a departmental response to the report and be invited to attend the meeting of the Committee on 19th May 2008.

491/07-08

Policy Update: Equality and Diversity

RECEIVED:

A paper from the Pro Vice-Chancellor (Regional Engagement) updating on activities including the Single Equality Scheme, development of e-learning modules on recruitment/selection and Equality & Diversity, and the PULSE staff survey (SC.370/07-08).

REPORTED: (by the Deputy Registrar)

- (a) That all Senate and Council committee secretaries would be required to take the e-learning module on Equality & Diversity and discussions were taking place as to whether Chairs of specific committees should also be encouraged to do so.

- (b) That the University Disability Co-ordinator would be leaving the University in the summer to take up a post as Disability Manager at the University of East Anglia and that recruitment was underway for her replacement.

492/07-08

Policy Update: Space Management and Capital Developments

CONSIDERED:

An update on Space Management and Capital Developments including the process to consider CIF bids and the 2007/08 Teaching Survey (SC.371/07-08)

REPORTED: (by the Director of Estates)

That the contractors for work on the gas main in Gibbet Hill Road had changed and that a schedule for the remaining works was yet to be received.

(by Professor A Caesar)

That a number of departments located in the Humanities building were keen to discuss future accommodation plans for Arts departments going forward.

(by the Senior Assistant Registrar (Space Management & Timetabling))

That at the February meeting of Capital Planning and Accommodation Review Group, a number of resolutions were made with the aim of improving utilisation of teaching rooms and that these resolutions would shortly be communicated to Heads of Departments.

493/07-08

QAA Consultation Responses

CONSIDERED:

The draft University response on the proposed Credit Framework for England and the proposed Framework for Higher Education Qualifications consultation documents from the QAA (SC.375/07-08)

RESOLVED:

That the response be approved for submission by 9th May 2008, subject to the minor amendments discussed at the meeting.

494/07-08

DIUS Document on Higher Skills

RECEIVED:

A report from DIUS on its approach to increasing higher level skills within the UK (SC. 374/07-08)