

THE UNIVERSITY OF WARWICK

Minutes of the meeting of the Steering Committee held on 29 April 2013

- Present: Deputy-Vice-Chancellor,
Professor A Caesar,
Professor Christopher Hughes,
Professor J Palmowski,
Mr N Swain,
Professor M Taylor,
Professor P Thomas,
Professor P Winstanley,
Professor L Young.
- Apologies: Vice Chancellor, Professor S Croft, Professor C Hughes, Professor T Jones,
Professor J Labbe, Professor S Swain.
- In Attendance: Registrar and Chief Operating Officer, Deputy Registrar, Academic Registrar, Group
Finance Director, Director of Development and External Affairs, Director of Estates,
Administrative Officer (Governance), Senior Assistant Registrar (Teaching Quality)
(for item 307/12-13), Project Director for the QAA Institutional Review (for item
307/12-13).

299/12-13 Minutes

RESOLVED:

That the minutes of the meeting held on 15 April 2013 be approved subject to the following amendments (deletions ~~struck through~~, additions underlined):

281/12-13 REPORTED:

(...)

(by the Chair of the Faculty of Science)

(g) That there was a strong risk that the length of time taken to finalise contracts would adversely impact on departments' REF returns.

284/12-13 REPORTED: (by the Academic Registrar)

(...)

(d) That from 2013/14, some Band C subjects would receive HEFCE core funding as well as teaching grant income.

(...)

285/12-13 RECOMMENDED (to the Senate):

(a) That the constitution of the Academic Resourcing Committee (ARC) be revised to include the Dean of the Warwick Medical School (WMS) to acknowledge the unique position of WMS, noting that the ~~Chair of the Faculty of Science~~ Chairs of the other faculties attended the ARC but there was currently no representation for the Faculty of Medicine.

(...)

300/12-13

Athena SWAN Awards

REPORTED: (by the Deputy-Vice-Chancellor)

- (a) That Warwick departments had won four Athena SWAN awards this year, including: Bronze department status for the School of Engineering and the School of Life Sciences; the retention of Silver status by the Chemistry department; and the attainment of Silver status for the first time by the Warwick Medical School.
- (b) That despite a strong submission, the WMG entry was unsuccessful, and the University would be expressing its concerns over discrepancies in the assessment process to the Equality Challenge Unit.

RESOLVED:

That the congratulations of the Committee be extended to the successful departments.

301/12-13

Student Liaison Officers

REPORTED: (by the Deputy-Vice-Chancellor)

- (a) That a team of five students had taken up roles as Student Liaison Officers on Monday 22 April 2013, as part of a pilot of a new service to support students.
- (b) That the team would be providing a drop-in service in buildings across campus offering students easy access to information about and within the University, and signposting them to the academic or service department most relevant to their enquiry.

302/12-13

Holocaust, Genocide and Aftermath Studies Research Collaboration

REPORTED: (by the Deputy-Vice-Chancellor)

That the Department of French Studies, the Department of German Studies and the School of Law had participated in a two-day conference to inaugurate a joint Monash-Warwick project: Holocaust, Genocide and Aftermath Studies Research Collaboration (HARC).

303/12-13

William Rainey Harper Award

REPORTED: (by the Deputy-Vice-Chancellor)

- (a) That Professor Bob Jackson from the Warwick Religions and Education Research Unit had been awarded the prestigious William Rainey Harper Award from the Religious Education Association.
- (b) That the award was presented to outstanding leaders whose work in other fields has had profound impact upon religious education.

RESOLVED:

That Professor Jackson be congratulated on this achievement.

304/12-13

Learning on Screen Awards

REPORTED (by the Deputy-Vice-Chancellor)

- (a) That Warwick had won the Education In-house Production Award at the Learning on Screen Awards for its Celebrating Dickens documentary.

- (b) That the Learning on Screen Awards were organized by the British Universities Film and Video Council to reward excellence in the use of moving image and related media in learning, teaching and research.
- (c) That Celebrating Dickens was produced by Emily Little and Jonothon Lees in the Creative Digital Communications team on the bicentenary of Charles Dickens' birth in 2012, and was supported by the Dickens family, academics, students, honorary graduates and world-renowned Dickens experts.

RESOLVED:

That the Committee extend its congratulations to all involved in the success.

305/12-13

Gold Excellence Green Impact Award

REPORTED (by the Deputy-Vice-Chancellor)

- (a) That Warwick's Students' Union (SU) had been awarded the Gold Excellence Green Impact Award for 2012/13.
- (b) That the SU was eligible for the Gold Excellence Award for 2012/13, after winning the Gold Award for three years running,
- (c) That the award was given in recognition of the SU's work with the University's Institute for Advanced Teaching and Learning (IATL) to embed sustainability issues into the curriculum.

RESOLVED

That the Students' Union be congratulated on the achievement of this award.

306/12-13

Warwick TV

REPORTED (by the Deputy-Vice-Chancellor)

- (a) That Student society, Warwick TV, had picked up the Best Drama and Best Light Entertainment awards for short films made on campus, at the National Student Television Association Awards 2013.
- (b) That it had also been announced that Warwick TV had the best student TV viewing figures in the country for live broadcasts in 2012/13, with their Varsity broadcasts and SU election night coverage helping to break all existing records for the number of viewers.

RESOLVED:

That the congratulations of the Committee be extended to all involved in Warwick TV's success.

307/12-13

Draft Report from the QAA

CONSIDERED:

The University's response to the draft report on the QAA Institutional Review of the University and the supporting Evidence Base (SC.187/12-13).

REPORTED (by the Project Director for the QAA Institutional Review)

- (a) That the report largely concurred with the QAA's headline findings and included some valuable comments, but there were a number of factual errors which had been highlighted in the University's response.
- (b) That the University was challenging the recommendation that external examiners' reports be made fully accessible to all students by the beginning of academic year 2013/14, noting that whilst it agreed with the principle, such a recommendation was not required by the Quality Code.
- (c) That the University was challenging the recommendation that it should ensure that course handbooks contained sufficient and accurate information, noting that the Quality Code expressly stated that it was not concerned with the mechanisms used to produce information.

RESOLVED:

That the University's response to the draft report on the QAA Institutional Review of the University and the supporting Evidence Base be approved as set out in paper SC.187/12-13.

308/12-13

Report from the Fees Working Group

CONSIDERED:

A report on the key items of business from the meetings of the Fees Working Group held on 14 February and 17 April 2013 (SC.185/12-13).

REPORTED: (by the Academic Registrar)

- (a) That the standard Home/EU fee for undergraduate students commencing study in 2014/15 would remain at £9000p.a. and that following consideration of the recruitment context and the level of competitor fees, the Group recommended that the 2013/14 University inflation rate of 4.5% be applied to the undergraduate Overseas fees for 2014/15.
- (b) That in response to advice from representatives from the governments of the Channel Islands and the Isle of Man, the Group recommended that the fee levels for these Island students be set to equal the total resource received by the University for Home/EU students.
- (c) That the proposed fee levels for students from the Channel Islands and the Isle of Man should be beneficial to departments in attracting students from these islands.
- (d) That the information on the intercalated year fees for 2014/15 presented in the report was inaccurate and should have shown undergraduate exchange fees at 15% of the full fee, with the exception of the study placement or industry year, which was 20% of the full fee, and the substitute year out fee for overseas students which was 100% of the full fee.
- (e) That the Group had recommended that the 2013/14 fee levels for Overseas students taking a study placement, year in industry or an exchange programme (excluding those in which a student takes a substitute year out) be retained, noting that the HEFCE decision on capping Home/EU fees did not provide a justifiable reason to alter the Overseas fee, and that consistency with the fee levels set for Overseas Erasmus fees should be ensured.
- (f) That as the University ran few degrees which offered a substitute year abroad, and that only a small proportion of Overseas students at Warwick participated in

exchange programmes, the Group had determined that its recommendations for intercalated year fees would have minimal impact on internationalisation.

- (g) That the Group recommended that the extension fees for Research students be set at 10% of the standard Home/EU fees for both Home/EU and Overseas students, in order to discourage extensions and more closely reflect the costs to the institution of students in extension.
- (h) That due to the loss of external funding, the Group recommended that the fees for the postgraduate taught (PGT) course in Theatre Consultancy be set at the standard PGT rate pro-rata to the course length, plus accommodation costs.

(by the Registrar and Chief Operating Officer)

- (i) That the Fees Working Group should liaise with departments to determine whether any courses currently under standard fees could be rated separately to reflect their market position.
- (j) That the University should strongly object to the government's position on the funding for exchange programmes, noting that it was currently not financially viable for the University to justify charging a lesser rate than 15% of the full fee.

(by the President of the Students' Union)

- (k) That the Students' Union had not considered explicitly a number of fee proposals contained in the report and would bring forward any views or concerns when it meets the Fees Working Group later this term.

RESOLVED:

- (a) That the standard fee recommendations for 2014/15 be approved as set out in paper SC.185/12-13, noting resolution (e) below.
- (b) That the recommendations for Channel Islands and Isle of Man domiciled students for 2014/15 be approved as set out in paper SC.185/12-13, noting resolution (e) below.
- (c) That the recommendations for intercalated year fees for 2014/15 be approved as set out in paper SC.185/12-13, noting resolution (e) below.
- (d) That the recommendations for the remaining non-standard fee levels for 2013/14 be approved as set out in paper SC.185/12-13, noting that the University should ensure that prospective students for the PGT course in Theatre Consultancy were informed of the new fees, noting resolution (e) below.
- (e) That the views of the Students' Union be considered when the next report from the Fees Working Group is considered by the Steering Committee.

309/12-13

Alcohol and Drugs Policy

CONSIDERED:

The revised Alcohol and Drugs Policy document for staff (SC.194/12-13).

REPORTED: (by the Deputy Registrar)

- (a) That the revised Policy had been drafted in consultation with a variety of internal and external stakeholders and advisors, in order to bring it up to date and provide improved guidance on pastoral support.

(by the Academic Registrar)

- (b) That paragraph 5.2 should be amended to refer specifically to employee conduct whilst on University business.

(by the Registrar and Chief Operating Officer)

- (c) That paragraph 8.2 should be re-worded to ensure the safeguarding of staff confidentiality, whilst maintaining employees' responsibility for the implications of serious side effects of prescription drugs on health and safety in the workplace.

(by the Dean of the Warwick Medical School)

- (d) That it would be useful for the Committee to consider the guidelines provided to managers who were handling a case of a colleague facing an issue of alcohol or drug misuse.

RESOLVED:

That the revised Alcohol and Drugs Policy be approved as set out in paper SC.194/12-13, subject to the amendments recommended by the Committee.

310/12-13 Major Research Proposal: CLAHRC 2 Research Funding Application

CONSIDERED:

An oral report from the Dean of the Warwick Medical School outlining a proposal for the University's participation in a West Midlands Collaboration for Leadership in Applied Health Research and Care bid (WM-CLAHRC), and a linked proposal to establish a PhD programme for applied health research.

REPORTED: (by the Dean of the Warwick Medical School)

- (a) That the WM-CLAHRC was of strategic importance to the University as it would allow eligibility for NHS infrastructure funding and the development of new doctoral training centres, and would increase Warwick's profile in applied health research regionally and nationally.
- (b) That the bid was being led by the University of Birmingham, and was expected to be successful given that Birmingham already had a CLAHRC it was seeking to renew, and involvement from Keele University had created the opportunity for a West Midlands CLAHRC.
- (c) That the Warwick Medical School and the Warwick Business School would lead on the bid for the University, aligning the expertise in strategic public health initiatives in both Schools.

RESOLVED:

That the approval of the completed bid be authorised by a delegation comprising the Vice-Chancellor, the Registrar and Chief Operating Officer, the Group Finance Director and the Chair of the Academic Resourcing Committee.

311/12-13 University's Response to the QAA Consultation on the Higher Education Review

RECEIVED:

The University's response to the QAA's consultation on the Higher Education Review (SC.188/12-13).

312/12-13 Universities UK (UUK) Analysis of the HEFCE funding allocations and student number controls for academic year 2013/14

RECEIVED:

A report from UUK providing analysis of the HEFCE funding allocations and student number controls for academic year 2013/14 (SC.189/12-13).

313/12-13 The Higher Education Copyright Licence 2013-2016

RECEIVED:

An update from UUK on the negotiations by the UUK and Guild HE Copyright Group for a new three-year higher education copyright licence, noting that the current licence would expire on 31 July 2013 (SC.190/12-13).

KS/CS/Steering/Minutes/2012-2013/29-04-2013