

THE UNIVERSITY OF WARWICK

Minutes of the Meeting of the Steering Committee held on 5 November 2007

Present: Vice-Chancellor (Chair)  
Deputy Vice-Chancellor  
Professor S Bassnett  
Professor L Bridges  
Professor A Caesar  
Professor R Higgott  
Mr J Kirby  
Professor K Lamberts  
Professor R Lindley  
Professor S Palmer  
Professor M Smith  
Professor H Thomas  
Professor M Whitby

Apologies: Professor Y Carter, Director of Estates.

In Attendance: Academic Registrar, Director of Campus Affairs, Director of Communication, Director of Finance, Registrar, University Secretary, Vice-Chancellor's Executive Officer, Ms H Sinclair, for item 99/07-08 the School Secretary of the Warwick Medical School, for item 100/07-08 the Senior Assistant Registrar (Teaching Quality), for item 101/07-08 the Director of IT Services, for item 103/07-08 the Deputy Director (Research Finance).

97/07-08 Minutes

RESOLVED:

That the minutes of the meeting held on 29 October 2007 be approved.

98/07-08 Modern Records Centre: Theatre Archive (minute 58/07-08 {c} refers)

REPORTED (by the Chair of the Board of the Faculty of Arts)

That discussions had been held with the School of Theatre, Performance and Cultural Policy Studies and the Capital Centre on the possible expansion of the Modern Records Centre to include a theatre archive and that a number of options had been suggested for further investigation.

RESOLVED:

- (a) That the Chair of the Board of the Faculty of Arts bring forward a paper by the end of the autumn term 2007 setting out proposals for the possible expansion of the Modern Records Centre to include a theatre archive and an estimate of the likely costs of such a project including revenue and accommodation costs and possible sources of funding.
- (b) That the Librarian be requested to consider the development of an archival policy for the Modern Records Centre and the University more widely.

100/07-08 Update on Teaching Quality

CONSIDERED:

An update on Teaching Quality issues including preparation for the QAA Institutional Audit 2008, an update on assessment conventions, the QAA report on the audit of collaborative provision by the Warwick Manufacturing Group and Hong Kong Polytechnic, the QAA Overseas Audit 2008 of collaborative courses in India, the National Student Survey 2007 and the National Student Survey 2008 (SC.72/07-08).

RESOLVED:

- (a) That the Pro-Vice-Chancellor (Teaching and Learning and International Affairs) seek clarity from the Quality Assurance Agency (QAA) on its requirements for background information from the University on the MSc in Engineering Business Management delivered in collaboration with the Confederation of Indian Industry as part of the QAA Overseas Audit 2008 of overseas collaborative courses in India.
- (b) That the Registrar write to the Higher Education Regulation Review Group (HERRG) to raise the apparent increased demands being placed on HEIs by the QAA in the collaborative provision audit process.
- (c) That the Pro-Vice-Chancellor (Teaching and Learning and International Affairs) be the named lead academic contact for the QAA in relation to the next Institutional Audit of Warwick expected to take place in the autumn term 2008.

101/07-08 Student Membership of Institutional Audit Teams

CONSIDERED:

UUK Information Note I/07/114 inviting responses to the QAA Board proposal to include student members on institutional audit teams in England and Northern Ireland (SC.78/07-08).

RESOLVED:

That the Deputy Vice-Chancellor, Pro-Vice-Chancellors (Teaching and Learning and International Affairs and Campus and Community) and the Senior Assistant Registrar (Teaching Quality) prepare a draft response to UUK on the QAA Board proposal to include student members on institutional audit teams in England and Northern Ireland for consideration by the Steering Committee prior to the deadline for submission to UUK of 15 November 2007.

102/07-08 IT Services Update

CONSIDERED:

An update on current developments and issues of concern in IT Services including the decommissioning of Groupwise, the implementation of the mailbox size quota for Exchange, the University Strategy, comparators for the start of the academic year and annual help desk metrics (SC.73/07-08).

REPORTED: (by the Registrar)

That a permanent Director of IT Services had been appointed and would take up his post on 1 February 2008.

RESOLVED:

- (a) That the implementation of a 500MB limit for Exchange mailbox sizes be approved and that all users be reminded of the need for regular housekeeping of mailboxes.
- (b) That the frequency of archiving of email be discussed at the email Project Board Meeting to be held on 5 November 2007 and a policy on the issue be determined by the Information Policy and Strategy Committee at its meeting to be held on 13 November 2007.
- (c) That the Committee record its formal thanks to the interim Director of IT Services for the improvements made to IT Services and IT provision during his period of service.

103/07-08 EPSRC Science and Innovation Awards (minute 600/06-07 refers)

REPORTED: (by the Deputy Vice-Chancellor)

That Professor David Delpy had been appointed as Chief Executive of the EPSRC.

104/07-08 Revised Process for Approving and Submitting Major Research Proposals

CONSIDERED:

A paper setting out a proposal for a revised process for submitting major research proposals to introduce greater clarity and efficiency (SC.79/07-08).

RESOLVED:

That the process for submitting major research proposals as set out in paper SC.79/07-08 be revised in consultation with the Director of Finance, the University Secretary and the Registrar to increase clarity on governance and procedural issues prior to consideration by the Steering Committee at a future meeting.

105/07-08 Showcase Science 2009

CONSIDERED:

A paper setting out a proposal for the University to host the biennial 2009 Showcase Science event to promote science education to sixth form school pupils (SC.74/07-08).

RESOLVED:

That the University discuss with the event organiser the possibility of running the 2009 Showcase Science event in house subject to the following conditions:

- (a) That satisfactory references are obtained from Oundle School, the host for Showcase Science in 2007.
- (b) That the event organiser confirm that he will receive no personal payment for his work on the event.
- (c) That a budget for the event be prepared by the Finance Office.
- (d) That Professor Howard Dalton confirm his willingness to be the responsible academic for the event.

- 106/07-08 HE-Business Community Interaction Survey 2006-07 (minute 621/06-07 refers)
- CONSIDERED:
- HEFCE circular letter 29/2007 inviting responses to the 2007 annual survey of interactions between HEIs and business and the wider community by 14 January 2008 (SC.80/07-08).
- RESOLVED:
- That the University Industrial Development Officer prepare a draft response to the HEFCE HE-Business and Community Interaction Survey 2006-07 for consideration by the Steering Committee prior to submission to the HEFCE by the deadline of 14 January 2008.
- 107/07-08 Working Group on Appointment Arrangements for Pro-Vice-Chancellors: Membership
- RESOLVED: (on behalf of the Senate)
- That Professor T Jones be appointed to membership of the Working Group on Appointment Arrangements for Pro-Vice-Chancellors to replace Professor Gardner in view of Professor Gardner's period of study leave.
- 108/07-08 Appointment of the University Senior Tutor
- REPORTED: (by the Pro-Vice-Chancellor {Campus and Community})
- That Dr S Lamb had been appointed as University Senior Tutor with effect from 1 January 2008.
- 109/07-08 Expansion of the 14-19 Education Programme (minute 87/07-08 refers)
- RECEIVED:
- UUK Information Note I/07/126 on the Government announcement on the expansion of the 14-19 Diploma programme to include three new subject based Diplomas in Science, Languages and the Humanities (SC.81/07-08).
- 110/07-08 Survey on Misconduct in Research (minute 661/06-07 refers)
- RECEIVED:
- The University response to the survey on misconduct in research carried out by UUK reporting that there had been no allegations of misconduct in research at the University from 1 January 2003 to the present day (SC.75/07-08).
- 111/07-08 Education Speeches
- RECEIVED:
- A copy of the speech made by the Prime Minister on 31 October 2007 at the University of Greenwich on his vision for the future of education (SC.76/07-08) together with a copy of the speech made by the Shadow Secretary of State for Innovation, Universities and Skills on Higher Education on 31 October 2007 at the University of Sheffield (SC.77/07-08).

112/07-08

UUK Europe Unit Information Note: October 2007

RECEIVED:

Issue 40 of the UUK Europe Unit Newsletter for October 2007 providing an update on issues of interest including the consultation by the European Commission on the European Research Area and the Burgess report (SC.82/07-08).

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5/11/07