

THE UNIVERSITY OF WARWICK

Minutes of the Meeting of the Steering Committee held on 11 September 2006

Present: Vice-Chancellor (Chair)
Professor A Caesar
Professor Y Carter
Professor J Jones
Professor M Luntley
Professor M Smith

Apologies: Professor S Bassnett, Professor L Bridges, Mr B Duggan, Professor R Lindley, Professor H Thomas, Professor M Whitby, Director of Estates, University Secretary.

In Attendance: Deputy Registrar, Director of Communication, Director of Finance, Registrar, Mrs H E Blunt, Ms N Snodgrass, for item 709/05-06 the Assistant Registrar (Student Records), for item 710/05-06 the Director of Information Technology Services, for item 711/05-06 the Deputy Director of Research Finance (Research Support Services) and the Acting Director of the National B2B Centre.

705/05-06 Minutes

RESOLVED:

That the minutes of the meeting held on 4 September 2006 be approved.

706/05-06 2006 ESRC Research Centres Competition (minute 642/05-06 refers)

REPORTED: (by the Vice-Chancellor)

That, following further discussions between the Institute of Education, the Warwick Business School and the working group established to review and approve the development and submission of University bids to the 2006 ESRC Research Centres Competition, the University had not made a submission under this round of the competition.

RESOLVED:

That the Pro-Vice-Chancellor (Research) take forward initial preparations for submissions under the next round of the ESRC Research Centres Competition in 2007, including the development of a timetable and procedures for the internal submission and assessment of potential University bids.

707/05-06 Undergraduate and Postgraduate Admissions (minute 685/05-06 refers)

REPORTED: (by the Registrar)

That he, the University Secretary and the Student Admissions Office, in consultation with the Pro-Vice-Chancellor (Teaching and Learning) and the Chair of the Board of Graduate Studies, were in the process of determining the membership of working groups to review the position relating to projected undergraduate and postgraduate student number shortfalls for October 2006.

708/05-06 The Sunday Times League Table 2006

REPORTED: (by the Vice-Chancellor)

That the University had maintained its sixth-placed position in the 2006 *Sunday Times* University League Table published on 10 September 2006.

709/05-06 Quinquennial Review of the Department of Economics

CONSIDERED:

The 2006 Quinquennial Review Report of the Department of Economics (SC.466/05-06) together with an oral report from the Assistant Registrar (Student Records).

REPORTED: (by the Registrar)

That the Head of the Department of Economics would be attending the next meeting of the Steering Committee for consideration and discussion of the Review Report.

RESOLVED:

That the positive tone of the Review Report be welcomed and that detailed discussion of the findings set out within the Report be undertaken at the next meeting of the Steering Committee to be held on 18 September.

710/05-06 Email Replacement Project

CONSIDERED:

An update on the progress of the Email Replacement Project (SC.469/05-06) together with an oral report from the Director of Information Technology Services.

REPORTED: (by the Director of Information Technology Services)

- (a) That the new Microsoft Exchange system had gone live as of 11 September and that the pilot migration from Novell GroupWise had commenced, noting that the pilot phase was scheduled to span a 4 to 5 week period and that the migration of all staff to Microsoft Exchange was anticipated to be complete by Easter 2007.
- (b) That all departments would shortly be notified of the schedule for migration of staff from Novell GroupWise to Microsoft Exchange.
- (c) That all data contained within GroupWise mailboxes at the point of migration to the new Exchange system would be transferred to a separate email archival system for permanent storage.
- (d) That the Email Project Board was in the process of reviewing and evaluating options for the effective management of large email attachments under the new Microsoft Exchange system, including the transmission of such attachments during non-peak periods and a web-based upload facility.

RESOLVED:

That the Director of Information Technology Services undertake a review of operational procedures relating to the IT Service Desk with a view to ensuring a prompt and effective response to all support calls.

711/05-06 EDRF Application: SME e-Business Adoption and Showcasing

CONSIDERED:

A proposal from the Warwick Manufacturing Group for the acceptance of £1.2m in funding from the European Regional Development Fund (ERDF) for the establishment of an e-Business Centre of Excellence to support the work of the existing National Business to Business Centre (SC.470/05-06) together with oral reports from the Director of Finance and the Deputy Director of Research Finance (Research Support Services).

RESOLVED:

- (a) That the University's significant concerns about the issues raised in paper SC.470/05-06 and in discussion at the meeting regarding the calculation of overheads under the ERDF programme, including their potential impact on proposed University projects aligned with the Birmingham Science City initiative and with the 7th EU Research Framework Programme 2007-13, be conveyed to the Government Office for the West Midlands.
- (b) That the proposal for the acceptance of £1.2m in ERDF funding to support the National B2B Centre be approved subject to satisfactory resolution of the issues detailed in (a) above.
- (c) That an analysis of the University's TRAC research cost rates against that of other UK HEIs be circulated for information to members of the Steering Committee.

712/05-06 Social Studies Refurbishment

REPORTED: (by the Chair of the Board of the Faculty of Social Studies)

That the schedule for completion of Phase 2 of the refurbishment of the Social Studies Building was on target and that all members of staff decanted to alternative accommodation during the period of refurbishment would be moved back into the refurbished building in the week commencing 18 September 2006.

RESOLVED:

That the Steering Committee record its thanks and congratulations to the Estates Office and all other members of staff involved in the refurbishment project for the timely and successful completion of this project.

713/05-06 Procurement in Higher Education

RECEIVED:

HEFCE document 2006/33 summarising issues relating to and inviting HEIs to submit comments and proposals on the development and strategic management of procurement in the higher education sector (SC.472/05-06).

REPORTED: (by the Registrar)

That the University's Procurement Steering Group would be developing a draft institutional response to HEFCE document 2006/33 for consideration by the Steering Committee prior to submission to the HEFCE by the deadline of 27 October 2006.

714/05-06 Newsweek International Top 100 Global Universities (minute 684/05-06 refers)

RECEIVED:

The Top 100 Global Universities league table published by Newsweek International on 13 August 2006 (SC.471/05-06).

716/05-06 CRB Assurance Visit Report

RECEIVED:

A copy of a report from the Criminal Records Bureau setting out the positive outcome of the CRB assurance visit to the University on 14 June 2006 to audit the University's compliance with the CRB Code of Practice (SC.467/05-06).