

## THE UNIVERSITY OF WARWICK

### Minutes of the Meeting of the Steering Committee held on 11 October 2004

Present: Vice-Chancellor (Chair)  
Professor A Caesar  
Professor Y Carter  
Professor R Dyson  
Professor A Easton  
Professor J Jones  
Professor M Luntley  
Professor S Palmer  
Professor H Thomas  
Professor M Whitby

Apologies: Professor L Bridges, Mr S Lucas, Director of Personnel.

In Attendance: Academic Registrar, Director of Academic and Student Affairs, Director of Communication, Finance Director, Registrar, University Secretary, Mrs H E Blunt, Ms N Snodgrass, for items 26/04-05 and 27/04-05 Director of Research Support Services, for item 30/04-05 Director of Development and Alumni Relations and Alumni Projects Officer.

23/04-05 Minutes

RESOLVED:

That the minutes of the meeting held on 4 October 2004 be approved.

24/04-05 Warwick in Asia

RECEIVED:

An oral report from the Vice-Chancellor on the meeting of the representatives of the Asia Exploratory Group and the Steering Committee held on Saturday 9 October to discuss the further development of the Warwick in Asia initiative, in the context of the resolutions of the Senate and the Council that further intensive investigation into the opportunity be undertaken, noting that discussions were proceeding well and that a further meeting would be held during the week commencing 18 October.

RESOLVED:

- (a) That any member of the Steering Committee interested in participating in discussions at the next meeting contact the Vice-Chancellor's Personal Assistant.
- (b) That the Finance Director begin compiling data on costings with a view to the preparation of a financial and business plan for the Warwick in Asia proposal as discussions develop.

25/04-05 Governing Instruments Committee

RECEIVED:

An oral report from the Vice-Chancellor on the outcome of the discussions of the Report from the Governing Instruments Committee at the meetings of the Senate and the Council held on 29 September 2004.

RESOLVED:

That the University Secretary and Professor Jones co-ordinate consultations with lay members of the University Council and with the University academic community on their views on the proposed changes in the governance and management structures of the University before the next meeting of the Council on 15 December.

26/04-05 Higher Education Performance Indicators: Research Output

RECEIVED:

An oral report from Professor Jones outlining the computation of the research indicators in Table 5.8, Annex C of the HE Performance Indicators for 2002/03 published by HESA (paper SC.10/04-05) together with Annex D of the published report detailing the methodology adopted (SC.10/04-05{part}, tabled at the meeting).

RESOLVED:

That Research Support Services re-calculate the research output data published in Table 5.8 of paper SC.10/04-05 (Annex C), utilising the University's set of indicators as a normalisation factor, for consideration at a future meeting of the Steering Committee.

27/04-05 Research Income Incentives Scheme

RECEIVED:

An oral report from Professor Jones on the meeting of the Research Opportunities Group (ROG) held on 7 October at which the proposed University Research Incentives Scheme was discussed and noting that the ROG recommended that the University adopt a Departmental Research Incentive Scheme in preference to individual or research group incentives.

RESOLVED:

That the Deputy Vice-Chancellor and Professor Jones discuss the University's objectives for the introduction of a Research Incentives Scheme, for consideration by the ROG and the Steering Committee, and how the methodology for such a Scheme might be developed by the Academic Resourcing Committee.

28/04-05 JPCSG Annual Report

RECEIVED:

The Sixth Annual Report (August 2003 to July 2004) from the Joint Costing and Pricing Steering Group (JPCSG) (SC.23/04-05).

29/04-05 Warwick Medical School Devolved Budget: Year End Report

CONSIDERED:

The out-turn statement from the Warwick Medical School for the financial year 2003/04 (SC.20/04-05), together with an oral report from the Vice-Dean of the Warwick Medical School.

RESOLVED:

- (a) That clear guidelines for approval of specific expenditure on non-staff items over and above the approved budget for devolved departments be drawn up by the Finance Director.
- (b) That the year-end out-turn statement for the Warwick Medical School Devolved Budget for the financial year 2003/04 be noted and approved as set out in paper SC.20/04-05.

30/04-05 Warwick Business School Devolved Budget: Year End Report

CONSIDERED:

The out-turn statement from the Warwick Business School for the financial year 2003/04, incorporating financial statements for CHeSS and the Institute for Governance and Public Management, together with a restatement of the 2004/05 budget (SC.21/04-05) and an oral report from the Dean of the Warwick Business School.

RESOLVED:

- (a) That further work be undertaken by the Warwick Business School and the Academic Office to clarify the exact position in regard to student number enrolment in the School, including an investigation into the reasons for it not being possible to determine the precise level of undergraduate student numbers at this stage in the University term.
- (b) That the year-end out-turn statement for the Warwick Business School Devolved Budget for the financial year 2003/04 and the restatement of the Warwick Business School's Budget for the financial year 2004/05 be noted and approved as set out in paper SC.21/04-05.

31/04-05 40<sup>th</sup> Anniversary Celebrations

CONSIDERED:

An update from the Development and Alumni Relations Office (DARO) on the progress of preparations for the University's 40<sup>th</sup> Anniversary celebrations in 2004/05 (SC.03/04-05).

REPORTED: (by the Alumni Projects Officer)

- (a) That 62 applications had been received by the DARO for funding to support activities associated with the 40<sup>th</sup> Anniversary celebrations by the closing date of 8 October.
- (b) That the Open Day planned for Saturday 7 May 2005 was intended to engage the wider local and regional community in the University's 40<sup>th</sup> Anniversary celebrations.

RESOLVED:

- (a) That the Steering Committee be kept informed and engaged on a regular basis by the DARO on the progress of preparations for the University's 40<sup>th</sup> Anniversary celebrations.
- (b) That planning arrangements for the University's 50<sup>th</sup> Anniversary be put in place as soon as practicable after the 40<sup>th</sup> Anniversary celebrations with a specific focus on developing effective fundraising projects.

32/04-05 Regional Issues / Widening Participation

RECEIVED:

An oral report from Professor Dyson on the following:

- (a) The second meeting of the Regional Affairs Group, noting that a written termly report would be submitted to the Steering Committee by the Group in the future.

- (b) That steps were being taken by the Student Recruitment and Admissions Office to examine and address the University's performance in relation to the Participation Rates Performance Indicators published by HESA through Widening Participation activities and that a report would be prepared for consideration by the Steering Committee.

33/04-05 Postgraduate Research Degree Programmes: Standards and Funding

RECEIVED:

Circular letter 18/2004 from the Chief Executive of HEFCE setting out the next steps for the establishment of minimum standards and funding for postgraduate research degree programmes (SC.22/04-05).

34/04-05 Membership of Senate Committees

RESOLVED:

That Professor T Docherty be appointed to membership of the Academic Resourcing Committee as a representative of the Senate from the Faculty of Arts in place of Professor C Davis.