

THE UNIVERSITY OF WARWICK

Minutes of the Meeting of the Steering Committee held on 12 February 2007

- Present: Vice-Chancellor (Chair)
Professor S Bassnett
Professor L Bridges
Professor A Caesar
Mr B Duggan
Professor J Jones
Professor R Lindley
Professor S B Palmer
Professor H Thomas
Professor M Whitby (until item 317/06-07)
- Apologies: Professor Y Carter, Professor M Luntley, Professor M Smith, Director of Finance.
- In Attendance: Director of Estates, Director of the International Office, Registrar, University Secretary, Ms N Snodgrass, for item 313/06-07 the Research and Information Officer (Research Support Services), for items 315/06-07 and 316/06-07 the Head of Student Admissions and Widening Participation, for item 318/06-07 the Director of Campus Affairs.
- Note: The Vice-Chancellor left the meeting after item 316/06-07 and the remainder of the meeting was chaired by the Deputy Vice-Chancellor.
- 308/06-07 Minutes
RESOLVED:
That the minutes of the meeting held on 29 January 2007 be approved.
- 309/06-07 2007 Royal Society Medals and Awards (minute 215/06-07 refers)
REPORTED: (by the Pro-Vice-Chancellor {Research})
That nominations for the 2007 Royal Society Medals, Awards, Prizes and Prize Lectures were in the process of being prepared for submission to the Royal Society by the deadline of 21 February 2007.
- 310/06-07 Study Leave (minute 281/06-07 refers)
CONSIDERED:
A paper providing information on the take-up of study leave, leave of absence and leave to accept a research award by Department and Faculty (SC.199/06-07).
RESOLVED:
(a) That the concerns raised in discussion at the meeting relating to the low take-up of study leave opportunities by academic staff be raised as an item for discussion at the next meeting of the Research Committee to be held on 13 February 2007.
(b) That study leave provision and expectations concerning the take-up of study leave be addressed in the annual performance reviews to be introduced for all members of academic staff.

- 311/06-07 Institute for Advanced Study (minute 275/06-07 refers)
- REPORTED: (by the Vice-Chancellor)
- That an initial brief for the terms of the appointment of the Interim Director of the Institute for Advanced Study had been drawn up and that a proposal for appointment would be brought forward for approval at the next meeting of the Steering Committee to be held on 19 February.
- 312/06-07 Warwick's Future
- REPORTED: (by the Vice-Chancellor)
- That the outcome of discussions at the meeting of the Warwick's Future Senior Panel held on 8 February would be presented at the Heads of Departments' Away Day and the extraordinary meeting of the Senate to be held on 13 and 14 February 2007 respectively and that work was currently underway to develop a draft strategic framework within which the ideas generated during the consultation process might be positioned.
- 313/06-07 Beacons for Public Engagement: Invitation to Apply for Funds
(minutes 184/06-07 and 206/06-07 refer)
- CONSIDERED:
- The draft bid proposal to the HEFCE for funding under the Beacons of Public Engagement initiative (SC.193/06-07) together with an oral report from the Pro-Vice-Chancellor (Research).
- RESOLVED:
- That the Pro-Vice-Chancellor (Research) and Research Support Services, in consultation with the Deputy Vice-Chancellor, the Chair of the Board of the Faculty of Arts and the Director of Communication, revise and develop further the draft Beacons of Public Engagement bid proposal to take into account the points raised in discussion at the meeting prior to submission to the HEFCE by the deadline of 14 February 2007.
- 314/06-07 Staff Expectations (minute 188/06-07 refers)
- CONSIDERED:
- A copy of the guidelines issued by UCL to all members of academic staff on expectations of academic staff relating to research, teaching and administration activities as well as guidance on the level of support to be provided to staff by the institution to support these activities (SC.198/06-07) together with a copy of the recommendations of the Vice-Chancellor's International League Table Review Group established to develop a strategy for the improvement of the University's performance in international league tables (SC.116/06-07 {part}).
- RESOLVED:
- That an institutional statement of values relating to research, teaching and administration be prepared and that this statement be incorporated into the University strategy document to be developed as part of the Warwick's Future consultation process.

315/06-07 Review of Target-Setting, Recruitment and Admissions: Postgraduate Courses
(minute 187/06-07 refers)

RECEIVED:

A report on progress made in addressing issues in relation to student number target setting and student recruitment and admissions for postgraduate courses (SC.192/06-07) together with an oral report from the Head of Student Admissions and Widening Participation.

316/06-07 Undergraduate and Postgraduate Applications Data

CONSIDERED:

University data on home and overseas undergraduate and postgraduate applications for entry in October 2007 as at 31 January 2007 (SC.194/06-07) together with an oral report from the Head of Student Admissions and Widening Participation.

RESOLVED:

That the Student Admissions Office, together with appropriate colleagues, approach the Department of Computer Science and the Warwick Manufacturing Group to discuss the decline in applications for Home/EU undergraduate courses and overseas postgraduate taught courses respectively with a view to ensuring that the admissions positions for these departments are addressed and rectified early in the admissions cycle.

317/06-07 Graduate Issues

RECEIVED:

A paper providing an update on graduate issues within the University, including the outcome of the recent review of postgraduate taught provision within the Department of Sociology (minute 736/05-06 refers), the Teaching and Research Training Fellowship Scheme and the Warwick Postgraduate Research Scholarship Scheme (SC.191/06-07) together with an oral report from the Chair of the Board of Graduate Studies.

REPORTED: (by the Chair of the Board of Graduate Studies)

- (a) That 30 Warwick Postgraduate Research Scholarships had been awarded in the first round of the WPRS Scheme.
- (b) That all Heads of Departments had been contacted in regard to the potential for the early registration of new PhD students where funding arrangements were sufficiently flexible to permit this, including students supported through the WPRS scheme.

318/06-07 Campus Life

CONSIDERED:

A report on significant developments relating to Campus Life, including the appointment of the Director of Campus Affairs; the ongoing review of welfare and support services across the University; the progress of appointment of a Muslim Counsellor; the 2007 UK Schools Games; the forthcoming World Council Conference for Gifted and Talented and the International Gifted and Talented Youth Conference; and developments in the area of residential life (SC.195/06-07) together with an oral report from the Pro-Vice-Chancellor (Campus and the Community).

RESOLVED:

That the Steering Committee record its best wishes to Mr K Sloan on his new role as Director of Campus Affairs.

- 319/06-07 Consultation on European Credit System for Vocational Education and Training
- RECEIVED:
- Europe Note E/07/01 from the UK HE Europe Unit on the European Commission Consultation on its proposals for a European Credit System for Vocational Education and Training (SC.204/06-07).
- 320/06-07 Next Meeting of the Steering Committee
- REPORTED:
- That the next meeting of the Steering Committee on 19 February 2007 would be held in the Zeeman Building and that the Vice-Chancellor's Executive Officer would shortly be circulating details of the arrangements for this meeting.
- 321/06-07 UK Clinical Research Collaboration (UKCRC) Public Health Research Centres of Excellence
- CONSIDERED:
- Oral reports from the Deputy Vice-Chancellor and the Pro-Vice-Chancellor (Research) on the call for proposals for the establishment of UK Public Health Research Centres of Excellence and the progress of development of an institutional bid for funding under this initiative.
- RESOLVED:
- (a) That the Pro-Vice-Chancellor (Research) coordinate and oversee the preparation of the draft institutional bid for funding to support a UKCRC Public Health Research Centre of Excellence for consideration by the Steering Committee prior to submission to the ESRC by the deadline of 27 March 2007.
- (b) That it was the view of the Committee that the potential for a collaborative submission with the University of Birmingham must be explored.
- 322/06-07 2007 Leverhulme Major Research Fellowships
- RECEIVED:
- A copy of a letter from the Leverhulme Trust inviting applications for the 2007 Leverhulme Major Research Fellowships (SC.205/06-07).
- 323/06-07 SET for Britain Awards: 2007 Poster Presentations and Competition
- RECEIVED:
- The final call from SET for Britain for applications from early-career researchers in Science, Engineering, Medicine and Technology to participate in the 2007 poster presentations and competition at the House of Commons in conjunction with UK National Science and Engineering Week (SC.201/06-07).
- 324/06-07 Albert O. Hirschman Prize and Lecture
- RECEIVED:
- A copy of the call from the US Social Science Research Council for nominations for the Albert O. Hirschman Prize for outstanding contributions to international, interdisciplinary social science research, theory and public communication (SC.200/06-07).

325/06-07 HEFCE Draft Employer Engagement Strategy: UUK Response

RECEIVED:

UUK Information Note 1/07/09 on the UUK response to the draft HEFCE Employer Engagement Strategy *Engaging Employers with Higher Education* (SC.206/06-07).

326/06-07 Higher Education Information Database for Institutions

RECEIVED:

UUK Information Note 1/07/07 providing information on the new web-based management information tool Higher Education Information Database for Institutions (HEIDI) (SC.202/06-07).

327/06-07 Handling Causes for Concern in English Higher and Further Education Institutions
(minute 285/06-07 refers)

RECEIVED:

UUK Information Note 1/07/08 inviting comments from English HEIs to inform a UUK response to the QAA on its proposed procedure for the handling of causes of concern in English HE and FE institutions together with a copy of a letter from UUK to the HEFCE concerning the use of National Student Survey data in identifying causes for concern (SC.203/06-07).

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