

THE UNIVERSITY OF WARWICK

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

- Present: Vice-Chancellor (Chair)  
Deputy Vice-Chancellor  
Professor L Bridges  
Professor Y Carter  
Professor R Higgott  
Mr J Kirby  
Professor K Lamberts  
Professor R Lindley  
Professor S Palmer  
Professor H Thomas (from item 123/07-08)  
Professor M Whitby
- Apologies: Professor S Bassnett, Professor A Caesar, Professor M Smith, University Secretary.
- In Attendance: Academic Registrar, Director of Campus Affairs (until item 129/07-08), Director of Estates, Director of Finance (until item 126/07-08), Registrar, Vice-Chancellor's Executive Officer, Ms H Sinclair, for item 124/07-08 the Director: Warwick International, the Assistant Director for International Recruitment and the Senior International Student Adviser, for items 126/07-08 and 127/07-08 the Senior Assistant Registrar (Planning), for item 128/07-08 the Head of Student Admissions and Widening Participation and the Head of Student Finance, for item 129/07-08 the Senior Assistant Registrar (Governance), for items 129/07-08 and 130/07-08 the Senior Assistant Registrar (Teaching Quality).

119/07-08 Minutes

RESOLVED:

That the minutes of the meeting held on 5 November 2007 be approved subject to the following revisions: (additions underlined, deletions struck through):

101/07-08 Student Membership of Institutional Audit Teams

RESOLVED:

That the Deputy Vice-Chancellor, Pro-Vice-Chancellors (Teaching and Learning and International Affairs and Campus Affairs 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.

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

RESOLVED:

- (a) That the Chair of the Board of the Faculty of Arts bring forward a paper by the end of the autumn term 20087 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.

120/07-08 Student Membership of Institutional Audit Teams (minute 101/07-08 refers)

RESOLVED:

That the draft response to UUK on the proposals by the QAA for student membership of institutional audit teams as set out in paper SC.94/07-08 be revised by the Senior Assistant Registrar (Teaching Quality), in consultation with the Deputy Vice-Chancellor and the Pro-Vice-Chancellors (Teaching and Learning and International Affairs and Campus Affairs and Community), for approval by the Vice-Chancellor prior to submission to UUK before the deadline of 15 November 2007.

121/07-08 Modern Records Centre: Theatre Archive (minute 98/07-08 refers)

REPORTED: (by the Vice-Chancellor)

That the Chair of the Board of the Faculty of Arts had reported that it would not be possible for a paper to be presented setting out proposals for the possible expansion of the Modern Records Centre until March 2008.

RESOLVED:

That the Chair of the Board of the Faculty of Arts, in consultation with the University Librarian, bring forward a paper by the end of March 2008 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.

122/07-08 Strategic Departmental Review: Department of English and Comparative Literary Studies (minute 32/07-08 refers)

RESOLVED:

That the full Report on the Strategic Departmental Review of the Department of English and Comparative Literary Studies be released on a strictly confidential basis to members of the Academic Quality and Standards Committee.

123/07-08 Warwick in Venice Honorary Degree Congregation Ceremony

RESOLVED:

That the Steering Committee record its formal thanks to all members of staff involved in the successful organisation of the Honorary Degree Congregation Ceremony which took place in Venice on 10 November 2007.

124/07-08 Policy Issue for Discussion: International Issues

CONSIDERED:

A report on International Issues focusing on international student recruitment together with UUK Information Note I/07/129 on the Home Office consultation on fees for the new points-based immigration system and the draft University response to the Home Office consultation (SC.84/07-08).

RESOLVED:

- (a) That the Director: Warwick International prepare an action plan, in consultation with the Registrar and the Academic Registrar, setting out steps to be taken to improve the admissions process for international students for consideration by the Steering Committee early in the Spring term 2008.
- (b) That the action plan in (a) above:
  - (ii) make recommendations on the balance of international student recruitment targets for undergraduate and postgraduate taught courses;
  - (iii) set out the action taken to communicate the implications of the new points-based immigration system to Heads of Departments.
- (c) That the draft University response to the Home Office consultation on fees for the new points-based immigration system be approved for submission to the Home Office by 12 November 2007 as set out in paper SC.84/07-08.

125/07-08 THES International University League Table

RECEIVED:

The *Times Higher Education Supplement (THES)* top 200 World University Rankings 2007 published by the *THES* on 8 November 2007 ranking the University in 57<sup>th</sup> place compared to 73<sup>rd</sup> in the 2006 rankings (SC.88/07-08).

REPORTED: (by the Registrar)

That the significant differences in the rankings of a number of Universities between the 2007 and 2006 *THES* International University League Table were largely due to changes in the methodology for the calculation of the rankings.

126/07-08 Withdrawal of Funding for Equivalent or Lower Level Qualifications (minute 52/07-08 refers)

CONSIDERED:

A paper setting out the likely financial impact on the University of the withdrawal of Government funding for equivalent or lower level qualifications (ELQs) (SC.90/07-08) together with an email from UUK giving an update on UUK's representations on ELQ and UUK Information Note I/07/131 providing an analysis of the modeling data released by the HEFCE on the likely financial impact for all English HEIs (SC.96/07-08).

RESOLVED:

That the University response to the HEFCE consultation which was being prepared by the Academic Registrar take account of the analysis of the modeling data released by the HEFCE on the likely financial impact for all English HEIs and be brought forward for consideration by the Steering Committee prior to submission to the HEFCE before the deadline of 7 December 2007.

127/07-08 Report from the Fees Working Group

CONSIDERED:

A report of the meeting of the Fees Working Group setting out the standard tuition fees for 2008/09 (SC.86/07-08).

REPORTED: (by the Registrar)

That further analysis of data would be undertaken to assess the demand for an alumni bursary scheme.

RECOMMENDED: (to the Finance and General Purposes Committee)

- (a) That the standard tuition fees for 2008/09 be approved as set out in paper SC.86/07-08.
- (b) That, in accordance with the Five Year Plan, a 6% increase be applied to overseas Band 1 and Band 2 tuition fees for 2008/09 but further consideration be given to providing overseas students with greater certainty of the maximum limits of the increases in fees during their of study without specifically fixing the fee for that period.
- (c) That students on split site PhDs established under specific contractual arrangements with other HEIs or National Governments be charged 50% of the standard University fee plus specific costs (such as supervisor's travel) while studying overseas noting that these students would be required to study for a minimum period within the UK.

RESOLVED:

That consideration of Home /EU fees for postgraduate taught courses in the Faculty of Arts for a two year period from 2008/09 be deferred for consideration at the next meeting of the Steering Committee and that, given that the Chair of the Board of the Faculty of Arts would not be present at the meeting, Professor M Finn and Professor K O'Brien be invited to attend the meeting for this item as representatives of the Faculty of Arts.

128/07-08 Revised Access Agreement (minute 680/06-07 refers)

CONSIDERED:

The revised University Access Agreement for entry in 2008/09 and beyond for submission to the Office for Fair Access (OFFA) setting out changes to the Warwick Undergraduate Aid Scheme as approved by the Steering Committee at the meeting held on 24 September 2007 (SC.87/07-08).

RESOLVED:

That the revised University Access Agreement for entry in 2008/09 and beyond be submitted to the Office for Fair Access (OFFA) as set out in paper SC.87/07-08.

129/07-08 Proposed Revised Strategic Departmental Review Process

CONSIDERED:

A paper setting out the draft revised Strategic Departmental Review Process together with the proposed Schedule of Strategic Departmental Reviews for the Period 2007/08 (SC.89/07-08).

RESOLVED:

- (a) That the draft revised Strategic Departmental Review Process be forwarded for consideration at the meeting of the Academic Quality and Standards Committee to be held on 21 November 2007 subject to minor amendments along the lines discussed at the meeting.
- (b) That the Strategic Departmental Review Process be further reviewed by the Steering Committee early in the academic year 2008/09 in the light of the experience of the Departmental Reviews taking place in the current academic year.

130/07-08

QAA Institutional Audit 2008 and Audit of Collaborative Provision

CONSIDERED:

The draft University letter to the QAA setting out proposed dates for the institutional audit to be carried out by the QAA during the Autumn Term 2008 together with comments on the arrangements for the audit of collaborative provision (SC.93/07-08).

RESOLVED:

That the draft University letter to the QAA setting out proposed dates for the institutional audit to be carried out by the QAA during the Autumn Term 2008 together with comments on the arrangements for the audit of collaborative provision be approved and forwarded to the QAA as set out in paper SC.93/07-08 subject to minor amendments along the lines discussed at the meeting.

131/07-08

Queen's Speech

RECEIVED:

An email from UUK setting out the eight Bills proposed in the Government's legislative programme for the year ahead most likely to have an impact on higher education (SC.91/07-08).

132/07-08

Internationalising Higher Education: Council for Industry and Higher Education Report

RECEIVED:

The executive summary of the Council for Industry and Higher Education Report entitled Internationalising Higher Education examining the key issues in achieving an internationalised university and detailing good practice (SC.98/07-08).

133/07-08

Beacons for Public Engagement (minute 472/06-07 refers)

RECEIVED:

The HEFCE Press Release announcing the six Beacons for Public Engagement in Manchester, Newcastle, Norwich, London, Cardiff and Edinburgh (SC.99/07-08).

134/07-08 UUK Response to the Consultation on Matched-Funding Scheme for Voluntary Giving to HE in England (minute 83/07-08 refers)

RECEIVED:

A copy of the UUK Response to the Consultation on Matched-Funding Scheme for Voluntary Giving to HE in England (SC.92/07-08)

135/07-08 Process for Appointing a New Chair of Advantage West Midlands

RECEIVED:

A copy of a letter from the Chair of the Board of Advantage West Midlands announcing his intention to step down as Chair at the end of December 2008 and seeking nominations for his successor (SC.95/07-08).

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16/11/07