

## THE UNIVERSITY OF WARWICK

### Minutes of the Meeting of the Steering Committee held on 14 February 2005

Present: Vice-Chancellor (Chair)  
Professor L Bridges  
Professor A Caesar  
Professor R G Dyson  
Professor J Jones  
Professor I Lauder  
Professor M Luntley  
Professor S B Palmer  
Professor H Thomas  
Professor M Whitby

Apologies: Professor A Easton, Mr S Lucas, University Secretary

In Attendance: Academic Registrar, Director of Academic and Student Affairs, Director of Communication, Deputy Director of Finance, Director of Personnel, Registrar, Mrs H E Blunt, Ms N Snodgrass, for item 251/04-05 the Acting Director of the Centre for Academic Practice, for item 252/04-05 the Senior Assistant Registrar (Teaching Quality).

243/04-05 Minutes

RESOLVED:

That the minutes of the meeting held on 31 January 2005 be approved, subject to the amendment of minute 237/04-05 as follows: (amendment underlined, deletion struck through)

RESOLVED:

- (c) That, subject to ratification in the University's financial planning round, the Committee approve ~~in principle~~ the proposal for the establishment of a new ALC 5 post responsible for the strategic management and development of the MRC and for University wide Corporate Records Management, responsible jointly to the University Librarian and the University Secretary, the post to be established for a three-year fixed term in the first instance with costs to be met from existing approved staff costs within the Library and the University Secretary's Department.

244/04-05 NHSU/NHSILSI

REPORTED: (by the Vice-Chancellor and the Registrar)

That no indication had as yet been received from NHSILSI in regard to its decision on occupancy of space in Senate House but that Sir Ian Carruthers would shortly be contacting the University to provide an update on NHSILSI's discussions.

245/04-05 Vice-Chancellor's Business

RECEIVED:

An oral report from the Vice-Chancellor on the process of appointment to the position of Director of Finance, noting that a large number of applications had been received.

246/04-05 HEFCE Capital Funding

CONSIDERED:

HEFCE document 2005/08 setting out funding arrangements for learning and teaching, research and infrastructure capital for 2006-2008 and inviting HEIs to submit proposals for use of these capital grants (SC.154/04-05).

RESOLVED:

- (a) That the group chaired by the Deputy Vice-Chancellor to consider the University's SRIF bids, in consultation with the Pro-Vice-Chancellor (Teaching Quality) in order to take account of the University's wider strategic objectives relating to learning and teaching, take forward the preparation of bid proposals for HEFCE capital grants.
- (b) That bid proposals be brought forward for consideration by the Steering Committee by the Easter vacation prior to their submission to the HEFCE by the closing date of 30 May 2005.

247/04-05 Sustainable Development in Higher Education

CONSIDERED:

Universities UK (UUK) Information Note I/05/10 summarising key themes within the HEFCE consultation document *Sustainable Development in Higher Education* and requesting institutional responses to inform a joint UUK/Standing Conference of Principals response to this document (SC.157/04-05).

REPORTED: (by the Registrar)

That the campus Green Week, organised by the student society *People and Planet*, would be held throughout the week beginning 14 February.

RESOLVED:

- (a) That Professor Jones, the Registrar and the Director of Student and Academic Affairs note the deadline of 18 March 2005 for contributions to the UUK/SCOP joint response in their preparation of the University's institutional response to the HEFCE consultation exercise (minute 206/04-05 refers).
- (b) That a copy of the opinion piece on the HEFCE's consultation on Sustainable Development in Higher Education, written by the Vice-Chancellor of the University of Central England and published in *The Guardian* on Tuesday 8 February, be circulated to members.

248/04-05 Financial Forecasts, Annual Monitoring and Corporate Planning Statements

CONSIDERED:

HEFCE document 2005/06 on the HE sector's annual monitoring and corporate planning statements for 2003-04, financial projections for 2007-08 and proposed changes to Annual Monitoring Statements in 2005 (SC.153/04-05).

RESOLVED:

That the Registrar, in consultation with the University Secretary, prepare a response to the HEFCE's proposed changes to Annual Monitoring Statements in 2005, for consideration by the Steering Committee prior to submission to the HEFCE by the closing date of 30 March.

249/04-05 Report from the TRAC/fEC Steering Group

CONSIDERED:

A report from the TRAC/fEC Steering Group on the progress to date of the University's preparations for full economic costing of research (SC.150/04-05) together with an oral report from the Deputy Vice-Chancellor.

RESOLVED:

That steps be taken to encourage all participants in Stage 2 of the Time Allocation Survey to return their responses as soon as practicable and that the Deputy Vice-Chancellor continue to keep the Committee informed of progress in this regard.

250/04-05 National Centre for Excellence in the Teaching of Mathematics

CONSIDERED:

A proposal that the University proceed with submission of a tender to the Department for Education and Skills to host the new National Centre for Excellence in the Teaching of Mathematics (NCETM) (SC.162/04-05) together with an oral report from the Director of Student and Academic Affairs.

RESOLVED:

- (a) That the submission of a tender for the NCETM be approved as set out in paper SC.162/04-05.
- (b) That, should the University's tender to host the NCETM be successful, consideration be given to incorporating into the NCETM the Transitions in HE Mathematics Education (THEME) Centre, aimed at fostering the development and evaluation of learning and teaching in the first year transition to university-level Mathematics and originally submitted as a bid under the Centres for Excellence in Teaching and Learning initiative, with a view to situating the NCETM within the wider framework of the University's overall strategic objectives.

251/04-05 Warwick Teaching Certificate (minute 216/04-05 refers)

CONSIDERED:

A report on the recent review of the Warwick Teaching Certificate (WTC) programme undertaken as an initial step in addressing participant concerns about the operation of the WTC and recommendations in regard to the future development of the WTC programme (SC.165/04-05) together with brief oral reports from the Acting Director of the Centre for Academic Practice and the Pro-Vice-Chancellor (Teaching Quality).

RESOLVED:

- (a) That the Committee strongly support the University's ongoing commitment to the WTC programme and its future development.
- (b) In the light of the report on the review of the Warwick Teaching Certificate:
  - (i) That the WTC programme continue to be centrally managed by the Centre for Academic Practice but delivered in partnership with academic departments.
  - (ii) That steps be taken to allow for greater flexibility within the WTC in regard to individual tailoring of the programme, taking into account in its content and delivery participants' profiles, past relevant experience and assessment of individual participants' needs.

- (iii) That, in line with (b)(ii) above, consideration be given to the establishment of 'assessment days' prior to participant enrolment on the WTC programme, to be run by the Centre for Academic Practice in collaboration with Chairs of academic departments.
  - (iv) That Chairs of academic departments be encouraged to take a more active role in the planning and delivery of the WTC programme.
- (c) That the resolutions recorded in (b) above be taken forward by the Pro-Vice-Chancellor (Teaching Quality), the Director of Personnel and the Acting Director of the Centre for Academic Practice, with a view to a report on the progress of implementation of these resolutions being brought forward for consideration at a future meeting of the Steering Committee.

252/04-05 Teaching Quality Update

CONSIDERED:

A report on strategic developments in matters related to teaching quality (SC.152/04-05) together with oral reports from the Senior Assistant Registrar (Teaching Quality) and the Pro-Vice-Chancellor (Teaching Quality).

RESOLVED:

That the Senior Assistant Registrar (Teaching Quality) engage the Chair of the Board of Graduate Studies in discussions relating to the University's partnership with the University of Oxford in the Centre for Excellence in Preparing for Academic Practice.

253/04-05 Bologna Process

CONSIDERED:

An update on the Bologna Process provided by the Pro-Provost (European Affairs) of University College London (SC.156/04-05).

RESOLVED:

- (a) That the progress of implementation of the European Higher Education Area (EHEA) Qualifications Framework be closely monitored in order to assess the potential impact of the credit range assigned to second-cycle qualifications within the Framework particularly with respect to the status of one-year UK Masters degrees.
- (b) That an approach be made to Mr N Sanders, lay member of the Council and Higher Education Adviser with the Department for Education and Skills, to discuss the University's concerns in regard to the EHEA Qualifications Framework.

254/04-05 Teaching Quality Enhancement Fund (TQEF)

RECEIVED:

A copy of a letter from the HEFCE confirming its approval of the University's revised submission for the release of TQEF extension funds for the support of professional standards and learning and teaching (SC.155/04-05).

255/04-05 RAE 2008 Guidance to Panels

RECEIVED:

The Executive Summary of the RAE 2008 Guidance to Panels document intended to provide guidance and instruction to the main RAE panels and sub-panels in development of assessment criteria, working methods for RAE 2008 and assessment of institutional submissions as well as general information for institutions (SC.159/04-05).

REPORTED: (by the Deputy Vice-Chancellor)

- (a) That ten academic members of staff had so far been identified as RAE 2008 panel members and that departments were in the process of being contacted for further information on staff panel and sub-panel membership.
- (b) That publications and other forms of assessable output would be the most significant criterion of assessment under RAE 2008.

256/04-05 New Year 2006 Honours List

RESOLVED:

That any suggestions for nominations for the New Year 2006 Honours List be forwarded to the Vice-Chancellor's Personal Assistant by the end of February 2005.

257/04-05 Speech by the Chancellor of the Exchequer

RECEIVED:

A copy of the speech made by the Chancellor of the Exchequer at the Advancing Enterprise 2005 conference held on 4 February 2005 (SC.161/04-05).

REPORTED: (by Professor Dyson)

That the Regional Affairs Group would, at its next meeting, be discussing the concept of 'science cities' in the context of the Birmingham City Region.

RESOLVED:

That Professor Dyson report back to the Committee in due course on the Regional Affairs Group's discussions in regard to the concept of a Birmingham City Region 'Science City'.

258/04-05 Institutional Response to HEA Consultation

RECEIVED:

The University's response, approved by the Vice-Chancellor on behalf of the Committee, to the HE Academy Consultation on 'Shaping the Higher Education Academy and its role in Developing Professional Standards for HE Practitioners' (SC.164/04-05).

259/04-05 Leadership Foundation Fellowship Awards

RECEIVED:

A circular from the Leadership Foundation for Higher Education providing notification of all Leadership Foundation Fellowship Award holders for 2005 (SC.160/04-05).

260/04-05 Post-Qualification Applications (PQA) (minute 234/04-05 refers)

CONSIDERED:

A letter from the Vice-Chancellor to the Director-General for Higher Education on proposals for a revised PQA admissions process (SC.163/04-05).

RESOLVED:

That the Committee support the Vice-Chancellor's proposals as set out in paper SC.163/04-05.

261/04-05 World Council for Gifted and Talented Children

RECEIVED:

A copy of an email from the Director of the National Academy for Gifted and Talented Youth (NAGTY) providing notification of NAGTY's selection as host for the conference of the World Council for Gifted and Talented Youth to be held in Summer 2007 (SC.166/04-05).

cec\ins\shared\steer-share\Mins 04-05\stg14-02-05  
18/02/05