

## THE UNIVERSITY OF WARWICK

### Minutes of the Meeting of the Steering Committee held on 16 January 2006

Present: Vice-Chancellor (Chair)  
Professor S Bassnett  
Professor L Bridges  
Professor A Caesar  
Professor Y Carter  
Professor J Jones  
Professor R Lindley  
Professor M Luntley  
Professor S B Palmer  
Professor M Smith  
Ms K Stark  
Professor H Thomas  
Professor M Whitby

Apologies: University Secretary, Mrs H E Blunt.

In Attendance: Academic Registrar, Acting Director of Finance, Director of Academic and Student Affairs, Director of Communication, Director of Estates, Director of Personnel, Registrar, Ms N Snodgrass, for items 244/05-06 and 245/05-06 the Head of Student Admissions and Widening Participation, for item 246/05-06 the Senior Assistant Registrar (Planning), for item 247/05-06 the Senior Assistant Registrar (Teaching Quality), for item 248/05-06 the Deputy Director (Research Finance), Research Support Services, for item 249/05-06 the University Librarian, for item 250/05-06 the Director of IT Services.

241/05-06 Minutes

RESOLVED:

That the minutes of the meeting held on 9 January 2006 be approved.

242/05-06 Renaming of Senate House (minute 222/05-06 refers)

REPORTED: (by the Director of Estates)

That the Chair of the Building Committee had taken action on its behalf to approve the recommendation of the Steering Committee that the former Senate House be renamed Coventry House.

243/05-06 Staff Attitude Survey

CONSIDERED:

A report on the key outcomes of the University Staff Attitude Survey 'Pulse' conducted in June 2005, proposed means by which the issues arising from the survey results might be addressed and proposals for the dissemination of survey results to all staff (SC.160/05-06) together with an oral report from the Director of Personnel.

REPORTED: (by the Director of Personnel)

That a detailed summary of the key results from the Staff Attitude Survey would shortly be published in CommUnicate and the full survey results made available to all staff on the 'Pulse' website.

RESOLVED:

- (a) That the results from the Staff Attitude Survey to be published in CommUnicate and on the 'Pulse' website be accompanied by a report to be prepared by the Director of Personnel and the Director of Communication on the steps being taken by the University to address the areas of concern identified.
- (b) That the Director of Personnel prepare further breakdowns of the Staff Attitude Survey results along the lines discussed at the meeting and where this would not compromise the confidential nature of the survey responses received.

244/05-06 Undergraduate and Postgraduate Admissions

CONSIDERED:

University data on home and overseas undergraduate and postgraduate applications by course for entry in October 2006 as at mid-December 2005 (SC.157/05-06) together with an oral report from the Head of Student Admissions and Widening Participation.

RESOLVED:

That the Academic Registrar undertake the following and bring forward a report for consideration by the Steering Committee at a future meeting:

- (a) An analysis of recent University admissions data for Home/EU and overseas postgraduate research degrees against that of other UK HEIs, normalised by size of institution;
- (b) A review of departmental procedures for the consideration of overseas undergraduate applications in the context of the differential rates between Faculties of offers made against applications received, with a view to increasing the University's responsiveness to prospective international students.

245/05-06 Embedding Widening Participation in Higher Education

RECEIVED:

UUK Information Note I/05/169 on the UUK/SCOP report "From the Margins to the Mainstream: Embedding Widening Participation in Higher Education", a copy of the Executive Summary of the report and a summary note prepared by the Head of Student Admissions and Widening Participation (SC.158/05-06).

246/05-06 Tuition Fees for 2006/07

CONSIDERED:

Proposals for the setting of non-standard University tuition fees for Home/EU and overseas students and revised standard University tuition fees for part-time undergraduate students and Home/EU postgraduate research students (SC.159/05-06) together with an oral report from the Registrar.

RECOMMENDED: (to the Finance and General Purposes Committee)

- (a) That non-standard University tuition fees for Home/EU and overseas students for the academic year 2006/07 be approved as set out in paper SC.159/05-06.
- (b) That the standard University tuition fee for Home/EU postgraduate research students for the academic year 2006/07 be retained at the level of the Research Council fee level of £3168 on the understanding that the Working Group on Fees Setting would, in conjunction with other members of the Russell Group as appropriate, be pursuing with RCUK the issue of institutions charging higher fees for postgraduate research courses than the fee-payment level specified by RCUK.

- (c) That the University part-time undergraduate fee per 30 CATS module be increased from £300 to £375 for the academic year 2006/07 and that the additional fee income earned be used to support those students ineligible for bursaries under the existing part-time fee waiver scheme.

247/05-06 National Student Survey (minute 82/05-06 refers)

CONSIDERED:

A paper prepared by the Senior Assistant Registrar (Teaching Quality) and the Administrative Officer (Teaching Quality) on the University's proposed strategy for the conduct and operation of the 2006 National Student Survey (NSS) within the University (SC.161/05-06) together with oral reports from the Pro-Vice-Chancellor (Teaching and Learning) and the President of the Union of Students.

REPORTED: (by the Senior Assistant Registrar {Teaching Quality})

That the University of Edinburgh had opted to participate in the 2006 NSS.

RESOLVED:

- (a) That, in the light of the issues raised in paper SC.161/05-06 and following discussion at the meeting, the University neither publicise the 2006 NSS nor encourage participation by eligible students in the survey.
- (b) That the draft University email communiqué to be sent to all eligible students in advance of the initial contact by Ipsos MORI be revised in line with (a) above prior to dissemination.

248/05-06 RCUK Academic Fellowships (minute 226/05-06 refers)

CONSIDERED:

The full financial model for the University's application under Round 2 of the Research Councils UK (RCUK) Academic Fellowship Scheme together with a summary note prepared by the Deputy Director of Research Finance, Research Support Services (SC.166/05-06).

REPORTED: (by the Pro-Vice-Chancellor {Research})

That the University Review Group established to develop the University's application for funding under the RCUK Academic Fellowship Scheme would determine the allocation of RCUK Fellowships within the six identified priority areas of research should the proposed complement of 32 Fellowships not be secured in full.

RESOLVED:

That the full financial model associated with the University's application for funding under the RCUK Academic Fellowship Scheme be approved.

249/05-06 Wolfson Funding for Library Capital Projects (minute 225/05-06 refers)

CONSIDERED:

The draft University submission to the Wolfson Foundation for funding under the Foundation's new library capital programme to support the installation of archival specification shelving in the Modern Records Centre, together with a covering memo from the University Librarian (SC.163/05-06).

REPORTED: (by the Director of Estates)

That the options appraisal currently being undertaken to identify suitable off-campus library storage space as part of the Project Capital 4-funded library refurbishment programme would shortly be completed, that it was possible that the costs associated with this storage facility would be lower than that originally budgeted for and that any cost savings made in this area might potentially be redirected to other University capital projects.

RESOLVED:

That the draft University submission to the Wolfson Foundation for funding under the Foundation's new library capital programme be approved, on the understanding:

- (a) That the submission would be revised prior to submission to the Foundation to incorporate final costings for the proposed project.
- (b) That, should the University's bid for funding from the Wolfson Foundation be unsuccessful, the University's commitment to providing the proposed level of partnership funding for the shelving installation in the Modern Records Centre would be subject to the identification of sufficient additional funds to cover the full cost of the proposed installation.

250/05-06 IT/Groupwise System Failure (minute 234/05-06 refers)

CONSIDERED:

A report on the recent GroupWise staff post office server and staff filestore server failures (SC.167/05-06, tabled at the meeting) together with an oral report from the Director of Information Technology Services.

RESOLVED:

That the Committee record its thanks to all ITS staff involved in managing and resolving the issues arising from the recent IT system failures for their considerable work in restoring filestore access and email service for all affected members of staff.

251/05-06 Warwick Medical School Restructuring (minute 172/05-06 refers)

CONSIDERED:

A report prepared by the Warwick Medical School Secretary on proposed revisions to the internal organisational and management structures of the Warwick Medical School (SC.162/05-06) together with an oral report from the Dean of the Warwick Medical School.

RESOLVED:

- (a) That the Committee support and endorse the proposed internal restructuring of the Warwick Medical School as set out in paper SC.162/05-06 noting that the proposed changes would not fundamentally alter the existing approved structure of the School.
- (b) That the Dean of the Warwick Medical School bring forward an update on the strategic vision for the WMS in the context of its ongoing development and expansion for consideration by the Steering Committee during the Summer Term.

252/05-06 Second Leverhulme Symposium (minute 183/05-06 refers)

REPORTED: (by the Registrar)

That the University's bid to the Leverhulme Trust to host the Second Leverhulme Symposium in 2007 had been unsuccessful and that the Trust had advised the University that no award had been made.

253/05-06 Staffing Changes at HEFCE

RECEIVED:

A copy of an email from the HEFCE on changes to HEFCE staffing arrangements following the appointment of the current Director of Widening Participation at HEFCE, John Rushforth, as Deputy Vice-Chancellor at the University of the West of England (SC.164/05-06).

254/05-06 UK HE Europe Unit Survey Results

RECEIVED:

Europe Note E/05/13 from the UK HE Europe Unit on the results of the Europe Unit's survey of UK higher education institutions' engagement in European HE policy (SC.165/05-06).

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