

THE UNIVERSITY OF WARWICK

Minutes of the Meeting of the Steering Committee held on 20 November 2006

Present: Vice-Chancellor (Chair)  
Professor S Bassnett  
Professor L Bridges  
Professor Y Carter  
Mr B Duggan  
Professor R Lindley  
Professor M Luntley  
Professor S B Palmer  
Professor M Smith  
Professor H Thomas  
Professor M Whitby

Apologies: Professor J Jones.

In Attendance: Academic Registrar, Director of Communication, Director of Estates, Director of Finance, Registrar, University Secretary, Ms N Snodgrass, for item 109/06-07 the Director of Information Technology Services, for item 110/06-07 the University Librarian, for item 111/06-07 the Acting Director of Careers.

106/06-07 Minutes

RESOLVED:

That the minutes of the meeting held on 13 November 2006 be approved subject to amendment to minute 90(a)/06-07 as follows: (amendments underlined, deletions struck through)

REPORTED: (by the Deputy Vice-Chancellor and the Director of Estates)

That they understood that the proposed relocation of the Department of Film and Television Studies to Millburn House ~~had been~~ was likely to be confirmed.

107/06-07 Leverhulme Trust Awards 2007

REPORTED: (by the Vice-Chancellor)

That he was disappointed that no proposals had been put forward for submission in the 2007 Leverhulme Foundation Research Programme Awards and that he expected that the Steering Committee would return to this issue at a future meeting when the Pro-Vice-Chancellor (Research) was present.

108/06-07 University Strategy

REPORTED: (by the Vice-Chancellor)

That a special edition of CommUnicate would shortly be issued as the start of a consultation process with all staff and students on the development of a strategy for the future direction and advancement of the University.

109/06-07 IT Issues

CONSIDERED:

(a) A report on local and national developments relating to IT, including the forthcoming transition to Super JANET 5; the recent review of IT Services accommodation undertaken by the Space Management Group; and the student Residential Network

(ResNet) Refresh Project (SC.71/06-07) together with an oral report from the Director of Information Technology Services.

- (b) A report providing an update on the steps being taken to address and resolve the significant issues arising from the recent power failure and consequent disruption to the GroupWise email system (SC.76/06-07, tabled at the meeting) together with an oral report from the Registrar.

RESOLVED:

That the Steering Committee record its thanks to members of staff in Information Technology Services for their continued efforts to recover email service and data for all affected users and to support all users in managing the issues arising from the GroupWise disruption.

110/06-07

Library Update

CONSIDERED:

A report providing an update on local and national developments relating to Library issues, including developments in regard to the impact of the digital information environment on scholarly communication and copyright issues; access to e-resources for visitors; developments arising from the Periodicals Review Survey; the Library re-modelling project and Wolfson Foundation Programme; and the possible development of an e-theses repository at Warwick (SC.69/06-07) together with an oral report from the University Librarian.

RESOLVED:

- (a) That, in the light of the issues raised in Section 1 of paper SC.69/06-07 and in discussion at the meeting, the University Librarian prepare a paper setting out proposals for and issues in relation to the establishment of an institutional repository for the University for consideration by the Steering Committee as soon as practicable.
- (b) That the Steering Committee strongly support the proposal that the University's bid to the Wolfson Foundation under the second round of the Wolfson CURL Library Programme, which would be brought forward for consideration by the Steering Committee prior to submission to the Foundation by the deadline of 5 January 2007, be for funding to support the development within the University Library of a flagship PGR support facility (minute 78/06-07 refers).

111/06-07

Careers Service Update

CONSIDERED:

A report providing an update on developments relating to the Careers Service, including the inaugural University International Recruitment Fair, the Department of Chemistry Careers Fair and other campus recruitment fairs; the visit by Beijing Normal University to Warwick on 20 October; and the introduction of the new post of Medical School Careers Adviser (SC.67/06-07) together with an oral report from the Acting Director of the Careers Service.

RESOLVED:

That the Acting Director of the Careers Service consider further the issues raised at the meeting in regard to the impact of graduate destinations data on University league table rankings, liaising where appropriate with the Deputy Vice-Chancellor and other senior colleagues.

112/06-07 Teaching Quality Issues (minute 92/06-07 refers)

CONSIDERED:

A draft memorandum to Heads of academic departments encouraging adherence to good practice in assessment and feedback practices and personal tutoring (SC.53/06-07) together with an oral report from the Pro-Vice-Chancellor (Teaching and Learning).

RESOLVED:

- (a) That the memorandum to Heads of academic departments be revised along the lines discussed at the meeting and resubmitted for consideration by the Steering Committee at its next meeting to be held on 27 November.
- (b) That assessment and feedback practices and personal tutoring be included as specific elements to be addressed as part of the Strategic Review of Departments and Courses as well as Annual Course Reviews.
- (c) That it was the view of the Committee that closer monitoring of the issues raised in paper SC.53/06-07 was required at Faculty level and that, in view of this, the Chairs of the Boards of the Faculties be requested to nominate an appropriate member of academic staff in each of their respective Faculties to take these issues forward.

113/06-07 Home Office Consultation on New Charging System for Immigration and Nationality Fees

RECEIVED:

UUK Information Note I/06/122 providing notification of the Home Office consultation on a new charging system for immigration and nationality fees and setting out issues for HEIs to consider in the preparation of their responses to this consultation (SC.73/06-07).

REPORTED: (by the Academic Registrar)

That the International Office would be preparing a robust institutional response to the Home Office consultation for consideration by the Steering Committee prior to submission to UUK by 15 December 2006 and to the Home Office by 22 December 2006.

114/06-07 Meetings of the Steering Committee (minute 97/06-07 refers)

REPORTED: (by the University Secretary)

That the meeting of the Steering Committee to be held at the Warwick Medical School would take place on 27 November and that the Vice-Chancellor's Executive Officer would shortly be circulating details of the arrangements for this meeting.

115/06-07 Membership of Senate Committees

RESOLVED: (on behalf of the Senate)

- (a) That Rev S Jennings be appointed to the membership of the Equality and Diversity Committee in place of Rev M Bratton.
- (b) That Dr T Colling be appointed to the membership of the Graduate Appeals Committee Panel for the Board of the Faculty of Social Studies in place of Professor S Robinson.

116/06-07 2007 National Teaching Fellowship Scheme

CONSIDERED:

An oral report from the Pro-Vice-Chancellor (Teaching and Learning) on proposed nominations to be submitted by the University under the individual awards component of the 2007 round of the Higher Education Academy's National Teaching Fellowship Scheme (NTFS).

REPORTED: (by the Pro-Vice-Chancellor {Teaching and Learning})

That consideration was currently being given to the potential alignment of the Warwick Awards for Teaching Excellence (WATE) with the NTFS, noting, however, that the criteria adopted for the NTFS, unlike that of WATE, did not take account of student testimony and feedback.

RESOLVED:

That the Chairs of the Boards of the Faculties forward any further suggestions for nominations for the 2007 National Teaching Fellowship Scheme to the Pro-Vice-Chancellor (Teaching and Learning).

117/06-07 Times Higher Awards 2006

REPORTED: (by the Registrar)

That the University's nomination in the category of Outstanding Support for Overseas Students had been highly commended at the 2006 Times Higher Education Awards ceremony held on 15 November.

RESOLVED:

That the Steering Committee record its congratulations to members of staff in the International Office on their commendation in the 2006 *Times Higher Awards*.

118/06-07 Review of Teaching Funding Method: Decision on Fee Assumptions

RECEIVED:

A news release from the HEFCE providing an update on recent developments in regard to its review of the funding method for teaching and notifying institutions of the HEFCE's decision to maintain fee assumptions at existing levels until 2009 (SC.74/06-07).

119/06-07 The Future of Research Assessment: The Principles of Reform

RECEIVED:

UUK Information Note I/06/123 summarising the key themes covered in the UUK Policy Briefing "The future of research assessment: principles for reform" together with a copy of the policy briefing (SC.72/06-07).