

UNIVERSITY OF WARWICK

Minutes of the meeting of the Steering Committee held on 23 August 2004

Present: Deputy Vice-Chancellor (Chair)
Professor Carter
Professor J Jones
Mr S Lucas
Professor Luntley
Professor McCrae
Professor McFarlane

Apologies: Vice-Chancellor, Professor Easton, Professor Lauder, Professor Thomas, Professor Whitby, Registrar, Finance Director, Director of Personnel Services, Director of Academic and Student Affairs, University Secretary.

In Attendance: Academic Registrar, Miss E Clewlow, Ms N Snodgrass, for item 541/03-04 Senior Assistant Registrar (Teaching Quality), for items 542-543/03-04 Deputy Director of the Student Recruitment and Admissions Office.

The Deputy Vice-Chancellor welcomed Ms Natalie Snodgrass, the incoming Assistant Secretary to the Steering Committee, to her first meeting of the Committee.

536/03-04 Minutes

RESOLVED:

That the minutes of the meeting held on 26 July 2004 be approved.

537/03-04 Departmental Reviews (minute 525/03-04 refers)

REPORTED:

That the University Secretary was investigating the unit of assessment which would facilitate the most effective operation of the departmental review process in larger academic departments with a view to bringing forward a paper for consideration at a future meeting of the Committee.

538/03-04 Warwick HRI (minute 524/03-04 refers)

REPORTED:

That the Director of Finance and the Director of Personnel Services would bring forward a report on the integration of the Human Resources structures of Warwick HRI into the University for consideration by the Steering Committee at its meeting on 6 September.

539/03-04 University Base in London (minute 531/03-04 refers)

RECEIVED:

An oral report from the Deputy Vice-Chancellor on the facilities available for use in the University's new London base at the Work Foundation in Carlton House Terrace; a formal launch of which would take place on 13 October.

540/03-04 New Route PhD Programmes

RECEIVED:

An oral report from the Deputy Vice-Chancellor on the interest expressed by a number of Mexican universities in receiving further information on the New Route PhD programmes offered by the University.

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

That a number of academic departments in the University were operating doctoral programmes with a taught component, but without the formally assessed taught component required by the New Route PhD.

RESOLVED:

That the Chair of the Board of Graduate Studies provide the Deputy Vice-Chancellor with further information regarding interest in New Route doctoral programmes within the University as well as in peer institutions.

541/03-04 Teaching Quality Information

CONSIDERED:

Draft University reports providing qualitative institutional data for publication via the HERO portal for Teaching Quality Information (SC.291/03-04) together with an oral report from the Senior Assistant Registrar (Teaching Quality).

RESOLVED:

That, subject to amendment along the lines discussed at the meeting, the University reports providing qualitative institutional Teaching Quality Information be approved as set out in paper SC.291/03-04 for publication via the HERO portal.

542/03-04 Office for Fair Access

RECEIVED:

Universities UK Information Note, 1/04/90, setting out the Secretary of State's guidance letter to the Director of the Office for Fair Access (SC.294/03-04) noting the steps that were being taken to prepare a University Access Agreement for submission to OFFA in the Autumn.

REPORTED: (by the Deputy Director of the Student Recruitment and Admissions Office)

That the University had been successful in securing a grant of £50,000 as part of the Aim Higher initiative which would be used to embed the local widening participation activities being undertaken by the University in conjunction with Warwick Volunteers and the Students' Union.

543/03-04 Undergraduate and Postgraduate Admissions

CONSIDERED:

University data on home and overseas undergraduate and postgraduate intake projections compared with the University Financial Plan (SC.295/03-04) together with an update on Undergraduate Confirmation and Clearing (SC.295/03-04b, tabled at the meeting) and oral reports from the Academic Registrar and the Deputy Director of the Student Recruitment and Admissions Office.

REPORTED: (by the Deputy Director of Student Recruitment and Admissions)

That an update on the University's projected undergraduate and postgraduate intake in relation to student accommodation would be brought forward for consideration by the Committee at its next meeting on 6 September.

RESOLVED:

- (a) That the Deputy Director of the Student Recruitment and Admissions Office continue to liaise with the Department of Computer Science to support the Department in adopting a flexible approach to address its potential shortfall against Home/EU undergraduate intake targets.
- (b) That the University increase its global overseas undergraduate recruitment target for October 2004 with the objective of securing a positive variance of £0.5 million on the undergraduate fee income targets originally set in the University's Financial Plan.
- (c) That the Warwick Manufacturing Group be asked to bring forward a detailed admissions report for consideration by the Steering Committee at its meeting on 6 September.
- (d) That the Finance Director continue to convene the Working Group on the financial implications of current student recruitment with a view to a report on student enrolments being brought forward for consideration by the Committee at its meeting on 15 November.
- (e) That a Working Group with the following constitution be established, in response to a clear shortfall in postgraduate recruitment for 2004/05, to undertake consideration of issues relating to marketing and product analysis of postgraduate programmes and bring forward a report for consideration by the Committee at a future meeting:
 - Chair of the Board of Graduate Studies
 - Director of Marketing, Warwick Business School
 - A representative from the Warwick Manufacturing Group
 - A representative from the Faculty of Arts.
- (f) That further consideration be undertaken of the impact of the introduction of the Postgraduate Application Fee and the best use of the resources generated through its implementation; it being noted that a proportion of this income had been invested in additional central administrative support to improve service levels and that a commitment had been made to provide additional support to meet the resource requirements of improving the service to applicants at departmental level.
- (g) That the Academic Registrar establish a dialogue with academic departments to support the development of a process for setting targets for postgraduate enrolment in a manner analogous to the process for setting undergraduate intake targets, giving consideration to the strategic academic development of departments as well as market analysis.
- (h) That the Committee record its thanks to the Deputy Director of Student Recruitment and Admissions and her team for their contribution to the smooth-running of the confirmation and clearing process.
- (i) That the Academic Registrar provide an oral report on undergraduate and postgraduate intake projections at the next meeting of the Steering Committee, to be held on 6 September, with a view to a further detailed update, setting intake projections against the University Financial Plan, being brought forward before the start of the Autumn Term.

544/03-04 Teacher Training League Tables

CONSIDERED:

The Telegraph's Teaching Training League Table for 2004 (SC.293/03-04).

RESOLVED:

That the Committee record its congratulations to the Institute of Education on achieving 5th place in the Teacher Training League Table for 2004.

545/03-04 Science and Engineering Graduate Scheme

RECEIVED:

Universities UK Information Note 1/04/91 on the launch of the Science and Engineering Graduate Scheme (SC.292/03-04).

546/03-04 Next Meeting of the Steering Committee

REPORTED:

That the next meeting of the Steering Committee would be held on 6 September.