

THE UNIVERSITY OF WARWICK

Minutes of the Meeting of the Steering Committee held on 26 February 2007

Present: Vice-Chancellor (Chair)
Professor S Bassnett
Professor L Bridges
Professor A Caesar
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 352/06-07 the Senior Assistant Registrar (Teaching Quality), for item 353/06-07 the Interim Director of Information Technology Services, for item 354/06-07 the University Librarian, for item 355/06-07 the Acting Director of the Careers Service, for item 356/06-07 the Director of Safety and Occupational Health Services, for item 357/06-07 the Head of the Department of Psychology and Mr J Darwen, for item 359/06-07 the Senior Assistant Registrar (Planning).

Note: Professor Carter left the meeting for item 358/06-07.

347/06-07 Minutes

RESOLVED:

That the minutes of the meeting held on 19 February 2007 be approved subject to inclusion of Professor M Luntley in the list of those members present at the meeting.

348/06-07 UK Clinical Research Collaboration Public Health Research Centres of Excellence
(minute 336/06-07 refers)

REPORTED: (by the Dean of the Warwick Medical School)

That discussions with the University of Birmingham regarding the submission of a collaborative bid for funding under the UKCRC Public Health Research Centres of Excellence initiative were progressing well and that the West Midlands Strategic Health Authority had indicated its support for the proposed collaborative submission.

349/06-07 2007 Royal Society Medals and Awards (minute 329/06-07 refers)

REPORTED: (by the Deputy Vice-Chancellor)

That the following members of staff had been nominated by the University in the 2007 round of the Royal Society's Medals, Awards, Prizes and Prize Lectures:

Dr Valery Nakariakov, Department of Physics
Dr Julie Macpherson, Department of Chemistry
Professor Gregory Challis, Department of Chemistry
Emeritus Professor John Ellis, Department of Biological Sciences.

350/06-07

Warwick HRI

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

That there had been a delay in the timing of research expenditure to be set against funding already received by Warwick HRI without a compensating reduction in costs and that a meeting with WHRI would shortly be held to discuss this issue.

351/06-07

Vice-Chancellors' Remuneration

REPORTED: (by the Vice-Chancellor)

That the information published in the *Times Higher Education Supplement* on UK Vice-Chancellors' remuneration packages was historical data which referred to salaries awarded to those Vice-Chancellors in post in 2005/06.

352/06-07

Teaching Quality Update

RECEIVED:

A paper providing an update on strategic developments in matters related to teaching quality, including the 2007 National Student Survey; undergraduate assessment conventions; the QAA audit of courses delivered by WMG in collaboration with the Hong Kong Polytechnic University; the international e-learning benchmarking exercise; and funding streams for 2007-08 and 2008-09 (SC.229/06-07) together with an oral report from the Pro-Vice-Chancellor (Teaching and Learning).

REPORTED: (by the Academic Registrar)

That she would be discussing with the Pro-Vice-Chancellor (Teaching and Learning) potential means for the quantification of credit overloads to permit the recognition and comparable treatment of credit overloads across all Faculties.

353/06-07

IT Update

RECEIVED:

A report on local developments and issues relating to IT, including the Email Replacement Project and email arrangements within Warwick Business School; performance metrics; and recent email outages and delivery delays (SC.223/06-07) together with an oral report from the Interim Director of Information Technology Services.

REPORTED: (by the Interim Director of Information Technology Services)

- (a) That full data migration from Groupwise to Exchange had now been completed for all users on Groupwise Post Office 6.
- (b) That the Files.Warwick tool would shortly be publicised to all members of staff to encourage them to take full advantage of this facility.

RESOLVED:

That the Dean of Warwick Business School discuss with the Interim Director of Information Technology Services the issues raised in paper SC.223/06-07 concerning the current and proposed email arrangements operated by WBS with a view to addressing these issues wherever practicable and to report back to the Committee on the outcome of these discussions.

354/06-07

Library Update

RECEIVED:

A report providing an update on local and national developments relating to Library issues, including scholarly communication developments; the EThOS (E-Theses) Service; the JISC E-books National Observatory Project; the awarding of designation status to the Modern Records Centre by the Museums, Libraries and Archives Council; the Library re-modelling project; the Wolfson Foundation CURL Library Programme; and the introduction of Christmas vacation opening hours for the University Library (SC.230/06-07) together with an oral report from the University Librarian.

REPORTED:

(by the University Librarian)

- (a) That the proposed extension of the definition of authorised users under the JISC Model Licence to encompass retired staff and FE staff delivering work in HE institutions had been discussed at the recent JISC meeting held on 23 February but that no timescale for implementation of this proposal had yet been set.

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

- (b) That he was disappointed that no applications under the 2007 Undergraduate Research Scholarship Scheme had been for projects utilising the outstanding archive holdings of the Modern Records Centre and that he would shortly be taking up this issue with all Heads of Departments and the Chairs of the Boards of the Faculties.

355/06-07

Careers Service Update

RECEIVED:

A report providing an update on local and national developments relating to Careers issues, including the 2006 Destinations of Leavers in Higher Education survey and the High Fliers Survey; the introduction within the University of the Careers Management Certificate and Voluntary Year Abroad; the HEIF3-funded Work Experience Project; employer recruitment fairs; and links between the Careers Service and the Students' Union (SC.220/06-07) together with an oral report from the Acting Director of the Careers Service.

356/06-07

Health and Safety Update

RECEIVED:

A report providing an update on the progress of strategic policy initiatives relating to Safety and Occupational Health and recent changes to the governance and management structures for considering health and safety issues within the University (SC.228/06-07) together with an oral report from the Director of Safety and Occupational Health Services.

357/06-07

Quinquennial Review of the Department of Psychology (minute 335/06-07 refers)

CONSIDERED:

The Report of the Quinquennial Review of the Department of Psychology (SC.213/06-07) together with the response of the Department of Psychology to the Review Report (SC.232/06-07).

REPORTED: (by the Director of Estates)

That the remainder of the 2006/07 Minor Works budget had been allocated for the improvement of the entrances to and signage for University buildings and that, in the light of the recommendations of the Review Panel concerning the physical perception of the Department of Psychology, some improvement works to the Department would be undertaken as a matter of priority.

RESOLVED:

- (a) That the recommendations set out in the Report of the Quinquennial Review of the Department of Psychology be approved by the Steering Committee, noting that steps would need to be taken to address the concerns expressed at the meeting about the identification and appointment of a Deputy Head for the Department and succession planning for the future leadership of the Department.
- (b) That the Steering Committee record its congratulations to the Department of Psychology on the positive outcome of its Quinquennial Review and to the Head of the Department of Psychology on his effective leadership of the Department.
- (c) That responsibility for overseeing the implementation of the recommendations contained within the Review Report and the resolutions of the Steering Committee relating to the Report be delegated to the Academic Resourcing Committee.

358/06-07 Review of the Warwick Medical School

CONSIDERED:

The Report of the Strategic Departmental Review of Warwick Medical School (SC.225/06-07) together with oral reports from the Chair of the Board of the Faculty of Science and the University Secretary.

RESOLVED:

- (a) That it was the view of the Committee that there was a need to re-evaluate the arrangements for Strategic Departmental Review to ensure that the process for a thorough review of the range of courses offered by departments is meeting the University's requirements and that a comprehensive and strategic review of the activities of all academic departments on a quinquennial rolling cycle is achieved.
- (b) That it was recognised that it was inappropriate for the Academic Resourcing Committee to oversee the implementation of the recommendations contained within the Warwick Medical School Strategic Departmental Review Report given that WMS is a devolved department and that responsibility for the oversight of implementation must rest with the Steering Committee.

359/06-07 Report from the Fees Working Group

CONSIDERED:

Proposals for the setting of non-standard University tuition fees for Home/EU and overseas students for the academic year 2007/08 and proposed changes to the fee approval processes currently operated by the University (SC.224/06-07) together with an oral report from the Registrar.

RESOLVED:

That the Registrar and the Director of Finance, together with the Chair of the Board of Graduate Studies and the Academic Registrar, take steps to provide all academic

departments with information and advice on the procedure and rationale by which the University's tuition fees are set.

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 2007/08 be approved as set out in paper SC.224/06-07.
- (b) That the approval of non-standard fees from the academic year 2008/09 onwards be subject to scrutiny of the overall financial position of the relevant departments through the five-year planning process.
- (c) That academic departments be not permitted to vary the fee levels set by the Finance and General Purposes Committee on the recommendation of the Fees Working Group and the Steering Committee but that any proposals from departments for the offering of bursaries or studentships on a case-by-case basis to offset fees levied be forwarded to the Chair of the Board of Graduate Studies for consideration in the first instance.
- (d) That any departmental proposals for the introduction of bursary or studentship schemes or proposals for the awarding of one-off bursaries or studentships where such proposals cannot be met within existing budgets be brought forward for consideration through the University's normal financial approval routes.

360/06-07 Revisions to Research Council Budgets

RECEIVED:

Copies of press releases from RCUK, the Russell Group and the BBSRC on significant revisions to DTI budgets in the current spending review period, including a reduction in Research Council budgets of £68m over the current spending review period (SC.234/06-07).

361/06-07 Spending Review 2007: UUK Submission

RECEIVED:

UUK Information Note 1/07/18 providing an executive summary of UUK's submission to the 2007 Spending Review for England and Northern Ireland (SC.231/06-07).

362/06-07 RCUK Action Plan: "Increasing the Economic Impact of the Research Councils"

RECEIVED:

UUK Information Note 1/07/20 on the publication by RCUK of a new action plan to demonstrate and maximise the economic impact of Research Council funded activity (SC.226/06-07).

363/06-07 HEFCE Strategic Review of Sustainable Development in the HE Sector

RECEIVED:

A copy of a memorandum from the Registrar on the nomination of key University contacts for sustainable development information in the areas of teaching, research, procurement and estate management for a HEFCE Strategic Review of Sustainable Development in the HE Sector (SC.227/06-07).