

## THE UNIVERSITY OF WARWICK

### Minutes of the Meeting of the Steering Committee held on 29 November 2004

Present: Vice-Chancellor (Chair)  
Professor L Bridges  
Professor A Caesar  
Professor Y Carter  
Professor R G Dyson  
Professor A Easton  
Professor J Jones  
Mr S Lucas  
Professor M Luntley  
Professor S B Palmer  
Professor H Thomas  
Professor M Whitby

Apologies: Professor I Lauder.

In Attendance: Academic Registrar, Director of Academic and Student Affairs, Director of Communication, Finance Director, Registrar, University Secretary, Mrs H E Blunt, Ms N Snodgrass, for item 131/04-05 the Head of Student Finance, the Director of Development and Alumni and the Deputy Director (Undergraduate) of Student Recruitment and Admissions, for item 132/04-05 the Deputy Director (Undergraduate) of Student Recruitment and Admissions, for item 134/04-05 the Deputy Director (Undergraduate) of Student Recruitment and Admissions, the Acting Senior Assistant Registrar (Planning) and the Director of the Centre for Lifelong Learning, for item 135/04-05 the Deputy Director (Undergraduate) of Student Recruitment and Admissions and the Director of the Centre for Lifelong Learning, for item 144/04-05 the Acting Assistant Registrar (Graduate School).

129/04-05 Minutes

RESOLVED:

That the minutes of the meeting held on 22 November 2004 be approved subject to the inclusion of Professor Luntley in the list of those members offering their apologies.

130/04-05 Academic Statistics

RECEIVED:

The University's Academic Statistics document for the academic year 2004/2005, together with an oral report from the Director of Academic and Student Affairs.

131/04-05 Warwick Undergraduate Bursary Scheme

CONSIDERED:

Draft proposals for the introduction of the Warwick University Bursary Scheme with effect from the academic year 2006/07 as set out on paper SC.81/04-05.

RECOMMENDED:

(a) That the broad principles and proposals of the Warwick Undergraduate Bursary Scheme for introduction with effect from the academic year 2006/07 be approved as proposed in paper SC.81/04-05 on the basis of Model 1 and subject to further work being undertaken on the following:

- (i) Achieving a smooth tapered scale of relief for the bursaries awarded to students whose family income is above £21,475 and below £31,972 with the aim of reducing the gaps between bursary levels as currently proposed in paper SC.81/04-05.

- (ii) Exploring the feasibility of proposals for a work-study programme to be offered in conjunction with the Warwick Bursary Scheme as a means of extending the funding opportunities available to students.

- (b) That the Steering Committee be authorised to approve, on behalf of the Senate, the detailed operation of the Warwick Bursary Scheme during the Spring Term 2004/05 and a full report on the Scheme be submitted to the next meeting of the Senate on 9 March 2005.

132/04-05 University's Access Agreement to OFFA

CONSIDERED:

A progress paper on the development of the University's Access Agreement to the Office for Fair Access (SC.74/04-05).

RECOMMENDED:

- (a) That the proposals set out in paper SC.74/04-05 on the content and principles of the University's Access Agreements be approved as the basis for the development of the University's Access Agreement to OFFA for submission by the deadline of January 2005.
- (b) That the Steering Committee be authorised to approve the final Access Agreement on behalf of the Senate.
- (c) That the Steering Committee be authorised to approve, on behalf of the Senate, the University's revised Widening Participation Strategy for submission to OFFA as an appendix to the University's Access Agreement.

133/04-05 University Open Days

CONSIDERED:

Proposed dates for University Undergraduate Open Days for the calendar years 2005 and 2006 (SC.80/04-05).

REPORTED: (by the Registrar)

That he was undertaking a review of the existing protocols for granting priority access to University facilities for core activities, including Open Days and Warwick Visits, in consultation with relevant departments with a view to the current protocols being revised or reaffirmed as appropriate.

RESOLVED:

- (a) That University Open Days be held on the following dates in the calendar years 2005 and 2006:
  - Saturday, 23 April 2005
  - Wednesday, 21 September 2005
  - Saturday, 22 April 2006
  - Wednesday, 27 September 2006
- (b) That the existing approved arrangements for access by the Student Recruitment and Admissions Office to University facilities for Open Day and Warwick Visits activities be reaffirmed.

134/04-05 Setting of University Fees

## CONSIDERED:

The Report of the Working Group on the University's Approach to Setting Fees (SC.76/04-05).

## RECOMMENDED:

- (a) That proposed undergraduate and postgraduate fees for the academic year 2005/06 be approved as proposed in Appendix 1 of paper SC.76/04-05.
- (b) That proposed fees for part-time, Foundation and 2+2 degrees for the academic year 2006/07 be set at existing levels, subject to inflationary increases.
- (c) That the Working Group on the University's Approach to Setting Fees undertake a further review of fee levels and recruitment to part-time, Foundation and 2+2 degrees in advance of the academic year 2007/08 it being the view of the Committee that a number of anomalies were evident in the fee levels currently set which warranted further examination.
- (d) That the fee for Home/EU Year Abroad students be set at 50% of the Home/EU full time fee with effect from 2006/07 noting that the Working Group would be giving further consideration to the fee to be charged to overseas students for the Year Abroad.

135/04-05 UUK/SCOP Widening Participation Project

## CONSIDERED:

Universities UK Information Note I/04/123 inviting Higher Education Institutions to participate in the UUK/SCOP-commissioned Widening Participation Project carried out by the European Access Network (SC.79/04-05).

## RESOLVED:

That Professor Dyson and the Deputy Director (Undergraduate) of Student Recruitment and Admissions determine what response, if any, the University should submit to the European Access Network by the closing date of 13 December.

136/04-05 Quality Issues(a) HEFCE, TQEF and Professional Standards Funding

## CONSIDERED:

A revised activity plan for the release of extension funds for 2005-06 under the HEFCE's Teaching Quality Enhancement Fund (SC.77/04-05).

## RESOLVED:

That the revised activity plan for the release of extension funds for 2005-06 under the HEFCE's Teaching Quality Enhancement Fund be approved as set out in paper SC.77/04-05.

(b) QAA Draft Statement of Common Purpose: Health & Social Care

## CONSIDERED:

A draft University response to the QAA Draft Statement of Common Purpose for Subject Benchmarks for the Health and Social Care Professions (SC.78/04-05).

## RESOLVED:

That the draft University response to the QAA Draft Statement of Common Purpose for Subject Benchmarks for the Health and Social Care Professions be approved as set out in paper SC.78/04-05, subject to amendments along the lines discussed at the meeting.

137/04-05 ESRC Research Centres: 2<sup>nd</sup> Stage Bids (minute 561/03-04 refers)

## RECEIVED:

A report on Stage 2 bids for the ESRC Research Centre Competition 2004/05 (SC.82/04-05), noting that the outline application from the Innovation, Knowledge and Organisational Network (Warwick Business School) had been shortlisted to submit a full application to the ESRC by the closing date of 3 December.

138/04-05 EPSRC Science and Innovation Awards (minute 68/04-05 refers)

## REPORTED: (by the Deputy Vice-Chancellor)

That the outline bid from the Department of Statistics submitted to the EPSRC in October 2004 had been shortlisted and that the full bid was currently being prepared by the Department.

139/04-05 University Term Dates (minute 100/04-05 refers)

## CONSIDERED:

A report on a review undertaken of the ten year schedule of University term dates and the feasibility of revising dates in the academic years 2004/05, 2005/06 and 2010/11 (SC.84/04-05).

## RESOLVED:

- (a) That, in the light of the information presented in paper SC.84/04-05, term dates for the 2004/05 or 2005/06 academic years remain as currently approved and published.
- (b) That the possible revision of term dates in the academic year 2010/11 be given further consideration by the Committee at its next meeting.

140/04-05 Regulations Governing Withdrawal of Postgraduate Research Students

## CONSIDERED:

Proposed amendments to University Regulation 13 governing the Continuation of Registration of Students and Regulation 14 governing Higher Degrees (SC.85/04-05).

## RECOMMENDED:

That proposed amendments to University Regulation 13 governing the Continuation of Registration of Students and Regulation 14 governing Higher Degrees be approved as set out in paper SC.85/04-05.

141/04-05 Fitness to Practise Committee Panel

## RESOLVED:

That proposed appointments to the Fitness to Practise Committee Panel for the academic year 2004/5 be approved as set out in paper SC.83/04-05.

142/04-05 University of Liverpool Court

CONSIDERED:

An invitation from the University of Liverpool to nominate a member of the University for appointment to the University of Liverpool Court.

RESOLVED:

That the University Secretary write to the University of Liverpool indicating that the University of Warwick no longer wished to nominate a member for appointment to the Court of the University of Liverpool.

144/04-05 IT Maintenance Work: 23 December 2004

REPORTED: (by the Registrar)

That major IT maintenance work would be taking place on 23 December 2004 and that this would cause significant disruption to all networked IT facilities including loss of both internal and external email access throughout the day.

145/04-05 Senate Business

RESOLVED:

That the comments and recommendations of the Steering Committee on Part 2 of the Report of the Board of Graduate Studies for the meeting of the Senate to be held on 1 December 2004 be as set out in the paper S.21/04-05 (Part 2) circulated for the meeting of the Senate.

146/04-05 Steering Committee Schedule

RECEIVED:

The Steering Committee Schedule of Policy Items for the Spring and Summer Terms for the academic year 2004/05 (SC.86/04-05).