

THE UNIVERSITY OF WARWICK

Minutes of the Meeting of the Steering Committee held on 30 April 2007

Present: Vice-Chancellor (Chair)
Professor L Bridges
Professor A Caesar
Professor Y Carter
Mr B Duggan
Professor J Jones (from item 475/06-07)
Professor R Lindley
Professor M Luntley
Professor S B Palmer
Professor M Smith
Professor H Thomas

Apologies: Professor S Bassnett, Professor M Whitby.

In Attendance: Academic Registrar, Director of Communication, Director of Estates, Director of Finance, Registrar, University Secretary, Director of Warwick International (until item 478/06-07), Ms N Snodgrass, for item 477/06-07 the Head of Student Admissions and Widening Participation, for item 478/06-07 Dr S Gardner, for item 480/06-07 the Community Relations Manager and the Environment Officer.

471/06-07 Minutes

RESOLVED:

That the minutes of the meeting held on 16 April 2007 be approved.

472/06-07 Beacons for Public Engagement (minute 444/06-07 refers)

RECEIVED:

An oral report from the Registrar on the list of institutional and collaborative institutional bids which would be proceeding to Stage 2 of the Beacons for Public Engagement application process, noting that only two single-institution bids had been shortlisted and that the outcome of the bidding process to host the National Coordinating Centre for Public Engagement was currently awaited.

473/06-07 2007 National Student Survey

REPORTED: (by the Academic Registrar)

That the University's institutional response rate to the 2007 National Student Survey (NSS) had reached 51% by the closing date of the Survey against the publication response threshold of 50% and that the University's NSS results would therefore be published on the revised Teaching Quality Information website in due course.

RESOLVED:

That the Steering Committee record its thanks to all students who had responded to the Survey and to all members of staff and Students' Union representatives involved with the Survey for their work in achieving the University's target response rate.

474/06-07

University Challenge

REPORTED: (by the Vice-Chancellor)

That the Warwick University Challenge Team had won the 2007 University Challenge Grand Final.

RESOLVED:

That the Steering Committee record its congratulations to the Warwick University Challenge Team on their outstanding achievement.

475/06-07

2007 THES Awards

REPORTED: (by the Vice-Chancellor)

That the 2007 round of the *Times Higher Education Supplement* Awards had recently been launched and that the University would be seeking to maximise the number of its submissions in this round of the Awards.

476/06-07

Vice-Chancellor's Business

RECEIVED:

An oral report from the Vice-Chancellor on the strength of global competition within the HE sector and the significant challenges to be faced by the University in achieving the goals set out in the developing University Strategy.

477/06-07

Undergraduate and Postgraduate Admissions

CONSIDERED:

- (a) A paper providing an update on applications, offers and acceptances to the University for entry in October 2007 as at mid-April 2007 and highlighting issues in the University's current admissions procedures and potential shortfalls against intake targets and planned fee income (SC.308/06-07) together with an oral report from the Head of Student Admissions and Widening Participation.
- (b) Oral reports from the Academic Registrar and the Director of Warwick International on the arrangements being put in place to improve the University's admissions procedures and to minimise the impact of any shortfalls in student recruitment for entry in October 2007.

RESOLVED:

- (a) That the Vice-Chancellor write to all Heads of academic departments to reinforce the need for departments to work closely with the Academic Office and International Office to ensure that target intakes are achieved.
- (b) That the Academic Registrar and the Director of Warwick International examine further potential steps which can be taken in the short and medium term to support academic departments in attaining their recruitment targets in October 2007 and to improve the admissions process to both undergraduate and postgraduate courses.

478/06-07

BEd (Hons) TESL Programme for Malaysian Students

CONSIDERED:

An outline proposal from the Centre for English Language Teacher Education for the establishment of a collaborative link between the University and the Ipoh Institute of Teacher

Education (SC.311/06-07) together with oral reports from Dr S Gardner and the Director of Warwick International.

RESOLVED:

- (a) That the proposal from the Centre for English Language Teacher Education for the establishment of a collaborative agreement with the Ipoh Institute of Teacher Education be approved in principle as set out in paper SC.311/06-07 subject to full course approval documentation being brought forward in due course through the normal University Committee procedures and on the understanding that the proposed agreement would be subject to financial scrutiny by the Finance Office.
- (b) That the Memorandum of Understanding between the University and the Ipoh Institute of Teacher Education be reviewed by the University's internal legal adviser prior to being prepared for signature by the University and the Ipoh Institute.

479/06-07 RAE Communications Protocol for Excluded Staff

CONSIDERED:

The draft University RAE communications protocol for staff who are to be excluded from the University's RAE 2008 submission (SC.309/06-07) together with an oral report from the Deputy Vice-Chancellor.

RESOLVED:

- (a) That the draft University RAE communications protocol for excluded staff be approved as set out in paper SC.309/06-07.
- (b) That, taking into account the points raised in discussion at the meeting, the Deputy Vice-Chancellor prepare a briefing document for all Heads of Departments on the implications for staff who are to be excluded from the University's RAE 2008 submission.

480/06-07 HEFCE Pilot Project: Corporate Responsibility and Environment Indices

RECEIVED:

A report on the participation by the University in the HEFCE-funded pilot project launched to test the Business in the Community (BITC) Corporate Responsibility and Environment Indices for the higher education sector together with copies of the University's feedback reports for both indices (SC.314/06-07) and oral reports from the Community Relations Manager and the Environment Officer.

481/06-07 HEIF3: Withdrawal from SPEED

CONSIDERED:

An oral report from the Registrar on the proposed withdrawal of the University from the collaborative HEIF3 Student Placements for Entrepreneurs in Education Project (SPEED) led by the University of Wolverhampton.

RESOLVED:

That, in the light of the information presented by the Registrar at the meeting, the University withdraw from the Student Placements for Entrepreneurs in Education Project with immediate effect and that the student placements and resources allocated to the University be returned to the University of Wolverhampton.

482/06-07

Crucible 2007

CONSIDERED:

A copy of an email from the Policy Coordinator of the Biosciences Federation providing notification of the launch by NESTA of the 2007 Crucible programme for early-career researchers (SC.313/06-07).

RESOLVED:

That members of the Steering Committee encourage all eligible colleagues to submit applications to participate in Crucible 2007 by the deadline of 30 April 2007.

483/06-07

Research Information Network Consultation on Stewardship of Digital Research Data

CONSIDERED:

UUK Information Note I/07/48 on the launch of a consultation by the Research Information Network on a framework of principles and guidelines for the stewardship of digital research data together with a copy of the consultation document (SC.312/06-07).

RESOLVED:

That the Pro-Vice-Chancellor (Research), with support from Research Support Services, prepare the University's draft response to the Research Information Network (RIN) consultation on the stewardship of research data for consideration by the Steering Committee prior to submission to the RIN by the deadline of 29 June 2007.

484/06-07

Coventry Business Improvement District

RECEIVED:

The April newsletter from the "Coventry Best for Business" Business Improvement District (BID) providing notification that an objection had been lodged with the Secretary of State for Communities and Local Government in regard to the conduct of the BID ballot process (SC.320/06-07) together with an oral report from the Registrar.

485/06-07

Power Disruption – IT Update

RECEIVED:

An oral report from the Director of Estates on the power cuts experienced on 24 April and their impact on the University's IT systems, noting that the temporary disruption to IT services had been due to the unforeseen failure of the Uninterruptible Power Supply (UPS) in the University House IT machine room but that all IT systems had quickly been returned to normal operation and that the UPS would shortly be replaced.

486/06-07

Representatives of the Assembly on the Senate

REPORTED: (by the University Secretary)

- (a) That nominations had been invited for two members of the Assembly to serve as appointees of the Assembly on the Senate, one vacancy arising from an existing unfilled place for the period to 31 July 2009 and the second vacancy for the period 1 August 2007 to 31 July 2010, and that the nomination deadline was 9 May 2007.
- (b) That nominees must be of non-professorial status as two of the continuing representatives of the Assembly on the Senate were Professors of the University, the maximum number permitted under the terms of the University Statute governing Representatives of the Assembly on the Senate.

RESOLVED:

That any suggestions from members of the Committee for nominations for the appointment of representatives of the Assembly on the Senate be forwarded to the University Secretary.

487/06-07 HEFCE Strategic Plan 2006-2011

RECEIVED:

HEFCE document 2007/09 providing an updated copy of the HEFCE Strategic Plan for the period 1 April 2006 to 31 March 2011 (SC.317/06-07).

488/06-07 Performance in Higher Education Estates: EMS Annual Report 2006

RECEIVED:

HEFCE document 2007/08 on the 2006 Annual Report for the Estate Management Statistics (EMS) service (SC.318/06-07).

489/06-07 Social Partnership Forum Agreement on Supporting Graduates

RECEIVED:

UUK Information Note I/07/49 on the Social Partnership Forum Action Plan for maximising employment opportunities for newly-qualified healthcare professionals together with a press release from the Department of Health and a copy of the action plan (SC.319/06-07).

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11/05/07