

## THE UNIVERSITY OF WARWICK

### Minutes of the Meeting of the Steering Committee held on 4 October 2004

Present: Vice-Chancellor (Chair)  
Professor Bridges  
Professor Caesar  
Professor Carter  
Professor Dyson  
Professor Easton  
Professor Jones  
Mr S Lucas  
Professor Luntley  
Professor Palmer  
Professor Thomas  
Professor Whitby

In Attendance: Academic Registrar, Director of Personnel Services, Director of Student and Academic Affairs, Finance Director, Registrar, University Secretary, for items 15 and 16/04-05 the Senior Assistant Registrar (Academic Planning), for item 7/04-05 the Administrative Officer (Graduate School).

12/04-05 Minutes

RESOLVED:

That the minutes of the meeting held on 27 September 2004 be approved.

13/04-05 CETL Bid: Centre for Creativity and Performance in Teaching and Learning

REPORTED: (by the Pro Vice-Chancellor {Quality})

That, following further discussions, those members of academic staff leading on the development of the stage 2 CETL CAPITAL bid had indicated their willingness to examine a range of alternative proposals for the physical location of the Centre.

RESOLVED:

- (a) That further consideration be undertaken of the options for the future location of the CAPITAL Centre, including the possibility of the Centre being housed at Westwood or in a new academic building in the 'academic square' which might also accommodate a relocated Estates Office.
- (b) That the HEFCE be approached to establish what parameters and restrictions were likely to be placed on the University in regard to the release of funding and the timing of construction of any new development to house the CAPITAL Centre.
- (c) That the Capital Appraisal Project Group be convened as soon as practicable to consider the range of capital projects currently under discussion within the University.

14/04-05 Governing Instruments Committee

REPORTED: (by the Vice-Chancellor)

That he and the Pro Vice-Chancellor (Accommodation and Research) would be discussing the outcome of consideration by the Senate and the Council at their meetings on 29 September of the Report from the Governing Instruments Committee with a view to bringing forward a report to the Steering Committee at its next meeting on the proposed way forward.

15/04-05 Admissions October 2004

## CONSIDERED:

A report from the Senior Assistant Registrar (Academic Planning) on projected intakes against budget plan for undergraduate and postgraduate home/EU and overseas students (SC.15/04-05) together with an oral report from the Academic Registrar noting that there were significant shortfalls in recruitment at postgraduate level which were currently projected to result in a shortfall of student fee income against Plan of around £1.1m.

## REPORTED: (by the Registrar)

That the position in regard to the shortfall in projected income for off campus housing had improved from £485k to £370k since the last report on the issue was made to the Steering Committee on 27 September.

## RESOLVED:

- (a) That the Academic Registrar clarify the position in regard to student fee income generated by Warwick Business School in the light of discussion at the meeting.
- (b) That a comprehensive and evidence based review be undertaken of the reasons for the shortfall in postgraduate recruitment against Plan and a report made to the Steering Committee before the Christmas vacation in order that steps can be taken to address the issue in advance of the next planning and recruitment cycle.

16/04-05 HE Performance Indicators

## CONSIDERED:

A report on the HE Performance Indicators published by HESA in September 2004 and the University's performance against published benchmarks (SC.10/04-05).

## RESOLVED:

- (a) That further work be undertaken by the Academic Office into the reasons for the relatively low overall completion rates for Warwick students, as compared to other Russell Group universities, and the measures which might be introduced to ameliorate this position.
- (b) That a report be made to the Steering Committee at its next meeting on the data and methodology adopted for calculation of the Research Performance Indicators.

17/04-05 Graduate Issues

## RECEIVED:

An oral report from the Chair of the Board of Graduate Studies on the success of the Graduate School Induction held on Saturday, 2 October 2004.

## CONSIDERED:

A report from the Assistant Registrar (Graduate School) on the implications for the University of implementation of the QAA Code of Practice on Research Degree Programmes (SC.11/04-05) together with an oral report from the Chair of the Board of Graduate Studies.

## RESOLVED:

That, as an alternative to the mechanism proposed in the QAA Code of Practice for ensuring consistency and fairness of the conduct of the PhD viva, consideration be given to the appointment of a second internal examiner for PhD examinations drawn from a department other than that in which the student is registered.

18/04-05

RAE 2008

## RECEIVED:

A copy of a press release on the appointment of RAE 2008 main panel chairs together with a UUK report on the Science and Technology Committee Report on the RAE (SC.14/04-05).

## RESOLVED:

That the Director of Student and Academic Affairs prepare a summary of biographical information on RAE 2008 panel chairs for circulation to the Committee.

19/04-05

OIA Review of Student Complaints

## CONSIDERED:

A draft University response to the draft Rules and provisions of the new OIA Scheme for the resolution of student complaints (SC.16/04-05).

## RESOLVED:

That, subject to revision as discussed at the meeting, the draft University response to the draft Rules and provisions of the new OIA Scheme for the resolution of student complaints be approved as set out in paper SC.16/04-05 and forwarded to the Office of the Independent Adjudicator.

20/04-05

Review of the Modern Records Centre

## CONSIDERED:

Proposals for the conduct of a review of the Modern Records Centre (SC.12/04-05)

## RESOLVED:

- (a) That a Group be established:
  - (i) To review the current holdings and investment of University resources in the MRC and, after appropriate consultation within and without the University, to submit to the Steering Committee in the first instance, proposals for the future of the MRC.
  - (ii) To propose arrangements for the development of a University Corporate Records Policy drawing on the professional expertise of staffing within the Modern Records Centre.
- (b) That the membership of the Group be as follows:
  - Professor Whitby (Chair)
  - The Chairs of the Faculty Boards
  - An internal member of the Modern Records Centre Advisory Board
  - The Librarian
  - The University Secretary
- (c) That the Group aim to deliver its Report to the Steering Committee by the end of the Autumn Term.

21/04-05 OECD Report on Financial Management and Governance

RESOLVED:

That the OECD Report on Financial Management and Governance be considered in detail at the next meeting of the Committee together with the Report on Sustainability from the Higher Education Partnership in Sustainability (HEPS).