

UNIVERSITY OF WARWICK

Minutes of the meeting of the Steering Committee held on 5 July 2004

Present: Vice-Chancellor (in the Chair until item 488/03-04)
Professor Carter
Professor Easton
Professor J Jones
Professor McCrae
Professor McFarlane
Professor Palmer (in the Chair from item 488/03-04)
Professor Thomas

Apologies: Professor Dyson, Mr R Jones, Professor Lauder, Professor Luntley, Professor Whitby, Director of Personnel Services.

In Attendance: Registrar, Finance Director, Academic Registrar, Director of Academic and Student Affairs, University Secretary, Miss E Clewlow, for item 487/03-04 Director of Research Support Services, for items 488-489/03-04 Assistant Registrar (Registrar's Office), for item 489/03-04 Dr C Sparrow, for item 490/03-04 Senior Assistant Registrar (Teaching Quality).

483/03-04 Minutes

RESOLVED:

That the minutes of the meeting held on 28 June 2004 be approved.

484/03-04 Appointment of Administrative Staff (minute 470/03-04 refers)

REPORTED:

(a) (by the Registrar)

That Mr Vic Slater, former Director of Estates at UMIST, had been appointed as Interim Estates Director pending the recruitment of a successor to Mr Ian Barker.

(b) (by the Academic Registrar)

(i) That the post of Director of the Student Recruitment and Admissions Office would be advertised during the week beginning 5 July.

(ii) That an Acting Director of the International Office would be appointed to succeed Mr Antony Gribbon in August 2004 while recruitment to the substantive position of Director of the International Office would be deferred until a new Director of the Student Recruitment and Admissions Office had been identified, in order to ensure complementarity of skills and experience between the two appointees.

485/03-04 Study Leave Administration Arrangements (minute 477/03-04 refers)

REPORTED: (by the Deputy Vice-Chancellor)

That he would be meeting with the Chairs of the Boards of Faculties to formulate a more streamlined proposal for the University's Study Leave scheme.

486/03-04 WMS Benefaction

REPORTED: (by the Vice-Chancellor)

That a US pharmaceutical company had undertaken to endow a Chair in Cardio-Vascular Epidemiology in the Warwick Medical School and to fund an associated research team to undertake a research contract awarded by the company.

487/03-04 Research, Innovation and Enterprise

CONSIDERED:

A briefing on some of the key issues and strands of current Government thinking that will impact on the development of the University's Strategy for Research, Innovation and Enterprise (SC.262/03-04) together with an oral report from the Director of Research Support Services.

RESOLVED:

That further data be brought forward for consideration by the Committee on the success rate at discipline level of funding applications to key funding bodies from peer HE institutions.

488/03-04 Departmental Review of the Warwick Business School

CONSIDERED:

The Departmental Review Report on the Warwick Business School (SC.265/03-04) together with oral reports from the Dean of the Warwick Business School and the Assistant Registrar (Registrar's Office), it being noted that a misleading impression might be derived from the Review Report of the actual relationship of the Warwick Business School to the University and of the importance to the School's identity and profile of being a university-based business school.

REPORTED:

That the Dean of the Warwick Business School was working closely with the Deputy Vice-Chancellor and Professor Jones to identify ways in which the School might maximise its research income and volume.

RESOLVED:

- (a) That members of the academic staff of the Warwick Business School be invited to attend the meeting of the Steering Committee to be held on 19 July to discuss the Review Report.
- (b) That the Working Group established to give systematic consideration to the University's approach to setting fees seek the views of WBS on the coherence of fee structures for Master's courses.

489/03-04 Asia Exploratory Group

CONSIDERED:

Notes of the meeting of the Asia Exploratory Group held on 1 July 2004 together with proposed terms of reference for the work of the Group during Summer 2004 (SC.266/03-04) together with oral reports from Dr Sparrow and the Academic Registrar.

RESOLVED:

That the terms of reference for the work of the Asia Exploratory Group during Summer 2004 be approved as set out in paper SC.266/03-04 subject to the following amendment:

- (a) To incorporate the need to identify the timeframe and procedural steps for conducting a full feasibility study, in addition to costing such a study, should the Senate at its meeting on 22 September decide to proceed towards producing a statement of intent.
- (b) To specify clearly that the Group would bring forward a firm recommendation on the proposed way forward for consideration by the Steering Committee and the Senate at their meetings in September.

490/03-04 Institutional Audit

CONSIDERED:

A draft University commentary on the QAA's final report on the Institutional Audit of the University conducted in March 2004 (SC.263/03-04) together with an oral report from the Senior Assistant Registrar (Teaching Quality).

RESOLVED:

That, subject to minor amendment along the lines discussed at the meeting, the University's commentary on the final Institutional Audit Report be approved for submission to the QAA as set out in paper SC.263/03-04.

491/03-04 Leadership Foundation for Higher Education

RECEIVED:

A report on the establishment of the Leadership Foundation for Higher Education (SC.264/03-04).

492/03-04 European University Association

CONSIDERED:

Universities UK briefing note E-04-16 on the membership fees of the European University Association (SC.267/03-04).

RESOLVED:

That the University's membership of the European University Association be considered in the context of a wider review being undertaken of the University's associational links evaluating the subscription fees being paid against the benefits being derived from membership.

493/03-04 Queen's Anniversary Prizes

CONSIDERED:

Notification of the sixth round of the Queen's Anniversary Prizes for Higher and Further Education (SC.261/03-04).

RESOLVED:

- (a) That members of the Committee bring forward suggestions of areas of the University's work which might be eligible for nomination for a Queen's Anniversary Prize.

- (b) That following publication of the formal criteria for the Awards, the Deputy Vice-Chancellor work with the Chairs of the Board of Faculties to identify eligible projects and formulate applications for the Queen's Anniversary Prizes.

494/03-04 Procedure for the Re-Admission of a Student (minute 402/03-04 refers)

RESOLVED: (on behalf of the Senate)

That in the light of Dr K O'Brien's absence from the University on maternity leave, Dr L Polezzi replace Dr K O'Brien as a member of the Committee on the Admission of Students to Courses of Study for the remainder of the academic year.

495/03-04 Gibbet Hill Road

REPORTED:

That the University was awaiting confirmation from Coventry City Council of the timing and extent of proposed roadworks on Gibbet Hill Road, following which a report would be made to the Committee and information provided to University staff by the Estates Director and the Director of Communication.

496/03-04 Degree Congregation

REPORTED: (by the University Secretary)

- (a) That the meeting of the Steering Committee on 12 July would commence at 9.00am prior to Degree Congregation.
- (b) That academic and honorary graduand robing for Degree Congregation would take place in the Chaplaincy and in an adjacent marquee on Senate House lawn.