

UNIVERSITY OF WARWICK

Minutes of the meeting of the Steering Committee held on 15 March 2004.

Present: Vice-Chancellor (in the Chair)
Professor Carter
Professor Dyson
Professor J Jones (for item 319/03-04 onwards)
Mr R Jones
Professor McCrae
Professor McFarlane
Professor Palmer
Professor Thomas
Professor Whitby

Apologies: Professor Easton, Professor Mullender, University Secretary.

In Attendance: Acting Registrar, Academic Registrar, Finance Director, Director of Communication, Ms A Goodall, Miss E Clewlow, for items 314-316/03-04 Director of the Development and Alumni Office.

310/03-04 Minutes

RESOLVED:

That the minutes of the meeting held on 8 March 2004 be approved.

311/03-04 Steering Business

RESOLVED:

That in order to ensure full consideration was given to key items of University business, selected papers would, in future, be brought forward to two successive meetings of the Committee; the first reading to allow scope for full discussion and to accommodate requests from members of the Committee for further clarification, prior to a second reading at which conclusions would be reached.

312/03-04 Tufton Street

REPORTED: (by the Vice-Chancellor)

That the University had an opportunity to examine the fitness for purpose of the University's current office in London.

RESOLVED:

- (a) That, given the acknowledged value of retaining a base in London, notice of intent to terminate the lease of the Tufton Street office be given with a view to leasing an alternative location better suited to meeting the University's needs.
- (b) That the Director of Communication:
 - (i) Undertake further investigation of potential locations for the University's London office and bring forward a proposal for consideration by the Steering Committee at a future meeting.

- (ii) Explore the feasibility of establishing at minimal cost a regional base for the University in Birmingham in view of the growing importance of the regional agenda and report back to the Committee at a future meeting.

313/03-04 Horticulture Research International

REPORTED: (by the Vice-Chancellor)

That, at its meeting on 11 March, the Financial and General Purposes Committee had approved an amended Financial Plan for Warwick HRI, subject to the resolution of remaining legal issues relating to indemnities.

RESOLVED:

That the amended Financial Plan for Warwick HRI considered by the Finance and General Purposes Committee at its meeting on 11 March be circulated to members of the Steering Committee for information.

314/03-04 Development and Alumni Issues

CONSIDERED:

A report on the work of the Development and Alumni Relations Office (SC.160/03-04) together with an oral report from the Director of Development and Alumni Relations noting the progress that had been made in creating the infrastructure to support development activity and the success of the University's Telephone Campaign.

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

That the Warwick Medical School had been working closely with the Development and Alumni Relations Office to prepare for the graduation of the first cohort of students from the Warwick Medical School.

RESOLVED:

That future annual reports on the Development and Alumni Relations Office set out the projected income from the Telephone Campaign against its full cost to the University.

315/03-04 University 40th Anniversary

CONSIDERED:

An outline proposal from the Development and Alumni Relations Office for the celebration of the University's 40th Anniversary.

RESOLVED:

- (a) That the Steering Committee be kept informed, through regular reports, of the progress of preparations to celebrate the University's 40th Anniversary.
- (b) That members of the Committee forward suggestions for inclusion in the programme of anniversary events to the Director of Development and Alumni Relations.
- (c) That Professor Bassnett be invited to serve as the chair of a committee to be established to oversee the planning of the 40th Anniversary celebrations.

316/03-04 Principles for the Naming of University Buildings

CONSIDERED:

Draft principles for the naming of University buildings in honour of individuals who have made a substantial gift towards the cost of a building (SC.162/03-04).

REPORTED: (by the Deputy Vice-Chancellor)

That the naming of all or part of a University building remained a matter for consideration and approval by the appropriate University bodies rather than individual departments.

RECOMMENDED: (to the Building Committee)

That the principles for the naming of University buildings in honour of individuals who have made a substantial gift to the University be approved as set out in paper SC.162/03-04 subject to revision along the lines discussed at the meeting.

317/03-04 WMS Financial Report

CONSIDERED:

The second quarter statement for the Warwick Medical School Devolved Budget for the period ending 31 January 2004 (SC.164/03-04) together with an oral report from the Vice-Dean of the Warwick Medical School.

RESOLVED:

- (a) That the second quarter statement for the Warwick Medical School Devolved Budget for the period ending 31 January 2004 be noted and approved as set out in paper SC.164/03-04 noting the lower forecast operating surplus given anticipated rises in staff and premises costs and increases in central service charges.
- (b) That the Warwick Medical School continue to work with the Finance Office to examine the drivers for calculation of central service charges.

318/03-04 WBS Financial Report

The second quarter statement for the Warwick Business School Devolved Budget for the period ending 31 January 2004, incorporating financial statements for CHeSS and the Institute for Governance and Public Management (SC.166/03-04) together with an oral report from the Dean of the Warwick Business School.

RESOLVED:

That the second quarter statement for the Warwick Business School Devolved Budget for the period ending 31 January 2004 be noted and approved as set out in paper SC.166/03-04 noting the lower operating surplus against target as the result of incorporation of design fees for Phase 3 of the Business School and shortfalls in research income and recruitment to the full-time MBA programme, the impact of which had been partly offset by operational efficiencies and improved performance in other areas, such as Executive short courses.

319/03-04 Personal Tutor System

CONSIDERED:

A report from the Working Group on Student Support and Guidance on the Personal Tutor System (SC.167/03-04) together with an oral report from the Acting Registrar.

RESOLVED:

That the recommendations of the Working Group on Student Support and Guidance for the modification of the Personal Tutor system be supported in principle, particularly with regard to the designation of departmental welfare contacts to offer a pastoral care service alongside the primarily academic support role of the personal tutor, and that detailed proposals be brought forward for approval by the appropriate University Committees during the Summer Term following:

- (a) Further investigation by the Senior Tutor of current practice in comparable institutions.
- (b) Further consideration of the Personal Tutor system in the light of the findings of the Institutional Auditors.
- (c) Further consideration of the potential impact upon the Personal Tutor system of the parallel development of personal development planning for students.

320/03-04 Tuition Fees

CONSIDERED:

Proposed tuition fees for undergraduate, postgraduate and certificate and diploma programmes for the academic year 2004/2005 and the five-year planning cycle 2004-2009 (SC.170/03-04).

RESOLVED:

That the proposals for tuition fees for undergraduate, postgraduate, certificate and diploma programmes for the academic year 2004/2005 and the five-year planning cycle 2004-2009 be revised along the lines discussed at the meeting and brought forward for consideration by the Committee at its meeting on 22 March.

321/03-04 Risk Management

RESOLVED:

That consideration of the report on risk management (SC.165/03-04) be deferred to the next meeting of the Committee on 22 March.

322/03-04 Warwick HRI Integration Group

CONSIDERED:

Proposed terms of reference and membership of the Warwick HRI Integration Group (SC.171/03-04).

RESOLVED:

That the proposed terms of reference and membership of the Warwick HRI Integration Group be approved as set out in paper SC.171/03-04.

323/03-04 Exchange with University of Puerto Rico

CONSIDERED:

The proposed renewal of an exchange agreement between the University and the University of Puerto Rico (SC.163/03-04).

RESOLVED:

That the renewal of the exchange agreement between the University and the University of Puerto Rico be approved as set out in paper SC.163/03-04.

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