

UNIVERSITY OF WARWICK

Minutes of the meeting of the Steering Committee held on 16 February 2004.

Present: Vice-Chancellor (in the Chair)
Professor Dyson
Professor Easton
Mr R Jones
Professor J Jones
Professor Lauder
Professor McCrae
Professor McFarlane
Professor Mullender
Professor Palmer
Professor Thomas
Professor Whitby

In Attendance: Acting Registrar, Academic Registrar, Finance Director, Director of Personnel Services, Director of Communication, University Secretary, Ms A Goodall, Miss E Clewlow, for item 240/03-04 Assistant Registrar (Planning), for item 242/03-04 Director of Warwick Ventures.

239/03-04 Minutes

RESOLVED:

That the minutes of the meeting held on 9 February 2004 be approved subject to the following amendments:

(a) to minute 226/03-04

To note that the report on Academic Recruitment Processes was received from the Deputy Vice Chancellor not the Deputy Registrar.

(b) to minute 224/03-04 (amendment underlined)

That Research Support Services continue to develop the project proposals outlined for incorporation in the University's HEIF 2 Application taking into account the points made at the meeting, in particular the reduction in scale of the CPD and Warwick Enterprise ~~Fund~~ Education proposals, and that a written report on the progress of the development of the Application be made to the next meeting of the Committee.

240/03-04 RAE 2008

RECEIVED:

Initial decisions from the UK funding bodies on the framework and timing of the next Research Assessment Exercise (SC.127/03-04) together with an oral report from the Assistant Registrar (Planning).

REPORTED:

That an internal review of the research profile of each academic department had recently been completed by a Group led by the Deputy Vice-Chancellor and Professor Jones.

241/03-04 Student Population and Fee Income 2003/2004

CONSIDERED:

An analysis of the impact of shortfalls in student admissions compared with forecast student numbers on projected fee income compared with the University's Financial Plan for 2003/2004 (SC.129/03-04) together with an oral report from the Acting Registrar highlighting, in particular, planning and management issues and noting that 10% actual growth in student numbers for 2003/2004 had been achieved against an ambitious target of 15% in the Financial Plan.

RESOLVED:

- (a) That the Committee note the forecast fee income for the academic year 2003/2004 and endorse the steps being taken, as outlined in paper SC.129/03-04, to improve the processes for planning and admissions in the academic year 2004/2005 through better liaison between academic and academic support departments and review of the risk and safety factors applied to student recruitment and population projections.
- (b) That the Academic Office be asked to develop further the data resources on recruitment trends to support accurate planning of student numbers.
- (c) That the Finance Director and the Academic Registrar take forward work on the improvement of University processes for the production of accurate and timely statements on forecast student numbers and fee income.

242/03-04 Higher Education Innovation Fund (minute 224/03-04 refers)

CONSIDERED:

A draft bid for submission to the HEFCE for funding under the HEIF2 scheme (SC.124/03-04) together with an oral report from the Director of Warwick Ventures.

RECEIVED:

An oral report from the Deputy Vice-Chancellor on negotiations between the Universities of Warwick and Birmingham and Advantage West Midlands regarding the future support of the Mercia Fund.

RESOLVED:

That the bid for funding under the HEIF2 scheme be approved for submission to the HEFCE subject to the inclusion of reference to the University's partnership with the NHS University and further work by the Director of Warwick Ventures and the Finance Director to clarify the level of overheads included in the costings.

243/03-04 HEFCE Leadership, Governance and Management Fund

CONSIDERED:

A draft University response to the HEFCE consultation 2003/55 on the proposed Leadership, Governance and Management Fund (SC.123/03-04) together with an oral report from the Director of Personnel Services.

RESOLVED:

That the University response to the consultation on the proposed Leadership, Governance and Management Fund be approved for submission to the HEFCE as set out in paper SC.123/03-04 subject to minor amendment to highlight further the University's concerns regarding the timing of the initiative in view of the recent establishment of the Leadership Foundation.

244/03-04 Centres for Excellence in Teaching and Learning

CONSIDERED:

A summary of three proposals with the potential to be developed into University bids for submission to the HEFCE for funding to establish Centres for Excellence in Teaching and Learning (SC.121/03-04),

RESOLVED:

That further work be undertaken under the direction of Professor Whitby and the Academic Registrar to develop three proposals along the lines set out in paper SC.121/03-04 into University bids for submission to the HEFCE for funding to establish Centres for Excellence in Teaching and Learning (CETL), to include:

- (a) Informal soundings from the HEFCE regarding the development of a collaborative bid for a centre for creativity and performance in teaching and learning.
- (b) Further discussion, facilitated by the Chairs of the Boards of the Faculties, with academic departments to develop, in particular, the elements of academic leadership and collaboration in the proposals for centres for excellence in research-based learning and academic literacies or to identify alternative proposals, particularly in the Faculty of Science, for establishment of a CETL.

245/03-04 Campus Life

CONSIDERED:

A report on current activities and challenges under the heading of campus life (SC.128/03-04), noting in particular:

- (a) The expansion of the activities of the Warwick Volunteer programme;
- (b) The continuing development of amenities for residents in the Lakeside area of the campus;
- (c) The refinement of the developing strategy for residential accommodation;
- (d) Ongoing work to review the nature and range of catering provision on the campus; a report on which would be brought forward for consideration by the Steering Committee during the Summer Term;
- (e) The progress being made towards the co-location of student support services in University House, noting that four members of the Students' Union Advice and Welfare Service would not be moving to University House pending a vote before the Annual General Meeting of the Students' Union;
- (f) The review report on the Personal Tutor system to be brought forward for consideration by the AQSC Student Support and Guidance and Working Group in late February.

RESOLVED:

That the Dean of the Leicester Warwick Medical Schools liaise with the Acting Registrar regarding potential links between the Warwick Volunteer Programme and the existing arrangements for voluntary activity among medical students.

246/03-04 Constitution of University Committees

CONSIDERED:

A proposed constitution and terms of reference for the Information Policy and Strategy Committee (SC.125/03-04).

RESOLVED:

That the proposed constitution and terms of reference for the Information Policy and Strategy Committee be revised along the lines discussed at the meeting and brought back for consideration by the Steering Committee at its next meeting.

247/03-04 AUT Industrial Action

RECEIVED:

An oral report from the Director of Personnel Services on the outcome of the AUT's ballot on industrial action.

RESOLVED:

- (a) That the Director of Personnel Services circulate by email to members of the Steering Committee a briefing on the background to the industrial action being taken by the AUT and the day of action being organised by the NUS for further discussion, if required, at the meeting of the Steering Committee to be held on 23 February.
- (b) That it was expected that members of staff who chose to exercise their right to take part in the industrial action being undertaken by the AUT would take individual responsibility for declaring to the University their absence from work.

248/03-04 Higher Education Academy (minute 227/03-04 refers)

REPORTED:

That Professor Whitby had obtained further particulars on appointments to membership of the Board of the Higher Education Academy.

249/03-04 Students' Union Sabbatical Officers 2004/2005

RECEIVED:

A list of the Union Sabbatical Officers elected for the academic year 2004/2005; it being noted that the election results for three posts were still to be finalised.

250/03-04 Professor Emerita

RECEIVED:

An oral report on the recent death of Emerita Professor Meg Stacey, noting that details of the funeral arrangements for Professor Stacey were available from the Department of Sociology.

RESOLVED:

- (a) That Professor Dyson represent the University at Professor Stacey's funeral to be held on 19 February.
- (b) That the Director of Communications take steps to raise awareness within the University community of Professor Stacey's contribution to University life.

251/03-04 Meeting of Steering Committee: 1 March

RESOLVED:

That the meeting of the Senate Steering Committee to be held on 1 March be re-arranged to start at 12.15pm to accommodate a briefing meeting with the QAA Auditors to be held on the morning of 1 March which would be attended by a significant number of members of the Committee.

252/03-04 Shakespeare Birthplace Trust

REPORTED: (by the Academic Registrar)

That an invitation had been received from the Shakespeare Birthplace Trust to nominate a University representative to the Trust vice Professor Mulryne.

RESOLVED:

That the Academic Registrar consult with Professor Whitby and bring forward for consideration at a future meeting a nomination for the University's representative to the Shakespeare Birthplace Trust.