

## THE UNIVERSITY OF WARWICK

### Minutes of the Meeting of the Steering Committee held on 17 November 2003

Present: Vice-Chancellor (Chair)  
Professor Carter  
Professor Dyson  
Professor Easton  
Professor Jones  
Professor McCrae  
Professor McFarlane  
Professor Mullender  
Professor Palmer  
Professor Thomas  
Professor Whitby

Apologies: Mr R Jones, Professor Lauder.

In Attendance: Registrar, Academic Registrar, Administrative Secretary, Finance Director, Director of Personnel Services, Director of Student and Ancillary Services, Director of Communications, Ms A Goodall, Miss E Clewlow, for items 82-84/03-04 Mr K Sloan, for items 85-86/03-04 Ms R Wooldridge Smith, for item 87/03-04 Ms Katharine Gray.

79/03-04 Minutes

RESOLVED:

That the minutes of the meeting held on 3 November 2003 be approved.

80/03-04 Death on Campus

RECEIVED:

An oral report from the Registrar on the recent death of a visitor to the campus, noting that the University was offering support to those involved and the Estates Officer and the Safety Officer were undertaking a review of any relevant safety issues that might have arisen.

81/03-04 Higher Education Bill

RECEIVED:

An oral report from the Vice-Chancellor on the reported discussions and political negotiations currently taking place in connection with the drafting of the proposed Higher Education Bill.

82/03-04 Fair Admissions to Higher Education Consultation

CONSIDERED:

A draft University response to the DfES consultation on Key Issues Relating to Fair Admissions to Higher Education (SC.53/03-04) together with an oral report from the Director of Student Recruitment and Admissions.

RESOLVED:

- (a) That the draft University response to the DfES consultation on Key Issues Relating to Fair Admissions to Higher Education be revised along the lines discussed at the meeting.

- (b) That any further comments from members of the Committee be forwarded to the Director of Student Recruitment and Admissions for incorporation into the University response prior to its submission to the Admissions to Higher Education Steering Group by 21 November.

83/03-04 Post Qualification Applications

CONSIDERED:

UUK Media Note MR368 and the DfES Issues Paper on Post Qualification Applications (SC.54/03-04).

RESOLVED:

That the Director of Student Recruitment and Admissions prepare a draft University response to the DfES Issues Paper on Post Qualification Applications along the lines discussed at the meeting for consideration by the Committee at a future meeting, noting in particular the concerns expressed about the need for further cost benefit analysis of post qualification applications and their potential impact on overseas student recruitment.

84/03-04 Open Days

CONSIDERED:

A review report on University Undergraduate Open Days (SC.46/03-04) together with an oral report from the Director of Student Recruitment and Admissions.

RESOLVED:

- (a) That the Summer Term Open Day be transferred from a Wednesday to a Saturday with effect from Summer 2004.
- (b) That the Warwick Visits Programme be scheduled to take place weekly on Wednesday afternoons and on one Saturday in each month during the SRAO recruitment cycle.

85/03-04 Institutional Audit (DATS)

CONSIDERED:

A report on the membership of the panel which will conduct the University's Institutional Audit in 2004 and the Departments selected by the QAA for Discipline Audit Trails (SC.55/03-04).

RESOLVED:

That the request for provision of additional administrative support to those Departments selected by the QAA for Discipline Audit Trails be explored further for report to the Committee in due course.

86/03-04 HEFCE e-Learning Strategy

CONSIDERED:

A draft University response to the HEFCE e-Learning Strategy (SC.50/03-04) noting that feedback from the Librarian and the Director of IT Services had yet to be incorporated.

REPORTED:

That a University e-Learning Awayday would be held on the afternoon of 2 December.

RESOLVED:

- (a) That the University response to the HEFCE e-Learning Strategy be approved in principle as set out in paper SC.50/03-04.
- (b) That Professor Whitby bring forward a report on the outcome of the e-Learning Awayday and any proposals arising from discussion to encourage and promote the adoption of e-Learning technologies across the University.

87/03-04 Report from Accommodation Review Group

CONSIDERED:

A report from the Accommodation Review Group on the summer survey of teaching accommodation undertaken at Westwood and the review report on the operation of the survey of teaching accommodation (SC.52/03-04).

RESOLVED:

- (a) That the survey data for summer utilisation of teaching accommodation at Westwood be incorporated into the discussions taking place regarding the future development of accommodation at Westwood.
- (b) That the recommendations of the review report on the future operation of the survey of teaching accommodation be supported, in particular, the inclusion in the survey report of additional trend analyses.