

## THE UNIVERSITY OF WARWICK

### Minutes of the Meeting of the Steering Committee held on 20 October 2003

Present: Vice-Chancellor (Chair)  
Professor Easton  
Professor Jones  
Mr R Jones  
Professor McCrae  
Professor McFarlane  
Professor Palmer  
Professor Thomas  
Professor Whitby

Apologies: Professor Lauder, Professor Mullender.

In Attendance: Registrar, Academic Registrar, Administrative Secretary, Director of Personnel Services, Miss E Clewlow, for item 39/03-04 Ms R Wooldridge Smith.

34/03-04 Minutes

RESOLVED:

That the minutes of the meeting held on 6 October 2003 be approved.

35/03-04 Board of Governors of Hereward College (minute 27/03-04 refers)

REPORTED: (by the Administrative Secretary)

That Ms Catherine Edwards, Lecturer in the Centre for Lifelong Learning, had been nominated for appointment to the Board of Governors of Hereward College.

36/03-04 Degree Congregation (minute 26/03-04 refers)

RESOLVED:

That the Chancellor would be notified of the addition of two ceremonies to the Degree Congregation week from Summer 2004.

37/03-04 Vice-Chancellor's Business

RECEIVED:

Oral reports from the Vice-Chancellor on:

- (a) the disappointing standard of debate about University fees during the edition of Panorama broadcast on 19 October.
- (b) informal information he had received indicating that the HEFCE proposals for Improving Standards in Research Degree Programmes were likely to be implemented as a QAA Code of Practice.
- (c) informal information he had received on the likely outcome of the Roberts Review of Research Assessment.

38/03-04 University Decision-Making and Management Structures

CONSIDERED:

Revised proposals for changes to the structure and reporting lines of the University's senior management team mapping, in greater detail, the responsibilities of the Deputy Vice-Chancellor and the Pro-Vice-Chancellors onto the new management structure (SC.28/03-04).

REPORTED:

That Mr T Seeley had been appointed to the position of Community Relations Manager on an initially one year secondment to take forward the University's work on the regional agenda and in particular the review of the University Development Plan and Warwick District Local Plan.

RESOLVED:

- (a) That the revised proposals for changes to the structure and reporting lines of the University's senior management team and its relationship to the academic management structure be supported in principle subject to revision along the lines discussed at the meeting, in particular to indicate responsibility in the structure for Warwick Ventures, the Mercia Institute of Enterprise, the regional agenda, the Careers Advisory Board, the International Office and the National Academy of Gifted and Talented Youth.
- (b) That, in line with other devolved departments, Horticulture Research International, when established as a Department of the University in April 2004, would report through the Steering Committee but it was not the intention that the Chair or Director of the Institute would be represented in the membership of the Committee given that it did not have a full teaching programme in contrast to the Warwick Business School and the Warwick Medical School.

39/03-04 QAA Self-Evaluation Document

CONSIDERED:

The revised draft of the University's Self-Evaluation Document for the QAA Institutional Audit on 1-5 March 2004 (SC.26/03-04) together with an oral report from the Senior Assistant Registrar (Teaching Quality).

RESOLVED:

- (a) That the University Self-Evaluation Document for the QAA Institutional Audit be approved in principle as set out in paper SC.26/03-04, subject to minor revisions as discussed during the meeting, prior to its submission to the QAA.
- (b) That the final version of the Self-Evaluation Document be published on Insite to promote its wider dissemination throughout the University community.

40/03-04 Warwick Business School Finances

CONSIDERED:

The out-turn statement for the devolved budget for the Warwick Business School for the financial year 2002/2003 (SC.27/03-04) together with an oral report from the Dean of the Warwick Business School noting that the operating surplus achieved was in excess of that originally forecast largely due to the additional income generated from student fees, non-pay cost savings and an underspend on direct payroll costs.

## RESOLVED:

- (a) That the out-turn statement for the devolved budget for the Warwick Business School for the financial year 2002/2003 be approved as set out in paper SC.27/03-04.
- (b) That further work be undertaken by the Warwick Business School in conjunction with the Finance Office to continue to improve financial forecasting and cost allocation for departmental devolved budgets.
- (c) That the Warwick Business School examine the feasibility of developing flexible MBA programmes deliverable from sites in the UK other than the University.
- (d) That further information be brought forward for consideration by the Committee on the School's expenditure on fees for services bought in, it being noted that it was the intention of the Warwick Business School, with appropriate assistance from the Director of Personnel Services, to eliminate internal fees on programmes other than executive programmes during the next two to three year period.

41/03-04 Better Regulation Task Force

## RECEIVED:

An oral report from the Vice-Chancellor on a proposal from the Minister for Higher Education to reduce the number of small designated funds managed by the HEFCE.

42/03-04 Higher Education Innovation Fund Round 2

## CONSIDERED:

A draft University response to the consultation on funding proposals for round two of the Higher Education Innovation Fund (SC.22/03-04).

## RESOLVED:

That the comments of Deputy Vice-Chancellor and the Registrar be forwarded to the Director of Research Support Services for incorporation into the University's response to the consultation on funding proposals for round two of the Higher Education Innovation Fund prior to its submission to the HEFCE on 24 October.

43/03-04 Research Ethics Committee

## CONSIDERED:

A paper from the Director of Research Support Services addressing the concerns raised during the meeting of the University Council held on 1 October regarding lay and external representation on the University Research Ethics Committee and the use to be made of external advice and consultancy (SC.23/03-04).

## REPORTED:

That the names for the academic members of staff to serve on the University Research Ethics Committee would be brought forward for consideration by the Committee and by the Chair of the University Council at a future date.

RECOMMENDED: (on behalf of the Senate)

- (a) An external member be added to the constitution of the University Research Ethics Committee.
- (b) External advice and consultancy be sought upon individual issues as deemed necessary by the Research Ethics Committee.

44/03-04 Memorandum of Agreement with Renmin University

CONSIDERED:

A second memorandum of understanding with Renmin University of China (SC.29/03-04).

RESOLVED:

That the second memorandum of understanding with Renmin University of China be approved in principle as set out in paper (SC.29/03-04) subject to revision along the lines discussed at the meeting and its translation into Mandarin Chinese, it being noted that the partnership would not exclude the possible exploration by the University of other academic partnerships in China.

45/03-04 Appointment to University Committees

RESOLVED: (On behalf of the Senate)

(a) Board of Graduate Studies

That Professor D Chetwynd be appointed to replace Professor T Kemp on the Board of Graduate Studies.

(b) Academic Quality and Standards Committee

That Professor M Harrison be appointed as the member of the Senate from the Social Studies Faculty on the Academic Quality and Standards Committee.

(c) Committee on the Admission of Students to Courses of Study

That Dr K O'Brien be appointed to replace Dr P Murray on the Committee for the Admission of Students to Courses of Study.

(d) American Study and Student Exchanges Committee

That Dr M Haag be appointed to the vacant place on the American Study and Student Exchanges Committee.

46/03-04 Serious Incident on Campus

RECEIVED:

An oral report from the Registrar on the armed robbery which took place at Barclays Bank on main campus on 9 October, noting that the police response to the incident had been swift and that while no University students or staff had been physically harmed, appropriate support was now being given to those staff and students who had witnessed the incident.

47/03-04 Foundation Degrees

REPORTED: (by the Registrar)

That the University had received an invitation from the HEFCE to bid for additional places and development funds for Foundation Degrees from 2004/2005.

RESOLVED:

That a Group be established with the following membership to consider the formulation of a University bid for additional places and development funds for foundation degrees for consideration by the Committee at a future meeting:

Professor Dyson  
Director of the Centre for Lifelong Learning  
Academic Registrar.

48/03-04 Report of the Undergraduate Curriculum Review Group (minute 599/02-03 refers)

REPORTED: (by the Administrative Secretary)

That the report of the Undergraduate Curriculum Review Group, previously considered by the Committee at its meeting on 22 September, would be brought forward for further consideration at the meeting to be held on 27 October.