

THE UNIVERSITY OF WARWICK

Minutes of the Meeting of the Steering Committee held on 29 September 2003

Present: Vice-Chancellor
Professor Dyson
Professor Easton
Professor Jones
Mr R Jones
Professor Lauder
Professor McCrae
Professor McFarlane
Professor Mullender
Professor Palmer
Professor Thomas
Professor Whitby

In Attendance: Registrar, Academic Registrar, Finance Director, Administrative Secretary, Director of Communications, Director of Personnel Services, Ms Goodall, Miss E Clewlow, for items 5-6/03-04 Mr P Greatrix.

The Vice-Chancellor welcomed Professor A McFarlane, the new Chair of the Board of the Faculty of Arts, to his first meeting of the Steering Committee.

1/03-04 Minutes

RESOLVED:

That the minutes of the meeting held on 22 September 2003 be approved.

2/03-04 2003 University League Tables (minute 605/02-03 refers)

RESOLVED:

That the Senior Assistant Registrar (Planning) be asked to prepare a paper analysing the factors that contribute to the University's ranking in league tables, including their maximisation to improve the University's standing, paying attention in particular, but not exclusively, to staff-student ratios, for consideration by the Steering Committee at a future meeting.

3/03-04 Regional Issues

RECEIVED:

An oral report from Professor Dyson on the annual meeting of Advantage West Midlands and the recent meeting of the Management Committee of the West Midlands Higher Education Association which he had attended on behalf of the University and at which the following items had been discussed:

- (a) The intention of the HEFCE to allocate additional student numbers for foundation degrees being allocated at a regional rather than an institutional level.
- (b) The support of WMHEA for the proposals to alter the governance structure of the Mercia Institute of Enterprise, noting that the Association hoped that the new Management Board of the Mercia Institute would act quickly to endorse substantial bids currently being made by the Institute.

- (c) The potential for AWM regional funding being used to supplement monies allocated in the second round of the Higher Education Innovation Fund.
- (d) The proposed development of a regional research council.

4/03-04 Centre for Bioinformatics (minute 594/02-03 refers)

RESOLVED:

That the Chair of the Board of the Faculty of Science and those members of staff involved in formulating a proposal for the creation of a Centre for Bioinformatics arrange a meeting with the Chief Executive of Advantage West Midlands to discuss the reason for the apparent significant reduction in the funds now being made available for the Centre.

5/03-04 National Grid House (minute 595/02-03 refers)

CONSIDERED:

An update on the revised disposition of departments in National Grid House and a request for a supplement to the budget for the building's reconfiguration and refurbishment (SC.13/03-04) together with an oral report from the Director of Student and Ancillary Services.

RECOMMENDED: (to the Finance and General Purposes Committee)

That, subject to the provision of a satisfactory breakdown of the additional costs to the Finance and General Purposes Committee, the budget for reconfiguration and refurbishment of National Grid House be increased by £350k from £1,784k to £2,134k to provide for the cost of essential works, prudent pre-emptive action and works to ensure that the building is fit for purpose.

RESOLVED:

That the Accommodation Review Group be asked to consider the future location of the Centre for Lifelong Learning's 2+2 and Part-Time degree operations.

6/03-04 Coming Up Weekend

RECEIVED:

An oral report from the Director of Student and Ancillary Services on the general arrangements for the reception and enrolment of students during Coming Up Weekend.

RESOLVED:

That the Steering Committee record its thanks to all those members of staff who had contributed to the success of Coming Up Weekend for new students and their families.

7/03-04 Degree Awarding Powers and University Title

CONSIDERED:

A DfES consultation document on the proposed criteria for Degree Awarding Powers and the granting of the University Title in England and Wales (SC.12/03-04).

RESOLVED:

That, in consultation with appropriate colleagues the Academic Registrar prepare a University response to the DfES consultation document, taking into account the comments made at the meeting, for consideration by the Committee at a future date.

8/03-04

Further Development of Teaching and Learning Phase 5

CONSIDERED:

An invitation from the HEFCE to bid for funds under Phase 5 of the Fund for the Development of Teaching and Learning (SC.14/03-04).

RESOLVED:

That Professor Whitby establish a Group, to include the Director of the Centre for Academic Practice, to identify and prepare bids for funding for consideration by the Committee in advance of submission to the HEFCE.

9/03-04

Centres for Excellence in Teaching and Learning

CONSIDERED:

A report from the Academic Registrar on the HEFCE consultation on the establishment of Centres for Excellence in Teaching and Learning (SC.11/03-04).

RESOLVED:

- (a) That the Academic Registrar prepare a draft University response to the HEFCE consultation on the establishment of Centres for Excellence in Teaching and Learning for consideration by the Committee prior to the submission deadline of 24 October 2003.
- (b) That the Academic Registrar, in consultation with the Pro Vice-Chancellor responsible for Teaching and Learning and other appropriate colleagues, identify potential cases for bids for the establishment of Centres for Teaching and Learning from which the Steering Committee could select a smaller number of cases for which full bids would be prepared.

10/03-04

Introduction of a Postgraduate Application Fee

CONSIDERED:

Detailed proposals for the introduction of an application fee for postgraduate taught programmes (SC.10/03-04).

RECOMMENDED:

That revisions to the postgraduate application process and the introduction of a postgraduate application fee at the level proposed in paper SC.10/03-04 be approved and that authority be given for the appointment of three additional clerical staff, with salary costs to be met from the postgraduate application fee income, subject to an analysis of the full costs of processing postgraduate applications both centrally and in departments being brought forward to a future meeting of the Steering Committee.

11/03-04

Recruitment of Visitors for the QA of Basic Medical Education

CONSIDERED:

UUK Information Note I/03/96 on the recruitment of visitors for Quality Assurance of basic medical education (SC.6/03-04).

REPORTED: (by the Dean of the Leicester Warwick Medical Schools)

That the incoming Vice Dean of the Warwick Medical School and Professor Petersen had already been appointed as visitors for Quality Assurance of basic medical education.

RESOLVED:

That the Dean of the Warwick Medical School approach the General Medical Council to determine whether the deadline for applications to become a visitor could be extended to allow for an application being submitted by the appointee to the post of Director of Medical Education.

12/03-04

Senate Business

RESOLVED:

That the comments and recommendations of the Steering Committee on items of business for the meeting of the Senate to be held on 1 October 2003 be as set out in the papers circulated for the meeting of the Senate.