

UNIVERSITY OF WARWICK

SENATE

Minutes of the meeting held on Wednesday 2 October 2013

Present: Vice-Chancellor (in the Chair), Dr A Adams, Professor R Ball, Professor A Caesar (Pro-Vice-Chancellor (Alumni Engagement & Warwick's 50th Birthday)), Ms A Chambers, Professor A Clarke, Professor C Constable, Professor S Croft (except for item 27/13-14), Professor J Davey, Ms E Davies (Students' Union Education Officer), Ms L Gill (Students' Union Postgraduate Officer), Professor N Hewlett, Professor Christina Hughes (Pro-Vice-Chancellor for Education (Innovation, Employability and Widening Participation)), Professor S Jacka, Professor S Jarvis, Dr C Jenainati, Professor N Johnson, Professor T Jones (Pro-Vice-Chancellor for Research (Science & Engineering), Knowledge Transfer & Business Engagement), Dr J Kidd, Mr S Lamb, Professor G Lindsay, Professor M Luddy, Professor A Menezes, Professor A Muthoo, Professor A Norrie, Professor M Nudds, Professor J Palmowski (Chair of the Board of Graduate Studies), Professor A Reeve (until item 19/13-14), Professor M Shipman, Professor C Sparrow, Mr B Sundell (Students' Union President), Professor S Swain (Chair of the Board of the Faculty of Arts), Professor M Taylor, Professor P Thomas (Chair of the Board of the Faculty of Science), Mr S Williams, Professor L Young (Pro-Vice-Chancellor for Research (Life Sciences and Medicine) and Capital Development), Professor V Zammit

Apologies: Professor A Coats (Academic Vice-President (Monash-Warwick Alliance)), Ms J Cooper, Professor S Gilson, Professor L Green, Mr R Green (Librarian), Professor Christopher Hughes (Chair of the Board of the Faculty of Social Sciences), Professor S Shapiro, Professor N Stocks, Professor P Winstanley (Chair of the Board of the Faculty of Medicine)

In attendance: Academic Registrar, Administrative Officer (Academic Registrar's Office), Deputy Academic Registrar, Deputy Registrar, Finance Director

The Vice-Chancellor welcomed new members and members beginning a new period of office to their first meeting of the Senate for the academic year 2013/14.

1/13-14 Minutes

RESOLVED:

That the minutes of the meeting of the Senate held on 3 July 2013 be approved, subject to the below revision (addition underlined):

134/12-13(c) Regulation 8 Appeals

RECOMMENDED: (to the Council)

That amendments proposed to Regulations 37.5 and Regulation 38 to bring them into line with changes previously approved to Regulation 8 with respect to the consideration given to student appeals by Preliminary Review Panels be approved as set out in paper BGS 86/12-13 (revised), appended to paper S.56/12-13 {Part 1}.

2/13-14 Progress of Senate Recommendations

REPORTED:

That the Council, at its meeting on 10 July 2013, approved the recommendations of the Senate recorded under the following items:

- (a) Report from the University Health and Safety Executive Committee: Terms of Reference and Membership 2012/13 (minute S.107(a)/12-13 referred).
- (b) Revisions to University Ordinance 7 on the Constitution of the Boards of the Faculties for the second time (minute S.113/12-13 referred).
- (c) Revisions to University Ordinance 14 on Honorary Degrees for the second time (minute S.114/12-13 referred).
- (d) Revision of Regulation 4(10) (minute S.133(c)/12-13 referred).
- (e) Regulation 8 Appeals: Regulations 37.5 and Regulation 38 (minute S.134(c)/12-13 referred).
- (f) Revisions to Regulation 8.10 (minute S.134(k)/12-13 referred).
- (g) Proposed amendments to Ordinances 7 and 8 (for the first time), and Regulations 2, 8 and 9 (minute S.144/12-13 referred).

3/13-14 Appointment of a Representative of the Senate to the Council

REPORTED:

That following the ballot of members of the Senate held at the meeting of the Senate on 3 July to determine representation of the Senate on the Council, the three representatives of the Senate on the Council would be Professor Peter Winstanley, Professor Simon Swain and Professor Christopher Hughes. In conjunction with two Pro-Vice-Chancellor representatives, they would serve a three year term of office from 1 August 2013 until 31 July 2016. Professor Pam Thomas would continue to serve during 2013-14.

4/13-14 Revisions to University Regulation 23 (minute S.111/12-13 referred)

REPORTED:

- (a) That at its meeting on 3 July 2013, the Senate considered a re-drafted Regulation 23 on Student Disciplinary Regulations, paper S.52/12-13 (revised 1), and recommended to the Steering Committee that since a number of the issues raised by the President of the Students' Union were issues of principle rather than matters to be addressed through training or procedural guidance, and in the light of the support of the Senate for the amendments made to date, authority be delegated to the Steering Committee to review outstanding issues and approve the revised draft on behalf of the Senate in order for appropriate approval from the Council be secured by the start of the academic year 2013-14.
- (b) That at its meeting on 22 July 2013 the Steering Committee approved on behalf of the Senate, with the support of Mr N Swain on behalf of the Students' Union, the revised Regulation 23 as presented to it in paper S.52/12-13 (revised 2).
- (c) That on 12 September 2013 the Chair of the Council confirmed by Chairs' Action the revised Regulation 23 as set out in paper S.52/12-13 (revised 2).

- (d) That the amended Regulation 23 was published online prior to the start of term and training with student representatives and staff appointed to the Discipline and Appeals Committee was already underway.

5/13-14 Terms of Reference and Membership of the Senate

RECEIVED:

The Terms of Reference (S.1/13-14) and membership of the Senate (S.3/13-14) for the academic year 2013/14.

6/13-14 Conflicts of Interest

REPORTED:

That were any members or attendees of the Senate to have any conflicts of interest relating to agenda items for the meeting, they should be declared in accordance with the CUC Guide for Members of Higher Education Governing Bodies in the UK, available at <http://www.hefce.ac.uk/pubs/year/2009/200914/> it being noted that no such conflict was raised.

7/13-14 Vice-Chancellor's Business: Athena SWAN Silver Institutional Award

REPORTED:

- (a) That it had been announced on 26 September that Warwick had been successful in achieving an Athena SWAN Silver Institutional award, making Warwick one of four universities that held the award (together with Queen's University Belfast, the University of Nottingham and Imperial College London).
- (b) That the Institute of Mathematics and the Department of Statistics had also achieved Bronze Athena awards in the same submission round, and therefore all of Warwick's STEM departments either held or had submitted for an award.
- (c) That the government had recently announced a Women in Science and Engineering Programme and that such awards could become a precondition for future funding.

8/13-14 Vice-Chancellor's Business: Open Day and Arrivals Weekend

REPORTED:

That the Vice-Chancellor wished to thank all staff members for their contribution to the recent successful Open Day and in assisting new students settle in over Arrivals Weekend.

9/13-14 Vice-Chancellor's Business: Research Excellence Framework (REF) Submission

REPORTED:

That the thanks of the Vice-Chancellor be extended to all staff members for their efforts in preparation for the upcoming REF submission.

10/13-14 Vice-Chancellor's Business: Research Grant Income

REPORTED:

That notwithstanding records levels of research grant and contract income earned in the academic year 2012-13, there remained an issue with respect to spend profile which would be a focus for work with academic departments in the coming months.

11/13-14 Vice-Chancellor's Business: University Technical College

REPORTED:

- (a) That the WMG Academy would be bidding for a second University Technical College in conjunction with Solihull Council and the bid would be submitted to the Department for Education by 4 October 2013.
- (b) That the University was one of a number of stakeholders in the WMG Academy, which was a company limited by guarantee and not consolidated in the University accounts.

12/13-14 Vice-Chancellor's Business: Financial Outlook

REPORTED:

- (a) That in view of the continued challenging financial climate, it would continue to be necessary for the University to seek alternative sustainable sources of funding and achieve increased surpluses for capital development and other purposes.
- (b) That despite the challenges faced, the University had appointed over 214 new academic staff members over the previous year.

13/13-14 Vice-Chancellor's Business: Summer Scheme

REPORTED:

That the Vice-Chancellor wished to extend his thanks to staff for their support and participation in the pilot Summer Scheme for dependants of University staff and students.

14/13-14 Registrar's Business: Impact of Buoyant Student Recruitment upon Residential Accommodation

REPORTED: (by the Deputy Registrar)

- (a) That Warwick Accommodation be recognised for their continued efforts to manage the impact of above-target recruitment on campus accommodation.
- (b) That all undergraduate students seeking on-campus accommodation had been housed, some being in shared rooms, it being noted that this strategy had been used effectively in the past and rooms in Sherborne had been specifically designed for this purpose.
- (c) That a number of postgraduate students could not be accommodated on campus at the current time and had been allocated temporary hotel accommodation at an equivalent rate.

(By the Vice-Chancellor)

- (d) That the University was aware of the issues raised by an ageing stock of campus accommodation and residential accommodation would be considered at a future meeting of the Senate.

15/13-14 Registrar's Business: Development Process for the Refreshed Strategy

REPORTED: (by the Deputy Registrar)

That high level strategic themes would be considered by the Council before being consulted on more widely across the University, including the Senate.

16/13-14 Transport around Campus

REPORTED: (by the Vice-Chancellor)

- (a) That, in response to a comment relating to transport access to campus, proposals to improve the intersection between Gibbet Hill Road and Kenilworth Road were being progressed, a new roundabout was planned further down Gibbet Hill Road and that discussions had been held with bus companies on improved access.

(By the Vice-Chancellor)

- (b) That, in response to a comment about cycle access, the campus cycle path would be signposted presently, it being noted that further development of its route across campus would be carried out following the demolition of Hurst residences.

(By the Deputy Registrar)

- (c) That, in response to comment made, guidance was provided to students on road safety as part of induction and that the Head of Security was currently looking at issues with transport to and from the University Hospital Coventry and Warwickshire.

17/13-14 National Student Survey 2013

CONSIDERED:

A paper reviewing the most recent results of the National Student Survey (NSS) outlining proposed steps to be taken to improve student satisfaction rates in the future (S.3/13-14).

REPORTED: (by the Pro-Vice-Chancellor for Education (Innovation, Employability and Widening Participation))

- (a) That in order to improve the student experience, a range of actions at institutional and departmental levels would be required to address issues for all students, undergraduate and postgraduate.
- (b) That Heads of Department had recently received a joint letter relating to student satisfaction from the Pro-Vice-Chancellor for Education (Innovation, Employability and Widening Participation) and the President of the Students' Union announcing a series of meetings with academic

departments involving department link officers from central administrative departments, where appropriate.

- (c) That such meetings would identify further support which might be offered, which would in future be underpinned by enhanced links between the Academic Quality and Standards Committee (AQSC) and the Academic Resourcing Committee (ARC) and the introduction of education analytics.
- (d) That departments would be requested to resubmit their departmental action plans following their meeting with the Pro-Vice-Chancellor for Education (Innovation, Employability and Widening Participation) and these would subsequently be monitored by the AQSC and Faculty Boards.

(By the Pro-Vice-Chancellor for Education (Innovation, Employability and Widening Participation))

- (e) That a template assessment strategy and guidance for departments was being considered and would be disseminated in due course, following consideration by AQSC and the Senate.

(By the Students' Union Postgraduate Officer)

- (f) That it would be important to consider the results of the Postgraduate Taught and Postgraduate Research Experience Surveys (PTES and PRES) alongside the NSS.

(By the Pro-Vice-Chancellor for Education)

- (g) That PTES and PRES results would be considered by the Board of Graduate Studies and discussions with departments on NSS results would dovetail with those on the outcomes of the postgraduate surveys.

18/13-14 Undergraduate Recruitment

RECEIVED:

An oral report and presentation on the University's recruitment to undergraduate courses of study for entry in October 2013, from the Pro-Vice-Chancellor for Education, Professor Jan Palmowski, and the Academic Registrar.

REPORTED: (by the Academic Registrar)

- (a) That he extended his thanks to all staff and departments who had been involved in Confirmation and Clearing activities.
- (b) That the strategy employed during August 2013 had aimed to achieve as close to overall target as possible before clearing; to focus on diversity of subjects during clearing and on quality as much as possible, while keeping account of the Student Number Control and that following the completion of confirmation on Thursday 15 August 2013, the University made a strategic decision to enter Clearing and Adjustment in a number of subjects, in common with the majority of Russell Group institutions.
- (c) That following Adjustment and Clearing, the University had exceeded its target for home/EU students by approximately 200 and this was likely to lead to an over shoot of the University's SNC limit.

- (d) That, based on trends in previous years, it was anticipated that by the time enrolment was complete the overseas intake would be close to target.
- (e) That whilst the University had recruited well overall, the position across departments varied, with some falling short of their targets and others significantly over-recruiting, with attendant impacts upon residential and teaching accommodation having required consideration.
- (f) That the University had exceeded its widening participation targets both for applicants from state schools and Low Participation Neighbourhoods.

(By the Pro-Vice-Chancellor for Education)

- (g) That the tariff point entry data reflected the extremely strong intake and highlighted the importance of non-A-level entry qualifications.
- (h) That new applicant demand would need to be stimulated by developing new markets; that increased numbers of offers would need to be made and that marketing would need to be efficient and offer demonstrable value for money.
- (i) That proposals for holding four open days in the future would be put forward in due course and that there would be a particular focus on recruitment to postgraduate taught programmes.

19/13-14 Report from the Warwick Institute of Education Implementation Group (minute S.129/12-13 referred)

REPORTED: (by Professor Stuart Croft, Chair of the Warwick Institute of Education Steering Group)

- (a) That administrative structures for the new centres had been agreed and interim Heads appointed as follows: Ian Abbott as Director of the Centre for Education Studies and Dr Adam Boddison as Director of the Centre for Professional Education, with Kate Hughes continuing as Head of Shared Services and that the Enhanced Voluntary Leaver Scheme process had created a number of vacancies.
- (b) That the process to build linkages with academic departments would continue over the coming months.
- (c) That the final Consultation meeting with the Trades' Unions was scheduled later in October.

20/13-14 Report from the Steering Committee.

CONSIDERED:

A report from the Steering Committee (S.4/13-14) and its resolutions recorded under the following items:

- (a) Admissions and Recruitment Update
- (b) National Student Survey Results
- (c) QS World University Rankings
- (d) Outstanding Student Contribution Awards
- (e) Royal Society Research Merit Award
- (f) Kennedy Scholarships

- (g) Cyber Security
- (h) Comprehensive Spending Review
- (i) HEFCE Consultation on Student Number Controls Arrangements form 2014/15 Onwards: University Response
- (j) International Partnership Awards 2013/14
- (k) Monash-Warwick Alliance Joint Research Appointments
- (l) HESA Performance Indicators 2013: Employment and Research
- (m) Jaguar Land Rover Research Programme
- (n) Compliance with the HEFCE Concordat to Support Research Integrity
- (o) Centre for Quantitative Methods (Warwick Q-Step)
- (p) Postgraduate Support Scheme: Invitation to submit proposals for funding for pilot projects to stimulate taught postgraduate education
- (q) Report of the Review of the Warwick Graduate School
- (r) Revision to Regulation 23 Governing Student Disciplinary Offences
- (s) Annual Report from the Academic Resourcing Committee
- (t) Report from the Fees Working Group: Non-Standard Fees 2014/15
- (u) Report from the Fees Working Group: Monash-Warwick Joint PhD, and Part-Time MSc in Food and Environmental Safety
- (v) Strategy and Risk Update
- (w) Capital Developments and Space Management
- (x) Annual Report on Equality and Diversity
- (y) Development and Alumni Relations Annual Report
- (z) Thanks to Departing Committee Members
- (aa) 2013/14 Academic Year
- (bb) Warwick Prize for Writing
- (cc) The Boar
- (dd) Undergraduate Open Days
- (ee) Summer Degree Congregations
- (ff) Dux Awards Visits
- (gg) UK Corporate Games 2013
- (hh) Teach First Summer Institute 2013
- (ii) British Association of Cleaning in Higher Education
- (jj) Membership of Senate Committees
- (kk) Appointment to the First Year Board of Examiners for the Board of the Faculty of Social Sciences
- (ll) Response to BIS Consultation: Government Review of the Balance of Competences between the UK and the EU: Research and Development
- (mm) Response to Charity Commission Consultation

21/13-14 Report from the University Health and Safety Executive Committee.

CONSIDERED:

A report from the University Health and Safety Executive Committee (S.5/13-14) and its resolutions recorded under the following items, noting that the report was approved at the meeting of the University Council held on 10 July 2013:

- (a) Annual Health and Safety Report and Way Forward
- (b) University Health and Safety Committee
- (c) University Genetic Modification and Biosafety Committee
- (d) Evacuation Strategy Options
- (e) Health and Safety Audits

22/13-14 Report from the Intellectual Property Committee

CONSIDERED:

A report from the Intellectual Property Committee (S.6/13-14) and its resolutions recorded under the following item:

Update on IP Agreements within University Strategic Partnerships

REPORTED: (by the Pro-Vice-Chancellor for Research (Science & Engineering), Knowledge Transfer & Business Engagement)

That the below amendment would be reflected in the revised minutes of the Intellectual Property Committee, as set out under item 1(d) of the report (deletion ~~struck through~~):

That for joint PhD programmes the current position across partnerships was for IP ownership to be established on a joint basis between the parties, or alternatively to be owned by an appropriate entity set up by the parties (~~as with the Monash-Warwick Alliance entity~~).

23/13-14 Report from the Research Committee

CONSIDERED:

A report from the Research Committee (S.7/13-14).

RECOMMENDED: (to the Council)

That the Warwick Centre for Integrative Synthetic Biology (WISB) be formally approved as a University Research Centre as set out in paper S.7/13-14.

24/13-14 Report from the Research Governance and Ethics Committee

CONSIDERED:

A report from the Research Governance and Ethics Committee (S.8/13-14) providing information on the Periodic report from the Biological Research Ethics Committee.

25/13-14 University Committee Membership of Senate Committees

CONSIDERED:

The appointment of the Committees of the Senate for the 2013/14 academic year, noting that Annexe 1 was available online at:
<https://files.warwick.ac.uk/senate/browse#2013+10+02>.

RESOLVED:

That the membership of committees of the Senate for 2013/14 be approved as set out in paper S.9/13-14 and that the Steering Committee be requested, on behalf of the Senate, to consider any Senate committee appointment for 2013/14 yet to be confirmed or amended.

26/13-14 Awards and Distinctions

RECEIVED:

A paper setting out Awards and Distinctions that had been conferred upon members of the University since the last meeting of the Senate held on 3 July 2013.

REPORTED: (by the Vice-Chancellor)

That henceforth Part 2 of the paper would record all research grants and contracts with a value in excess of £100k awarded to academic colleagues.

27/13-14 Appointment of the University Provost

REPORTED: (by the Vice-Chancellor)

- (a) That over the summer the process had been conducted for the appointment of a Provost to replace Professor K Lamberts and that he wished to particularly thank those members of the Senate who had been involved as members of the Advisory Search Committee.
- (b) That under the terms of the Statute, Second Schedule 1, Statute 7, an announcement of appointment to the position of Provost would be made after consultation with the Senate, and subsequent approval by the Council.
- (c) That the Advisory Committee would recommend to the Council that Professor Stuart Croft, currently Pro-Vice-Chancellor for Research (Arts & Social Sciences) be appointed to the role of Provost for a period of five years.
- (d) That under the provisions of the Statute, the recommendation would be made to the Council and the Senate advised of the outcome of consideration by the Council, noting that the recommendation remained confidential to members of the Senate until such time as it was confirmed by the Council.

RECOMMENDED: (to the Council)

The proposed appointment of Professor S Croft to the position of Provost for a period of five years, it being noted that the news was warmly welcomed by the Senate.

Note: Professor S Croft absented himself from the meeting for this item only.

28/13-14 Revisions to Ordinance 5, Appointment of Members of the Council Appointed by the Senate

RECOMMENDED: (to the Council)

That the revisions proposed to Ordinance 5, to reflect the decision taken by the Senate last year to reduce its representation on the University Council from six to four members, be recommended to the Council for the second time, as set out in paper S.12/13-14.

29/13-14 Revisions to Ordinance 14, Honorary Degrees and Regulation 20, Consideration of Honorary Graduands and Honorary Graduates, to reflect the desire to make provision for joint honorary degrees

RECOMMENDED: (to the Council):

That the Council be invited to confirm the proposed revisions to Regulation 20 and approve for the first time the proposed revisions to Ordinance 14, providing for the award of joint honorary degrees, as set out in paper S.13/13-14.

30/13-14 Proposed amendments to Regulation 8, Regulations for First Degrees

RECOMMENDED: (to the Council)

That the proposed revisions to Regulation 8 to provide for a new part-time undergraduate degree, the BSc in Applied Engineering, approved in Warwick Manufacturing Group, be approved, as set out in paper S.14/13-14.

31/13-14 Proposed amendments to Regulation 31, Governing the Use of University Computing Facilities

RECOMMENDED: (to the Council)

That the proposed revisions to Regulation 31, Governing the Use of University Computing Facilities, intended to ensure that it remained fit for purpose, and that it was suitably aligned with the incoming University Information Security Framework, be approved as set out in paper S.15/13-14.

32/13-14 Career Break Policy

RECOMMENDED: (to the Council)

That the proposed revisions to the Career Break Policy be approved, as set out in paper S.16/13-14.

33/13-14 Amendment to the title of the Higher Education Foundation Programme Board

RECOMMENDED: (to the Council)

That the proposal to amend the operating name of the 'Higher Education Foundation Programme' (HEFP) to 'The University of Warwick International Foundation Programme' (or 'Warwick IFP') with effect from 2013/14 be approved, as set out in paper S.17/12-13.

34/13-14 Vice-Chancellor's Action: Conferral of Title of Emeritus Professor

REPORTED:

That the Vice-Chancellor, on behalf of the Senate, had approved the conferral of the title of Emeritus Professor on the following colleague with effect from their retirement (given in brackets below):

Professor Istvan Pogany, School of Law (31 August 2013)

35/13-14 Student and alumni deaths

REPORTED:

That the University had been informed of the deaths of the following alumni since the last meeting of the Senate held on 3 July 2013, and that the condolences of the Senate be extended to the families of:

Alumni:

Mr Michael Dawson, MPhys Physics 1993-1997
Mr Roy Pitcher, BSc Management Sciences 1991-1994
Mr Martyn Dean, BSc Biochemistry 1970-1973
Mr Frederick Chiluba, MPhil Politics 1991-1994
Mrs Virginia Britton, BA English and European Literature 1990-1993
Mr Allan Nicoll, BA Politics 1970-1973
Dr Helen Lester, MA Sociological Research in Health Care 1997-2000

36/13-14 Date of the next meeting

REPORTED:

That the next meeting of the Senate will be held on Wednesday 29 January 2014 in the Council Chamber, Senate House.

JH/HRWS/SB/Senate/2013-14/Minutes/02Oct13 confirmed mins
07/01/14