

# UNIVERSITY OF WARWICK

## SENATE

Minutes of the meeting held on Wednesday, 5 July 2017

- Present: Vice-Chancellor (in the Chair), Professor M Balasubramanian, Professor D Branch, Dr D Britnell, Professor A Clarke, Professor A Cooley, Professor C Ennew (Provost), Professor M Freely, Professor S Gilson (until item 15(d)), Professor R Goodwin, Professor L Green, Mr R Green, Professor S Hand, Professor C Hughes, Mrs K Hughes, Professor S Jacka, Professor S Kumar (until item 15(d)), Professor G Lindsay, Professor A Lockett, Professor J Millar, Mr L Pilot, Professor A Reeve (for item 1 only), Professor L Roberts, Professor P Roberts, Professor K Seers, Dr N Shiers, Professor M Shipman, Professor J Smith, Professor J Solomos, Professor C Sparrow, Professor H Spencer-Oatey, Professor P Thomas, Dr T van Rens, Dr N Whybrow, Ms H Worsdale, Professor L Young
- Apologies: Ms S Crookes, Professor C Davis, Professor A Dowd, Professor L Gracia, Professor F Griffiths, Dr G Hartshorne, Professor C Jenainati, Professor D Leadley, Professor M Nudds, Professor J Palmowski, Professor S Swain.
- In attendance: Administrative Officer (Academic Registrar's Office), Deputy Academic Registrar, Group Finance Director, Registrar, Secretary to Council, Dr G Carden (for item 6 only), Mr L Jackson, Ms N Snodgrass Tan (for item 11 only)

112/16-17 \*University Financial Plan 2017, including the 2017-18 Budget

### CONSIDERED:

- (a) The University Financial Plan 2017, including the 2017-18 Budget (S.71/16-17, {Restricted});
- (b) An oral report from the Group Finance Director on the University Financial Plan;
- (c) In response to concerns expressed by Dr Nat Shiers regarding the provision of student accommodation not keeping pace with projected students numbers and noting that that increased numbers would also impinge upon study and examination space, already at a premium, that an additional 1,000 rooms in student residences predominantly on the Westwood campus were being proposed for inclusion in the plan; that postgraduate accommodation continued to be secured via private providers; that construction of a new sports centre would shortly get underway and that business cases did take into account increasing staff and student numbers;
- (d) An observation from the Provost that expenditure per student had increased in recognition of the need to invest in student support, and that some of the students included in the projections would be based off-campus, notably at The Shard in London;
- (e) In response to an observation by Professor Jeremy Smith regarding the sustainability of increasing overseas fees by 5% per annum, that the Fees Working Group monitored the market and would consider not increasing fees by this extent should there be an indication that the market would not support it.

RECOMMENDED (to the University Council):

That the University's Financial Plan 2017 and the 2017-18 Budget be approved.

113/16-17 Minutes

RESOLVED:

That the minutes of the meeting of the Senate held on 14 June 2017 be approved.

114/16-17 \*California

RECEIVED:

A paper and oral report from the Registrar on developments in California (S.72/16-17 {Restricted}).

REPORTED:

- (a) That Warwick was embarking on a 6-9 month proof of concept period during which a range of business models would be explored;
- (b) That a project plan was being developed to monitor the progress of nine work streams over the coming two years;
- (c) That clarification had been received on a number of points at a meeting of the Warwick in California Joint Project Board on 27 June 2017;
- (d) An observation by Professor Sean Hand that the proof of concept would determine the rate at which work could be progressed.

115/16-17 Teaching Excellence Framework

CONSIDERED:

A presentation from Professor Chris Hughes, Pro-Vice-Chancellor (Education) and Dr Giles Carden, Director of Strategic Planning & Analytics on the recent results of the Teaching Excellence Framework (TEF).

REPORTED:

- (a) That although there appeared to be discrepancies in the interplay between the TEF metrics and the qualitative institutional submission, it was noteworthy that no Russell Group institution had been moderated downwards;
- (b) That the gold award received by the University of Nottingham was likely to have prompted appeals by some institutions against their own outcomes, but that these were unlikely to be successful as it would be necessary to show that due process had not been followed;
- (c) That colleagues were reminded that a silver award did indicate excellent teaching quality; that the developing TEF strategy was a facilitator for the delivery of the overarching education strategy and that each TEF metric would be analysed with a view to considering what measures could be put in place to improve performance;

- (d) That targets for TEF metrics at departmental level were being formulated basis and would be the subject of discussions in the Autumn Term;
- (e) That the approaches of ten competitor institutions whose approach and outcomes were exemplary had been analysed and strategies identified which fitted Warwick model would be considered as part of the TEF strategy;
- (f) That with respect to longitudinal education outcomes (LEO) data, the University performed well in terms of the salary levels of graduates in graduate-level employment five years after graduation, but less well after one and three years, where competitor institutions are making gains. Similarly, the gap between the University and competitor institutions was narrowing with respect to upper quartile earnings;
- (g) In response to observations from Dr Nat Shiers that considerable progress would need to be made in order to achieve gold status and that the University's non-continuation rates could be improved, that the University's proximity to its benchmark that was the critical factor and that strategies including a focus on learner analytics could be employed to identify students at risk of non-continuation from their mark profile;
- (h) In response to an observation by Professor Aileen Clarke that a persuasive written submission was important, that the University's submission had been written with care and consideration but would not have enabled the University to bridge the gap from its metrics to a gold award;
- (i) In response to a query from Professor Alison Cooley regarding whether the University might consider providing 'exit qualifications' for those students leaving their degree programmes in year one or two, that an institutional dialogue on this matter would be commence shortly;
- (j) In response to an observation from Professor Laura Green that the University should aspire to emulate the most successful universities, not just those which were marginally ahead in the TEF; that what characterised these high performing institutions was the rigorous adoption of a teaching-focussed strategy over an extended period of time.

116/16-17 Statute 24

CONSIDERED:

A paper and oral report from members of the Working Group established to review proposed revisions to Statute 24 and to bring forward recommendations for a framework for re-drafting, (S.87/16-17).

REPORTED (by Professor D Branch):

- (a) That the consideration of Statute 24 by the Senate sub-group had been constructive and helpful, harmonising with the work of the Provost, and that the paper set out clearly their work to date which had focussed on how to protect academic freedom and how to define misconduct;

(By the Secretary to Council):

- (b) In response to a query from Dr Nat Shiers as to whether the sub-group was assured of the need to move aspects of Statute into Ordinance, that the University was capturing principles in Statute and ensuring that this approach was consistently applied;
- (c) An observation from Professor Maureen Freely, that it was important for academic colleagues to remain involved in decisions taken around academic freedom.

RESOLVED:

- (d) To approve the terms of reference of the sub-group, and to extend the thanks of the Senate to members of the sub-group for their efforts.

117/16-17 Constitutional Representation of the Assembly on the Senate

CONSIDERED:

The constitutional representation of the Assembly on the Senate, it being noted that current constitution prescribes "*Six members appointed by the Assembly, of whom not more than two will be Professors*", and that in the light of the decision of the Senate taken on 14 June 2017 to extend the membership of the Assembly to all grades of staff, the Senate may wish to consider prescribing an optimum balance in representation of the Assembly on the Senate of academic and professional staff.

RESOLVED:

- (a) That six representatives of the Assembly on the Senate should be retained but the constitution should be changed to the following: '*Six members appointed by the Assembly, of whom four should be academics, but not more than two Professors, and of whom two should be administrative/support staff*'.
- (b) That any serving representative promoted to Professor during their term of office should be able to complete their full term.

RECOMMENDED (to the Council):

- (c) That the proposed constitutional change to the representation of the Assembly on the Senate be approved.

118/16-17 Social Inclusion Strategy

CONSIDERED:

A draft social inclusion strategy and oral report from the Registrar on the University's Social Inclusion Strategy, currently under consultation, (S.74/16-17).

REPORTED (by the Registrar):

- (a) That the draft strategy was currently under consultation; noting that the aim was to build upon existing work in this areas and to create a central repository of data;

- (b) In response to an observation from Professor Saul Jacka, that the focus should not be on encouraging students to apply to Warwick specifically, but on their progression to higher education in general; that it was important that students increasingly considered Warwick to be their 'local' university, noting that of students within the Coventry and Warwickshire LEAs, just 2.5 % applied to the University.
- (c) In response to request from Professor Maureen Freely, that activity in this area should connect with the regional agenda.
- (d) In response to requests from Professor Saul Jacka, that some outdated references within the text be brought up-to-date.

119/16-17 Academic Governance Review

CONSIDERED:

- (a) A paper setting out recommendations for change to academic governance arrangements, arising from the work of the Academic Governance Review Group, together with an oral report from its Chair, Professor Chris Hughes, Pro-Vice-Chancellor (Education), (S.75/16-17).

REPORTED (by the Pro-Vice-Chancellor (Education)):

- (i) That in July 2016 the Senate had approved a revised shape for academic governance and initial changes had been put in place; following initial work by the Academic Governance Review Group there had been a wide ranging consultation in May/June 2017;
- (ii) That the key objective of the review had been to improve governance around teaching and education, but also around the implementation of strategy, with better coordination top down, across Faculties and between levels of study;
- (iii) That the SITS on-line course approval system had freed up some committee time; that it was recommended that there should be buy out for the time of the Chair of Faculty Education Committee;
- (iv) That departments would be asked to consider the establishment of a Department Education Committee;
- (v) That if the Senate was minded to approve the recommendations, a swift transition to the new system from the start of the academic year 2017-18 was proposed;
- (vi) In response to comments expressed by Professor Lesley Roberts concerning the desirability of reducing any disruption during the transition period to a minimum, that guidance to departments and Faculties about management of the transition during the autumn term would be provided over the summer to support colleagues involved in communication of the changes or indeed, impacted by changes to anticipated responsibilities;

- (vii) In response to a view expressed by Professor Pam Thomas that it would not be sufficient for Faculty Education Committees to consider research students, but that research students should also be connected with the research space, that it was not anticipated that consideration of the PGR student experience should be limited to Faculty Education Committees.
- (viii) A view expressed by Professor Aileen Clarke that no changes should currently be made to the Terms of Reference of Faculty Boards.

RESOLVED:

- (ix) That the proposed changes to Academic Governance be approved, as set out in paper S.88/16-17, subject to further scrutiny of the harmonised Terms of Reference of Faculty Boards noting that recommendations for changes to Ordinances and Regulations arising from the recommendations would be brought forward for consideration at the meeting of the Senate to be held in the Autumn Term 2017-18;
  - (xii) That clarification relating to transition arrangements and timescales with respect to Faculty Education Committees be provided over the summer vacation.
- (b) A paper setting out proposed revisions to the Widening Participation Steering Group, considered by the Academic Governance Review Group at its last meeting on 12 June, (S.89/16-17).

REPORTED (by the Pro-Vice-Chancellor (Education)):

That the establishment of a Widening Participation Steering Committee would facilitate the formulation of the Widening Participation Strategy and that it was proposed that the new committee should draw on the membership of more senior colleagues in pursuing a more strategic agenda.

RESOLVED:

That the proposal to replace the Widening Participation Strategy Steering Group with the Widening Participation Strategy Committee be approved, as set out in S.89/16-17.

120/16-17 Student Discipline Framework

CONSIDERED:

A paper and oral report from the Senior Assistant Registrar, (Delivery Assurance) providing an update on the Student Discipline Framework, and proposing changes to Regulations 23 and 27 (S.76/16-17).

REPORTED:

- (a) That there had been an increasing number of disciplinary incidents; that the complexity of these issues was increasing and that mental health issues were a contributing factor more often;
- (b) In response to observations from Mr Luke Pilot that the report included gendered terminology and that the Senate had already approved a recommendation that gender neutral language should be routinely adopted in

revisions to regulations, that gender neutral language would be incorporated into the final draft of Regulations 23 and 27;

- (c) In response to an observation from Professor Lawrence Young that an increase in caseload might compromise the ability of the team to handle work in a timely manner, that action had been taken to improve capacity, for example through expanding the pool of chairs of disciplinary committees and that consideration could usefully be given to the application of a similar approach to the secretariat pool, including for reasons of business continuity;
- (d) In response to an observation from Professor Saul Jacka regarding the word 'inappropriate' being insufficiently precise throughout the regulation, that discussions regarding use of the term be taken forward outside of the meeting with a view to approval on a revised draft being conferred ahead of the next academic year;
- (e) In response to a query from Professor Saul Jacka as to whether the proposed changes to regulation were intended to expand or clarify the regulation, that recommendations were intended to provide clarification;
- (f) In response from a request from Ms Hope Worsdale, that staff from the Students' Union Advice Centre who often supported students involved in disciplinary cases should routinely be consulted regarding the proposed changes in line with normal procedure, that it was noted that on this occasion no issues had been raised by them in response to the proposed changes.

RESOLVED:

- (g) That the changes to regulation captured in paper S.76/16-17 be approved, subject to the improvements to expression requested in (b) and (d) above.

#### 121/16-17 Equality & Diversity

CONSIDERED:

- (a) A report from the meeting of the Equality and Diversity Committee held on 12 May 2017, together with an oral update from the Provost (S.90/16-17).

REPORTED:

- (i) That four departments had submitted for Athena awards in the April 2017 submission round and outcomes would be known in November 2017;
- (ii) That the University's Race Equality Charter Mark submission would be made in July 2017;
- (iii) That the HR Excellence in Research 4 Year Review had been successful and that the next review would take place in June 2019;
- (iv) That the Equality and Diversity Committee supported the principle of the All Gender Toilet Facilities Proposal subject to approval through the Capital Space and Amenities Group, Steering, the Senate and Council.

RESOLVED:

That the report from the meeting of the Equality and Diversity Committee held on 12 May 2017 be approved as set out in paper S.90/16-17.

122/16-17 University's Access Agreement 2018/19

CONSIDERED:

A paper and oral report from the Pro-Vice-Chancellor (Education) on updates to the University's Access Agreement 2018/19) (S.77/16-17).

REPORTED (by the Pro-Vice Chancellor, (Education)):

- (a) That the increase in access expenditure would rise by 10% by the end of the period;
- (b) That the focus on Low Polar Neighbourhoods would be maintained;
- (c) That consideration would be given to a 'lifecycle' approach that would support students from a Widening Participation background throughout their time at the University.

RESOLVED:

That the paper from the Pro-Vice-Chancellor (Education) on the University's Access Agreement 2017/18, be approved as set out in paper (S.77/16-17).

123/16-17 \*Risk Update

RECEIVED:

A paper and oral report from the Secretary to Council, outlining the Summer Term Risk Update, (S.78/16-17 {Restricted}).

REPORTED:

That risks had been re-ordered to follow risk status; that Health and Safety remained the highest current risk, that real progress had been made towards a reduction in carbon emissions; that the relatively high number of senior vacancies being carried by the University was a risk; and that the context of an uncertain external landscape was noteworthy.

RESOLVED:

That the paper from the Secretary to Council outlining the Summer Term Risk Update be approved as set out in paper (S.78/16-17 {Restricted}).

124/16-17 \*Steering Committee

CONSIDERED:

A report from the Steering Committee (S.79/16-17, {Restricted}), and its resolutions under the following headings.



- (a) \*Q3 2016/17 Financial Summary from Budget Steering Group
- (b) \*Campus and Commercial Services Report
- (c) \*Institutional Risk Register
- (d) \*19<sup>th</sup> June London terror attack
- (e) \*Grenfell tower block fire response

RESOLVED:

\*That the report from the Steering Committee and its resolutions under the following headings be approved as set out in paper (S.79/16-17, {Restricted}).

#### 125/16-17 Academic Quality and Standards Committee

CONSIDERED:

A report from the Academic Quality and Standards Committee (S.80/16-17 {Part 1}).

REPORTED (by the Pro-Vice Chancellor (Education):

That the Committee had been reviewing ITLR reports systematically and had challenged departments where it had been considered that a response to a recommendation had been insufficient.

RESOLVED:

- (a) That the revised proposal for a Harmonised Appeals Deadline and a unified regulation and procedure for Academic Appeals be approved, as set out in papers AQSC.31a/16-17{revised} and AQSC.31b/16-17, subject to an addition to Appendix A, section 4.3 to reflect the traditional practice of permitting a Faculty representative to accompany PGR students;
- (b) That the proposal for the introduction of Guidance on Scaling to take effect as of the 2017/18 year, including an amendment to the Senate Degree and Examination Convention J and the Guidance on Moderation, be approved as set out in paper QAWG.2/16-17{revised2}.
- (c) That the proposed amendments to Regulation 38 (Research Degrees) in relation to the recommendations available to Examiners of Higher Degrees by Research, be approved, as set out in paper BGS.47/16-17{revised}, subject to the expansion of the category of minor amendments to include 'minor errors of logic or referencing' in addition to typographical errors.

#### 126/16-17 Research Committee

CONSIDERED:

A report from the Research Committee (S.81/16-17).

RESOLVED:

- (a) That the establishment of a new Category II University Research Centre, the proposed 'Centre for Exoplanets and Habitability' under the Directorship of Professor Don Pollacco (Physics) be approved, as set out in paper S.81/16-17.
- (b) That the continuation of the following University Research Centres, where the figure in brackets denotes the category of the Research Centre, be approved:

- (i) European History Research Centre (Professor Mark Philp; History) (Category III);
- (ii) Yesu Persuad Centre for Caribbean Studies (Professor David Lambert; History) (Category II);
- (iii) Criminal Justice Centre (Professor Jackie Hodgson, School of Law) (Category II);
- (iv) Centre for Operational Policing Research (COPR) (Professors Jackie Hodgson, School of Law, and Neil Stewart, Psychology) (Category II);
- (v) Centre for Research on Employment and Work (CREW) (Dr Carol Wolkowitz, Sociology) (Category II);
- (vi) Centre for Law, Governance & Regulation of the Global Economy (GLOBE) (subject to a change of Directorship from Professor John McEldowney to Dr Celine Tan; School of Law) (Category III);
- (vii) Centre for the Study of Globalisation and and Regionalisation (CSGR) (Dr Andre Broome, PAIS) (Category III).

127/16-17 Committee on the Appointment of Heads of Department

REPORTED (by the Provost):

That the Committee on the Appointment of Heads of Department had considered the process for the appointment of Heads of Department, and also aspects of terms and conditions; that some standardisation around recognition and rewards had been agreed, and that there had been appropriate consultation around this last year.

- (a) In response to a query from Professor Kate Seers regarding the apparent inequity between the reward of laboratory and non-laboratory managers, that this was related to the additional health and safety responsibilities of colleagues working in the experimental sciences;
- (b) In response to an observation by Professor John Solomos that not all institutions had such a clear disciplinary split, that research had been conducted into practice within the sector to inform the recommendations brought forward;
- (c) In response to an observation from Professor Saul Jacka regarding ambiguity in the statement with respect to an honorarium for the second term, that advice on improved expression would be sought out with the meeting;
- (d) That a number of inaccuracies and typographical errors noted at the meeting be amended;

RESOLVED:

- (e) That the recommendations as set out in (S.82/16-17) be approved.
- (f) That the changes to Ordinance 10 on Departments, and Ordinance 11 on the Appointment of Heads of Departments, as set out in paper S.82/16-17 be noted.

128/16-17 Committee Timetable 2017-18, Dates for Meetings of the Senate and Term Dates 2027-28

CONSIDERED:

The dates proposed for meetings of the Senate during the academic year 2017-18 and University term dates to 2027-28, (S.83/16-17).

REPORTED (by the Registrar):

That the first meeting of the Senate of the academic year 2017-18 had been moved back by two weeks in the Autumn term to reduce the number of weeks that would elapse between that and the first meeting of the Senate in the Spring term.

RESOLVED:

That the proposed dates for Senate meetings in 2017/18 and term dates 2027/28 be approved, as set out in paper S.93/16-17.

129/16-17 Representation of the Senate on the Council

REPORTED:

- (a) That nominations were invited for representatives of the Senate to serve on the Council for the period 1 August 2017 - 31 July 2020, as set out in Ordinance 5 at:  
<http://www2.warwick.ac.uk/services/gov/calendar/section2/ordinances/senateappointedcouncil/> it being noted that nominations should be sent to the Registrar by 12 noon on Monday 17 July 2017.
- (b) That a short interval was being provided in order for the representation of Faculty Boards on the Senate for 2017-18 to be confirmed prior to this nomination process proceeding.

130/16-17 Awards and Distinctions

RECEIVED:

A paper setting out Awards and Distinctions conferred upon members of the University since the last meeting of the Senate held on 14 June 2017, (S.84/16-17).

131/16-17 Membership of the Senate

RECEIVED:

The membership of the Senate for the academic year 2017-18, (S.85/16-17).

REPORTED:

- (a) That Professor Lawrence Young would move to a new role as Director of Warwick's Cancer Research Centre, noting that he would continue in his role as Academic Vice-President (China) and as a member of the Senate until 31 December 2017.

- (b) That Professor Jan Palmowski would step down from his role Academic Vice-President on secondment to the Guild of European Research-Intensive Universities, and as such would continue as a member of the Senate until 31 December 2017.

RESOLVED:

- (c) That the thanks of the Senate be extended to the following colleagues as their period of office expired on 31 July 2017 and this would be their last meeting:

Students' Union President: Mr Luke Pilot  
Postgraduate Sabbatical Officer: Dr Nathaniel Shiers

Academic representatives:

Professor Dan Branch  
Professor Alison Cooley  
Professor Andrew Reeve  
Professor Sudhesh Kumar  
Professor Lesley Roberts

Assembly representative:

Mrs Kate Hughes

#### 132/16-17 Reports from the Academic Quality and Standards Committee

CONSIDERED

A report from the Academic Quality and Standards Committee, (S.80/16-17 {Part 2}).

RESOLVED:

- (a) That the proposed amendments to the published guidance on the PhD by Published Work and to introduce new guidance to examiners, in addition to a form for candidates to submit alongside their thesis, be approved as set out in paper BGS.40/16-17{revised}.
- (b) That the revisions to Regulation 8.10(6) be approved as set out in paper MUSC.52/16-17.
- (c) That the revised proposal from the Head of Immigration Services, Office for Global Engagement, in relation to managing absence for Tier 4 students (paper BGS 38/16-17{revised}), be approved as set out in paper BGS 38/16-17{revised}.
- (d) That the proposal (with minor revisions) to amend the Requirements for Taught Postgraduate Degrees be approved as set out in paper AQSC.37/16-17{revised}.
- (e) That a proposal for revisions to the Accreditation of Prior Learning Policy, including the proposal for the policy to be renamed "Recognition of Prior Learning Policy" be approved as set out in paper QAWG.30/16-17{revised2}, noting that various responsibilities in the policy and procedure for consideration of applications for RPL had been amended in line with the proposals in the Review of Academic Governance.

- (f) That a request from Warwick Manufacturing Group for a new delivery centre in Shanghai, in addition to the Beijing site currently used for three collaborative programmes approved for delivery on a “distance delivery” basis with Beijing City University be approved as set out in paper CFDLSC.70/16-17.
- (g) That the proposal for new collaborative modules to be delivered by ESADE Business School (as part of the Partnership in International Management consortium) be approved as set out in paper CFDLSC.71/16-17.

133/16-17 Vice-Chancellor’s Action

REPORTED:

That since its meeting on 14 June 2017, the Vice-Chancellor had taken action on the behalf of the Senate to approve a proposal submitted for Chair’s Action requesting that the external examiner for the MSc Psychological Research be permitted to act by correspondence.

134/16-17 Revisions to the Student Complaints Resolution Procedure

CONSIDERED:

Proposed amendments to the Student Complaints Resolution Procedure (S.88/16-17), arising from operational experience.

RESOLVED:

That the proposed revisions be approved as set out in paper S.88/16-17:

- (a) The Student Complaints Resolution Procedure.
- (b) The Stage 2: Formal Departmental Resolution form.
- (c) The Stage 3: Formal Student Complaints form.

135/16-17 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 14 June 2017:

Mr Michael Weightman, BA English and Italian Literature, 1970 – 1974  
Mr Kingsley Jonathan White, BSc MPhys Physics, 2011 – 2015

136/16-17 Date of the next meeting

REPORTED:

That the next meeting of the Senate would be held at 2.00 pm on Wednesday 18 October 2017 in the Council Chamber, Senate House.

**\* Denotes a restricted paper, confidential to members and attendees of the Senate.**