

UNIVERSITY OF WARWICK

SENATE

Minutes of the meeting of the Senate held on 19 June 2002

- Present: Professor D VandeLinde (Chair) Professor D Anderson, Professor S Bassnett, Dr S Breslin, Dr P Byrd, Professor A Caesar, Professor M Cooper, Professor K Cowling, Mr J Dubber, Professor R G Dyson, Dr R Earle, Dr A Easton, Dr E Gallafent, Professor W Grant, Dr J Henshall, Professor G Hundt, Professor J Jones, Professor K Lamberts, Professor I Lauder, Professor R Lindley, Professor P Mack, Dr G Martin, Professor M McCrae, Professor A Mullender, Professor S B Palmer, Professor L Paterson, Mr C Price, Dr I Procter, Dr C Sparrow, Professor M Waterson, Professor M Whitby.
- Apologies: Professor C Husbands, Professor N McWilliam, Dr G Paul, Mr M Wilkings Professor M Wills.
- In Attendance: Mr A Reiss, for item 64(b)/01-02 only Professor C Clark.
- In attendance for item S.42/01-02 only: Professor M Allen, Professor L Bridges, Dr G Cousin, Professor J Gardner, Professor W S Kendall, Dr J P Khan, Professor M Luntley, Dr R Powell, Professor D A Rand, Professor R Wensley.

MINUTES

59/01-02 Report from the Joint Council and Senate Strategy Committee: University Financial Plan 2002-2006

CONSIDERED:

- (a) The Draft University Financial Plan for the period to 2005/06 recommended for approval and submission to the HEFCE by the Joint Council and Senate Strategy Committee (S.42/01-02), together with an oral report from the Vice-Chancellor and the Finance Officer, noting that the following major assumptions and provisions had been incorporated into the Plan:
- (i) forecast future grant settlements from the HEFCE and TTA on the basis of inflation factors in addition to increases in R Grant (£1.2m in 02/03) and T Grant (0.4m in 02/03).
 - (ii) annual pay awards of 3.5% and provision for the costs of introduction of a job evaluation scheme in the latter two years of the Plan.
 - (iii) modest growth in HEFCE funded student numbers and some growth in overseas student numbers.
 - (iv) application of safety factors on earned income activities providing a contingency of approximately £1m in 2002/03, then £1.5m, £2m and £2m in succeeding years.
 - (v) additional growth in research grant and contract income.

- (vi) additional insurance costs of £350,000 per annum from 2002/03, in the light of current conditions in the market.
 - (vii) increase in pay costs of £800,000 due to the extra cost of employer's National Insurance contributions from 2003.
 - (viii) savings in non-pay costs arising from the implementation of the new University purchasing strategy
 - (ix) 15 additional academic posts phased in over two years in departments other than the Warwick Business School and a notional sum of £400,000 per annum for posts in the WBS.
 - (x) £315,000 per annum for an expanded Development Office.
 - (xi) additional IT spending to support the University e-Strategy and procurement of a human resource IT system.
 - (xii) £100,000 per annum to facilitate the prosecution of a strategy for the University in North America markets.
 - (xiii) £180,000 per annum to the Library materials budget, including £20,000 per annum for duplicate texts.
 - (xiv) five additional postgraduate research fellowships per year from 2002/03.
 - (xv) £100,000 increase in the budget for matching funding for research initiatives.
 - (xvi) conditional increases in the block grant to the Students' Union of £150,000 in 2002/03 and £100,000 per annum thereafter.
- (b) A risk analysis, prepared by the Finance Officer and approved by the Joint Council and Senate Strategy Committee, examining the sensitivity of the Financial Forecasts (S.42/01-02 [part]).

RESOLVED:

That the Financial Plan be recommended for approval to the Finance and General Purposes Committee and the Council.

60/01-02 Membership of the Senate

REPORTED: (By the Vice-Chancellor)

That, following the secondment of Professor Howard Dalton to DEFRA, the Board of the Faculty of Science had appointed Dr Andrew Easton to serve as one of its five representatives on the Senate for the period to 31 July 2003, this being the unexpired period of office of Professor Dalton.

61/01-02 Minutes

RESOLVED:

That the minutes of the meeting of the Senate held on 13 March 2002 be approved.

62/01-02 Horticulture Research International

REPORTED:

That the Council, at its meeting on 22 March 2002, approved the recommendation of the Senate that Horticulture Research International become an affiliate institution of the University as provided for within University Statutes.

63/01-02 Leicester Warwick Medical School

RECEIVED:

An oral report from the Vice-Chancellor on the progress of preparation by the Dean's Implementation Group of a proposed new structure for the future development of the Leicester Warwick Medical School.

64/01-02 Report from the Information Technology Policy Committee

CONSIDERED:

A report from the meeting of the Information Technology Policy Committee held on 5 June 2002 (S.49/01-02).

(a) Network Project

RECEIVED:

A progress report on the Campus Network Project (ITPC.33/01-02).

(b) e-Learning Strategy

CONSIDERED:

The e-Learning Strategy developed by the e-Learning Strategy Group (ITPC.36/01-02) together with an oral report from the Chair of the Group, Professor C Clark.

REPORTED: (by the Vice-Chancellor)

That the Steering Committee, at its meeting on 17 June 2002, supported the e-Learning Strategy and resolved that proposals for the development of priorities and recommendations for implementation of the e-Learning Strategy be drawn up over the period of the Summer vacation for further consideration by the Steering Committee following a period of consultation more widely in the University.

RESOLVED:

- (i) That the e-Learning Strategy be warmly welcomed and the resolution of the Steering Committee endorsed.
- (ii) That, in the light of increasing incidences of plagiarism, the Director of Information Technology Services investigate the progress and cost of the plagiarism advisory service and detection system being developed by the Joint Information Systems Committee for report to a future meeting of the Senate.

(c) Statement on the Regulation of Investigatory Powers Act 2000: Email and Telephone Monitoring

CONSIDERED:

A draft statement on the Regulation of Investigatory Powers Act 2000: Email and Telephone Monitoring setting out the University's rights under the Act (ITPC.39/01-02 {revised}).

RECOMMENDED: (to the Finance and General Purposes Committee)

That the statement on the Regulation of Investigatory Powers Act 2000: Email and Telephone Monitoring be approved as set out in the revised paper ITPC.39/01-02.

(d) Anti-Virus Policy

CONSIDERED:

A draft Anti-Virus Policy for the University (ITPC.41/01-02 {revised}).

RESOLVED:

That the draft Anti-Virus Policy for the University be approved as set out in revised paper ITPC.41/01-02 noting that the policy would be revised at regular intervals.

65/01-02 Review of the Department of Continuing Education

CONSIDERED:

The report of the Group established to conduct a review of the Department of Continuing Education together with the comments of the four Faculty Boards and the Board of Lifelong Learning on the review report (S.44/01-02) and noting that the Estimates and Grants Committee had approved the elements of the review report and that the Steering Committee had approved the general principles and recommendations contained in the report.

RECOMMENDED: (to the Council)

That the Department of Continuing Education be disbanded and be replaced with a Centre for Lifelong Learning with a mission to co-ordinate, develop and deliver effectively the University's Lifelong Learning programme to sub and first degree level.

RESOLVED:

- (a) That the constitutional arrangements for the Centre for Lifelong Learning be approved as set out in paragraphs 29 and 30 of paper S.44/01-02, including the appointment of a Director at professorial equivalent with a Professor Responsible (the Pro-Vice-Chancellor, Region and Widening Participation) to take responsibility for overseeing the work and development of the academic staff of the Centre.
- (b) That the terms of reference and membership of the Board of Lifelong Learning be revised as proposed in paragraph 29 and Annex C of the review report.

- (c) That the relocation of staff from the Department of Continuing Education to the Centre for Lifelong Learning and the Institute of Education be approved as recommended in paragraphs 27, 34 and 35 of the review report
- (d) That courses co-ordinated by the Centre for Lifelong Learning be embedded in the University's existing teaching quality assurance structures as recommended in paragraph 31 of the review report.
- (e) That the Centre for Lifelong Learning bring forward a rolling annual strategic plan for consideration and approval by the Board of Lifelong Learning and that the Centre be reviewed after a period of five years as recommended in paragraph 32 of the review report.
- (f) That the Institute of Education assume responsibility for the existing postgraduate programmes and postgraduate students located in Continuing Education as proposed in paragraph 36 of the review report.
- (g) That an implementation group be established, Chaired by Professor Palmer, to work with staff in Continuing Education and the Institute of Education on the detailed implementation of the recommendations of the review report.

66/01-02 Report from the Steering Committee

CONSIDERED:

A report from the Steering Committee (S.45/01-02 {parts 1 and 2}) and its resolutions recorded under the following items:

- (a) Leicester Warwick Medical School
- (b) New Quality Assurance Procedures
- (c) Teaching Quality Enhancement Fund
- (d) Group for Pharmacy
- (e) Postgraduate Admissions
- (f) Roberts Review of Science Success
- (g) Study of Research Science Infrastructure
- (h) Student Recruitment
- (i) Partnerships for Progression
- (j) Degree Congregation
- (k) Register of Interests and External Activities of Members of University Staff
- (l) University League Tables
- (m) National Centre for Excellence in Science Teaching
- (n) Undergraduate Admissions
- (o) 14-19 Green Paper
- (p) Higher Education Active Community fund
- (q) Excellence Fellowship Awards
- (r) European Consortium of Innovative Universities
- (s) Strategic Health Authorities
- (t) Leave of Absence for Senior Members of Staff
- (u) Mercia Institute of Enterprise
- (v) Exchange with the University of Auckland
- (w) Tuition Fees

(a) Review of Engineering

RECEIVED:

The Committee's report of its consideration of the review report of the School of Engineering and the establishment of a Working Party to bring forward proposals for the strategic development of the School.

RECOMMENDED:

That, pending the approval of a strategic development plan for the School of Engineering, the current arrangements for the structure and management of the School of Engineering be continued for a period not exceeding one year to 31 July 2003.

67/01-02 Report from the Board of the Faculty of Social Studies

CONSIDERED:

A report from the meeting of the Board of the Faculty of Social Studies held on 29 May 2002 (S47/01-02).

(a) Membership of the Faculty Board 2002-03

RECEIVED:

The Board's report on the membership of the Board of the Faculty of Social Studies for the academic year 2002/2003 (BFSS 30/01-02).

CONSIDERED:

A proposed amendment to University Ordinance 6 on the constitution of the Board of the Faculty of Social Studies.

RECOMMENDED:

That the proposed amendment to Ordinance 6 on the constitution of the Board of the Faculty to include the Chair of the Faculty Research Committee as an ex-officio member of the Faculty Board and the deletion of the membership of the Director of the Centre for the Study of Women and Gender by virtue of the Centre's incorporation into the Department of Sociology as of 1 August 2002, be approved as set out in paper BFSS 39/01-02.

(b) Membership of the Sub-Committees of the Board of the Faculty of Social Studies 2002/03

RECEIVED:

The Board's report of the membership of the Sub-Committees of the Board of the Faculty of Social Studies for the academic year 2002/03.

(c) Faculty Board Elections

RECEIVED:

A statement of the Board's appointment of representatives of the Faculty of Social Studies to the Senate and other University Committees for the academic year 2002/03.

(d) Departmental Reviews

RECEIVED:

- (i) An oral report from the Chair of the Board of the Faculty of Social Studies on the Board's concerns regarding the introduction of the new system of departmental reviews and its recommendation that the new system be not introduced prior to further consultation with the Boards of the Faculties.
- (ii) An oral report from the Vice-Chancellor noting that all departments undergoing departmental review in the current academic year had requested so to do and that detailed procedures for the system and timetable of departmental review were being prepared in the light of departmental responses, which would take into account synchronisation with periodic review, and would be considered by the Steering Committee at its next meeting.

RESOLVED:

That, in the light of the oral report from the Vice-Chancellor, the recommendation of the Board of the Faculty of Social Studies that the proposed new system of departmental review be not introduced prior to further consultation with the Boards of the Faculties be not approved.

(e) Amendment to Regulation 20 Governing the PGCE

CONSIDERED:

Proposed amendments to Regulation 20 Governing the Postgraduate Certificate in Education (GFSS 108/01-02).

RECOMMENDED:

That the proposed amendments to Regulation 20 Governing the Postgraduate Certificate in Education be approved as set out in paper GFSS 108/01-02

68/01-02 Report from the Equal Opportunities Committee

CONSIDERED:

A report from the meeting of the Equal Opportunities Committee held on 22 May 2002 (S.50/01-02).

(a) Equal Opportunities Action Plan/Policy

CONSIDERED:

A consultative draft of the University Equal Opportunities Policy and Action Plan 2002 (EOC.19/01-02 {revised}) together with oral reports from Professor Dyson and the Director of Personnel Services highlighting the prioritisation within the Equal Opportunities Policy of an institutional response to the Race Relations Amendment Act and recruitment training.

RECOMMENDED:

That the University Equal Opportunities Policy be approved as set out in paper EOC.19/01-02 [revised] noting that the Policy would be subject to regular review.

(b) Recruitment Monitoring Data 2000/2001

RECEIVED:

The University Equal Opportunities Recruitment Monitoring Data Report for the academic 2000/2001 (EOC.18/01-02)

69/01-02 Items for Discussion Proposed by the Faculty Boards

(a) Security in New Buildings

RECEIVED:

An oral report from the Chair of the Board of the Faculty of Social Studies expressing concern that security had taken precedence over collegiality with regard to provision of access to new buildings, in particular Phase 2 of the new Warwick Business School.

REPORTED: (by the Registrar)

That a paper on Security in University Buildings was being prepared for consideration by the Steering Committee.

(b) Consultation with Faculties on New Procedures

RECEIVED:

An oral report from the Chair of the Board of the Faculty of Social Studies on concerns raised by members of the Board in regard to the mechanisms for consultation on the introduction of new procedures and noting that it was the case that since the issue was initially raised at the Board the operation of consultation mechanisms with the Faculty had improved.

70/01-02 Awards and Distinctions

RECEIVED:

A paper setting out the awards and distinctions conferred on members of the University since the last meeting of the Senate held on 13 March 2002 (S.51/01-02, attached).

71/01-02 Report from the Board of the Faculty of Arts

CONSIDERED:

A report from the meeting of the Board of the Faculty of Arts held on 5 June 2002 (S.46/01-02).

(a) Membership of the Board of the Faculty of Arts 2002/03

RECEIVED:

The Board's report on the membership of the Board of the Faculty of Arts for the academic year 2002/03.

(b) Election to University Committees

RECEIVED:

A statement of the Board's appointment of representatives of the Faculty of Arts to the Senate and other University Committees for the academic year 2002/03.

72/01-02 Report from the Board of the Faculty of Science

CONSIDERED:

A report from the meeting of the Board of the Faculty of Science held on 29 May 2002 (S.48/01-02).

(a) Committees of the Board of the Faculty of Science

RECEIVED:

The Board's report on its appointment to membership of the following committees of the Board of the Faculty of Science:

- (i) The First Year Board of Examiners for 2001/02.
- (ii) The Examination Appeals Committee for 2001/02.
- (iii) The Sub-Faculty of Science for 2002/03.
- (iv) The Faculty Graduate Studies Committee for 2002/03.
- (v) The Faculty Information Technology Committee for 2002/03.
- (vi) The Board of the Faculty of Science for 2002/03

(b) Chair of the Board of the Faculty of Science

RECEIVED:

The Board's report of its appointment of Professor J Jones to serve as the Chair of the Board of the Faculty for the academic year 2002/03.

(c) Representation on the Senate

RECEIVED:

The Board's report of its appointment of a representative of the Faculty of Science to serve on the Senate.

(d) Other Board Elections

RECEIVED:

A statement of the Board's appointment of representatives of the Faculty of Science on other University Committees for the academic year 2002/03.

73/01-02 Membership of the University Court

REPORTED:

- (a) That, at its meeting on 3 July, the Senate would be asked to consider the appointment of three members of Court for the period 1 August 2002 to 31 July 2005 from the academic staff of the University to fill the vacancies occasioned by the expiry of the current term of office of:

Professor A Caesar
Professor J W Gardner
Professor N J Spencer

- (c) That there are nine members in this category of membership of whom not more than six shall be members of the Senate. The other six members are:

Dr H Bradby (2004)
Dr S Breslin (2004)
Professor R Lindley (2004)
Dr G Paul (2003)
Professor P Unwin (2004)
Professor A Warhurst (2004)

74/01-02 Membership of the Council

That the Registrar would be writing to members of the Senate, in accordance with the procedure agreed at the meeting of the Senate of 2 November 1983, to seek nominations for the appointment of Senate representatives on the Council, with a view to considering these appointments at the next meeting of the Senate on 3 July 2002.

75/01-02 Senate Committees

RESOLVED:

That the Senate Committees be empowered to continue in being with such powers as they have previously exercised until 30 September 2002.