

# UNIVERSITY OF WARWICK

## SENATE

Minutes of the meeting of the Senate held on 10 March 2004.

Present: Vice-Chancellor, Ms A Bell, Professor L Bridges, Dr P Byrd, Professor Y Carter, Professor M J Cooper, Professor C Davis Professor M Devereux, Professor R G Dyson, Professor A Easton, Professor R Fine, Professor R Freedman, Professor M Harrison, Mr R Jones, Professor K Lamberts, Professor R Lindley, Professor M Luntley, Professor P Mack, Dr G Martin, Professor M McCrae, Dr C MacDougall, Professor A McFarlane Professor A Mullender, Dr H Nesi, Professor S B Palmer, Professor A Phizacklea, Dr P Roberts, Professor D Singer, Dr C Sparrow, Professor D Vandelinde, Professor M Whitby, Professor R Wilson.

Apologies: Dr E Gallafent, Professor A Harris, Dr C Humphreys, Professor J Jones, Professor I Lauder, Dr P O'Hare, Mr B Spooner, Professor M Wills.

## MINUTES

55/03-04 Minutes

### RESOLVED:

That the minutes of the meetings of the Senate held on 3 December 2003 and 13 February 2004 be approved subject to the inclusion of Professor D Singer in the list of those members offering their apologies for the meeting held on 13 February 2004.

56/03-04 Appointment of the Registrar (minute 54/03-04 refers)

### REPORTED:

- (a) That the Council, at its meeting on 13 February, approved the appointment of Mr Jon Baldwin, currently Registrar and Secretary of the University of Manchester Institute of Science and Technology, as Registrar of the University.
- (b) That Mr Baldwin would be taking up the post of Registrar with effect from 1 June 2004 and would be visiting the University on 12 February to meet members of University staff, chairs of academic departments and the President of the Union of Students.

57/03-04 Appointment of Director IT Services

### REPORTED:

That Ms Rosemary Gilmore had been appointed to the position of Director of IT Services.

58/03-04 Finance Director

REPORTED:

That the Finance Director was currently absent from the University following surgery, from which he was making a rapid recovery and was expected to return to full-time duties on 15 March.

59/03-04 Horticulture Research International (minute 36/03-04 refers)

REPORTED:

- (a) That the Council, at its meeting on 12 December, approved amendments to University Ordinance 7 governing the Faculty Boards to provide for the establishment of Warwick Horticulture Research International as a Department of the University within the Faculty of Science.
- (b) That the Steering Committee, at its meeting held on 2 February, approved the constitution and terms of reference of the Advisory Board to be established for Warwick HRI, pending the establishment of which, a Working Group of Growers' representatives and University staff had been established as an interim advisory and liaison group.
- (c) That the Finance and General Purposes Committee and the Group established by the Council to approve, on its behalf, the final arrangements for the transfer of HRI to the University would meet on 11 March to consider the final draft of the HRI Business Plan and, in the expectation that the outstanding issues relating to the transfer would be resolved to the satisfaction of the Finance and General Purposes Committee and the Group, the Change of Control document would be signed on 19 March and formal transfer of HRI to the University would take place on 1 April 2004.
- (d) That interviews for appointment to the position of Director of Warwick HRI were scheduled to take place in the coming week.

60/03-04 Institutional Audit (minute 39/03-04 refers)

RECEIVED:

An oral report from Professor Whitby on the QAA Institutional Audit of the University undertaken during the week beginning 1 March noting the themes which had arisen in the course of discussions with the auditors and that preliminary feedback from the QAA was expected by 19 March.

RESOLVED:

That the Senate record its thanks to all University staff and students who had contributed to the Audit process and, in particular, to the Senior Assistant Registrar (Teaching Quality) and her team for their work in preparing for Institutional Audit.

61/03-04 AUT Industrial Action

REPORTED:

That information about the continued industrial action by the AUT had been published on the University web-site indicating that the University was continuing to work closely with academic departments to minimise the impact of any industrial action upon the student experience and would publish further information at the start of the Summer Term.

62/03-04 Recurrent Funding 2004/2005

A copy of a letter from the HEFCE concerning the recurrent grant allocation to the University for the academic year 2004/2005 together with a note prepared by the Deputy Finance Director on the implications of the recurrent settlement on the University's Financial Plan (S.30/03-04) noting that the recurrent grant allocations for teaching and research would increase by £3.7m from 2003/2004 and by some £0.9m over the Financial Plan forecast for 2004/2005 largely due to a slight uplift in the R Grant and an increase in the T Grant arising from a successful bid for the award of additional student numbers.

63/03-04 National Health Service University (minute 29/03-04 refers)

REPORTED:

- (a) That the University's bid to become the principal academic partner of the National Health Service University had been successful.
- (b) That discussions were progressing to define the nature of the University's partnership with the NHSU, including:
  - (i) defining the NHSU's strategic accommodation requirements and in so doing informing consideration of the University's own plans for the future use of the Senate House and the longer term strategy for the development of the campus.
  - (ii) definition of the NHSU's proposed affiliate status with the University.
  - (iii) development of new academic partnerships, such as that being developed between the NHSU and the Institute for Employment Research on employment and learning with reference to the NHSU.
- (c) That the Steering Committee, at its meeting held on 1 March 2004, approved the terms of reference and membership of a Warwick-NHSU Joint Executive Management Group to support the development of the partnership with NHSU.

64/03-04 University Governing Instruments Committee (minute 34/03-04 refers)

REPORTED:

- (a) That the Council, at its meeting on 12 December, approved proposals for the establishment of an Information Policy and Strategy Committee and a Joint Group of the Senate and the Council to consider the re-framing of the governing instruments of the University.
- (b) That a Group had been established by the Steering Committee to consider issues relating to departmental governance and leadership and it was intended that this Group would align its work closely with that of the Governing Instruments Committee, with which it had some common membership, in regard to issues relating to the management of academic departments.

RECEIVED:

An oral report from the University Secretary on the progress of the work of the Governing Instruments Committee in reviewing the role of the Court and the Council and the current academic structures of the University and noting that the Committee intended to bring forward a final report for consideration to the Senate and the Council in the Summer Term.

65/03-04 Joint Committee on the Appointment of a Vice-Chancellor (minute 53/03-04 refers)

CONSIDERED:

A report from the Vice-Chancellor's Advisory Group on the Appointment of Pro Vice-Chancellors reviewing the procedures for the appointment to any future vacancy in the position of Vice-Chancellor (S.31/03-04).

RESOLVED:

That the Vice-Chancellor's Advisory Group on the Appointment of Pro Vice-Chancellors be asked to give further consideration to a modest increase in the size of the Joint Committee for the Appointment of the Vice-Chancellor and greater inclusivity in membership with a view to bringing forward detailed proposals for revisions to Ordinance 1 on the Appointment of the Vice-Chancellor for consideration by the Senate and the Council in the Summer Term.

66/03-04 Report from the Steering Committee

CONSIDERED:

A report from the Steering Committee (S.32/03-04 {Parts 1 (in two parts) and 2}) and its resolutions recorded under the following items:

- (a) Undergraduate and Postgraduate Admissions
- (b) Transfer of Undergraduate Numbers
- (c) Undergraduate Research Opportunities

- (d) Office for Fair Access
  - (e) Postgraduate Application Fee
  - (f) RAE 2008
  - (g) Funding of Research by Government Departments
  - (h) Overheads on Research Contracts
  - (i) DfES Higher Education Research
  - (j) Higher Education Innovation Fund
  - (k) Lambert Review of Business-University Collaboration
  - (l) HR Framework Agreement
  - (m) Academic Recruitment Processes
  - (n) Library Strategy
  - (o) Naming of the Student Resources Centre in University House
  - (p) Eighteenth Century Collections Online
  - (q) Freedom of Information Publication Scheme
  - (r) Decision-Making Structures
  - (s) Constitution of Senate Committees
  - (t) Departmental Governance
  - (u) North America Strategy
  - (v) HRI Advisory Board
  - (w) Space, Accommodation and Capital Developments
  - (x) Foundation Degrees: Bid for Additional Student Numbers
  - (y) Funding and Development of Teaching and Learning – Phase 5
  - (z) DfES e-Learning
  - (aa) HEFCE Leadership, Governance and Management Fund
  - (bb) WMS Financial Report
  - (cc) WBS Financial Report
  - (dd) University Outreach Activities
  - (ee) International Children's Games
  - (ff) Student Academic Complaints Committee
  - (gg) Membership of Senate Committees
  - (hh) Governor of Coventry Schools Foundation
- (a) Centres for Excellence in Teaching and Learning

REPORTED:

That the University was currently developing up to four bids to establish HEFCE Centres for Excellence in Teaching and Learning and that academic staff wishing to become involved in the formulation of the University's bids were requested to contact Professor Whitby and the Academic Registrar.

- (b) Job Evaluation Scheme

REPORTED:

That the Steering Committee had recommended to the Finance and General Purposes Committee that, subject to certain modifications, the Hay job evaluation scheme be adopted as the University's job evaluation scheme as part of the implementation of the University's Human Resources Strategy .

67/03-04 Report from the Campus Life Committee

CONSIDERED:

A report from the meeting of the Campus Life Committee held on 23 February 2004 (S.39/03-04) and its resolutions recorded under the following items:

- (a) Allocation of Residential Accommodation for the 2004/2005 academic year
- (b) Development of the University's Accommodation Strategy
- (c) Senior Tutor and Counselling Service Annual Report 2002/2003
- (d) Students' Union Advice and Welfare Services Annual Review
- (e) Facilities at Lakeside
- (f) Warwick Volunteers.

68/03-04 Report from the Strategy Committee

CONSIDERED:

A report from the meeting of the Strategy Committee held on 26 February (S.33/03-04).

- (a) Student Enrolments 2003/2004

RECEIVED:

A report on the overall shortfall in forecast student fee income for 2003/2004 compared with the University's Financial Plan and the action being taken to improve University student number planning processes in future planning cycles.

- (b) University Financial and Corporate Plans

RESOLVED:

That the Senate endorse the views of the Council and the Strategy Committee in regard to the introduction of tuition fees, namely:

- (i) That, should the current draft of the Higher Education Bill be passed, the University introduce student tuition fees from 2006 at the level of £3000 for all undergraduate honours degree programmes.
- (ii) That further consideration be given to the tuition fees payable by 2+2, Foundation Degree, part-time and mature students.
- (iii) That, while the precise allocation of tuition fee income accruing to the University would require the development of detailed priorities, the principles upon which that income would be invested would be determined by the objective of improving the University experience for students through:

- (A) a package of measures for widening participation and provision of student support.
  - (B) infrastructure, such as teaching laboratories and library provision.
  - (C) staff, in order to improve staff-student ratios and to attract and retain high calibre academic staff.
- (c) Visit of Richard Lambert

RESOLVED:

That members of the Senate submit to the University Secretary any items for discussion they would wish to have included on the agenda for the visit of Richard Lambert to the University on 29 April.

69/03-04 Report from the Academic Quality and Standards Committee

CONSIDERED:

A report from the meetings of the Academic Quality and Standards Committee held on 29 January and 25 February 2004 (S.37/03-04 {Parts 1 and 2 {in two parts}}) and its resolutions recorded under the following items:

- (a) Annual Course Review
  - (b) New Postgraduate Awards.
- (a) University Student Appeals Procedures

REPORTED:

That the Committee had requested that the Board of Undergraduate Studies give consideration to the introduction of a form to be completed by undergraduate students wishing to appeal against the decision of a Board of Examiners.

RESOLVED:

That the draft form to be completed by postgraduate students wishing to appeal against the decision of a Board of Examiners with effect from 1 April 2004 be approved as set out in paper BGS.27/03-04 (revised).

(b) University Policy on Double-Marking

RESOLVED:

- (i) That the clause in Senate Minute 88/94-95 requiring a moderator to “give particular attention to any marks which are (...) out-of-line with other marks obtained by the same candidate” was no longer possible to adopt given anonymisation of scripts and that this clause therefore be deleted from the University policy on double-marking.
- (ii) That the University policy on double marking, as recorded in Senate Minute 88/94-95 clause (ii), be amended to incorporate gender neutral language.

(c) Cooke Report/TQI: Minor Amendments to External Examiner Report Form

RESOLVED:

That the revised External Examiner summary report form be approved as set out in paper AQSC.57/03-04.

(d) Part 4 Course Approval Documentation for Collaborative Provision

RESOLVED:

That the amended Part 4 University Course Proposal Form for Collaborative Provision be approved as set out in paper AQSC.67/03-04.

(e) Amendments to Regulation 8.9

RECOMMENDED:

That proposed amendments to Regulation 8.9 for the Full-Time 2+2 Degrees (BSc and BA) Offered in Collaboration with Local Colleges be approved as set out in paper BUGS.13/03-04.

(f) Amendment to University Ordinance 7

RECOMMENDED:

That proposed amendment to University Ordinance 7 on the Constitution of the Boards of Faculties to remove representation of the School of Postgraduate Medical Education, which now rests within the Faculty of Medicine, from the Board of the Faculty of Science and to include Horticulture Research International in membership of the Board be approved as set out in paper BFS.34/03-04.



(g).....Partnership with North East Worcestershire College

RESOLVED:

That the proposal from the Centre for Lifelong Learning to establish a new collaboration with North East Worcestershire College to deliver the Certificate in Education (Post-Compulsory Education and Training) be approved as set out in papers PDSL.C.65, 66, 73-75/03-04.

(h) New and Revised Undergraduate Courses of Study

RESOLVED:

(i) Biological Sciences

(A) That the proposal from the Department of Biological Sciences to introduce two new degree courses leading to the awards of BSc in Medical Microbiology and Virology and BSc in Medical Microbiology and Virology with Intercalated Year with effect from October 2004 be approved as set out in papers SFS.43/03-04, SFS.44/03-04 (revised) and SFS.55/03-04.

(B) That the proposal from the Department of Biological Sciences for the withdrawal of the BSc in Microbiology and the BSc in Microbiology with Intercalated Year be approved as set out in paper SFS.43/03-04.

(ii) History

That the proposal from the Department of History for the introduction of a new BA Honours degree course in History and Culture with effect from September 2005 be approved as set out in paper AUSC.4/03-04 (revised), subject to the Department bringing forward satisfactory arrangements for the year abroad.

(iii) History of Art

That the proposal from the Department of History of Art for changes to the BA Honours degree in the History of Art with effect from September 2004 be approved as set out in paper AUSC.5/03-04 (revised 2).

(i) New and Revised Postgraduate Courses of Study

RESOLVED:

(i) Centre for English Language Teacher Education

That the proposal from CELTE for the introduction of a new Postgraduate Diploma in English Language Teaching (with variants) from the existing MA in English Language Teaching with effect from October 2004 be approved as set out in papers GFSS.41-42/03-04.

(ii) Politics and International Studies

That the proposal from the Department of Politics and International Studies for the introduction of a new MA/Diploma in International Politics and Europe with effect from October 2005 be approved as set out in papers GFSS 43-44/03-04.

(iii) Warwick Manufacturing Group

That the proposal from the Warwick Manufacturing Group for the introduction of a new MSc in Process Technology and Business Management from September 2004 be approved as set out in papers SGS.26/03-04 (revised 2), SGS.27/03-04 (revised) and AQSC.82/03-04 (revised).

(j) Discontinuation of a Postgraduate Course of Study

RESOLVED:

That the request from the Department of Sociology that the MA in Sociological Research in Healthcare be discontinued be approved as proposed in paper GFSS.51/03-04.

(k) School of Health and Social Studies

RESOLVED:

That the proposal from the School of Health and Social Studies for the introduction of a new MA in Social Work with effect from September 2004 be approved as set out in papers GFSS.32/03-04 (revised) and GFSS.33/03-04.

70/03-04 Report from the Estimates and Grants Committee

CONSIDERED:

A report from the meetings of the Estimates and Grants Committee held on 20 January and 17 February 2004 (S.38/03-04) and its resolutions recorded under the following items:

- (a) Vacancies and Establishment Changes
- (b) Department Out-Turns 2002/2003
- (c) Research Support Staff Costs in the Faculty of Science
- (d) Support for Departments Selected by the QAA for Discipline Audit Trails
- (e) Academic Resourcing
- (f) CRER Interim Report

UK/EU Full-Time Undergraduate Intake Targets

RESOLVED:

That the proposed intake targets for UK/EU Full-Time Undergraduate Intake for October 2004 be approved as set out in paper EGC.53/03-04.

71/03-04 Appointment of Representatives of the Senate to the Council

REPORTED:

- (a) That, in accordance with the procedure approved by the Senate at its meeting on 2 November 1983, the University Secretary had written to members of the Senate to seek nominations for the appointment of a representative of the Senate on the Council in place of Professor Mullender for the period 1 April to 31 July 2004.
- (b) That Professor Luntley had been elected to serve as the Chair of the Board of the Faculty of Social Studies vice Professor Mullender.

CONSIDERED:

The appointment of a member of the Senate to the Council for the period 1 April to 31 July 2004.

RESOLVED:

- (a) That Professor Alma Harris be appointed as a representative of the Senate to the Council for the period 1 April to 31 July 2004.
- (b) That the Senate record its best wishes to Professor Mullender in her new role as Principal of Ruskin College.

72/03-04 Sabbatical Officers in the Students' Union

REPORTED:

- (a) That the results of the election for Sabbatical Officers in the Students' Union for the academic year 2004/2005 were as follows:

President:	Simon Lucas, 3 <sup>rd</sup> year Philosophy and Politics
Education Officer and Deputy President:	Kamir Mohaddes, 3 <sup>rd</sup> year Economics
Finance and Internal Affairs Officer:	Andrew Cox, 3 <sup>rd</sup> year Economics
Societies and Student Development Officer:	Katharine Stark, 3 <sup>rd</sup> year Film and Television Studies
Sports Officer:	Gemma Morris, 3 <sup>rd</sup> year Biological Sciences
Welfare and Equal Opportunities Officer:	Carly Braddock, 3 <sup>rd</sup> year Classics and Ancient History
Student Services and Communications Officer:	Gareth Barker, 3 <sup>rd</sup> year Philosophy and Literature

- (b) That the election for the second and third student members of the Senate and the second student member of the Council for the academic year 2004/2005 took place in the week beginning 1 March; the results of which would be reported at the next meeting of the Senate.
- (c) That, in accordance with Regulation 26(4), it would be necessary for the Senate at its meeting on 2 July to consider the conferral of registered student status on Simon Lucas, Kamir Mohaddes, Andrew Cox, Katharine Stark, Gemma Morris, Carly Braddock and Gareth Barker.

73/03-04 Awards and Distinctions

RECEIVED:

A paper setting out the awards and distinctions conferred upon members of the University since the last meeting of the Senate held on 3 December 2004 (S.42/03-04)

74/03-04 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 11 February 2004 (S.34/03-04).

(a) Change in Name of the School of Theatre Studies

RESOLVED:

That the proposal to change the name of the School of Theatre Studies to the School of Theatre, Performance and Cultural Policy Studies be approved as set out in paper BFA.26/03-04.

RECOMMENDED:

That changes to Ordinance 7(3) to provide for the change to the name of the School of Theatre Studies be approved as set out in paper BFA.26/03-04.

(b) Membership of the Board of the Faculty of Arts

RESOLVED:

That Mr D Morley be appointed as a co-opted member of the Board of the Faculty of Arts.

75/03-4 Report from the Board of the Faculty of Social Studies

RECEIVED:

A report from the meeting of the Board of the Faculty of Social Studies held on 11 February 2004 (S.35/03-04) and its resolutions recorded under the following items:

- (a) Chair of Board's Leave of Absence
- (b) Election of Chair.

76/03-4 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 4 February 2004 (S.36/03-04).

Centre for Nanotechnology and Microengineering

That the proposal to abolish the Centre for Nanotechnology and Microengineering be approved as set out in paper BFS.22/03-04.

77/03-4 Report from the Academic Staff Committee (S.40/03-04)

RECEIVED:

A report from the Academic Staff Committee (S.40/03-04) and its resolutions in relation to promotions to the position of reader and senior lecturer.

REPORTED:

That since the submission of the report of the Academic Staff Committee the Committee had approved the promotion of Dr Maxine Robertson of the Warwick Business School to a Senior Lectureship with effect from 1 October 2004.

78/03-04 Report from the Safety Committee

CONSIDERED:

A report from the meeting of the Safety Committee held on 13 February 2004 (S.41/03-04).

(a) Annual Report of the Safety Committee

RECEIVED:

The Annual Report of the University Safety Committee for the calendar year 2003.

(b) Public Statement on Health and Safety

RECOMMENDED:

That the proposed statement of health and safety performance during 2003 be approved as set out in paper S.41/03-04 for publication on the Safety Office web-site and inclusion in University Annual Reports and other public documents as appropriate.