

UNIVERSITY OF WARWICK

SENATE

Minutes of the meeting held on Wednesday, 1 February 2017

Present: Vice-Chancellor (in the Chair), Professor M Balasubramanian, Dr D Britnell, Professor A Clarke, Professor A Cooley, Professor C Davis, Professor A Dowd, Professor C Ennew, Professor M Freely, Dr R Freeman, Professor R Goodwin, Professor L Gracia, Professor L Green, Mr R Green, Professor F Griffiths, Dr G Hartshorne, Professor C Hughes, Mrs K Hughes, Professor S Jacka, Professor D Leadley, Professor A Lockett (to 43/16-17), Professor M Nudds, Mr L Pilot, Dr T van Rens, Professor L Roberts, Professor P Roberts, Professor K Seers, Dr Nat Shiers, Professor M Shipman, Professor J Solomos, Professor C Sparrow, Professor H Spencer-Oatey Professor S Swain, Professor P Thomas, Dr N Whybrow, Ms Hope Worsdale, Professor L Young

Apologies: Professor D Branch, Professor S Bruzzi, Ms S Crookes, Professor S Gilson, Professor S Kumar, Professor G Lindsay, Professor J Millar, Professor J Palmowski, Professor R Probert, Professor A Reeve.

In attendance: Academic Registrar, Administrative Officer (Academic Registrar's Office), Deputy Academic Registrar, Director of Strategy, Group Finance Director, Registrar, Secretary to Council, Ms Ailsa Chambers (for item 1 only), Mr Phil Griffiths (Academic Registrar's Office), Dr Fiona MacCallum.

30/16-17 Conflicts of Interest

REPORTED:

That, should any members or attendees of the Senate have any conflicts of interest relating to agenda items for the meeting, they should be declared in accordance with the Committee of University Chairs (CUC) Higher Education Code of Governance (2014).

NOTE: No declarations were made.

31/16-17 *California

CONSIDERED:

- (a) A paper from the Pro-Vice-Chancellor (External Engagement), Professor Simon Swain, setting out proposals for the establishment of the University of Warwick in California as a legal entity and providing an update on the project, (S.25/16-17{restricted})

REPORTED:

- (i) That members attending the briefing on 11th January had had an opportunity to comment on an earlier draft of the document and indeed that there had been opportunities for wider community engagement including a meeting attended by UDF representatives in early December;
- (ii) That efforts were currently underway to identify the members of the Board of Trustees of whom 5 would be appointed by the University;

- (iii) That the University's US lawyers had advised that the outcomes of an independent legal review of the documents, conducted on behalf of the US accreditation agency, had given an indicative green light to the proposed governance arrangements;
- (iv) That now that UDF negotiations to purchase the premises for the University of Warwick in California graduate school had concluded, consideration was being given to the appropriate conversion of the buildings and that it had been resolved to put back the start date for teaching delivery so as to ensure adequate preparation of a high quality learning environment.
- (v) That the University of Warwick in California would have both a Senate and a Students' Union and that these were seen as vital elements of the institution. Planning would be directed in due course to considering means of enabling contact and meaningful exchange between the Warwick and UWic Senates.
- (vi) That the award of Degree Awarding Powers in the US required the establishment of a separate legal entity within the geographical territory where education was to be delivered; the legal entity having sufficient independence from the University of Warwick was crucial although the University was actively pursuing both 'soft' and 'hard' levers to ensure that its interests were safeguarded.
- (vii) That the wider rationale for the University's involvement related to developing the University of Warwick's ability to do more and better quality research and teaching with the global reach afforded by involvement in California; that California was an area where innovative ideas relating to education delivery was well-known and the centre for the 5G world. California offered Warwick the opportunity to extend the University's natural reach, scale and to develop experimental learning spaces in the education sphere, noting that other models would have been impeded by regulatory constraints. The Group Finance Director observed that the License Agreement would help define the close relationship between Warwick and UWic.
- (viii) That there might be a case for developing a vision statement for UWic to capture the nature of the joint academic venture, although it was noted that the bylaws did cover the intention of the relationship, articulated as being to further the charitable objects of the University of Warwick.
- (ix) That in the light of the recent change in US political administration, the University remained confident of its ability to develop the ethos anticipated and would take steps to mitigate any perceived risks, noting that achievement of the desired outcome was more likely in California where there was bipartisan support for the initiative, and that in this regard the Founding Principles were key; if these were not fulfilled, the venture would not be pursued.

- (x) That Students' Union representatives felt that the UWIC Students' Union should be a genuinely inclusive organisation at no cost to members and queried the drafting of the bylaws accordingly. It was confirmed that the intention was to develop an inclusive entity, preserving the right for students to opt-out. It was agreed that the University would explore what models would be available, consistent with the legal obligations and mores in California.
- (xi) In response to queries from Student members, that section 5.3 did not provide for the UWIC to appoint trustees to the Students' Union.

RECOMMENDED (to the Council):

- (xii) That the proposed Articles of Incorporation and Bylaws be approved as the basis for the establishment of the University of Warwick in California as a non-profit public benefit corporation in California as set out in paper S.25/16-17{restricted}, subject to the funding conditions approved by the Council having been met.
- (b) A draft Statement of Expectations on the Assurance of Quality and Standards at the University of Warwick in California, (S.26/16-17{restricted}).

REPORTED:

That the Senate noted that references to external peers to review assessment procedures and student outcomes, i.e. External Examiners, would initially be Warwick appointees from the UK since initial education provision would be collaborative in nature, but would move to being US-based.

RECOMMENDED (to the Council):

That the principles used by the University of Warwick to secure academic standards, the quality of its education provision and a high calibre student experience be adopted by the University of Warwick in California, as set out in paper (S.26/16-17{restricted}).

- (c) Notes of a briefing for members of the Senate on the University of Warwick in California project held at Arden House on 11th January 2017, (S.27/16-17{restricted})

RESOLVED:

That the notes of the meeting held on 11th January 2017 be approved.

32/16-17 Minutes

RESOLVED:

That the minutes of the meetings of the Senate held on 5 October 2016 and 9 November 2016 be approved, subject to the correction of Dr Britnell's title in the minutes of 5 October 2016 and the insertion in the Minutes of 9 November of a record of the request from the Students' Union for a vote to be held on participation in the TEF which was not granted.

33/16-17 Matters Arising on the Minutes

RECEIVED:

A paper from the Secretary reporting back on matters arising from the meeting of the Senate held on 5 October 2016 (S.28/16-17).

RESOLVED:

That paper S.28/16-17 be approved.

34/16-17 Vice-Chancellor's Business: Winter Degree Congregation 2017

RECEIVED:

An oral report from the Vice-Chancellor on the success of the Winter Degree Congregation 2017.

RESOLVED:

That thanks be extended to all those involved.

35/16-17 Vice-Chancellor's Business: Institutional Teaching and Learning Review 2017

RECEIVED:

An oral report from the Vice-Chancellor on the ITLR 2017, noting its institutional importance and scale.

RESOLVED:

That thanks be extended to the many colleagues that had contributed to the first phase of the ITLR 2017.

36/16-17 Vice-Chancellor's Business: Mathematical Sciences Building

RECEIVED:

An oral report from the Vice-Chancellor that in addition to the awards and distinctions described in paper S.37/16-17, Warwick had been awarded £2 million from The Wolfson Foundation to help construct a new Mathematical Sciences building.

37/16-17 Registrar's Business: 'Employer of the Year' Award

RECEIVED:

An oral report from the Registrar noting that the University's Estates Office had been named 'Employer of the Year' in City College Coventry's Shine Awards for the support offered to three apprentices training on campus.

38/16-17 Registrar's Business: Young Writer of the Year Award

RECEIVED:

An oral report from the Registrar noting that the Sunday Times/Peters Fraser & Dunlop Young Writer of the Year Award would be run in partnership with the University, and offer a 10-week residency course for the winner, and a year-round programme on campus.

39/16-17 Registrar's Business: Installation of the new Chancellor

RECEIVED:

An oral report from the Registrar noting that the installation of Baroness Ashton as Warwick's new Chancellor was currently being planned, and would possibly take place in May 2017.

40/16-17 TEF Submission

RECEIVED:

- (a) An oral report from the Pro-Vice-Chancellor (Education), Professor Chris Hughes, together with a copy of the University's TEF submission, made to the HEFCE on 25 January 2017, (S.29/16-17).
- (b) The University's TEF2 metrics, issued by the Higher Education Funding Council for England (HEFCE), (S.42/16-17).

REPORTED (by the Pro-Vice-Chancellor):

- (c) That the submission had been the subject of a significant consultation exercise overseen by the TEF Strategy Steering Group.
- (d) That there was some risk when reviewing the University's split and marginal metrics and that as a consequence, the submission needed to bolster the position set out in the metrics.
- (e) That the submission constituted an opportunity for the University to evidence excellence and institutional impact not evident from the metrics; that the submission had been written to respond to very specific requirements set for it, notably in terms of impact and outcomes for all students, not isolated pockets of excellence impacting small numbers; that statements made needed to be evidence-based and auditable and that no discussion of planned future enhancements was relevant, since the submission needed to reflect the prior 3 year period covered.
- (f) That the primary audience for the TEF submission would be TEF assessors, the majority of whom would be drawn from non-Russell Group HEIs and student assessors.
- (g) That attempts had been made to find a 'Warwick voice', and, in some areas, challenge aspects of the methodology.

- (h) In response to a question from Professor Lesley Roberts, that the definition of 'discipline' as used in the submission was deliberately broad, as adopted in the ITLR, noting that TEF 3 would take place at disciplinary level and would thus have a far greater departmental focus.
- (i) In response to a query from Dr Nicholas Whybrow, as to how the University could move towards achievement of 'Gold' status, that an overview of this would be provided in the forthcoming HoDs Forum and that the most evident area for further improvement was assessment and feedback as measured through the National Student Survey.

REPORTED (by the Vice-Chancellor):

- (j) In response to a question from Professor Penny Roberts, that there was currently little ministerial engagement on TEF and that the rejection of c.720 amendments to the HE Bill by the Houses of Commons and Lords was symptomatic of the prevailing approach. The Senate was reminded that the Government had linked TEF to the potential future ability of UKHEIs to recruit international students, dependent upon their TEF categorisation.

41/16-17 Institutional Teaching & Learning Review (ITLR)

CONSIDERED:

An oral report from the Pro-Vice-Chancellor (Education), Professor Chris Hughes, concerning the conduct of the recent ITLR; recommendations arising and planning for Faculty Engagements.

REPORTED:

- (a) That the ITLR had taken place from 16 to 27 January 2017 involving 31 academic departments and 4 professional service areas, with reviews ranging from 1 to 3 days in duration and each panel comprising an internal chair out-with the relevant faculty; an internal member; an external member acting as subject specialist and a student member.
- (b) That all departmental reviews had now concluded and reports from those conducted at the start of the fortnight were being submitted to the Vice-Chancellor, Provost and Pro-Vice-Chancellor (Education) as well as the relevant Head of Department who was being asked to check each for factual accuracy and make a formal response.
- (c) That reports and responses would be considered by the ITLR Steering Group on behalf of the Academic Quality & Standards Committee at meetings to be held on 14 and 21 February 2017 and from there recommendations would be made for themes to be explored at Faculty Engagements, scheduled as follows: 10th March, Medicine; 13th March, Science; 14th March, Arts and 17th March, Social Sciences which would also involve external and student members.
- (d) That matters would also be forwarded to the AQSC for consideration and bids for additional resource, where indicated, would be submitted to ARC and APSG as appropriate.

- (e) That whilst it was too early in the process to give clear indications of outcomes with a high degree of certainty, themes relating to the Personal Tutor system, the management of joint degrees, examinations, assessment and feedback, postgraduate research students, lecture capture, information provision and Widening Participation were emerging as areas in which recommendations were frequently being made. It was noted that whilst a good deal of attention would be focussed on recommendations, much good practice had also been shared.
- (f) That the ITLR had provided an opportunity to trial the three key distinctive characteristics of the Warwick undergraduate experience referenced in the TEF submission, namely undergraduate research, international and interdisciplinarity and these had generally had a strong resonance with academic departments.
- (g) That momentum arising from the ITLR beyond the Faculty Engagement phase would be maintained through the on-going development of a new Education strategy.
- (h) That thanks be extended to the core ITLR team and to staff and students from across the University who had given their time and expertise in support the reviews.

42/16-17 University Strategy

CONSIDERED:

A presentation from Jo Horsburgh, Strategy Director, on the development of University Strategy.

REPORTED:

- (a) That current work did not challenge fundamental institutional goals, rather it sought to extract priorities and enable all parties to garner a better sense of immediate priorities and ensure that sufficient time and space was dedicated to necessary strategic thinking.
- (b) That in the context of considering a 20 year horizon, the University's existing goals 1 and 2 had been identified as core purposes with others identified as 'enablers'. Beneath individual goals and enablers lay a detailed plan of sub-objectives from which workplans were being developed. Part of the purpose of the development of these was to link work on the strategy to the planning round to ensure that institutional resources were directed towards achievement of core priorities.
- (c) In response to an observation from Professor Kate Seers, that references to institutional culture should be embedded in the purple 'foundation layer' rather than identified as an enabler.
- (d) In response to an observation from Professor John Solomos, that the University had alumni world-wide and that they should have a place in strategic institutional planning.
- (e) That the Director of Estates was currently engaged in a refresh of the Campus Master Plan which offered opportunities to consider regional pressures and to position the University appropriately within the region.

- (f) In response to an intervention by Professor Andrew Lockett, that the strategy should resonate with academic colleagues and be owned by them; that values articulated should be enacted and that these should inform principled decision-making over time.
- (g) In response to a recommendation from Professor Colin Sparrow, that alternative means of presenting information be considered so as not to accord similar status/importance to matters such as the London office and to Brexit and to lift out more urgent matters to bring a greater sense of focus to these, would be considered.
- (h) In response to comments from Professor Pam Thomas that Research Strategy was owned by the Research Committee which had oversight of the naming and functions of in excess of 60 research centres of varying status, amongst which those making a strategic institutional contribution should be identified, that individual 'Unique Selling Points' for each department should be identified in terms of the Warwick research culture and that this would be important in guiding the prioritisation of investment.
- (i) In response to wider points made by members of the Senate, that the engagement of academic colleagues not represented on University-level committees was imperative and would be assisted by clarity within departments as to how staff should translate institutional objectives into local contexts.

43/16-17 Warwick Welcome Week

CONSIDERED:

A paper from the Academic Registrar proposing the introduction of a Welcome Week with effect from the academic year 2018-19, (S.30/16-17).

REPORTED:

- (a) That in terms of the prior discussion of University strategy, this proposal was firmly aligned with the objectives to enhance the student experience and was expected to contribute to student retention and high quality outcomes; a TEF metric.
- (b) That the rationale for proposing that the University instituted a Welcome Week, free from academic teaching for undergraduate students had initially been considered by Faculty Boards which had conducted an option appraisal of a range of alternatives.
- (c) That the feasibility study indicated that the necessary management capacity was not currently in place to deliver the programme and that as a consequence, the recommendation was being made that the Welcome Week be instituted from 2018-19, noting that some aspects of preparation would be piloted in 2017-18 but that the existence of a series of areas identified as high risk meant that it would not be prudent to move more quickly.
- (d) That contributions would be made to the Welcome Week programme by both the University and Students' Union in relation to welfare and respect agendas.
- (e) That alternative arrangements would need to be made for Medical School students, whose different schedules would prevent participation.

- (f) That whilst the Welcome Week was intended to be teaching-free, it should not be devoid of inputs from academic departments and that there were many options for innovative academic inputs offering non-subject specific intellectual challenge to be shared during the Welcome Week.

RESOLVED:

- (g) That the recommendation to implement Warwick Welcome in week 0 from the academic year 2018/19 be approved as set out in paper S.30/16-17.
- (h) That the recommended programme of preparatory activities and pilot projects be approved as set out in paper S.30/16-17.

44/16-17 *Report from the Steering Committee

CONSIDERED:

A report from the Steering Committee, (S.31/16-17 {Part 1 Restricted}), and its resolutions under the following headings:

- (a) *University Strategy
- (b) *Institutional Teaching and Learning Review
- (c) *Teaching Excellence Framework (TEF) Year 2 Specification and Submission
- (d) *HEFCE Requirement for a 5 Year Knowledge Exchange Strategy
- (e) Staffing Updates
- (f) *Admissions: Autumn Update
- (g) *Terms and Conditions for Full Time Undergraduate Programmes
- (h) *Warwick Medical School Proposed Collaboration
- (i) University Open Days
- (j) *California
- (k) Location identified for Warwick in California Graduate School
- (l) *Health and Safety Matters
- (m) *Institutional Risk Register - Autumn Update
- (n) *Prevent Update
- (o) *Pay Offer
- (p) *Injunction Open Letter
- (q) *Student Occupation
- (r) Letter exchange between Warwick University and College Union (UCU) and the Vice-Chancellor
- (s) *Report from the Capital Space and Amenities Group
- (t) *Report from the Budget Steering Group - Financial Performance Q4 2015/16
- (u) *Report from the Campus and Commercial Services Group Executive Committee
- (v) *Report from the Academic Resourcing Committee
- (w) University League Tables and Rankings
- (x) Universities UK (UUK) Report
- (y) National Student Survey (NSS) 2017 Options
- (z) *Proposed Boycott of National Student Survey (NSS) and Destination of Leavers from Higher Education (DLHE) Survey 2017
- (aa) *National Student Survey (NSS) 2017 Options
- (bb) Higher Education Funding Council for England (HEFCE) Board decisions on changes to QR RDP Supervision Funding (HEFCE Circular letter 24/2016)
- (cc) Consultation and Survey Responses

45/16-17 Report from Academic Quality and Standards Committee

CONSIDERED:

A report from the Academic Quality and Standards Committee (S.32/16-17) {Part 1} and its resolutions, recorded under the following items:

- (a) Revisions to the Undergraduate Marking Scale
 - (i) In response to an observation from Professor Alison Cooley that existing intermediate year students might be concerned about the impact of revisions and noting the CMA implications of making changes affecting existing students, that the impact would be largely neutral but offer greater nuance for students achieving either very high or low marks.
 - (ii) A request from Professor Laura Green that a descriptor for a mark of 100% be developed.
 - (iii) An observation from Dr Nicholas Whybrow that the revisions did not address the broad band of candidates awarded a First due to the multiplication up to a percentage scale causing distortion.

RESOLVED:

- (iv) That the proposed revisions to the Undergraduate Marking Scale be approved as set out in QAWG.5/16-17 (revised 2), subject to the minor amendment indicated.
 - (v) That matters raised by members of the Senate relating to the desirability of achieving finer granularity of First Class marks and relating to the application of the scale to level & courses and 'Integrated Undergraduate Masters Degrees' be referred back to the Academic Quality and Standards Committee for consideration.
- (b) Lecture Capture Policy
 - (i) An observation from Ms Hope Worsdale that the Students' Union encouraged the uptake of lecture capture by academic departments.
 - (ii) An observation from Professor Saul Jacka that having an automated way of announcing to students that the lecture was to be filmed in order to obtain consent had previously been agreed but was not expressed in the policy.
 - (iii) An observation from Professor David Leadley that in addition to editing the start and finish of lectures, sometimes editing of the middle of a lecture was required.

RESOLVED:

That the Policy on Lecture Capture, Consent Form and Guidance be approved as set out in paper AQSC.6/16-17 it being noted that operational guidance relating to the points raised in (ii) and (iii) above be included.

(c) Degree Classification and Exam Board Operations

RESOLVED:

That the proposal that Examination Boards be conducted anonymously be approved as set out in paper AQSC.4/16-17, subject to clarification of the timescale for implementation.

(d) New Course Approval Process: Course Approval Panels

RESOLVED:

That the proposals for the course approval scrutiny panel be approved as set out in paper QAWG.7(b)/16-17 (revised).

(e) Review of Academic Governance: AQSC Sub-Groups

RECEIVED:

An update on the Review of Academic Governance: AQSC Sub-Groups.

46/16-17 *Report from the Equality and Diversity Committee

CONSIDERED:

- (a) A report from the Equality and Diversity Committee (S.33/16-17) {restricted};
- (b) An oral report from the Provost highlighting that the area shown as being a red risk area related to new legislation regarding Equal Pay reporting which would come into force in April 2017, noting that this did not indicate a weakness, but rather that the deadline for institutional compliance had not yet been reached.

RESOLVED:

That the report from the Equality and Diversity Committee be approved as set out in paper (S.33/16-17) {restricted}.

47/16-17 *Report from the University Health and Safety Executive Committee

CONSIDERED:

- (a) A report from the University Health and Safety Executive Committee (S.34/16-17) {restricted};
- (b) An oral report from the Registrar noting that report was symptomatic of the University's size and complexity and that following earlier incidents the University was currently on notice to improve; that there was need for policies and procedures to be put in place and for associated specialist training and support to be provided to Heads of Departments; that the Director of Health and Safety would attend the next meeting of Heads of Department in order to raise awareness, and that the Provost would speak to Faculty Chairs on matters of particular concern.

RESOLVED:

That the report from the University Health and Safety Executive Committee be approved as set out in paper (S.34/16-17).

48/16-17 *Report from the Warwick International Foundation Programme Board of Studies

CONSIDERED:

A report from the Warwick International Foundation Programme Board of Studies, (S.35/16-17).

RESOLVED:

That Warwick International Foundation Programme Board of Studies be dis-established as set out in paper (S.35/16-17).

49/16-17 Senate Standing Orders

REPORTED:

That at the meeting of the Senate held on 6 October 2016, a request was made that information relating to means of bringing business to meetings of the Senate be incorporated within the 'Procedure for proposing a revision to a recommendation of the Senate', (Minute 5/16-17 referred).

CONSIDERED:

Draft Standing Orders for the Senate incorporating the requested information (S.36/16-17).

RESOLVED:

That minor amendments be made to the section of the Standing Orders relating to the introduction of business.

50/16-17 Awards and Distinctions

RECEIVED:

A paper setting out Awards and Distinctions conferred upon members of the University since the meeting of the Senate held on 5 October 2016, (S.37/16-17).

REPORTED:

By the Vice-Chancellor, that further to this paper, Professor Martin Hairer FRS Regius Professor of Mathematics had been awarded a KBE.

51/16-17 Report from the Academic Quality and Standards Committee

RESOLVED:

That the report from the Academic Quality and Standards Committee and its resolutions under the following headings be approved as set out in (S.32/16-17 {Part 2}):

- (a) Terms of Reference, Constitution and Membership
- (b) Penalties on Late Submission
- (c) Warwick Business School Executive MBA Modules
- (d) MA Professional Education in partnership with Bishop Challoner Teaching School Alliance

52/16-17 Vice-Chancellor's Action

RECEIVED:

Actions undertaken by the Vice-Chancellor on behalf of the Senate since its last meeting, (S.38/16-17).

53/16-17 Revisions to Ordinances and Regulations

CONSIDERED:

- (a) Proposed amendments to Ordinance 7, on the Constitution of the Boards of the Faculties, for the second time (S.74/15-16).

RESOLVED:

That the proposed amendments to Ordinance 7, on the Constitution of the Boards of the Faculties as set out in paper S.74/15-16 be approved.

- (b) Proposed amendments to Ordinance 13, on Degrees and Diplomas, for the second time (S.14/16-17).

RESOLVED:

That the proposed amendments to Ordinance 13, on Degrees and Diplomas as set out in paper S.14/16-17 be approved.

- (c) A paper from the Registrar proposing amendments to Regulation 2.2 Governing the Election of Representatives of the Boards of the Faculties to Membership of the Senate to better reflect Statute (S.39/16-17).

RESOLVED:

That the proposed amendments to Regulation 2.2 be approved as set out in paper S.15/16-17.

54/16-17 Election of a member of the Board of the Faculty of Science to the Senate

RECEIVED:

That a vacancy for a representative of the Board of the Faculty of Science on the Senate had arisen, due to Professor A Rodgers stepping down and that Professor R Goodwin, Head of the Department of Psychology, had been elected as a replacement.

55/16-17 Student and alumni deaths

RECEIVED:

That the University had been informed of the deaths of the following alumni since the last meeting of the Senate held on 5 October 2016:

Mr Richard Cummins, BSc in Management 2005-2009

Mr Raymond Dyde, LLB Law 1973-1976

Mr Matthew Leigh Fudge, BEng Computer Systems Engineering 1993-1996 and
MSc Computer Science 1996-1997

Miss Carol Izzard, BSc Mathematics 1981-1984

Mr Michael Reynolds, LLB Law 1976-1979

56/16-17 Date of the next meeting

RECEIVED:

That the next meeting of the Senate would be held at 2.00pm on Wednesday 15 March 2017 in the Council Chamber, Senate House.

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