

UNIVERSITY OF WARWICK

Board of the Faculty of Social Sciences

Minutes of the meeting held on 1 June 2011

Present: Professor Christina Hughes (Chair), Professor Miguel Beistegui, Professor Peter Corvi, Professor Julio Faundez, Dr Christine Harrison, Dr Claudia Harsch, Professor Christopher Hughes, Professor Norman Ireland, Professor Danielle Joly, Dr David Lamburn, Professor Roger Leng, Professor Robert Lindley, Professor Geoff Lindsay, Professor Rebecca Probert, Professor Andrew Reeve, Professor Jeremy Smith, Professor Helen Spencer-Oatey, Ms Ann Stewart, Professor Mark Taylor, Professor Michael Waterson, Dr Caroline Wright.

Apologies: Dr Ann Adams, Professor Richard Aldrich, Dr Clare Anderson, Professor Stephen Brammer, Mr Anthony Brewerton, Professor Al-Quassim Cassam, Professor Mick Carpenter, Dr Donna Chung, Dr Catherine Constable, Professor Artur Czumaj, Ms Erin Davies, Mr Alexander di Mascio, Dr Renske Doorenspleet, Mr Robin Green, Dr Steve Kettell, Professor Michael Luntley, Dr Fiona MacCallum, Professor Paul Marginson, Professor Abhinay Muthoo, Professor Robin Naylor, Professor Nigel Piercy, Dr Paul Raffield, Professor Christopher Read, Professor Leonard Seabrooke, Professor Jonathan Tritter, Dr Joe Winston, Dr Christine Wilkie-Stibbs, Professor David Wray, Dr Michael Wyness.

In attendance: Ms R Roke, Ms H Wollerton.

31/10-11 Minutes

RESOLVED:

That the minutes of the meeting held on 9 February 2011 be approved.

32/10-11 Matters Arising

(a) CEDAR Advisory Board

REPORTED:

That Professor Christopher Read, representative of the Department of History on the Board of the Faculty of Social Sciences, had agreed to serve on the Advisory Board for the Centre for Educational Development Appraisal and Research for 2010/11.

(b) Committee Elections – Academic Quality and Standards Committee

REPORTED:

(i) That Professor Christopher Hughes had been appointed as the representative for the Board of the Faculty of Social Sciences on the Academic Quality and Standards Committee for the remainder of the academic year 2010/11;

- (ii) That the Chair would approach eligible members with a view to identifying an appropriate representative of the Board of the Faculty of Social Sciences to sit on the Academic Quality and Standards Committee for 2011/12.

(c) The Role of Faculty Chairs

REPORTED:

That the following was reported at the meeting of the Senate on 16 March 2011 (draft minute S.55/10-11 refers):

S.55/10-11 Appointment Process for Faculty Chairs

(a) Revised Appointment Process for Faculty Chairs from 2011/12

RECEIVED:

A report on the appointment process for Faculty Chairs from 2011/12 onwards (S.26/10-11).

REPORTED: (by the Vice-Chancellor)

- (i) That a recommendation of the Harris report had been that the role of the Faculty Chair be reviewed.
- (ii) That the proposals had been reviewed by the Steering Committee and were subsequently considered by the Boards of the Faculties, whose comments were incorporated into S.26/10-11, together with revised role descriptions for the Faculty Chairs.
- (iii) That the new process would be implemented during the summer term for recruitment to the role of the Chairs of the Boards of the Faculties of Science and Arts.

(b) Regulation 2.1 for the Timetable of Committee Elections

CONSIDERED:

Proposed amendments to Regulation 2.1 for the Timetable of Committee Elections (S.38/10-11).

RESOLVED:

That the amendments to Regulation 2.1 for the Timetable of Committee Elections be approved and recommended to the Council as set out in S.38/10-11, in light of the proposed change in processes for the appointment of Chairs of the Faculty Boards.

33/10-11 Chair's Business

(a) Outgoing Chair of the Undergraduate Studies Committee of the Board of the Faculty of Social Sciences

REPORTED (By the Chair):

That, on behalf of members of the Board, the Chair wished to extend her thanks to Dr Steve Kettell as outgoing Chair of the Undergraduate Studies Committee.

(b) Warwick Institute of Public Policy

REPORTED (By the Chair):

- (i) That the closing date for applications for the post of Director of the Warwick Institute of Public Policy was 27 May and it was the intention to make an appointment from 1 October 2011;
- (ii) That the Chair would provide a further update at the next meeting of the Board in the autumn term.

(c) Research Centre Governance

REPORTED (By the Chair):

- (i) That Professor Lindley wished to raise an issue regarding the proposed changes to the governance of research centres as set out in paper RC.39/10-11 (circulated to members at the meeting);

(By Professor Robert Lindley):

- (ii) That, in the past, the Faculty Board had assumed responsibility for overseeing research centre governance, including the establishment and disestablishment of centres;
- (iii) That it was not clear from the proposals whether issues regarding the governance of research centres would be considered by the Faculty Board prior to a decision being taken by the Research Committee.

RESOLVED:

That clarification should be sought on the role of the Faculty Board in the governance of research centres and associated processes under the new proposals.

(d) ESRC Doctoral Training Centre

REPORTED (By the Chair):

- (i) That Professor Lee Bridges had been appointed as the Interim Director of the ESRC Doctoral Training Centre until the end of August 2011;

- (ii) That the job description for the role of the permanent Director would be confirmed shortly, noting that this would be a 0.3 FTE seconded post funded initially through the Strategic Investment Fund;
- (iii) That the work of the Doctoral Training Centre would also be supported by a 0.5 FTE Administrator;
- (iv) That the ESRC Doctoral Training Centre had been officially launched during the Festival of Social Sciences;
- (v) That the allocation of studentships across all contributing departments had now taken place, noting that the ESRC grant was based on an average of 3.5 years of funding per studentship;
- (vi) That the draft details of the Faculty-based training programme had been circulated for comment and feedback and Professor Bridges was currently awaiting departmental feedback on the content of modules and an indication of the number of students from each department who would take up the training;
- (vii) That the website for the Doctoral Training Centre was currently in development;
- (viii) That meetings regarding the collaborative element of the Doctoral Training Centre had been held with the Universities of Birmingham and Nottingham and a meeting with the University of Oxford would take place shortly;
- (ix) That contributing departments had been requested to identify their primary contact for the Doctoral Training Centre and any relevant contacts in partner institutions, particularly at advanced level.

RESOLVED:

That all departments contributing to the ESRC Doctoral Training Centre were requested to consider ways in which to establish the 20% of collaborative studentships.

(e) Social Science Research Hubs

REPORTED (By the Chair):

- (i) That members of the Board would be aware of activities to develop a series of 'Global Priority Programmes' across the University;
- (ii) That four priority areas had been put forward by the Faculty of Social Sciences and these were: Public Policy; Global Governance, Individual Behaviour; and International Development;
- (iii) That the purpose of developing the priority programmes was to increase the University's preparedness to respond to research council calls for bids in key areas and to showcase areas of current or potential research strength across the University;

- (iv) That discussions were currently taking place with departments across the Faculty to identify lead academic staff and others to be involved in each priority area, noting that the Chair had contacted each Head of Department in the Faculty in this regard;
- (v) That the persons identified to lead in each priority area would be required to develop a strategic plan and to consider relevant bids to, for example, the Strategic Investment Fund;
- (vi) That some priority areas had been developed in more detail than others at present;
- (vii) That further discussions would take place at the meeting of Heads of Departments in the Faculty to be held in the week commencing 6 June 2011 and the potential for wider collaboration across with departments in other faculties would continue to be discussed.

(f) Festival of Social Sciences 2011.

REPORTED (By the Chair):

- (i) That participation in the sessions offered as part of the 2011 Festival of Social Sciences had been good;
- (ii) That the Festival's increased web presence had been a positive development this year;
- (iii) That there was a proposal that the Faculty should hold the Festival again in 2013;
- (iv) That there was need to improve further the departmental involvement in sessions in future years;
- (v) That there were some concerns regarding the proposal to hold the Festival in the autumn term due to the summer vacation period but consideration could be given to holding the Festival during the Spring Term reading week to allow for greater levels of participation from undergraduate students.

(By Professor Roger Leng):

- (vi) That the current timing of the Festival in the summer term could be reviewed, with the potential to move the Festival to the autumn term, in order to ensure greater levels of participation from undergraduate students;

(By Professor Robert Lindley):

- (vii) That members of the Board should extend their thanks to the Chair, members of the Festival organising committee and the supporting administrators for the work undertaken to coordinate the event;

(By Professor Julio Faundez)

- (viii) That the Festival should consider adopting the overarching theme of 'impact' in 2013.

34/10-11 First Year Board of Examiners 2010/11

- (a) Membership of the First Year Board of Examiners

RECEIVED:

The Departmental membership of the First Year Board of Examiners for the Faculty of Social Sciences for the academic year 2010/11 (for meetings in June and September 2011), paper BFSS.21/10-11.

- (b) Undergraduate Examination Conventions for the First Year Board of Examiners

RECEIVED:

The conventions for the First Year Board of Examiners of the Faculty of Social Sciences, paper BFSS.58/03-04 (revised).

- (c) Departmental Examination Conventions

RECEIVED:

The Departmental examination conventions for first year assessed courses and re-sit examinations undergraduate examination conventions for the First Year Board of Examiners 2010/11, paper BFSS.33/09-10 (revised).

35/10-11 Faculty Appointments and Elections for 2011/12

- (a) Appointment of the Chair of the Faculty Board

CONSIDERED:

The recommendation of the Vice-Chancellor that Professor Christina Hughes serves as Chair of the Faculty Board for 2011/12.

RESOLVED:

That Professor Christina Hughes be appointed as Chair of the Board of the Faculty of Social Sciences for 2011/12

- (b) Elections to Board of the Faculty of Social Sciences and its Sub-Committees

CONSIDERED:

Nominations to the Board of the Faculty of Social Sciences and its Sub-Committees for the academic year 2011/12 (Paper BFSS.1/10-11 (revised)), together with a proposal for appointment to any vacancies in the Board's

Committees to be approved by the Chair on behalf of the Board during the summer months.

RESOLVED:

That the membership of the Board of the Faculty of Social Sciences for the academic year 2011/12 be as follows, noting that any vacancies would be resolved by correspondence and reported to the Senate at its meeting in October 2011:

(i) Board of the Faculty of Social Sciences

Chair	Professor Christina Hughes (Sociology)
Deputy Chair	TBC

The Vice-Chancellor (<i>ex officio</i>)	Professor Nigel Thrift
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The Head and three other permanent full-time members of academic staff appointed by and from the members of the Departments of:

Economics (Head +3)	Professor Abhinay Muthoo TBC TBC TBC
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Sociology (Head + 3)	Professor David Wilson TBC TBC TBC
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Politics and International Studies (Head + 3)	Professor Christopher Hughes TBC TBC TBC
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The Head and three other permanent full-time members of academic staff appointed by and from:

Warwick Business School (Head +3)	Professor Mark Taylor Professor Martin Parker Professor Stephen Brammer Professor Nigel Piercy
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School of Law (Head+3)	Professor Alan Norrie TBC TBC TBC
Institute of Education (Head +3)	TBC TBC TBC TBC
<i>The Head and two other permanent full-time members of academic staff appointed by and from the Departments of:</i>	
Philosophy (Head +2)	Professor Quassim Cassam Professor Keith Ansell-Pearson Dr Fabienne Peter
School of Health & Social Studies (Head +2)	Dr Christine Harrison TBC TBC
One representative of the Department of Psychology	Dr Claudie Fox
Centre for Applied Linguistics (Director or nominee plus one)	Professor Helen Spencer-Oatey Dr Claudia Harsch
Centre for Educational Development Appraisal & Research (Director)	Professor Geoff Lindsay
Centre for Lifelong Learning (Director or nominee)	Dr David Lamburn
Industrial Relations Research Unit (Director or nominee)	Professor Paul Marginson
Institute for Employment Research (Director or nominee)	Professor Robert Lindley
Centre for Education & Industry (Director)	Professor Geoff Lindsay
Centre for the Study of Globalisation and Regionalisation (Director or nominee)	TBC
Representative of Department of History (nominated by the Head)	Dr Mia Lee

Chair of the Undergraduate Studies Committee of the Faculty of Social Sciences (<i>ex officio</i>)	TBC
Chair of the Graduate Studies Committee of the Faculty of Social Sciences (<i>ex officio</i>)	Ms Ann Stewart
Chair of the IT Committee of the Faculty of Social Sciences (<i>ex officio</i>)	Professor Jeremy Smith (Economics)
Full-time member of academic staff appointed by and from the Board of the Faculty of Arts	TBC
Full-time member of academic staff appointed by and from the Board of the Faculty of Medicine	Dr Ann Adams (term 1) (terms 2-3 TBC)
Full-time member of academic staff appointed by and from the Board of the Faculty of Science	TBC
Undergraduate Student Member	TBC
Postgraduate Student Member	TBC
Library Observers	Mr Robin Green Mr Antony Brewerton
Up to five co-opted members, being permanent full-time members of the academic staff, subject to the approval of the Senate	TBC TBC TBC TBC if required TBC if required

(ii) Undergraduate Studies Committee of the Board of the Faculty of Social Sciences

Chair **TBC**

One member from each of the teaching Departments/Schools within the Faculty:

Centre for Applied Linguistics	Mr Peter Brown
Department of Economics	TBC
Institute of Education	TBC
School of Law	TBC
Centre for Lifelong Learning	Ms Sarah Hattersley

Department of Philosophy	Dr Christoph Hoerl
Department of Politics & International Studies	TBC
Department of Sociology	TBC
Warwick Business School	Professor Peter Corvi
One student representative	TBC

(iii) Graduate Studies Committee of the Board of the Faculty of Social Sciences

Chair **Ms Ann Stewart**

One member from each of the teaching Departments/Schools within the Faculty:

Centre for Applied Linguistics	Dr Malcolm MacDonald
Department of Economics	TBC
School of Health & Social Studies	TBC
Institute of Education	TBC
Institute for Employment Research	TBC
School of Law	Ms Ann Stewart
Centre for Lifelong Learning	Mr Phil McCash
Department of Philosophy	Professor Peter Poellner
Department of Politics & International Studies	TBC
Department of Sociology	TBC
Warwick Business School	Professor Nigel Piercy
One student representative	TBC

(iv) Faculty of Social Sciences IT Committee

Chair **Professor Jeremy Smith**

One member from each of the teaching Departments/Schools within the Faculty:

Centre for Applied Linguistics	Mr Andrew Smith
Department of Economics	Professor Jeremy Smith
School of Health & Social Studies	TBC
Institute of Education	TBC
Institute for Employment Research	TBC
School of Law	TBC
Centre for Lifelong Learning	Mrs Michele Archer
Department of Philosophy	Dr Steven Butterfill
Department of Politics & International Studies	TBC
Department of Sociology	Dr Richard Lampard
Warwick Business School	Mr Michael Eardley

(c) Nominations to Other University Committees

CONSIDERED:

Nominations from the Faculty to serve on University Committees for the academic year 2011/12 (Paper BFSS.1/10-11 (revised)), together with a proposal for the appointment to or recommendation of nominations for any vacancies be approved by the Chair on behalf of the Board during the summer months.

RESOLVED:

That the following representatives of the Faculty of Social Sciences serve on the University Committees as indicated:

(i) Board of Graduate Studies

Eight members of academic staff, two appointed by each of the Boards of the Faculties of Arts, Science, Medicine and Social Sciences, normally from amongst the members of the Graduate Studies Sub-Committees:

TBC
TBC

(ii) Board of the Faculty of Science

One permanent full-time member of academic staff elected by and from the Board of the Faculty of Social Sciences:

TBC

(iii) Board of the Faculty of Medicine

One member of academic staff elected by and from the Board of Social Sciences:

TBC

(iv) Board of the Faculty of Arts

Three permanent full-time members of academic staff one elected by and from the Board of the Faculty of Science, one elected by and from the Board of the Faculty of Social Sciences and one elected by and from the Board of the Faculty of Medicine:

TBC

(v) Information Policy and Strategy Committee

Four members of the academic staff appointed by the Boards of the Faculties – one per Faculty:

Professor Jeremy Smith, Department of Economics

- (vi) Collaborative, Partnership, Flexible and Distributed Learning Sub-Committee of the Academic Quality and Standards Committee

Two representatives from each of the Faculties:

Centre for Applied Linguistics, Dr Seongsook Choi

TBC

- (vii) Humanities and Social Sciences Research Ethics Committee

Four members of the Faculty of Social Sciences:

Centre for Applied Linguistics	Dr Malcolm MacDonald
School of Law	TBC
School of Health and Social Studies	TBC
Department of Philosophy	TBC

- (viii) International Committee

One representative from the Board of the Faculty of Social Sciences:

School of Law **Ms Ann Stewart**

- (ix) Undergraduate Studies Committee of the Board of the Faculty of Arts

One representative from the Board of the Faculty of Social Sciences:

TBC

- (x) University Health and Safety Committee

One Member of the Faculty of Social Sciences appointed by the Chair of the Faculty of Social Sciences:

Warwick Business School **Ms Lisa Burton**

- (xi) E-Learning Steering Group

Two members of the academic staff from each of the Faculties, appointed by the Boards of the Faculties:

TBC

TBC

RECOMMENDED: (to the Senate)

That the following representatives of the Faculty of Social Sciences serve on the University Committees for 2011/12 as indicated, with a proposal that vacancies

would be resolved by correspondence and further representatives recommended to the Senate in October 2011:

(i) First Year Board of Examiners

Two members appointed by and from the permanent full-time and part-time members of the teaching staff of each Department within the Faculty; one member appointed by and from the permanent full-time and part-time members of the teaching staff of each Department responsible for first-year courses taken by Social Sciences students but not included above; up to three other members appointed on the nomination of the Board of the Faculty).

Chair (Chair of USC <i>ex officio</i>)	TBC
Applied Linguistics	Mr Peter Brown
Economics	TBC
	TBC
History	Dr Daniel Branch
School of Law	TBC
School of Law	TBC
Centre for Lifelong Learning	Dr Fergus McKay
Philosophy	Dr Johannes Roessler
Economics (PPE)	TBC
Politics and International Studies	TBC
Sociology	TBC
Warwick Business School	Professor Peter Corvi
Psychology	Professor James Tresilian

(ii) Undergraduate Appeals Committee Panel

Members of academic staff from the Faculty of Social Sciences appointed by the Senate on the recommendation of the Faculty Board

Chair	TBC
TBC	TBC
Warwick Business School	Dr Andrew Martin
TBC	TBC
TBC	TBC
Centre for Lifelong Learning	Dr Fergus McKay
Philosophy	Dr Guy Longworth
TBC	TBC
TBC	TBC
TBC	TBC
Centre for Applied Linguistics	Ms Tilly Harrison

(iii) Graduate Appeals Committee Panel

Up to 20 members of academic staff appointed by the Senate on the recommendation of the Faculty Board – up to 5 from each Faculty

TBC	TBC
Centre for Applied Linguistics	Dr Annamaria Pinter
TBC	TBC
TBC	TBC
TBC	TBC

(iv) Panel for the Admission of Students to Courses of Study

Up to 2 full-time members of academic staff from the Faculty appointed by the Senate on the recommendation of the Faculty Board

TBC	TBC
Centre for Lifelong Learning	Dr Fergus McKay

(v) Investigating Committee into Cases of Suspecting Cheating

Up to five members of academic staff from each of the Faculties appointed by the Senate on the recommendation of the Faculty Boards

TBC	TBC
TBC	TBC
TBC	TBC
Centre for Applied Linguistics	Ms Tilly Harrison
Centre for Education & Industry	Professor Prue Huddleston

(d) Representation of the Faculty on the Senate

REPORTED:

- (i) That there was one vacancy for a member of the Board of the Faculty of Social Sciences to represent the Board on the Senate from 1 August 2011 until 31 July 2014 as the appointment of Dr Christine Harrison would end on 31 July 2011;
- (ii) That a further vacancy for a member of the Board of the Faculty of Social Sciences to represent the Board on the Senate from 1 August 2011 had arisen due to Professor Mark Harrison, Department of Economics, stepping down from his role as Deputy Chair and co-opted member of the Faculty Board;
- (iii) That the continuing members of the Senate appointed by the Board of the Faculty of Social Sciences were as follows, noting that the continuation of

Professor Faundez as a member of the Senate appointed by the Board would be dependent on his reappointment as a representative of the School of Law on the Board:

Politics and International Studies	Professor Christopher Hughes (2013)
School of Law	Professor Julio Faundez (2012)
Department of Economics	Professor Abhinay Muthoo (2012)
Warwick Business School	Professor Mark Taylor (2013)

- (iv) That the following call for nominations was sent to members of the Board on 27 May 2011 with the deadline for nominations being noon on 31 May 2011:

In line with Regulation 2.2, I am hereby calling for nominations to represent the Board of the Faculty of Social Sciences on the Senate for the period 1 August 2011 to 31 July 2014.

Nominations must come from among the 2011/12 membership of the Board of the Faculty of Social Sciences. Any member of the Board of the Faculty is eligible to be appointed to represent the Board on the Senate, provided that, in accordance with the provisions of Statue 19(1), the majority of the representatives appointed by the Board shall be Professors and Heads of Departments. Candidates must be nominated and seconded by members of the Board, with the written consent of the nominee.

If more than one nomination is received, a ballot of members of the Board will be held at the meeting on 1 June 2011.

CONSIDERED:

The appointment of one representative of the Board of the Faculty of Social Sciences on the Senate for the period 1 August 2011 to 31 July 2014.

RESOLVED:

- (v) That Professor A Norrie from the School of Law be appointed to representative of the Board of the Faculty of Social Sciences on the Senate until 31 July 2014.
- (vi) That, in accordance with regulation 2.2 (clauses 6-12), Governing the Election of Representatives of the Boards of the Faculties to Membership of the Senate, a by-election would be held by means of a postal ballot within the next three weeks in order to elect a further representative to the Senate from the Board.

36/10-11 Departmental Module Approval Processes

RECEIVED:

- (a) Extracts from the minutes of the Academic Quality and Standards Committee at its meetings on 8 December 2010 and 2 March 2011, paper BFSS.22/10-11;

- (b) The operational process for implementing the Audit of Module Approval Processes to be undertaken by the respective Faculty Sub-Committees and an accompanying schedule of audit activities to be undertaken by the Faculty Sub-Committees, paper BFSS. 23/10-11;
- (c) A Teaching Quality update to Heads of Departments regarding the development of a University-wide module catalogue and an electronic course and module workflow solution, paper BFSS.24/10-11.

RESOLVED:

That the audit schedule to be adopted by the Faculty Sub-Committees should be circulated to all Heads of Departments in the Faculty for information.

37/10-11

SSLC Annual Reports

REPORTED:

- (a) That the following was reported at the meeting of the Board of Undergraduate Studies held on 23 February 2011 (minute BUGS 17/10-11 refers):

BUGS 17/10-11 SSLC Coordinators' Annual Reports

CONSIDERED:

The Undergraduate Student-Staff Liaison Committee Annual Report 2010, paper BUGS.10/10-11.

RESOLVED:

- (a) That the Chair be asked to consult with the Pro-Vice Chancellor (Education and Student Experience) concerning the points raised regarding feedback to students, with a view to the Institute of Advanced Teaching and Learning (IATL) being asked to provide further guidance or training to staff regarding feedback;
 - (b) That the Chair be asked to write to the Senior Tutor in relation to the further promulgation of the Personal Tutor Guidelines with a view to exploring how members of academic staff might be incentivised to fully comply with the expectations set out in the guidelines.
- (b) That the following was reported at the meeting of the Board of Graduate Studies held on 24 February 2011 (minute BGS 63/10-11 refers):

RECEIVED:

A report from the Education Officer on the 2009/10 Postgraduate Student-Staff Liaison Committee (paper BGS.39/10-11).

REPORTED:

- (a) That the timeliness with which marked work was returned was of concern;
- (b) That brief and inadequate feedback offering no direction for improvement was of concern;
- (c) That a suggestion was made that the Institute of Advanced Teaching and Learning might lead on developing innovative training guidelines on feedback;
- (d) That ITS were exploring the development of an e-feedback tool, to complement, not to replace, 1-2-1 feedback;
- (e) That some MA and MSc students appeared to struggle with initial assignment requirements and would benefit from further guidance to facilitate transfer from the Bachelor's to the Master's level, noting that some departments offered the possibility of "tester" assignments;
- (f) That there was currently a lack of clarity over course costs beyond fees;
- (g) That concern was raised regarding noise levels in the Library and general lack of workspace on campus;
- (h) That links with alumni networks needed strengthening;
- (i) That lack of contractual flexibility on the part of Warwick Accommodation negatively influenced students' ability and willingness to undertake placements or study abroad, noting that it was suggested that the University might explore the designation of certain accommodation for short let purposes to address this.

RESOLVED:

- (j) That the Board fully endorsed University policy on providing feedback, noting the expectations that work with feedback should be returned within four weeks;
- (k) That SSLCs be reminded to invite representatives from Student Careers and Skills to their meetings.

RECOMMENDED:

That the issue of accommodation contracts for students wishing to undertake a period of placement or study abroad be looked into by the Pro Vice-Chancellor (Student Experience).

Annual Course Review Reports

REPORTED:

- (a) That the following was reported at the meeting of the Board of Undergraduate Studies held on 23 February 2011 (minute BUGS 14/10-11 refers), noting that the report relating to undergraduate courses had also been considered by the Undergraduate Studies Committee for the Faculty of Social Sciences and that the reports relating to postgraduate research and postgraduate taught courses had been considered by the Graduate Studies Committee for the Faculty of Social Sciences:

BUGS 14/10-11

Annual Course Review Reports

CONSIDERED:

- (a) A Summary Report of the Undergraduate Annual Course Review Reports submitted by Departments in the Faculty of Arts for the academic year 2009/10 (paper AUSC 7/10-11);
- (b) A Summary Report of the Undergraduate Annual Course Review Reports submitted by Departments in the Faculty of Science for the academic year 2009/10 (paper SFS 15/10-11);
- (c) A Summary Report of the Undergraduate Annual Course Review Reports submitted by Departments in the Faculty of Social Sciences for the academic year 2009/10 (paper UFSS 50/10-11).

RESOLVED:

- (a) That the Chair be asked to write to the Senior Tutor to bring to his attention students' concerns in relation to the allocation of personal tutors for students on joint degrees;
- (b) That it be noted that the Board supported the idea of universal electronic submission of assessed work and the ongoing development work by IT Services regarding on-line marking and feedback facilities should further encourage this;
- (c) That the points raised about wireless access in the Humanities Building be referred to the Director of IT Services and Estates for their consideration;

- (d) That the Chair be asked to consult with the Pro-Vice-Chancellor (Education and Student Experience) concerning the points raised about contact hours, particularly in the Faculty of Arts;
- (e) That staff and student concerns regarding the reported lack of availability of large lecture space and the issue of workspace in the Biomedical Grid, be brought to the attention of the Space Management and Timetabling Office;
- (f) That the Chair be asked to consider the current guidelines relating to peer assessment and whether there is a need for the Board to consider this issue further;
- (g) That the Department of Economics be asked to confirm that its revised module provision had met student concerns about the range of module choice.

RESOLVED:

- (a) That the Board noted that contact hours would continue to be a wider issue of interest for students and thus for departments, particularly under the new tuition fee regime;
- (b) That the Chair should request that the Teaching Quality team circulate the number of contact hours by department within the Faculty of Social Sciences to all Heads of Department, along with a clarification of those elements currently included within the definition of contact hours;
- (c) That the Board noted that the point recorded under resolution BUGS 14/10-11(g), regarding module provision within the Department of Economics, had not been raised in any of the formal annual course review reports and thus clarification of this point was being sought with the secretariat of the Board of Undergraduate Studies.

(b) PGR Annual Course Review Reports

REPORTED:

That the following was reported at the meeting of the Board of Graduate Studies meeting held on 24 February 2011 (minute BGS 60/10-11 refers):

BGS 60/10-11 Annual Course Review Reports

CONSIDERED:

The summary PGR Annual Course Review Reports prepared by each of the Faculty Graduate Studies Committees, as follows:

- (a) Arts (paper AGSC 22a/10-11);
- (b) Science (paper SGS 62/10-11);
- (c) Social Science (paper GFSS 110/10-11).

REPORTED:

- (a) That standard issues were reported, notably difficulties in accessing funding, difficulties in accessing space (office, study) and issues surrounding completion and progression;
- (b) That the School of Law had a clear policy regarding supervision of PhD students whose supervisors go on study leave to ensure continuous supervision, contrary to the statement contained in paper GFSS 110/10-11, noting that this would be reflected in the revised Graduate Studies Committee of the Faculty of Social Sciences minutes;
- (c) That the Graduate Studies Committee of the Faculty of Social Sciences would clarify in its revised minutes issues raised with regard to PhD supervision and staff workload at the department of Politics and International Studies, paragraph f, section 3, paper GFSS 110/10-11;
- (d) That most departments reported difficulties with securing funding for overseas students, noting that although the Research Councils were beginning to address the problem, Research Council funding would be at the Home/EU fee level;
- (e) That the departments should be asked in their next report to comment on their ability to meet the University's goal of doubling the number of postgraduate research students outlined in the refreshed University Strategy;
- (f) That the summary PGT annual course review reports prepared by each of the Faculty Graduate Studies Committees were due for the meeting of the Board on 9 June 2011.

39/10-11 Items Received Without Further Discussion

(a) Report from the Faculty Undergraduate Studies Committee

The unconfirmed minutes of the meeting of the Faculty Undergraduate Studies Committee held on 11 May 2011, paper BFSS.25/10-11.

(b) Report from the Faculty Graduate Studies Committee

The unconfirmed minutes of the meeting of the Faculty Graduate Studies Committee held on 17 May 2011, paper BFSS.26/10-11.

(c) Report from the Faculty IT Committee

The unconfirmed minutes of the meeting of the Faculty IT Committee held on 18 May 2011, paper BFSS.27/10-11.

(d) Report from the Faculty Teaching and Learning Forum

The minutes of the meeting of the Faculty Teaching and Learning Forum held on 12 May 2011, paper BFSS.28/10-11.

(e) Report from the Faculty Research Committee

The minutes of the meeting of the Faculty Research Committee held on 9 February 2011, paper BFSS.29/10-11.

(f) Report from the University Research Committee

The minutes of the meeting of the University Research Committee held on 10 May 2011, paper BFSS. 30/10-11.

40/10-11

Faculty Lunch

REPORTED:

- (a) That the Summer Term Faculty Lunch would be held on Wednesday 22 June 2011 from 12.30pm in the Social Sciences Lounge, D2.03, Warwick Business School;
- (b) That the lunch would be held jointly with the Faculty of Arts on this occasion.

41/10-11

Date of Next Meeting

REPORTED:

That the next Faculty Board meeting would take place in the autumn term on a date to be confirmed.