

UNIVERSITY OF WARWICK

Board of the Faculty of Social Sciences

Minutes of the Meeting held on Thursday 24 May 2012

**Present:** Professor C Hughes (Chair), Dr I Abbott, Dr K Haywood, Dr C Hersch, Professor C Hoerl, Professor C Hughes, Dr D Lamburn, Professor G Lindsay, Professor R Naylor, Professor N Piercy, Professor A Reeve, Professor H Spencer-Oatey, Ms A Stewart, Dr Z Stemplowska, Professor M Waterson.

**In attendance:** Ms Y Salter Wight (for item 37/11-12), Ms N Muckle, Ms R Lambert.

**Apologies:** Professor K Ansell-Pearson, Professor S Brammer, Professor S Breslin, Professor A Cassam, Professor P Burnell, Professor N Charles, Professor M Carpenter, Professor D Firth, Dr C Fox, Professor R Leng, Professor A Muthoo, Professor A Norrie, Professor M Parker, Professor P Raffield, Dr R Salzberg, Professor J Smith, Professor M Taylor, Dr C Wright, Dr F Peter, Professor K Seers, Dr C Harrison.

31/11-12 Minutes

CONSIDERED:

The minutes of the meeting of the Board held on 8 February 2012.

RESOLVED:

That the minutes be approved.

32/11-12 Matters Arising

(a) Research Income (minute 21/11-12 refers)

REPORTED:

That the Chair has written to all Heads of Departments to underline the importance of activity to improve research income across the Faculty.

(by the Chair)

That research income would be on the agenda for the Faculty Heads of Departments meeting to be held on 24<sup>th</sup> May to consider ways in which income levels can be improved across the Faculty.

- (b) REF Impact Officer (minute 22(c)/11-12 refers)

REPORTED:

That the Faculty REF Impact Officer post had been successfully recruited to, and that the post holder, Katy Wilkinson, had taken up the post on Monday 21 May 2012.

(by the Chair)

That funding was still available from the Faculty HEIF fund for impact-related initiatives, noting that the fund would need to be spent by the end of July 2012.

RESOLVED:

That colleagues interested in applying for HEIF impact funding should contact Ms Nickie Muckle, Faculty Research Development Manager, for further information.

33/11-12 Chairs Business

- (a) Thanks to Dr Hoerl

REPORTED: (by the Chair)

That Dr Hoerl would be stepping down as Chair of the Undergraduate Sub-Committee of the Board of the Faculty of Social Sciences at the end of this academic year, and as such thanks were to be recorded to Dr Hoerl for his hard work and professionalism in his Chairmanship of the Committee.

34/11-12 Teaching and Learning Review: Faculty Engagement

REPORTED:

- (a) That the Steering Committee considered the outcomes of each of the Faculty Engagements at its meeting on Monday 14 May 2012;
- (b) That Heads of administrative offices have provided initial responses to the outcomes of the Faculty Engagement for consideration by the Faculty Boards.

CONSIDERED:

- (c) A paper from the Assistant Registrar (Institutional Review) on the outcomes of the Faculty Engagements (paper BFSS.14/11-12), alongside the following additional reports:
- (i) A paper considered by the Steering Committee at its meeting on 14 May 2012 regarding the outcomes of the Faculty Engagement, (paper SC.339/11-12)

- (ii) The report of the Faculty of Social Sciences Teaching and Learning Review Engagement Day (paper TLR.98/11-12)
- (iii) A response to the outcomes of the Faculty Engagements from Teaching Quality, (paper AQSC.93/11-12)
- (iv) A response to the outcomes to the Faculty Engagements from the Academic Office, (paper AQSC.94/11-12)
- (v) A response to the Faculty Engagements from the Senior Tutor, (paper AQSC.95/11-12)
- (vi) A response to the Faculty Engagements from the Director of IT Services, (paper AQSC.96/11-12)
- (vii) A response to the Faculty Engagements from the Director of Student Careers and Skills, (paper AQSC.97/11-12)

REPORTED: (by the Chair)

- (d) That the Faculty report of the outcomes of the Engagement Day highlighted a good number of projects to be taken forward by the Faculty over the coming months;
- (e) That it was proposed that the Faculty Board convene a Working Group, to include a cross-section of colleagues from the Faculty, to undertake an initial consideration of the recommendations from the report, and to co-ordinate the progression of projects;
- (f) That the Chair of the Board of the Faculty would contact colleagues in due course to request nominations for membership of the Working Group.

(by Professor Andrew Reeve)

- (g) That it would be important for a single body to have an overarching view of the projects initiated as a result of the Teaching and Learning Review, and responsibility for progression of projects, in order to make best use of available capacity within the Faculty.

RESOLVED:

- (a) That the report of the Faculty of Social Sciences Teaching and Learning Review Engagement Day (paper TLR.98/11-12), be approved.
- (b) That the responses to the outcomes of the Faculty Engagement be noted.

35/11-12

#### Format of Future Reviews of Departments

CONSIDERED:

A paper from the Assistant Registrar (Institutional Review) detailing the proposed approach for the future review of departments, (paper BFSS.15/11-12).

REPORTED: (by the Chair)

- (a) That it has been proposed that the full-institution format of the Teaching and Learning Review which was undertaken in November 2012 be adopted as the formal departmental review process moving forward, noting that the undertaking simultaneous reviews of all academic departments across the institution had been incredibly valuable;
- (b) That reviews would be undertaken on a 5 year cycle, with dates of reviews being confirmed well in advance to enable adequate preparation time for departments;
- (c) That within this framework there would be scope to undertake individual departmental reviews outwith the 5 year cycle should it be deemed necessary.

(by Dr D Lamburn)

- (d) That mini-institutional reviews focussed on a specific topic or theme of interest may also be undertaken time-to-time.

(by Dr Ian Abbot)

- (e) That the key point would be to ensure that adequate notice be given to departments ahead of the review, it being noted that the relative lack of notice for the recent Institutional Teaching and Learning Reviews had been a particular issue for departments.

RESOLVED:

That the Board's support for the proposal contained in paper BFSS.15/11-12 be recorded.

36/11-12 Learning and Teaching Strategy

REPORTED:

That a revised Learning and Teaching Strategy was in the process of being developed in light of the refreshed Vision 2015 and the outcomes of the Institutional Review and that a sub-group of the Faculty would be convened to review the draft Strategy on behalf of the Faculty Board.

(by Professor R Naylor)

- (a) That it would be a significant improvement to have a more strategically focussed agenda for Teaching and Learning Committees, as there was currently too much operational focus within agenda.

(by Dr C Hoerl)

- (b) That the delegation of module approval to departments had been a great improvement to the Undergraduate Sub-Committee of the Board in opening up capacity for more strategically focussed discussions;

- (c) That consideration should perhaps be given to the value of Annual Course Reports being considered by the Sub-Committee, it being noted that this had not been viewed as a valuable activity when it was undertaken in 2011/11, it being noted that the process had been postponed for the current academic year due to the Institutional Review.

37/11-12      Warwick Community Agreement

REPORTED:

- (a) That at its meeting on 2 February 2012 the Academic Quality and Standards Committee resolved that a small Group be formed to develop a statement setting out the mutual roles and responsibilities of students and the University but that this not be called a 'Student Charter'.
- (b) That subsequently AQSC's decision was reported to the Steering Committee at its meeting on 13 February and this approach was endorsed. In particular there was a view that being able to frame the relationship between student and staff in terms of a partnership at as early a stage as possible would be welcome and could mitigate against the perception of a student as consumer.
- (c) That a Working Group including staff and student representation had been convened and was in the process of finalising an initial draft of the document for consultation which was titled the Warwick Community Agreement.
- (d) That the sub-group of the Faculty being convened to consider the draft Learning and Teaching Strategy would also consider the draft of the Warwick Community Agreement.

(by Dr Lamburn)

That the timescales for the consideration of the draft Learning and Teaching Strategy would be quite short, it being noted that it was expected that recommendations would be provided to the Senate by the end of the Summer term.

38/11-12      Research Centre Guidelines

CONSIDERED:

A paper from the Head of Governance regarding the provisional revised Research Centre Guidelines, (paper BFSS.16/11-12).

RECEIVED:

An oral report from the Head of Governance noting that:

- (a) That the changes to the Research Centre Guidelines were intended to highlight the financial, reputational and academic added value of Research Centres formally constituted by the University;

- (b) That it was acknowledged that there are some units across the institution which are not formally constituted Research Centres, nor are they University departments, however these guidelines were not intended to cover those units, instead an independent piece of work was being undertaken to address this governance gap;
- (c) That there may be a need, in the light of the revised Research Centre Guidelines, for some Centres to review and revised their constitution and as such the Governance team would work directly with Research Centre Directors to support this work.

REPORTED: (by Professor G Lindsay)

That these proposals were a welcome improvement to the governance of Research Centres.

RESOVLED:

That the Board's support for the proposal detailed within paper BFSS.16/11-12 be noted.

39/11-12 First Year Board of Examiners 2011/12

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

RECEIVED:

Nominations for departmental membership of the First Year Board of Examiners for the Faculty of Social Sciences for the academic year 2011/12 (for meetings in June and September 2012), (paper BFSS.19/11-12), noting that the membership would be submitted to the Senate for approval.

- (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 resit examination conventions for the First Year Board of Examiners 2011/12, (paper BFSS.20/11-12).

REPORTED (by the Chair of the Undergraduate Sub-Committee of the Board):

That changes had been made by the Warwick Business School, the School of Law and the Department of Economics to clarify the departmental position with respect to half weight modules.

40/11-12 Faculty Appointments and Elections for 2012/13

(a) Elections to the Board of the Faculty of Social Sciences and its Sub-Committees and to other University Committees

CONSIDERED:

Nominations to the Board of the Faculty of Social Sciences and its Sub-Committees, and to other University Committees for the academic year 2012/13, (paper BFSS.17/11-12), together with a proposal that the appointment or recommendation to any vacancies in the Board's Committee's be approved by the Chair on behalf of the Board during the summer months.

RESOLVED:

- (i) That the nominations to the Board of the Faculty of Social Sciences and its Sub-Committees, and to other University Committees for the academic year 2012/13 as detailed in paper BFSS.17/11-12 be approved;
- (ii) That remaining nominations be dealt with via Chair's action during the summer months.

(b) Election of Board Members to the Senate

REPORTED:

- (i) That there will be two vacancies for representatives of the Board of the Faculty of Social Sciences on the Senate from August 2012 to July 2015, as Professors Muthoo and Taylor's appointments come to an end on 31 July 2012;
- (ii) That the continuing members of the Senate appointed by the Board of the Faculty of Social Sciences are:

Institute of Education	Professor G Lindsay (2014)
School of Law	Professor A Norrie (2014)
Politics and International Studies	Professor A Reeve (2014)
Politics and International Studies	Professor C Hughes (2013)

- (iii) That a call for nominations was sent to all members of the Board on 16<sup>th</sup> May, with a deadline for nominations of 23<sup>rd</sup> May.

CONSIDERED:

The appointment of two representatives of the Board of the Faculty of Social Sciences to the Senate for the period 1 August 2012 to 31 July 2015.

REPORTED: (by the Chair)

- (iv) That two nominations had been received for the two places on the Senate, as follows:

Professor Abhinay Muthoo (proposed by Professor Chris Hughes, and seconded by Professor Alan Norrie)

Professor Mark Taylor (proposed by Professor Geoff Lindsay, and seconded by Dr Ian Abbot)

RESOLVED:

That the appointment of Professors Muthoo and Taylor be approved.

41/11-12

Appointment of the Chair of the Faculty of Social Sciences

REPORTED: (by the Chair, on behalf of the Registrar)

- (a) That the Faculty Board and the Senate at their meetings in the Spring Term of 2011 received a proposal for revised arrangements for the selection and appointment of Faculty Board Chairs to enable the recommendations of the Harris Review to be implemented;
- (b) That Professor Christina Hughes has been appointed as Pro-Vice-Chancellor and will take up that substantive post from 1 September 2012 (noting that Professor Hughes will begin a partial PVC appointment with effect from 1 June 2012 alongside her existing responsibilities as Faculty Board Chair).
- (c) That in accordance with the revised procedures for the appointment of Faculty Board Chairs, an invitation for nominations and expressions of interest will be issued by the Registrar on behalf of the Vice-Chancellor on Monday, 28 May 2012 with a closing date of Friday 8 June 2012. The aim will be to ensure that the Vice-Chancellor is in a position to make a recommendation to the Board of the Faculty of Social Sciences by no later than Monday 25 June 2012.
- (d) That in accordance with the revised procedures for appointment and Statute 17 (3) an extraordinary meeting of the Faculty Board will be held in week commencing 25 June 2012 to enable the Vice-Chancellor's recommendation to be considered.

Report from the Faculty IT Committee

## RECEIVED:

- (a) The minutes of the Faculty IT Committee, held on 24<sup>th</sup> April 2012, (paper BFSS.21/11-12), alongside a paper from the Director of IT Services regarding delivery options for a *my.department* system, (paper BFSS.22/11-12)

## REPORTED: (by the Chair)

- (b) That the Faculty IT Committee had undertaken some valuable work in recording the various systems used by departments for various administrative functions, to inform future development of an integrated system useable by all Faculty departments;
- (c) That the Director of IT Services had produced a proposal for the central development of a *my.department* type system (similar to the *my.economics* or *my.wbs* systems currently in use) to be rolled out to departments in the Faculty;
- (d) That whilst the proposal from the Director of IT Services was a positive step, it would be important to ensure that there would be scope for departments to request developments to the system and that these be expedited in a timely manner;
- (e) That notwithstanding the central development of a system, this would not negate the need for Faculty or Department Learning Technology Support posts, as this resource would be valuable particularly in a training and support context.

## (by Professor C Hughes)

- (f) That it would be helpful to have indicative timelines for the development of this system.

## (by Professor R Naylor)

- (g) That it would be important if a central development approach was taken, that evolutionary capabilities be designed into the system to enable development to keep pace with the needs of the Faculty;
- (h) That it would also be important that the development of the system be user-led.

## (by Professor M Waterson)

- (i) That it would be paramount that any centralised system be compatible and integrated with departmental systems, such as *my.wbs* or *my.economics*.

## RESOLVED:

That comments from the Board be fed back to the Director of IT Services for further consideration.

43/11-12 Report from the Research Forum

REPORTED: (by the Chair)

- (a) That Professor Jackie Hodgson has Chaired the Faculty Research Forum since January 2012;
- (b) That the Forum was particularly active in hosting events across the Faculty to promote research opportunities, noting that two events were planned for this term covering Interdisciplinarity and Post-Doctoral Funding;
- (c) That the Research Forum offering funding up to £1k to support interdisciplinary projects, noting that 6 awards had been given so far this year, with further funding still available.  
(by Ms N Muckle)
- (d) That the Research Forum Funding could also be used to support workshops or similar activities as well as projects.

44/11-12 Faculty Undergraduate Exam Conventions

REPORTED: (by the Chair of the Faculty Undergraduate Committee)

- (a) That the Undergraduate Committee of the Board of the Faculty of Social Sciences had initiated a review of the exam conventions of the First Year Board of Examiners, with a view to providing greater clarification with respect to the Faculty rules for continuation of study with a number of failed modules, and to bring the Conventions more in line with those of the Faculties of Arts and Science;
- (b) That subsequent to the Committee's discussions, the Chair of the Board of Undergraduate Studies had indicated his intention to undertake a full review of all Faculty exam conventions to harmonise the documents across the Faculties;
- (c) That, as such, the Faculty Undergraduate Committee's current review would be postponed and initial comments fed into the wider review of exam conventions.

45/11-12 Thanks to Professor Christina Hughes

REPORTED: (by Professor G Lindsay)

- (a) That congratulations should be recorded for Professor Christina Hughes who had recently been appointed as Pro-Vice-Chancellor, and would be stepping down from her role as Chair of the Faculty to take up this role.
- (b) That Professor Hughes be thanked for her hard work, positive attitude and keen support for the Faculty throughout her tenure as Faculty Chair.

## **ITEMS RECEIVED FOR INFORMATION ONLY**

46/11-12      Report from the Faculty Undergraduate Studies Committee

RECEIVED:

The unconfirmed minutes of the meeting of the Faculty Undergraduate Studies Committee held on 9 May 2012, (paper BFSS.12/11-12).

47/11-12      Report from the Faculty Graduate Studies Committee

REPORTED:

That the unconfirmed minutes of the meeting of the Faculty Graduate Studies Committee held on 15 May 2012, (paper BFSS.13/11-12) would be circulated for information shortly.

48/11-12      Joint Faculty of Arts and Faculty of Social Sciences Lunch

REPORTED:

That the Summer term Faculty lunch will be held jointly with the Faculty of Arts, at 12.30pm on 30 May 2012, in D2.03, Warwick Business School Social Sciences lounge.

49/11-12      Dates of 2012-13 Committee Meetings

REPORTED:

That the dates and venues for the Board's meetings for the academic year 2012/13 would be confirmed in due course.