

## THE UNIVERSITY OF WARWICK

### **Board of the Faculty of Social Sciences**

Minutes of the meeting of the Board of the Faculty of Social Sciences held on Tuesday 14 February 2017.

Present: Professor M Nudds (Chair, except for minute 31(a)/16-17; Philosophy), Professor R Hastings (in the chair of minute 31(a)/16-17; Chair of Faculty Research Forum), Professor S Becker (Economics), Professor I Brunton-Smith (Director of Warwick Q-Step Centre), Ms K Ireland (CPE), Ms E Jones (Chair of UFSS), Professor R Leng (Law), Dr G Longworth (Philosophy), Professor M Luddy (Warwick Foundation Studies), Dr F McKay (CLL), Dr N Murray (CAL), Professor A Reeve (PAIS), Professor K Seers (BFM Representative), Professor J Solomos (Sociology), Professor H Spencer-Oatey (CAL), Professor J Swan (WBS).

Apologies: Ms H Curtis (Library), Professor L Francis (CES), Professor N Gane (ESRC DTC/P), Professor R Goodwin (BFS Representative), Ms A Jotautyte (PG Student Representative), Professor G Lindsay (CEDAR), Professor D Lambert (BFA Representative), Professor A Lockett (WBS), Dr G Osuri (Sociology), Professor R Probert (Law), Professor J Smith (Economics; Chair of IT Committee), Dr E Uprichard (CIM), Professor N Vaughan-Williams (PAIS), Professor C Warhurst (IER).

In attendance: Ms L Breckon (Human Resources; for minute 25/16-17), Mrs A Greenhalgh (Assistant Secretary), Mrs M Langeveld (Assistant Secretary), Dr E Melia (Senior Assistant Registrar (Strategic Programme Delivery); for minute 25/16-17), Mr M Mik (Secretary), Professor J Palmowski (Academic Vice-President; for minute 25/16-17), Dr D Watson (Psychology), Mrs H Way (Human Resources; for minute 25/16-17), Ms R Woolley (Library).

#### 24/16-17 Vote of Thanks to Professor DL Steinberg

REPORTED: (by the Chair)

- (a) The death of Professor DL Steinberg, former Chair of the Faculty Graduate Studies Committee and a long-standing member of the Board;
- (b) That Professor Steinberg worked tirelessly for the Faculty and carried out the duties of the Chair of the Graduate Studies Committee (GFSS) until late January 2017, offering invaluable support to the Faculty during the search for a new GFSS Chair.

RESOLVED:

- (c) That the Board's gratitude for Professor Steinberg's work for and on behalf of the Faculty be recorded;
- (d) That the Board's condolences be extended to Professor Steinberg's family.

25/16-17 Sessional Teaching Payroll Project

RECEIVED:

- (a) An oral update from the Academic Vice-President and the Senior Assistant Registrar (Strategic Programme Delivery) on the Sessional Teaching Payroll (STP) project;
- (b) A report from the Academic Vice-President and the Senior Assistant Registrar (Strategic Programme Delivery) on the Sessional Teaching Payroll (STP) project, as set out in paper BFSS.11/16-17.

REPORTED: (by the Academic Vice-President)

- (c) That the University had been exploring fairer ways of remunerating PhD students, noting that a pilot stage of the project took place in 2015-16 and continued in 2016-17, ahead of a planned roll-out for 2017-18;
- (d) That a single role definition was yet to be agreed, noting that it needed to reflect all variations across the University;
- (e) That early engagement of PhD students was encouraged;
- (f) That the engagement of the project team with UCU was moving in a positive direction;
- (g) That the new system would cover pre-sessional staff, noting separate discussions with the Centre for Applied Linguistics to ensure sufficient flexibility of the system.

26/16-17 Conflicts of Interest

REPORTED:

- (a) That, should any members or attendees of the Board 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), available online from <http://www.universitychairs.ac.uk/publications/>;
- (b) That the Chair of the Board had a conflict of interest in relation to the review of the Centre for Research in Philosophy, Literature and Arts (Philosophy).

RESOLVED:

That the Chair of the Faculty Research Forum would take the chair for the review of the Centre for Research in Philosophy, Literature and Arts item.

27/16-17 Minutes

CONSIDERED:

The minutes of the meeting of the Board held on 3 November 2016.

RESOLVED:

That the minutes of the meeting of the Board held on 3 November 2016 be approved.

28/16-17 Matters Arising

(a) Teaching Excellence Framework (minute 1/16-17 referred)

RECEIVED:

A copy of the University's Statement and metrics, approved by the University Senate as part of the Teaching Excellence Framework Submission 2016-17 (papers S.29 and S.42/16-17).

(b) Warwick Welcome Week (minute 2/16-17 referred)

RECEIVED:

An updated proposal for a Warwick Welcome Week, as approved by the University Senate in February 2017 (paper S.30/16-17), noting that the full implementation of the Welcome Week had been postponed until the academic year 2018-19.

(c) Membership (minute 5/16-17 referred)

REPORTED:

- (i) That Professor C Warhurst had been appointed to the membership of the Board of the Faculty of Science as the Board of the Faculty of Social Sciences representative;
- (ii) That any members of the Board wishing to represent the Board of the Faculty of Social Sciences on the Boards of the Faculties of Arts or Medicine should contact the Chair or the Secretary directly;
- (iii) That Board members were invited to put forward their departmental colleagues for these roles, especially those working closely with other Faculties.

(d) New Department Proposal (minute 8(b)/16-17 referred)

RECEIVED:

Oral reports from the Heads of Departments working with the School of Cross-faculty Studies on the progress of establishing satisfactory governance structures to ensure full engagement of these departments in matters involving their provision.

REPORTED: (by the Chair)

- (i) That a Steering Group had been set up, noting that it comprised Heads of partner Departments;

(by Professor Solomos)

- (ii) That initial concerns over overlap with the work of partner departments had been addressed to a degree, noting that concerns remained in relation to the timeliness of consultation of planned developments, especially a Single Honours Global Sustainable Development degree;

(by the Chair on behalf of Professor N Vaughan-Williams)

- (iii) That it was important that stakeholder meetings were regularly held and used to allow consultation on any issues affecting partner departments;
- (iv) That it was important to involve Heads of partner Departments or their Directors of Research in appointment processes impacting on departmental REF returns;
- (v) That concerns had been raised about the proposed Single Honours Global Sustainable Development degree, its potential impact on joint degrees, and the potential impact on GSD-facing modules in stakeholder departments.

- (e) Warwick Foundation Studies (minute 9(b)/16-17 referred)

RECEIVED:

An oral report from the Chair on Warwick Foundation Studies.

REPORTED: (by the Chair)

- (i) That Warwick Foundation Studies had been successfully established as a department of the Faculty under the leadership of Professor M Luddy, Acting Director;
- (ii) That Dr I Molinaro had been appointed the new Director and would join Warwick in April 2017.

RESOLVED:

That Professor M Luddy be thanked for her leadership in bringing and establishing Warwick Foundation Studies on campus and as part of the Faculty of Social Sciences.

(f) New Faculty Chair Update (minute 9(c)/16-17 referred)

REPORTED:

That the Board, following a consideration of the Provost's recommendation by correspondence, approved the appointment of Professor M Nudds as the new Faculty Chair and the Chair of the Board.

29/16-17 Chair's Business

(a) Institutional Teaching and Learning Review

REPORTED:

- (i) That Heads of Department had been briefed by the Pro-Vice-Chancellor (Education) on the progress of the Institutional Teaching and Learning Review (ITLR) 2017;
- (ii) That most reports had been submitted and departmental responses being prepared;
- (iii) That ITLR 2017 offered an opportunity to introduce improvements with the input of the ITLR panels, but also identified areas requiring further resources to support teaching and learning;
- (iv) That the ITLR Steering Group would develop a process to follow up on ITLR recommendations and outcomes over the next couple of years, to ensure continuous engagement with the agenda;
- (v) That the Faculty Engagement ITLR Event would take place on 17 March 2017 and would include Heads of Department and Directors of Teaching and Learning;
- (vi) That the Faculty Engagement Event would look for areas of best practice to be shared across the Faculty, but also develop an ongoing mechanism for sharing best practice;
- (vii) That the Faculty Engagement Panel would include representatives of other Faculties and students.

(b) Warwick Awards for Teaching Excellence

REPORTED:

- (i) That nominations were now open for Warwick Awards for Teaching Excellence for staff (WATE) and postgraduate research students (WATE PGR), noting a deadline for nominations by students and staff of 17 March 2017;
- (ii) That full details were available online from <http://warwick.ac.uk/wate>.

30/16-17 Proposal to Rename the Centre for Professional Education

CONSIDERED:

A proposal from the Director of the Centre for Professional Education for the Centre to be renamed Warwick Teacher Education, as set out in paper BFSS.9/16-17, noting that the support of the new Faculty Chair had been secured since the production of the paper.

REPORTED: (by the Chair)

That since the circulation of the paper, concerns regarding the proposal were raised by the Centre for Applied Linguistics and the Centre for Lifelong Learning.

RESOLVED:

- (a) That the Centres for Professional Education, Education Studies, Applied Linguistics and Lifelong Learning discuss the proposal further outside the Board meeting;
- (b) That, subject to an acceptable compromise new name being identified by the interested parties, the Chair of the Board be empowered to recommend the amended proposal to Senate for approval.

31/16-17 Review of Faculty Research Centres

- (a) Centre for Research in Philosophy, Literature and Arts

RECEIVED:

Paper BFSS.12/16-17 setting out details for the review of the Centre for Research in Philosophy, Literature and Arts (Philosophy).

CONSIDERED:

Evidence, as set out in paper BFSS.12/16-17, that the Centre for Research in Philosophy, Literature and Arts provided added value, contributed to the University Strategy and was sustainable in the long term.

RECOMMENDED: (to the University Research Committee)

That the Centre for Research in Philosophy, Literature and Arts added value, contributed to the University Strategy and was sustainable in the long term, and that the proposed changes to the Centre's Constitution be approved.

- (b) Centre for Research in Economic Theory & Application

REPORTED:

That the final paperwork for the review of the Centre for Research in Economic Theory & Application (CRETA) (Economics) was received too late for the consideration by the Board.

RESOLVED:

- (i) That the Chair of the Board be empowered to take action on behalf of the Board to make a recommendation to the University Research Committee, following a review of the paperwork by a sub-group of the Board, comprising the following members:
  - (A) Professor R Hastings (Chair of the Research Forum);
  - (B) Professor G Lindsay (Deputy Chair);
  - (C) Professor N Vaughan-Williams (PAIS).
- (ii) That any paperwork for the review of University Research Centres be submitted in a timely fashion in the future for consideration by the Board.

32/16-17 ESRC Doctoral Training Centre/Partnership update

RECEIVED:

An update on behalf of the Director of the ESRC Doctoral Training Centre/Partnership.

REPORTED: (by the Secretary)

- (a) That work was progressing on the development of a new Master's programme in Social Sciences Research to be offered through the new ESRC DTP from the academic year 2017-18;
- (b) That the DTC was in the process of considering applications submitted in its scholarship competition.

33/16-17 Assessment and Feedback

RECEIVED:

A composite report on timeliness of feedback on assessment submitted in Autumn Term 2016-17 across the Faculty (paper BFSS.10/16-17), noting that this was tabled at the meeting.

REPORTED: (by the Secretary)

That the Chair of the Faculty Undergraduate Studies Committee and the Acting Chair of the Faculty Graduate Studies Committee took Chair's Actions on behalf of their respective Committees to recommend the report to the Board for approval.

RESOLVED:

That the composite report on timeliness of feedback on assessment submitted in Autumn Term 2016-17 across the Faculty, as set out in paper BFSS.10/16-17, be approved.

Chair's Action

## REPORTED:

That the Chair of the Board, acting on its behalf, had approved the following:

(a) BFSS Representative on BFS

The appointment of Professor C Warhurst (IER) to the membership of the Board of the Faculty of Science as the Representative of the Board of the Faculty of Social Sciences.

(b) Graduate Studies Committee Membership

The appointment of Dr V Bove to the membership of the Graduate Studies Committee as the Warwick Q-Step Centre representative, replacing Dr P Blanchard for Term 2 only.

(c) Graduate Studies Committee Chair

The following arrangements for the discharge of the duties of the Chair of the Graduate Studies Committee (GFSS) until a new Chair of the Committee was appointed:

- (i) Ms G Frigerio, member of GFSS (CLL), to consider postgraduate appeals on behalf of the Committee Chair;
- (ii) Professor R Hastings, member of GFSS (CEDAR), to consider and approve PGR Examiners' reports on behalf of the Committee Chair;
- (iii) Dr C Lyonette, member of GFSS (IER), to consider postgraduate appeals on behalf of the Committee Chair;
- (iv) Dr J Smith, member of GFSS (Economics), to consider postgraduate appeals on behalf of the Committee Chair;
- (v) Dr E Ushioda, member of GFSS (CAL):
  - (A) To act as Chair of the Graduate Studies Committee for its January 2017 meeting, including Chair's Actions on any matters related to this meeting, until the appointment of the new Committee Chair;
  - (B) To consider postgraduate appeals, including Continuation of Registration Committee appeals, on behalf of the Committee Chair;
  - (C) To consider and approve PGR Examiners' reports on behalf of the Committee Chair.

(d) Undergraduate Studies Committee Constitution and Membership

- (i) The inclusion of a representative of Warwick Foundation Studies in the constitution of the Faculty Undergraduate Studies Committee;

- (ii) The appointment of Ms S Cook to the membership of the Undergraduate Studies Committee as a Warwick Foundation Studies representative.

35/16-17 Report from the Faculty Undergraduate Studies Committee

RECEIVED:

- (a) Minutes of the meeting of the Faculty Undergraduate Studies Committee held on 25 October 2016 (paper BFSS.6/16-17);
- (b) Unconfirmed minutes of the meeting of the Faculty Undergraduate Studies Committee held on 31 January 2017 (paper BFSS.13/16-17).

36/16-17 Report from the Faculty Graduate Studies Committee

RECEIVED:

- (a) Minutes of the meeting of the Faculty Graduate Studies Committee held on 18 October 2016 (paper BFSS.7/16-17);
- (b) Unconfirmed minutes of the meeting of the Faculty Graduate Studies Committee held on 24 January 2017 (paper BFSS.14/16-17).

37/16-17 Faculty Lunches in 2016-17

REPORTED:

That the Faculty of Social Sciences Lunches would take place as follows in 2016-17:

- (a) Spring term: Tuesday 14 February 2017, 12 noon, Council Chamber, Senate House;
- (b) Summer term: Wednesday 17 May 2017, 12.15pm, room CMR 1.0, University House.

38/16-17 Next Meeting

REPORTED:

That the next meeting of the Board would take place on Wednesday 17 May 2017, 2-4pm, in room CMR 1.0, first floor, University House.

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