

# 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 Thursday 5 November 2015.

Present: Professor CW Hughes (Chair), Professor G Lindsay (Deputy Chair; CEDAR), Ms C Asokan (UG Student Representative), Mr P Brown (Chair of UFSS), Ms E Jones (Economics), Professor R Leng (Law), Professor A Lockett (WBS), Professor C Lury (CIM), Dr S Mann (CAL), Dr G McInerny (CIM), Professor M Nudds (Philosophy), Professor R Probert (Law), Professor A Reeve (PAIS), Professor M Saward (ESRC DTC), Professor K Seers (BFM Representative), Professor J Smith (Chair of Faculty IT Committee), Professor J Solomos (Sociology), Professor H Spencer-Oatey (CAL), Mr E Stewart (BFA Representative), Professor N Vaughan Williams (PAIS).

Apologies: Mr I Abbott (CES), Dr A Boddison (CPE), Dr K Brownlee (Chair of Faculty Research Forum), Professor L Francis (CES), Professor R Goodwin (BFS Representative), Dr G Longworth (Philosophy), Dr F McKay (CLL), Professor A Muthoo (Economics), Dr G Osuri (Sociology), Professor DL Steinberg (Chair of GFSS), Professor M Taylor (WBS), Professor C Warhurst (IER).

In attendance: Ms H Curtis (Library), Professor CL Hughes (Pro-Vice-Chancellor (Teaching and Learning)); for item 11/15-16), Mr S Lloyd (Timetabling Systems Manager; for item 7(c)/15-16), Dr E Melia (Senior Assistant Registrar (Space Management and Timetabling); for item 7(c)/15-16), Mr M Mik (Secretary), Ms J Prewett (Secretary of the University Research Governance and Ethics Committee; for item 7(b)/15-16).

### 1/15-16 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 there were no conflicts of interest to declare.

### 2/15-16 Terms of Reference

REPORTED:

That the terms of reference of the Board, as set out in the University Calendar (<http://warwick.ac.uk/committees/bfss/#tor>), were as follows:

- (a) To regulate, subject to the Statutes and the Ordinances and Regulations and to review by the Senate, the teaching, research, curricula and examinations in the subjects prescribed for the Faculty;
- (b) To recommend to the Senate examiners for appointment;

- (c) To make recommendations to the Senate for the award of Degrees (other than Honorary Degrees), Diplomas, Certificates and other distinctions in the subjects prescribed for the Faculty;
- (d) To recommend to the Senate Sub-Faculties and Departments to be constituted by the Council;
- (e) To delegate to the Sub-Faculties such matters as are deemed appropriate;
- (f) To appoint members of the Board of the Faculty to be members of the Senate as provided for under Statute 15;
- (g) To discharge such other functions as the Senate may from time to time determine.

3/15-16 Membership

RECEIVED:

An updated membership of the Board of the Faculty of Social Sciences and its sub-committees for the academic year 2015-16, including nominations to other University Committees (paper BFSS.3/15-16).

4/15-16 Freedom of Information

REPORTED:

- (a) That the Steering Committee at its meeting on 29 October 2007 considered a paper outlining how the Freedom of Information Act 2000 applied to the publication of minutes of University bodies together with the University Publication Scheme adopted by the Steering Committee in December 2003, paper SC.60/07-08, and resolved that a standard item be included on the agenda of the first meeting of each University Committee at the start of each academic year to inform new members and to remind continuing members of the University policy on the publication of minutes;
- (b) That all non-reserved minutes and agenda of the Board were published on the University's Governance website at: <http://warwick.ac.uk/committees/bfss/minutes/>;
- (c) That copies of paper SC.60/07-08 were available from the Secretary on request.

5/15-16 Minutes

CONSIDERED:

The minutes of the meeting of the Board held on 21 May 2015.

RESOLVED:

That the minutes of the meeting of the Board held on 21 May 2015 be approved.

Matters Arising

- (a) Athena SWAN Charter Mark (minutes 39/14-15, 6(a)/14-15, 38(a)/13-14 and 22(b)/13-14 referred)

## RECEIVED:

- (i) An oral update from the Chair on the activities of the Faculty of Social Sciences Athena SWAN Working Group;
- (ii) Warwick Athena SWAN Charter Mark Annual Report (paper EDC.7/15-16).

## REPORTED: (by the Chair)

- (iii) That a number of departments were working towards submission of their Athena SWAN application in April 2016, noting that no Social Sciences department would submit in November 2015;
  - (iv) That the Faculty Working Group was meeting regularly to facilitate departmental activities and work towards Athena Swan Charter Mark applications;
  - (v) That an increased number of applications for Athena Swan Charter Mark were expected in 2015-16, noting renewal deadlines for Science departments with existing awards.
- (b) Faculty of Social Sciences Summer 2015 Moves (minute 41(a)/14-15 referred)

## RECEIVED:

An oral report from the Chair on the Faculty of Social Sciences Summer 2015 moves, including the creation of a Faculty Hub.

- (c) WIHEA Fellowship Scheme (minute 41(d)/15-16 referred)

## REPORTED:

That a list of the 2015-16 Warwick International Higher Education Academy (WIHEA) Foundation Fellows was available online at <http://warwick.ac.uk/academy/about/people/foundationfellows/>, noting the following representatives of the Faculty of Social Sciences:

- (i) Dr Vikki Abusidualghoul, WBS;
- (ii) Dr Jane Bryan, Law;
- (iii) Professor Peter Corvi, WBS;
- (iv) Ms Sarah Foster-Ogg, WBS;
- (v) Ms Sara Hattersley, CLL;
- (vi) Ms Elizabeth Jones, Economics;
- (vii) Ms Katherine Mawson, CPE;
- (viii) Professor Andrew Reeve, PAIS;
- (ix) Professor Bob Thomson, WBS;
- (x) Ms Rose Woodford, CAL.

(d) Race Equality Charter Mark (minute 50/14-15 referred)

RECEIVED:

An oral update from the Chair on the Race Equality Charter Mark.

REPORTED:

- (i) That the Race Equality Charter Mark was an institution-level qualification;
- (ii) That a University-level self-assessment team was in place, noting that Professor Gurminder Bhambra (Sociology) and Dr Anil Awesti (Law) were Social Sciences representatives;
- (iii) That the first student survey was undertaken in July 2015 and that there would be a follow up survey in 2016, noting that the team was reviewing staff data to determine trends and identify areas of concern.

7/15-16

Chair's Business

(a) Welcome to new Members

REPORTED:

That the Board met in its new composition for the first time.

RESOLVED:

That new members be welcomed to the Board.

(b) Update from the University Research Governance and Ethics Committee

(i) Research Integrity On-line Training

RECEIVED:

A presentation from the Secretary of the University Research Governance and Ethics Committee on the new Epigeum research integrity on-line training, as set out in paper BFSS.12/15-16.

REPORTED:

- (A) That the University was required to ensure that all staff and students undertaking research or staff supervising research students completed the research integrity online training;
- (B) That the online training course would be launched by the end of Term 1 for all staff and students to engage with, noting that 2015-16 would be a pilot year;

(C) That the Learning and Development Centre (LDC) and Research & Impact Services were working together to incorporate this training into the existing LDC offering;

(D) That members of the Board were invited to encourage the uptake of the online course in their Departments.

RESOLVED:

That members of the Board engage with the online training module, when available, and report back to the Secretary to the University Research Governance and Ethics Committee any comments, in particular on discipline-specific sections of the training module.

(ii) Prevent Duty

RECEIVED:

An update from the Secretary of the University Research Governance and Ethics Committee on the Prevent duty and how this might affect research, as set out in paper BFSS.12/15-16.

REPORTED:

That work was underway to incorporate the Prevent duty requirements into existing University processes wherever possible, noting that for research it was proposed to add additional questions regarding Security Sensitive Research Material into Financial Procedure 14 – Research Grants and Contracts for funded research, departmental procedures for own-funded research, and into research ethics committee forms.

(c) Timetable Policy Update

RECEIVED:

An oral update from the Senior Assistant Registrar (Space Management and Timetabling) and the Timetabling Systems Manager on the Timetable Policy, as set out in papers TIP.4/14-15, TIP.7-8/14-15 and BFSS.11/15-16.

REPORTED:

(i) That work was progressing well to bring all data into one system, noting good take up in the Faculty of Social Sciences;

(ii) That steps were being taken to enable timetable impact to inform curriculum changes;

- (iii) That for 2016-17 most of the timetable would be created by way of a roll forward, noting that construction of the timetable from first principles would take place in 2017-18;
- (iv) That staff would be invited to indicate their unavailability and Space Management and Timetabling would work with Human Resources to collate this data, noting that Heads of Departments would be required to look at teaching balance across their department;
- (v) That the University urgently needed to improve its use of teaching timetable slots specifically during 9-10am, 5-6pm and 6-7pm and on Mondays and Fridays;
- (vi) That work on delivering personalised timetables would continue in 2015-16, with a complete roll out planned for 2016-17, noting that further work would allow for improvements such as push notifications of cancelled/rescheduled lectures, changes of venues, etc.;
- (vii) That earlier module registration should be in place from 2018-19;
- (viii) That transport links to the University would need to be improved for the timetable changes to maximise their impact.

(d) Warwick in California

RECEIVED:

An oral update from the Chair on the Warwick in California project, including the work of the Faculty California Working Group.

REPORTED: (by the Chair)

- (i) That colleagues received a thorough update on the Warwick in California project during Faculty Lunch;
- (ii) That the University was looking for ideas to showcase Warwick in California and any suggestions should be fed back to the Chair.

(e) Equality Monitoring Annual Report 2014-15

RECEIVED:

The Equality Monitoring Annual Report 2014-15 (paper EDC.3/15-16).

(f) Art Collection Committee Update

CONSIDERED:

A request from the Chair of the Art Collection Committee to identify a suitable location of a new piece of art, a giant animal sculpture by Laura Ford.

RECOMMENDED: (to the Art Collection Committee)

That the Social Sciences building courtyard (the Quad) be considered as a location for the new piece of art.

8/15-16 Election of Board Members to the Senate

REPORTED:

- (a) That a vacancy for a representative of the Board of the Faculty of Social Sciences on the University Senate had arisen, as Professor A Norrie stepped down with effect from October 2015;
- (b) That the continuing members of the Senate appointed by the Board of the Faculty of Social Sciences were:  
  
Professor G Lindsay (2017) – Centre for Educational Development, Appraisal and Research (CEDAR);  
Professor A Muthoo (2018) – Economics;  
Professor A Reeve (2017) – Politics and International Studies;  
Professor J Solomos (2018) – Sociology;  
Professor H Spencer-Oatey (2018) – Applied Linguistics.
- (c) That a call for nominations was sent to all members of the Board on 29 October 2015, with a deadline for nominations of 10am on 5 November 2015;
- (d) That one nomination was received: Professor Rebecca Probert, Head of the School of Law, nominated by Professor Roger Leng (Law) and seconded by Dr Kimberley Brownlee (Chair of Faculty Research Forum);

RECEIVED:

Regulation 2.2 governing the election of representatives of the Boards of the Faculties to membership of the Senate (paper BFSS.4/15-16).

CONSIDERED:

The election of a representative of the Board of the Faculty of Social Sciences to the Senate.

RESOLVED:

That Professor Rebecca Probert be elected representative of the Board of the Faculty of Social Sciences to the Senate for a period November 2015 until July 2018.

9/15-16 ESRC Doctoral Training Centre update

RECEIVED:

An oral update from the Director of the ESRC Doctoral Training Centre.

REPORTED: (by the Director of Warwick Social Sciences Doctoral Training Centre)

- (a) That the new deadline for submission of applications for the new Doctoral Training Partnerships had been brought forward to 18 February 2016;
- (b) That Warwick was leading on a consortium bid, noting that negotiations were progressing well, focusing on governance, staffing, formal contract and distribution of scholarships;
- (c) That the shift to Doctoral Training Partnerships would also see a shift from 4-year PhDs to 1+3 awards, noting that the Warwick ESRC DTC was planning to expand its existing offering of a Postgraduate Award and a Postgraduate Certificate to a full Master's programme;
- (d) That studentship funding would cover 4 years only, including the Master's year.

10/15-16 Review of Faculty Research Centres

RECEIVED:

Paper BFSS.5/15-16 setting out details for the review of the following University Research Centres relevant to the Faculty of Social Sciences:

- (a) Centre for Competitive Advantage in the Global Economy (CAGE);
- (b) Centre for Ethics, Law and Public Affairs (CELPA);
- (c) Legal Research Institute;
- (d) Social Theory Centre.

REPORTED:

- (e) That a review of the Centre for the Study of Women and Gender (CSWG) would follow at a later date, to be considered by the Board at its next meeting;
- (f) That Category I centres follow a different timetable and would be considered by the Board at its next meeting, noting that this included:
  - (i) Centre for Educational Development, Appraisal and Research (CEDAR);
  - (ii) Institute of Employment Research (IER).

CONSIDERED:

Evidence, as set out in paper BFSS.5/15-16, that the University Research Centres provided added value, contributed to the University Strategy and were sustainable in the long term.

RECOMMENDED: (to the Research Committee)

That the evidence provided for the following Centres satisfied the Board that the Centres provided added value, contributed to University strategy and were sustainable in the long term:

- (g) Centre for Competitive Advantage in the Global Economy (CAGE);
- (h) Centre for Ethics, Law and Public Affairs (CELPA);
- (i) Legal Research Institute;
- (j) Social Theory Centre.

11/15-16 Teaching Excellence Framework

RECEIVED:

- (a) An oral update from the Pro-Vice-Chancellor (Teaching and Learning) on the possible format and focus of the Teaching Excellence Framework (TEF);
- (b) A PowerPoint presentation on the possible impact and implications of TEF, as set out in papers BFSS.9-10/15-16.

REPORTED: (by the Pro-Vice-Chancellor (Teaching and Learning))

- (c) That a Green Paper would be released on Friday 6 November 2015, which was expected to cover the following areas:
  - (i) Teaching Excellence Framework;
  - (ii) Widening Participation;
  - (iii) Higher Education structures;
  - (iv) Research funding.
- (d) That the Green Paper was likely to propose changes to Higher Education regulators as well as Higher Education Institutions;
- (e) That the Teaching Excellence Framework was likely to be rolled-out in two stages, the first one relying predominantly on metrics, such as the National Student Survey (NSS), the Destination of Leavers from Higher Education (DLHE) survey, retention, etc., noting that stage two format was very unclear at present;
- (f) That the University, leading a consortium of institutions, was successful in securing a grant to undertake a number of research projects, including one aimed at developing an appropriate methodology for measuring 'Learning Gain' as a standardised metric;
- (g) That the National Union of Students was concerned about commodification of Higher Education and especially the linkages to higher fees, noting that the opportunity to increase fees was likely to be limited to institutions in the top quartile;
- (h) That the University recognised the critical importance of student surveys and would continue its work with academic departments and students during 2015-16 to improve student experience;

- (i) That under the proposal for Quality Assurance University governing bodies were likely to be given responsibility for the area of teaching and learning, with implications for the role of University Senates in quality assurance;
- (j) That further information would follow as details of the government proposal emerged.

12/15-16 Next Meeting

REPORTED:

That the next meeting of the Board would take place on Tuesday 16 February 2016, 2-4pm, Council Chamber, **Senate House**.

13/15-16 Assessment and Feedback

REPORTED: (by the Secretary)

That a composite report on timeliness of feedback on assessment submitted in Summer Term 2014-15 across the Faculty (paper BFSS.1/15-16) was not available and would follow after the meeting.

14/15-16 Chair's Action

(a) Chairs of Undergraduate Appeals Committees

REPORTED:

That the Chair of the Board, acting on its behalf, had taken action to appoint the following members of the Undergraduate Appeals Committee Panel for the Board as Chairs of Appeals Committees to consider appeals against decisions of the September 2015 First Year Board of Examiners for the Faculty of Social Sciences:

- (i) Ms E Harrison (CAL);
- (ii) Dr S Dahl (CES);
- (iii) Dr G Lynch (PAIS);
- (iv) Professor L Gracia (WBS).

(b) Discipline Committee & Appeals Committee of Senate

REPORTED:

That the Chair of the Board, acting on its behalf, had taken action to recommend to the Senate the appointment of Dr Andre Broome, Department of Politics and International (PAIS), to the membership of the Discipline Committee and Appeals Committee of Senate Panel, replacing Professor Andrew Reeve (PAIS).

15/15-16 Implementing Reasonable Adjustments for Staff

RECEIVED:

A 'How to' guide on implementing reasonable adjustments for staff (paper EDC.6/15-16), with a separate editable form for staff to use (paper EDC.6A/15-16).

16/15-16 Dignity at Warwick Event 2015

REPORTED:

That the 2015 Dignity at Warwick event on the topic of Dignity in Mental Health would take place on 18 November 2015, 11am-2pm, in a number of locations around campus, noting that details of the event were available online from: <http://warwick.ac.uk/equalops/dignityatwarwick2015>

17/15-16 Report from the Faculty IT Committee

RECEIVED:

The minutes of the meeting of the Faculty IT Committee held on 21 October 2015 (paper BFSS.8/15-16).

18/15-16 Faculty Lunches in 2015-16

REPORTED:

That the Faculty of Social Sciences Lunches would take place as follows in 2015-16:

- (a) Autumn term: Thursday 5 November 2015, 12 noon, room CMR 1.0, University House;
- (b) Spring term: Tuesday 16 February 2016, 12 noon, Council Chamber, Senate House;
- (c) Summer term: Thursday 19 May 2016, 12.30pm, Council Chamber, Senate House.

19/15-16 Dates of 2015-16 Board Meetings

REPORTED:

That the Board would meet subsequently as follows during the academic year 2015-16:

Tuesday 16 February 2016, 14.00-16.00, Council Chamber, Senate House;  
Thursday 19 May 2016, 10.00-12.00, Council Chamber, Senate House.