

## THE UNIVERSITY OF WARWICK

### Open Minutes of the Meeting of the Steering Committee held on 19 March 2018

- Present: Professor S Croft (Vice-Chancellor and Chair), Professor C Constable (Representative of the Senate), R Drinkwater (Group Finance Director), Professor C Ennew (Provost), Professor M Nudds (Chair of the Faculty of Social Sciences), Professor P Roberts (Chair of the Faculty of Arts), R Sandby-Thomas (Registrar), Professor M Shipman (Chair of the Faculty of Science), Professor S Swain (Pro-Vice-Chancellor (External Engagement)), H Worsdale (President of the Students' Union).
- Apologies: Professor A Clarke (Chair of the Faculty of Medicine), Professor C Hughes (Pro-Vice-Chancellor (Education)), Professor P Thomas (Pro-Vice-Chancellor (Research)).
- In Attendance: K Dixon (Administrative Officer (Governance) and Assistant Secretary)), D Chambers (Director, Student Recruitment Outreach and Admissions Service) (for item 196/17-18), Dr R Hutchins (Director of Strategy and Policy), (G McGrattan (Director, People Group), R Roke (Director of Strategic Programme Delivery and Secretary), I Rowley (Director of Development, Communication and External Affairs), S Tuersley (Acting Secretary to Council), Dr C Twine (Academic Registrar).

*Note: Some items are noted as "Exempt information not included" as they contain information that would be withheld from release to the public because an exemption under the Freedom of Information Act 2000 applies.*

#### 190/17-18 Minutes

##### RESOLVED:

That the open and restricted minutes of the meeting held on 5 March 2018 be approved.

#### 191/17-18 Conflicts of Interest

##### REPORTED: (by the Chair)

That, should any members or attendees of the Steering Committee 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.

#### 192/17-18 Pulse Survey Data Correction (minute 181/17-18 refers)

##### REPORTED: (by the Chair)

That the item on the Pulse Survey Results considered at the meeting held on 5 March 2018 had been corrected: the statement indicating that responses from those individuals declaring a disability were generally more positive than other colleagues had been amended to '*responses by those declaring a disability are slightly less positive than colleagues who are not declaring a disability*'.

193/17-18 Collaborative public engagement projects announced for Coventry

REPORTED: (by the Chair)

- (a) That Warwick and Coventry University had together announced thirteen new public engagement projects combining research staff from both universities with cultural organisations in Coventry.
- (b) That the projects would feed in to Coventry City Council's Cultural Strategy as well as Coventry City of Culture 2021, noting that they should also be viewed in the context of the University's ten year strategy.

194/17-18 New Education Fund Launched

REPORTED: (by the Chair)

- (a) That a new Alliance Education Fund had been established by Monash University and Warwick to provide funding support to academic and professional services staff working collaboratively on projects which help to internationalise teaching and learning.
- (b) That the fund would look to support collaborative teaching and learning, pedagogical innovation, short study abroad opportunities, work-integrated learning and enterprise education.

195/17-18 \*Petition for the Initial Teaching Training Course to receive a formal graduation ceremony

CONSIDERED:

A petition requesting that the University of Warwick considers the implementation of a formal graduation ceremony for the Initial Teacher Training Course (SC.81/17-18) {restricted}.

REPORTED: (by the Acting Secretary to Council)

- (a) That the University had received a petition requesting that it consider the implementation of a formal graduation ceremony for the Initial Teacher Training (ITT) Course, accompanied by 114 signatures, in November 2017.
- (b) That the Awards and Ceremonies team had consulted on the issue when it had been raised previously but had received little interest from the wider student body, noting that they were happy to review the situation again if required.
- (c) That there were currently in excess of 2,000 students enrolled in sub-degree programmes and that there would not be the resource or capacity available to offer graduation ceremonies to all such students.

(by the Chair)

- (d) That it should be reviewed whether other institutions offer graduation ceremonies for sub-degrees and what practicable options there were for implementation at Warwick.

- (e) That further consideration should be given to whether there was a specific case for a graduation ceremony to be provided for students on the ITT programme as opposed to other sub-degree programmes.

RESOLVED:

That options for offering graduation ceremonies for sub-degree programmes and particularly the ITT, be reviewed, reporting back to the Steering Committee in due course.

196/17-18 \*Admissions and Recruitment Update (Spring Term)

CONSIDERED:

An Admissions and Recruitment Update for the Spring Term (SC.82/17-18)  
{restricted}.

REPORTED: (by the Director, Student Recruitment Outreach and Admissions Service)

[Exempt information not included]

- (d) That the current priority for the Admissions team was to convert offers into acceptances in order to meet targets.
- (e) That there had been a number of activities on campus for prospective Home undergraduate students, in addition to a number of external activities to facilitate recruitment of Overseas candidates.

[Exempt information not included]

- (g) That the Widening Participation and Outreach team was currently busy hosting a number of events for the Widening Participation programme, including the 'graduation event' for the Bright Stars programme for primary school participants.
- (h) That the Widening Participation annual report had featured a number of positive outcomes and activities, noting that the recruitment of a new Widening Participation Evaluation Manager was already having a positive impact on the work of the team.

[Exempt information not included]

(by the Provost)

[Exempt information not included]

(by the Senate Representative)

- (l) That there had been numerous comments from Open Day attendees during the strike action that the campus had seemed very quiet, with staff on the day having to reiterate that campus was usually significantly more vibrant.

RESOLVED:

That the Admissions and Recruitment Update for the Spring Term (SC.82/17-18) {restricted} be noted.

197/17-18 \*Report from the Budget Steering Group

CONSIDERED:

A report from the Budget Steering Group to the Finance and General Purposes Committee on the University's Q2 2017/18 Financial Performance (SC.84/17-18) {restricted}.

REPORTED: (by the Group Finance Director)

[Exempt information not included]

(by the Chair)

[Exempt information not included]

(by the Provost)

[Exempt information not included]

RESOLVED:

That the report from the Budget Steering Group to the Finance and General Purposes Committee on the University's Q2 2017/18 Financial Performance (SC.84/17-18) {restricted} be noted.

198/17-18 \*Report from the Capital Space and Amenities Group

CONSIDERED:

A report from the Capital Space and Amenities Group (SC.85/17-18) {restricted}.

REPORTED: (by the Provost)

[Exempt information not included]

(b) That the Group had considered the major refurbishment of University House and how best to scope this work.

[Exempt information not included]

RESOLVED:

That the report from the Capital Space and Amenities Group (SC.85/17-18) {restricted} be noted.

CONSIDERED:

A report from the Administrative and Professional Services Group (SC.83/17-18) {restricted}.

REPORTED: (by the Registrar)

- (a) That the Group had considered and decided against using external benchmarking methodologies to ascertain whether various departments were 'right sized', due to the cost and time implications of such exercises, also noting that benchmarking against other Higher Education Institutions would not necessarily provide useful insight into optimal service size and shape or other efficiency measures.
- (b) That a strategic programme of reviews would be undertaken by the Simplify, Collaborate, Deliver (SCD) team, including an initial diagnostic exercise to ascertain which parts of administrative and professional services might usefully be reviewed more deeply, with deep-dive reviews of identified departments being undertaken on a rolling basis over the next two years.
- (c) That the purpose of the exercise was to investigate where there were potential areas of flexibility in terms of staff and other resources and to identify opportunities for service improvement.

(by the Secretary)

- (d) That input would be sought from academic colleagues as part of the deep dive reviews into a particular service.
- (e) That it would also be useful to receive the views of academic colleagues and departments to inform the prioritisation of services for deeper review.

(by the Chair of the Faculty of Science)

- (f) That the views of academic staff would most likely relate to operational matters and what works well, or where there were areas for improvement.

(by the Registrar)

- (g) That feedback from departments and the academic community could be built into the review, potentially as part of an interim phase, and the SCD team would consider how best to do this.

RESOLVED:

That the report from the Administrative and Professional Services Group (SC.83/17-18) {restricted} be noted.