

THE UNIVERSITY OF WARWICK

Minutes of the meeting of the Steering Committee held on 4 October 2010

Present: Vice-Chancellor,  
Deputy Vice-Chancellor,  
Professor S Bruzzi,  
Professor A Caesar,  
Professor C Hughes,  
Professor T Jones,  
Professor J Labbe,  
Professor K Lamberts,  
Professor P Winstanley  
Mr D Stevens.

Apologies: Professor R Higgott, Professor M Taylor, Registrar.

In Attendance: Deputy Registrar, Academic Registrar, Finance Director, Director of Estates, Director of Development, Communications and Strategy, Director of HR, Head of Governance Support Services, Executive Officer (VC's Office), Assistant Registrar (Deputy Registrar's Office), Administrative Officer (Governance), Director of the International Office (for items 9/10-11 and 10/10-11).

1/10-11 Minutes

RESOLVED:

That the minutes of the meeting held on 27 September 2010 be approved, subject to the following amendment (deletions ~~struck through~~):

827/09-10

(...)

- (b) That cuts to the Teaching Grant up to 78 percent had been mooted and that QR funding was likely to be concentrated ~~in those institutions with 40 percent coverage of 3\* or 4\* research.~~

(...)

2/10-11 Local Enterprise Partnerships (minute 802/09-10 refers)

RECEIVED:

- (a) UUK I-Note I/2010/075 providing the UUK response to the Local Enterprise Partnership Inquiry and Regional Growth Fund consultation (SC.5/10-11).
- (b) A newsletter from the Coventry and Warwickshire Local Enterprise Partnership (SC.6/10-11).

3/10-11 Proposed RSC/Warwick Centre for the Teaching of Shakespeare (minute 809/09-10 refers)

REPORTED: (by the Vice-Chancellor)

- (a) That, further to the in principle approval given by the Steering Committee at its meeting held on 20 September 2010, the RSC Board considered the outline proposal to establish a joint RSC/Warwick Centre for the Teaching of Shakespeare and granted in principle approval at its meeting held on 29 September 2010.

- (b) That the full proposal would be considered by the RSC Board in January 2011 following further development work.

4/10-11 Arrivals Weekend 2010

RESOLVED:

That the Committee record its thanks to those colleagues who were involved in Arrivals Weekend between 2 and 3 October 2010.

5/10-11 Launch of Warwick Ventures Ltd

REPORTED: (by the Vice-Chancellor)

- (a) That members were invited to attend the launch to Warwick Ventures Ltd in the University House Atrium on 4 October 2010 from 12noon.
- (b) That Warwick Ventures Ltd was a subsidiary of the University designed to explore fruitful commercial partnerships both within the University or with other external partners.

6/10-11 Strategy Bites: The Knowledge Centre

REPORTED: (by the Vice-Chancellor)

That the first Strategy Bites session of the 2010/11 academic year focusing on the recently launched Knowledge Centre website for alumni and friends of the University would be held in the Wolfson Research Exchange on 12 October 2010 from 12.30pm.

7/10-11 Institutional HESES Audit (minute 786/09-10 refers)

REPORTED: (by the Vice-Chancellor)

- (a) That the University had performed exceptionally well in the HESES audit which took place between 21 and 23 June 2010.

(By the Deputy Registrar)

- (b) That HEFCE had confirmed that there were no funding assumptions resulting from the HESES audit but had advised the University to monitor and revise the processes for its forecast non-completion rates which were found to be over-estimations.

8/10-11 Government Lobbying

REPORTED: (by the Vice-Chancellor)

That he continued to travel to London to lobby the Government regarding their plans for higher education funding and that the University should try to capture the "post-settlement" (post –Spending Review) agenda, acknowledging the Government appeared not to comprehend fully the potential outcomes of their proposals.

9/10-11 Student Admissions and Recruitment Update

CONSIDERED:

A report from the Assistant Registrar (Undergraduate Admissions) detailing the undergraduate admissions position following Confirmation 2010, together with an oral report from the Director of the International Office (SC.1/10-11).

REPORTED: (by the Director of the International Office)

- (a) That it had been an exceptionally difficult year for undergraduate recruitment with changing internal targets and national media scrutiny.
- (b) That Home/EU undergraduate recruitment for 2010/11 was significantly over target as of 24 September 2010 due to an unexpected number of insurance offers, it being noted that the quality of students accepted to Warwick remained very high.
- (c) That the final admissions position would be clearer after the enrolment period concluded at the end of October 2010.

(By the Vice-Chancellor)

- (d) That the University should increase its A level tariff offer levels wherever possible but that any implications for widening participation would require careful consideration.

(By the Deputy Registrar)

- (e) That the institution's lower non-completion rate would affect the position within the HEFCE contract range and that intake targets on a level with recent years could not be retained if Warwick was to remain within the target range.

RESOLVED:

- (a) That the Committee extend its congratulations to the Student Admissions and Recruitment team for their efforts in the 2010/11 admissions cycle.
- (b) That the following correction to paragraph 16 be noted (deletions ~~struck through~~, additions underlined):

"There have been ~~43~~ 53 acceptances through this process, of which 25 are Home for fees and 28 Overseas. This cohort represents approximately 1.4 per cent of the intake, and the quality is extremely high and 15 of the 43 students had at least one A\*."

10/10-11

New International Scholarship Programme

CONSIDERED:

A paper from the Scholarships Working Group and the Fees Working Group presenting recommendations for the targeting and operation of a new scholarship fund for international students (SC.3/10-11).

REPORTED: (by the Deputy Registrar)

- (a) That the proposals contained within SC.3/10-11 sought to allow rapid expansion of the University's international scholarship portfolio in a manner which could be revised should circumstances change.
- (b) That a proposal would be presented to the Finance and General Purposes Committee at its meeting on 5 October 2010 to enable confirmation of the proposed new scholarships budget.

(By the Director of the International Office)

- (c) That that full scholarships for overseas undergraduates would potentially be too expensive and that the selection process for undergraduate scholarships had proved to be difficult in the past.

(By the Chair of the Board of the Faculty of Social Sciences)

- (d) That, in order to have the optimal impact, broad consideration should be given to the range of scholarships schemes across the institution and that a cohesive co-ordination and launch of all scholarships would be most effective in demonstrating the University's overall offering in this area.

(By the Deputy Vice-Chancellor)

- (e) That consideration should be given to the presentation of the scheme alongside the Warwick Postgraduate Research Scholarships (WPRS), noting that the latter scheme may appear less attractive to applicants as it did not cover the overseas fees differential.

RESOLVED:

- (a) That the following recommendations as set out in SC.3/10-11 be approved:
- (i) That the new central scholarships fund be targeted at international PGR students, with the possibility of a 1+3 model being introduced in later years of the scheme.
  - (ii) That Option 1 for the structure of the scheme be adopted.
  - (iii) That, should there be funds in excess of the awards to be offered in any one year of the scheme due to a higher-than-estimated proportion of Band 1 awards being made, these funds be used as top-up awards for international WPRS recipients who would otherwise only have their fees covered at the Home/EU rate, noting that further consideration should be given by the Scholarships Working Group to the overall relationship between the new scholarship scheme and the WPRS.
  - (iv) That the new scholarships fund be run alongside existing scholarship schemes such as WPRS, adopting the same selection and admission procedures but maintaining distinct identities as different scholarship offerings, but that a wider review of the University's overall financial aid provision be undertaken in the medium to longer term with a view to streamlining and optimising the University's entire range of student support.
  - (v) That the new scholarships fund be administered through the Graduate School.
- (b) That further consideration be given to the nomenclature of the scholarships programme, noting that suggestions from members of the Steering Committee were welcome and should be forwarded to the Director of the International Office.
- (c) That further consideration be given to the co-ordination of all scholarships within the University's portfolio, together with a comprehensive communication and marketing strategy.

11/10-11

Report from the Fees Working Group

CONSIDERED:

A report from the Fees Working Group presenting proposals relating to fees for postgraduate courses for 2011/12, for overseas visiting students and MA courses offered by the Career Studies Unit in the Centre for Lifelong Learning (SC.12/10-11).

REPORTED: (by the Deputy Registrar)

- (a) That the second phase of the fees review including exploration of the application of standard pricing and greater fees differentiation was underway and that a further report on progress and suggested next steps would be considered by the Committee at a future meeting.
- (b) That the Fees Working Group recommended that Faculty of Arts returned to the full standard fee for postgraduate taught courses from 2011/12 following a period of reduced fees.

(By the Deputy Vice-Chancellor)

- (c) That he welcomed the proposed move away from RCUK recommended postgraduate research fees but considered that the University should be robust with RCUK with regards to requesting the cost of full fees for studentships within grant applications, noting that other Russell Group institutions had been able to do this for some time on the basis of a college structure.

(By the Chair of the Board of the Faculty of Social Sciences)

- (d) That the Department of Sociology currently offered bursaries to Warwick graduates who wished to undertake a postgraduate taught qualifications in Sociology and that this arrangement had significantly increased intakes.

(By the President of the Students' Union)

- (e) That the Students' Union supported a 'free education' policy and therefore he was opposed to the proposed increases in fees.

RESOLVED:

- (a) That Home/EU fees for Postgraduate Taught and Research courses be approved as set out in SC.12/10-11 and as below:  
  

<b>PGT</b>	£6,080 (FT), £3,040 (PT)
<b>PGR</b>	£3,900 (FT), £2,340 (PT)
- (b) That the proposal that from 2011/12 onwards, non-EU visiting students be charged the fee rate applicable to the department in which they are based, noting that current students will continue to be charged a standard Band 1 fee, be approved as set out in SC.12/10-11.
- (c) That the proposal that from 2011/12 onwards, fees for the Wisconsin Madison JYA programme be aligned with that for other non-EU visiting students, be approved as set out in SC.12/10-11.
- (d) That the proposal that overseas fees for the MA in CEIGHE and MA in MSWE be set at Band 1 level be approved as set out in SC.12/10-11.
- (e) That the Director of Development, Communications and Strategy liaise with the Chair of the Board of the Faculty of Social Sciences regarding the 'alumni' bursaries offered within the Department of Sociology.
- (f) That the Vice-Chancellor write to RCUK to communicate the increase in postgraduate research fee levels and to request the ability to cost full fees within grant applications.

12/10-11

Arrangements for the Second Capital Investment Framework (CIF2)

CONSIDERED:

The draft University application to the second HEFCE Capital Investment Framework (CIF2) (SC.13/10-11).

REPORTED: (by the Director of Estates)

- (a) That it was not clear whether funding would actually be available after the Spending Review but the estimated funding could be up to 50 percent of CIF1 (£20m over three years).
- (b) That it was anticipated that the assessment would be based on the six main questions and that the University should score five As out of the maximum six, noting that the application did expose some of Warwick's weaker areas, such as carbon management and space.

(By the Deputy Vice-Chancellor)

- (c) That the policy concerning office space for professorial staff might need review by the Capital Planning and Accommodation Review Group (CPARG) to evaluate whether such space was being used most effectively.

RESOLVED:

That the draft University application to CIF2 be approved as set out in SC.13/10-11, subject to a strengthening of the University's view that the HEFCE space metric was inaccurate and an inclusion of a statement on risk to be drafted in liaison with the Head of Governance Support Services prior to submission by the deadline of 8 October 2010.

13/10-11

OFFA Statistical Analysis into Impact of Bursaries on Student Decision-Making

RECEIVED:

A press release regarding the publication of OFFA research '*Have bursaries influenced choices between universities*', together with the executive summary of the research publication (SC.2/10-11).

REPORTED: (by the Deputy Registrar)

- (a) That some of the conclusions within the report were concerning as it was perhaps too premature to judge the influence of bursaries on decision-making as potential students did not have easy access to comparative data on HEIs' bursary schemes via UCAS until 2009/10 entry application cycle.
- (b) That the University would be reviewing the outcome of its bursary schemes over recent years in order to inform consideration of scenarios around potential higher undergraduate fees and to enable more effective outreach activities.

14/10-11

OFFA: Access Agreements and WPSA Monitoring Return 2009/10

CONSIDERED:

Guidance from OFFA regarding the completion of the 2009/10 monitoring return for the University access agreement and Widening Participation Strategic Assessment (WPSA) (SC.14/10-11).

REPORTED: (by the Deputy Registrar)

- (a) That a significant amount of work would be undertaken in the Autumn Term 2010 to compile the detail and costing of widening participation activities across academic departments.

(By the Dean of Warwick Medical School)

- (b) That there were difficulties around developing a widening participation strategy for a graduate entry medical school, such as Warwick Medical School.

RESOLVED:

That the Academic Registrar draft, with appropriate colleagues, the monitoring return for the University's Access Agreement and WPSA for consideration by the Committee at a future meeting prior to submission by the deadline of 14 January 2011.

15/10-11 Warwick Medical School 10<sup>th</sup> Anniversary

RESOLVED:

That the Committee extend its congratulations to colleagues at Warwick Medical School and the Development and Alumni Relations Office on the successful 10<sup>th</sup> anniversary events.

16/10-11 National Pay Bargaining

REPORTED: (by the Director of HR)

That UCEA and UCU met at ACAS on 27 September 2010 for facilitated talks under the new JNCHES disputes resolution process with the main focus being on matters of job security within the sector and that further meetings were anticipated.

17/10-11 USS Pension Scheme Review

REPORTED: (by the Director of HR)

That the statutory consultation process regarding the proposed USS pension scheme changes would be undertaken between 20 October and 22 December 2010 with the University expecting to receive consultation material on or around 14 October 2010 for subsequent distribution to eligible employees, noting that a web-based method of submitting feedback directly back to USS was planned.

18/10-11 Freshers' Fairs and Student Receptions

REPORTED: (by the President of the Students' Union)

- (a) That a variety of events for the Freshers' Fair, including the promotion of sports clubs and societies and a volunteering fair, would take place this week in the new Students' Union building, to which members of the Steering Committee were welcome to attend.
- (b) That the Welcome Parties for new students had been popular and successful.

(By the Chair of the Board of Graduate Studies)

- (c) That the reception held for new international postgraduate students in the Terrace Bar in the Students' Union had been well attended and that a further welcome event for postgraduate taught students would be held in the University House Atrium on 7 October 2010 from 5pm.

19/10-11 University Response to Government Default Retirement Age Consultation

RECEIVED:

The University response to the Department of Business, Innovation and Skills consultation regarding the proposed phasing out of the default retirement age (SC.4/10-11).

20/10-11 QAA Circular Letter 10/11: Notification of Publication of Two *Outcomes of Institutional Audit* Papers

RECEIVED:

Notification from the QAA of the publication on 30 September 2010 of the final two papers in the *Outcomes of Institutional Audit* series, together with summaries of each paper (SC.15/10-11).

21/10-11 UCEA 10:107: Consultation on Changes to Economic Migration Routes to the UK in Tiers 1 and 2 (minute 791/09-10 refers)

RECEIVED:

A UCEA update regarding the recent consultations on changes to economic migration routes for Tier 1 and Tier 2 immigrants, together with the sector responses submitted by UUK (SC.7/10-11).

NO/jf/steersshare/minutes/2010-11/Oct10/04Oct10